



Clear Hills County

Effective Date: May 10, 2016	Policy Number 6302
Title: AGRICULTURE IMPROVEMENT POLICY	

1. Policy Statement

1.1. Clear Hills County will actively encourage the adoption of innovative, appropriate technologies and practices that may be of economic benefit to County agricultural producers.

2. Responsibilities

2.1. Agricultural Services under direction of the Agricultural Service Board will encourage agricultural producers to adopt innovative and appropriate technologies and practices by:

- 2.1.1. purchasing and offering rental equipment,
- 2.1.2. establishing demonstration plots,
- 2.1.3. hosting or organizing seminars, informational meetings, and tour days,
- 2.1.4. organizing an Agricultural Trade Show,
- 2.1.5. supporting Veterinarian Services Incorporated (VSI), and
- 2.1.6. offering innovative and informative programs and services.

2.2. Agriculture Producers operating in the County may be eligible to receive reimbursement for costs associated with attending out-of-County events, workshops, seminars, or conferences providing information and education related to the business of agriculture, based on the following criteria:

- 2.2.1. Annually Council may include funds in the budget for this program.
- 2.2.2. Producers must apply to the Board prior to attending the event, including a description of the event, cost of registration, projected costs for accommodations for the duration of the event and the list of meals that are not included as part of the event fees.
- 2.2.3. Eligible expenses: Accommodations for the duration of the event, Meals not provided by the event, and registration fees.

2.2.4. Ineligible expenses: Travel costs and out of pocket expenses

2.2.5. Receipts are required for reimbursement of accommodations and registration fees. Meals not provided at the event will be reimbursed at the rates set out in the current Policy 1127 - Travel and Expense

2.2.6. The Board will evaluate applications and approvals will be on a first come first approved basis until the annual budget has been allocated.

- Event limit: A maximum of two approvals per producer or farm unit per year.

2.2.7. Reimbursement will not be released until the Producer(s) provides a written and verbal report to the board at a regular Agricultural Service Board meeting following the event. The report regarding the event must include the knowledge, skills or benefits received from attending the event.

- Time Limit: To be eligible for reimbursement the report must be made to the board at one of the next two regularly scheduled meetings following the event.

3. End of Policy

ADOPTED
Resolution C192-03

DATE:
March 25, 2003

AMENDED
Resolution C460-03
Resolution C876-03
Resolution C461(06/26/07
Resolution C164(02/22/11)
Resolution C190-13(04/12/16)
Resolution C285-16(05/10/16)

DATE:
June 24, 2003
November 25, 2003
June 26, 2007
February 22, 2011
April 12, 2016
May 10, 2016

APPLICATION - Agricultural Event Reimbursement

Clear Hills County encourages the adoption of innovative, appropriate technologies and practices that may be of economic benefit to County agricultural producers. The County may provide reimbursement to agricultural producers operating in the County for costs associated with attending eligible out-of-County events, such as workshops, seminars, or conferences that provide information and education related to the agriculture industry.

Interested Producers should apply in writing to the Agricultural Service Board (ASB) prior to attending the event. If approved, reimbursement will only be given after the Producer's written and verbal reports have been presented to the Board at a regular Agricultural Service Board Meeting. The Board has the discretion to determine the maximum amount of reimbursement for eligible expenses per approved application. Applications will be accepted throughout the year and be dealt with on a first come, first approved basis as the annual budget allows. Approvals will be to a maximum of two per year per producer or farm unit.

Eligible Expenses:

- 1. Accommodations for the duration of the event
- 2. Meals that are not included as part of the event fees
- 3. Cost of registration

Ineligible Expenses: Travel costs and out of pocket expenses.

Name of Agricultural Event: _____

Attach event information page or agenda, or describe the event _____

Dates: _____ **Location:** _____

Cost of Registration: _____

Estimated cost of accommodations to attend the event: _____

List meals that are **not** included as part of the event registration or fees:

Breakfasts _____ **Lunches** _____ **Dinners/Suppers** _____

NOTE: Receipts are required for reimbursement of accommodations and registration fees. Meals not provided at the event will be reimbursed at the rates set out in the current Policy 1127-Travel and Expense.

Approved applicants will be provided with an Expense Claim which must be completed and returned to the County with the necessary receipts attached for reimbursement to be processed, this will be held until the written and verbal report have been made to the ASB; the report must be made at one of the next two regularly scheduled meetings following the event.

FOR AGRICULTURAL SERVICE BOARD USE:

ASB Members authorized to attend this event _____

Concurrent sessions? YES NO How many concurrent sessions? _____

Remaining Budget:\$ _____