



North Cariboo Agricultural Marketing Association FARMED



Farming Agriculture Rural Marketing Eco-Diversification

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FARMED Board of Directors Remuneration Policy and Travel Expense Policy Dated: June 27, 2024

Purpose of Policy

To outline the North Cariboo Agricultural Marketing Association's (FARMED) Board of Directors remuneration and expense reimbursement guidelines. The primary driver for establishing a Board remuneration is to recognize the significant amount of commitment required of Directors and to design an approach that will assist with engagement and attendance while recognizing the directors for their skill sets, expertise and professional contribution to projects undertaken by FARMED.

Background

The North Cariboo Agricultural Marketing Association is a registered society and operates in accordance with the BC Societies Act. The success of FARMED is based upon its innovativeness and the skill sets that Directors and Members bring to the organization through their contribution to the organization itself and the projects it undertakes.

FARMED's Bylaws are silent to limitations and/or restrictions for Director reimbursement, and therefore, guidance for this policy adheres to applicable sections of the Societies Act ("Act") and Regulations ("Regulations").

Reimbursement

Section 46 (2) of the Act permits the reimbursement of reasonable expenses incurred by a director, and section 46 (3) permits a society to restrict reimbursement by imposing conditions and limitations within the Bylaws.

Remuneration

Section 46 (1) of the Act sets out that a society may not pay remuneration for being a Director unless permitted by the Bylaws; however Section 41 of the Regulations sets out information to be reported for remuneration paid to Director(s) for services provided to the Society in a capacity other than director.

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Further, Section 55 (1) of the Act sets out the application of certain sections of the Act to persons performing functions of a director, as if that person were a director of the society.

Section 36 of the Act outlines the processes by which a Society must report on remuneration of directors, employees, and contractors while Section 41 of the Act, sets out a limitation to the number of directors that may receive remuneration, such that “a majority of directors of a society must not receive or be entitled to receive remuneration from the society under contracts of employment or contracts for services, other than remuneration for being a director.

Therefore, be it hereby Resolved the Directors adopt the following Policy until such time as the policy is amended or revoked by the Directors, or such time as the Bylaws are amended to address such remuneration and reimbursement:

Remuneration and Reimbursement Policy

- i) FARMED (the “Society”) shall reimburse Directors and Members for expenses associated with a project or project(s) subject to the following provisions:
- ii) For a member to receive remuneration, the expense must be approved, in advance, at a Board of Directors meeting held as per the Act. This approval could be based upon a pre-approved budget, grant, or discussion. If the reimbursement pertains to a purchase of an item, the goods purchased and original or copy of the receipt be submitted to the treasurer with a cheque requisition form for reimbursement.
- iii) FARMED may, on occasion, provide honorariums to volunteer members for services rendered pertaining to a project. This honorarium must be pre-approved in advance by Directors Resolution, and be supported by an agreement in writing that outlines the deliverable expectations.
- iv) To empower and motivate members, and directors to lead and participate in projects for the benefit of FARMED, FARMED may engage with said members or directors for contract employment opportunities, and such employment, must be set out by formal contract and approved by Directors Resolution, pursuant to the following provisions:
 - a) The member hired on by FARMED must enter into an Agreement / Contract with FARMED that clearly outlines the expectations and responsibilities of the service being provided by the member.
 - b) The member must carry their own liability insurance and /or WorkSafe BC

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coverage if required.

c) FARMED may post a Request for Proposal / RFP for the service that is sought. The RFP will be evaluated using a scoring matrix. Any members that have submitted a Proposal will not be included in the evaluation of the proposals.

d) FARMED will create a Select List of Contractors for services that can be offered via Direct Award to FARMED Members. For a member to be eligible for a Direct Award Contract with FARMED, the following criteria applies:

- 1) the member must be a Regular member with membership paid in full for the duration of the contract.
- 2) the member must have submitted a "Invitation to Be a Select Contractor" which includes providing the following information: Qualifications, Experience, References, Resume, List of Work Interested in, etc.
- 3) the FARMED member must have attended at least 80% of the membership meetings over the previous calendar year, be actively engaged in FARMED projects and activities; and/or be involved accessing grant funds and sponsorship funds that support FARMED.

Societies Act and Regulations may be found at <https://www.bclaws.gov.bc.ca>

Signature of the FARMED Board of Directors

July 27, 2024

Heloise Dixon-Warren, FARMED Chair

Date

August 12, 2024

Lynda Atkinson, FARMED Vice-Chair

Date

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July 27, 2024

Date

Lori Fogarty, FARMED Secretary-Treasurer

August 12 2024

Date

Paula Roballo-Corallo, FARMED Director

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