

POLICY:

Agricultural Service Board (ASB) members are required to commit time and effort to fulfill their duties and responsibilities as board members, and will be reimbursed for expenses incurred and time spent away from their regular place of business, and their family and personal responsibilities.

DEFINITIONS:

Full-Day Meeting: A Meeting that is at least 4 hours in duration during the day or a Meeting that commences after 6 pm.

Half-Day Meeting: A Meeting that is no more than 4 hours in duration during the day.

Meeting: Any meetings of the ASB as follows:

- a) Regular or special ASB meetings,
- b) ASB-related meetings for which the County is responsible for payment,
- c) Any other workshops, seminars, or conferences related to ASB functions.

ELIGIBILITY:

Producer-at-large ASB members are eligible for remuneration and reimbursement under this Policy for Meetings which they have attended.

GUIDELINES:

Per Diems

For each Meeting attended, a per diem (or pro-rated portion) may be claimed, which will be considered taxable for income tax purposes. The per diem will be the same per meeting rate that is paid to Councillors.

Travel

Producer-at-Large members will be reimbursed for travel expenses incurred while acting as a Board member, in the same manner that Councillors are reimbursed.

Producer-at-Large members will be required to obtain adequate insurance for business-related use of personal vehicles (including recreational vehicles) to claim kilometreage.

Meals

Meal costs which are reasonable and prudent, including a gratuity, will be reimbursed upon submission of receipts. Expenses for alcoholic beverages will not be reimbursed.

Accommodations

Producer-at-Large members will be reimbursed for accommodation expenses while acting as a Board member, in the same manner that Councillors are reimbursed.

At the Producer-at-Large member's request, the County's corporate credit card may be used to reserve and pay for accommodations. Expenses will not be charged to the hotel room that would not be eligible for payment under this Policy.

Incidentals

For ASB-related business that requires an overnight stay, an overnight allowance may be claimed to offset incidental expenses, such as personal telephone calls to the ASB member's residence, wear and tear on luggage, newspapers, etc. The allowance will be the same rate that is paid to Councillors. No receipts are required.

Conferences

Meetings, workshops, seminars, and conferences (including out-of-province) that are not considered a regular function of the ASB shall require authorization by the Board prior to payment of per diems or reimbursement of expenses.

Spousal/Partner Attendance

When a spouse/partner accompanies an ASB member to a meeting, workshop, seminar, or conference, the expenses of the spouse/partner for meals, travel, accommodation, and incidentals shall be considered a personal expense and shall not be reimbursed. Exceptions include the ASB Conference in January and the ASB Tour in July, for which the registration fee and meals shall be reimbursed by the County.