



County of Wetaskiwin No. 10 Municipal Policy

Department:

Policy No.

62.0 Agricultural Service Board Administration 62.1.2

Title Agricultural Service Board Remuneration Policy

1. Policy Statement:

1.1. It is the Policy of the County to reimburse actual and reasonable personal and travel expenses necessarily incurred by Councillors and Farm Members of the Agricultural Services Board in the performance of their duties in accordance with the Agricultural Service Board Governance Policy.

2. Guidelines:

- 2.1. Where conflicts in the interpretation of these procedures arise, the matter shall be referred to the Director of Agricultural Services or the CAO.
- 2.2. Councillors and Farm Members are expected to submit their expense claims in a timely manner throughout the year. To ensure faster processing of claims, expenses shall be submitted on a regular basis with small receipts taped to letter size paper to avoid loss in transit.

3. Eligible Expenses:

- 3.1. Board Members will receive a per diem for regularly scheduled meetings as per the rates set at the Organizational Meeting of Council.
- 3.2. Board Members will be reimbursed mileage for attendance at regularly scheduled meetings, Central Region ASB Conference, ASB Summer Tour and Provincial ASB Conference.
- 3.3. Mileage rates will be established to reflect the Canada Revenue Agency (CRA) rates in January of each year.
- 3.4. The County of will cover conference registration, banquet tickets, including spouse, and accommodation, where applicable for Councillors and Farm Members, for the following events:
 - 3.4.1. Central Region ASB Conference
 - 3.4.2. Provincial ASB Conference
 - 3.4.3. ASB Summer Tour
- 3.5. Farm Members will receive a per diem for attendance at the conferences or tours.
- 3.6. Board Members may submit cost of meals and/or other expenses incurred, with receipts, for authorized attendance at an official function as an Agricultural Service Board Member, as per Policy 12.2.7 Subsistence and Travel.

4. Related Documents:

- 4.1. Policy 12.2.7 Subsistence & Travel
- 4.2. Expense Claim Form
- 4.3. Per Diem & Mileage Claim Form

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