

Remuneration Policy

Effective Date: December 1, 2021

Background

The Remuneration Policy outlines the remuneration rates and claim reimbursement period for all Board members, delegates and recording secretaries for the region meetings.

The proposed amendments to the remuneration rates and/or the proposed amendments to the policy will be presented to the delegates at the Alberta Milk Annual General Meeting for approval as required in section 11 of the *Alberta Milk Plan Regulation*.

Board Members

Monthly Honorariums

Chair	\$ 3,105
Vice Chair	\$ 990
2nd Vice Chair	\$ 990***
DFC Board Member	\$ 990
Directors	\$ 320

*** *Position will be eliminated upon approval of Alberta Milk bylaws*

The Board officer honorariums are provided in recognition of the additional work and responsibility required as a Board officer.

Directors receive a monthly honorarium of \$320 in recognition of the additional workload associated with Board meeting preparation.

Per Diems

All Board members are paid at the following rates for Board, Committee, Region and approved industry meetings (regardless of whether they are held in person, via conference call or virtually):

0 to 4 hours	\$ 165
4 to 10 hours	\$ 320
10+ hours	\$ 380

Per diem time is to be calculated including travel time to and from the meeting, including out of province destinations. Expenses associated with travel to meetings are eligible for

reimbursement in accordance with the expense reimbursement policy.

Preparation Time

In recognition of their preparation and follow up work for regional and advisory committee meetings, Board members will be paid \$35/hr to a max of 5 hours per Alberta Milk Regional or Advisory Committee meetings chaired.

When Alberta Milk is already sponsoring a Board member to participate in the work of an external committee and that person assumes the chair of that committee, they would be entitled to the chair preparation time as per the Remuneration Policy.

Delegates

Per Diems

All Delegates are paid at the following rates for Committee, Region and approved industry meetings (regardless of whether they are held in person, via conference call or virtually):

0 to 4 hours	\$ 165
4 to 10 hours	\$ 320
10+ hours	\$ 380

Per diem time is to be calculated including travel time to and from the meeting, including out of province destinations. Expenses associated with travel to meetings are eligible for reimbursement in accordance with the expense reimbursement policy.

Preparation Time

In recognition of their preparation and follow up work for regional and advisory committee meetings, delegates will be paid \$35/hr to a max of 5 hours per Alberta Milk Regional or Advisory Committee meetings chaired.

When Alberta Milk is already sponsoring a delegate to participate in the work of an external committee and that person assumes the chair of that committee, they would be entitled to the chair preparation time as per the remuneration policy.

Region Committee Secretary

The Recording Secretary for Region meetings will be paid at a rate of \$200 per region meeting plus mileage. When a Delegate serves as the Recording Secretary, they will be paid \$100 for serving as the Recording Secretary.

Claim Reimbursement Period

Remuneration must be claimed within the same fiscal year that the claim relates to, or within one month after the fiscal year-end, prior to the commencement of the financial auditor's year-end audit work.

Governing Documents

Alberta Milk Plan Regulation

Responsibilities for Implementation

- General Manager
- Finance and Policy Manager

Review Schedule

The Remuneration Policy will be reviewed as required and at a minimum, it will be considered for review as part of the Alberta Milk regulatory review every five years.

The Audit and Risk Committee shall annually review the remuneration rates.

Last Amended

November 2021