

**AGRICULTURAL SERVICE BOARD REMUNERATION POLICY #62.1.2**

1. POLICY STATEMENT

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

2. DEFINITIONS

2.1. Agricultural Service Board (ASB) is the Board established as the Agricultural Service Board under the authority of Council and the Agricultural Service Board Act.

2.2. Chief Administrative Officer (CAO) means the person appointed to a position under section 205 of the *Municipal Government Act* by Council.

2.3. Council is the Reeve and Councillors, as a whole, duly elected in the County that hold office at that time.

2.4. Councillor means a member of Council appointed to sit on the ASB.

2.5. Director of Agricultural Services means the person appointed as the Agricultural Fieldman under Section 8 of the *Agricultural Service Board Act* by Council.

2.6. Farm Members means farmers that produce one of the following agricultural products intended for sale: crops (including hay and field crops) or livestock (cattle, pigs, sheep, horses, game animals and other livestock such as poultry), and are duly appointed by Council to sit as Farm Members on the Agricultural Service Board.

2.7. Organizational Meeting means the Organizational Meeting of Council held at minimum once a year in accordance with Section 192 of the *Municipal Government Act*.

COUNCIL REVISION REFERENCE:	ORIGINAL COUNCIL APPROVAL REFERENCE:	PAGE #:
	Res. #CG20151215.1024	1 of 2
ADMINISTRATIVELY REVIEWED: October 2018		

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## **4. PROCEDURES**

- 4.1. Where conflicts in the interpretation of these procedures arise, the matter shall be referred to the Director of Agricultural Services or the Chief Administrative Officer.
- 4.2. 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.

## **5. ELIGIBLE EXPENSES FOR COUNCILLORS**

- 5.1. Councillors will be reimbursed for the following expenses as per the rates set at the Organizational Meeting of Council:
  - 5.1.1. Mileage
  - 5.1.2. Per diems for meetings only

Councillors will also be reimbursed for other expenses as per Subsistence and Travel Policy, as amended from time to time.

- 5.2. The County of Wetaskiwin will cover conference registration, banquet tickets, including spouse, and accommodation, where applicable, at the following:
  - 5.2.1. Central Region ASB Conference
  - 5.2.2. Provincial ASB Conference
  - 5.2.3. ASB Summer Tour

## **6. ELIGIBLE EXPENSES FOR FARM MEMBERS**

- 6.1. Farm Members will be reimbursed for the following expenses as per the rates set at the organizational meeting of Council:
  - 6.1.1. Mileage
  - 6.1.2. Per diems for regular ASB meetings, Central Region ASB Conference, and Provincial ASB Conference

- 6.2. The County of Wetaskiwin will cover conference registration, banquet tickets (including spouse), and accommodation, where applicable, at the following:
  - 6.2.1. Central Region ASB Conference
  - 6.2.2. Provincial ASB Conference
  - 6.2.3. ASB Summer Tour

- 6.3. Farm Members will also be reimbursed for the actual cost of meals and/or other expenses incurred for authorized attendance at an official function as an Agricultural Service Board Member so long as receipts are provided.

COUNCIL REVISION REFERENCE:	ORIGINAL COUNCIL APPROVAL REFERENCE: Res. #CG20151215.1024	PAGE #: 2 of 2
ADMINISTRATIVELY REVIEWED: October 2018		