

**Procedure Title: Veterinary Services
Incorporated Program
Procedure**

Procedure No: 6315-01

Approval: CAO

Effective Date: February 6, 2007

Revised Date: None

Supersedes Procedure No: None



1. **Definitions**

1.1. None

2. **Responsibilities**

2.1. Council:

2.1.1. Will approve, vary or deny the annual budget set out for the VSI Program by the ASB.

2.1.2. Will approve, vary or deny year-end budget overages for the VSI Program (a variance or denial of a year-end budget overage may initiate a bill-back procedure to VSI members to recover the overage).

2.2. Agriculture Services Board (ASB):

2.2.1. Will determine on an annual basis the level of cost sharing for the VSI Program and set a budget accordingly and forward the budget to Council for approval.

2.2.2. Will select a member (and alternate) to stand on the VSI Services Ltd. Board of Directors.

2.3. Director of Agriculture Services:

2.3.1. Will administer, coordinate and monitor the VSI Program.

2.3.2. Will provide quarterly reports to the ASB and/or Council on the progress of the VSI Program.

2.3.3. Will be the liaison between the VSI Program members, the Veterinary Clinics and VSI Services Ltd.

2.3.4. Will ensure the agreement and approved funds are forwarded to VSI Services Ltd. in a timely manner.

3.0 Budget Overage

- 3.1 In the case that the VSI Program requisition exceeds the annual set budget, Council may waive all or a portion of the funding overage, or initiate a bill-back procedure to recover all or a portion of the overage.
- 3.2 In the case that a bill-back procedure is initiated, the DAS will calculate the percentage of use incurred (on total VSI Program requisition) for each VSI member.
- 3.3 The overage total (difference between approved budget and actual requisition) will be multiplied by the VSI member's percentage usage to determine the bill-back amount.
- 3.4 VSI Member's bill-back invoices will be issued in January for the previous year's program.
- 3.5 VSI members that do not pay the billed-back amount will have their benefits under the program cancelled until such time as their account is paid in full.
- 3.6 The following is a sample of the bill-back procedure:

Total VSI Requisition at Year End	\$20,000
Total VSI Approved Budget	\$10,000
VSI Program Overage	\$10,000

Farmer "X" had benefits total \$2,000
Farmer "Y" had benefits total \$1,000

Farmer "X" used 10% of the total VSI requisition ($\$2,000/\$20,000 \times 100$)
Farmer "Y" used 5% of the total VSI requisition ($\$1,000/\$20,000 \times 100$)

Farmer "X" bill-back = $\$10,000$ (overage) \times 10% = $\$1,000$
Farmer "Y" bill-back = $\$10,000 \times$ 5% = $\$500$

4.0 End of Procedure