

Field Visit FAQs

Why do you do field visits?

The ASB Program has been asked by the Auditor General to conduct a field visits approximately every five years to ensure that the grant dollars we allocate are supporting activities related to enforcement of delegated legislation and environmental extension activities. To accomplish this we conduct a field visit that focuses on learning more about the ASB's enforcement and environmental programs.

How many field visits do you do every year?

Our goal is to do 15 field visits every year. We select three municipalities per region for a field visit annually. We will be doing 15 field visits in 2020.

What time of year will you come for the field visit?

The field visits are scheduled between late May and September.

What is the process for a field visit?

A field visit consists of two components: meeting with the ASB members and then a field tour with the Agricultural Fieldman.

We prefer to keep the meeting with the ASB members short to allow us to look at as many projects as possible. One to two hours is generally enough time for us to meet with the ASB members. This is their opportunity to ask questions regarding the program and to discuss any concerns.

We want to spend the majority of our time in the field looking at examples of your programs and accomplishments. We want to see examples of your inspection and control programs, environmental projects and anything that you do that is unique in your municipality. We will need time to stop and take pictures of the different projects you are currently working on.

We understand that it may not always be possible to visit with your ASB members as this is the busiest time of year for them. If this is the case, we will arrange to meet with the fieldman during the spring /summer and then return in the winter to meet with ASB members as needed.

Who will be coming to do our field visit?

A member of the Plant Bee Health Policy Section plans to attend every field visit. In some instances another AF staff member may attend the field visit. For example, Plant Bee Health Surveillance Section members have expressed interest in attending some of the field visits to gain a better understand the role of ASBs and agricultural fieldmen.

Should my ASB members come on the “field” portion of the visit?

It is up to each individual ASB to decide whether or not the ASB members come for the “field” portion of the visit.

What will you be looking for?

The purpose of a field visit is to be able to provide proof to the Auditor General that ASBs are using the ASB Grant dollars allocated to them to support programs related to enforcement of delegated legislation and environmental extension. This means we want to see if you have inspection, enforcement and control programs in place related to the *Agricultural Pest Act*, *Soil Conservation Act* and *Weed Control Act* and that you are prepared to assist with the *Animal Health Act*. We will also ask questions to see if you are in compliance with duties related to the *Agricultural Service Board Act*.

For example, questions we may ask:

- Did you provide a report of your activities to your council? What date did you report to council?
- Has the municipality appointed appeal committees for the Acts you are delegated to enforce?
- Do you have policies in place for administering the Acts you are delegated to enforce?

We may also ask to take copies of:

- Records for your inspection and spraying programs
- Newsletters or other advertisements for extension events you hosted
- Policies
- Form 7 certificates
- Appointment of inspectors
- Inspector ID cards
- Letters issued for enforcement

Typical Field Visit Activities

- Meet in the office to review maps and data related to inspection and application programs
 - Take pictures or get copies of notices issued, maps for spraying programs, examples of newsletters or advertisements for extension events
 - Look at AIMS/other programs that collect data for inspection programs
 - Copies of policies that you work under
 - Certification (i.e. Form 7) or identification
- Tour the shop to look at equipment for programs
 - Herbicide storage
 - Toxicant storage
 - Rental equipment yard
- Meet with inspectors and other ASB Program staff
 - Inspectors may be asked to produce their identification
- Road tour:
 - Look at areas where roadside vegetation program has been completed
 - Roadside seeding
 - Biocontrol projects
 - Fields where notices have been issued/enforcement completed
 - Environmental projects
 - Solar water demonstration sites
 - Riparian sites
 - Bioengineering projects
 - Ag plastics recycling
 - Other activities your ASB may be involved in
 - Tankloader sites
 - Water pipeline
 - Any other project related to enforcement of the Acts or included on your ASB Strategic Plan
 - Problems you are currently managing
 - Areas where a problem has been successfully managed
 - Unique programs/projects you are working on
 - Areas that are unique to your municipality