



# Agricultural Service Board *Program Guidelines*

**TITLE:** Ag Safety and Education Program

**ASB MOTION:** 24.09

**EFFECTIVE DATE:** September 13, 2024

**DEPARTMENT RESPONSIBLE:**  
Agricultural Services

**NEXT REVIEW DATE:**  
September 13, 2030

---

## **PROGRAM STATEMENT:**

Lac La Biche County is committed to providing educational opportunities in agricultural safety and agriculture production for County residents. The Ag Safety and Education Program offers Educators and Childcare Providers a funding opportunity to facilitate agricultural education through field trips, educational materials, presenters, instructors, or other related expenses. This initiative aims to enhance experiences and learning on agricultural topics.

## **DEFINITIONS:**

- “Educator” shall mean a person who is a Teacher, Educational Assistant or of other related employment.
- “Childcare Provider” shall mean a person or entity that is legally allowed to provide childcare services such as a Daycare or Day home.

## **PRINCIPLES:**

The policy sets out the process of approving applicants and guideline for what is eligible for granting funds for the purpose of educational agricultural experiences or materials.

## **ELIGIBILITY:**

1. The applicant(s) shall be at least of the full age of 18 years.
2. The applicant(s) shall be an Educator or Childcare Provider employed within Lac La Biche County.

## **SELECTION:**

1. The applicants shall submit their application and be notified within seven (7) business days of the decision.
2. Selection shall be based on relevancy to agriculture and budgetary restrictions.

**PROCEDURE:**

1. Eligible applicants will use the form in Schedule “A” and submit to the Agricultural Services department.
2. A response will be provided to the applicant within seven (7) business days of their application.
3. Examples of eligible expenses include but are not limited to:
  - a. Bussing Fees;
  - b. Registration or admission Fees;
  - c. Speaker/presentation Fees;
  - d. Supplies Costs.
4. Applications that require funds under \$500 can be approved by the Department Manager.
5. Applications that require funds over \$500 are to be approved by the Agricultural Service Board (ASB). If the majority of the Board votes in-favour, then the application will be considered approved.
6. The ASB reserves the right to request proof of expenditures such as receipts or invoices from the applicant.

“Original Signed”

Sterling Johnson  
ASB Chairperson

September 11, 2024

Date

“Original Signed”

Manny Deol  
Chief Administrative Officer

September 16, 2024

Date

“Original Signed”

Dan Gaudet  
Manager

September 16, 2024

Date

**SPECIAL NOTES/CROSS REFERENCE:**

**AMENDMENT DATE:**

Schedule "A" Application Form

**AG SAFETY AND EDUCATION PROGRAM APPLICATION**

Name of Applicant(s): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Institution or Business: \_\_\_\_\_

Date of Commencement: \_\_\_\_\_

Please provide an overview of what your request is for: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How many people will this be for? \_\_\_\_\_

How is this related to agriculture in our community?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**List the Costs/Expenses for each item and provide a Total Funding Request:**

Item: \_\_\_\_\_ Cost: \_\_\_\_\_

Item: \_\_\_\_\_ Cost: \_\_\_\_\_

Item: \_\_\_\_\_ Cost: \_\_\_\_\_

Item: \_\_\_\_\_ Cost: \_\_\_\_\_

Item: \_\_\_\_\_ Cost: \_\_\_\_\_

Total Funding Request: \$ \_\_\_\_\_

When do you require the funds by (date): \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date of Application

### **Submission:**

Please send in your completed application via email to: [agriculture@lACLAbicheCounty.com](mailto:agriculture@lACLAbicheCounty.com) or mail to:

Attn: Environmental Services  
Lac La Biche County  
Box 1679  
Lac La Biche, AB T0A 2C0

Questions regarding this application or program can be directed to: [agriculture@lACLAbicheCounty.com](mailto:agriculture@lACLAbicheCounty.com) or call (780) 623-6739.

### **Collection Statement:**

“Your personal information is being collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act. The information is being collected for the purpose of the Ag Safety and Educational Program. If you have any questions about the collection and use of this information, please contact the FOIP Coordinator for Lac La Biche County at (780) 623-1747.”