Rimbey Agricultural Society Policies & Procedures

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CODE OF CONDUCT POLICY

INTRODUCTION

The ethical climate of an organization is an essential element in establishing its credibility and furthering its mission. An organizational culture that takes ethical considerations into account at every point cannot be produced simply by having the Board lay down a code; ethical principles must arise from consultation with and responsiveness to the organization's members, clients, employees, volunteers, and stakeholders.

PURPOSE

This policy is designed to provide guidelines for procedures that will allow Rimbey Agricultural Society to evolve a consensus on the ethical principles that should guide its conduct.

POLICY

Rimbey Agricultural Society commits itself to operating in accordance with an ethical code drawn up through agreed procedures following consultation with members, clients, employees, volunteers, and stakeholders.

RESPONSIBILITIES

It shall be the responsibility of the Board to ensure the organization has an approved Code of Conduct for both members as well as Board Members/ Employees.

PROCEDURES

The Rimbey Agricultural Society management shall be responsible for disseminating the Code of Ethics to all members, employees and board members for signing.

The Rimbey Agricultural Society secretary will send the Rimbey Agricultural Society Bylaws and Policies & Procedures at year end to all members to invite any requests for changes prior to the AGM.

Each year in the October Board meeting, these requests will be reviewed and discussed to give sufficient time for proposing changes prior to the AGM.

Updated: March 20, 2023

Appendix 1

Members Code of Conduct

We, the Members of the Rimbey Agricultural Society accept our individual and collective duty to participate unselfishly.

We commit to:

Serve the Agricultural Society by making decisions that best suit the interests of the Agricultural Society and the community it serves.

Prepare and participate in order to add value to the organization at all general meetings and functions.

Honor each other during and outside of meetings, appreciating the value and diversity that each other's experience and perspective bring to our organization.

Speak positively of the Agricultural Society so that our Board, staff and the public receive a clear, consistent, honest message that honors our organization.

Respect any information learned during our participation as members.

Avoids conflict of interest by informing the Board whenever there is perceived conflict and abstaining from motions, discussions or decision-making.

Uphold commitments by understanding the Agricultural Societies bylaws, being informed and supporting the plans set by the Board, ensuring the objectives of the Agricultural Society are being accomplished.

Seek excellence by investing in personal and organizational development and growth.

Appendix 2

Board and Employee Code of Conduct

1. The Rimbey Agricultural Society expects their Directors and Employees to conduct themselves in an ethical and business-like manner and to display decorum in group and individual behavior.
2. Directors and staff should be committed to the mission & vision statement, the philosophy of the society, know the appropriate policies and be willing to support them externally.
3. Board Members must not exert any individual authority over the Society except as stated in the Ag Society's policies.
    a. Individual Board Members do not have any authority to speak for the Society when they interact with staff, the public, the press and other entities unless granted the authority by the whole Board.
    b. Board Members must not make any judgements of staff performance except if the performance is officially assessed against the Society policies.
4. Directors and staff are required to disclose any potential conflict of interest to the Board & refrain from participating in motion, discussion or decisions with respect to those matters.
5. Directors are expected to attend Board meetings and those who are absent from consecutive three (3) meetings in a year will have their circumstances reviewed by the Executive Committee.
6. Immediate family members can work in a permanent full time or part time paid position for the Rimbey Agricultural Society, provided:
    a. Directors must declare the conflict of interest and recuse themselves from any discussion or vote on the matter or hiring/performance reviews of the family members.
    b. Position/contract needs to be publicly advertised throughout the community with others (non-family members) having the opportunity to apply/bid (if over $20,000).
7. Directors must treat as confidential any information obtained as a Director about the society, including members, employees and volunteers.
8. Director and staff deal with outside entities or individuals, with clients and staff, and with each other using fair play, ethics and straightforward communication.
9. Directors and staff will not accept tips, gratuities or rewards from any sponsor or contributor. Directors and staff must not participate in draws or ticket sales.

_____ _____

Signature of Officer, Director or Employee Date

BOARD CONFLICT OF INTEREST POLICY

INTRODUCTION

The Board of Rimbey Agricultural Society (RAS) is committed to high standards of ethical conduct and accordingly places great importance on making clear any existing or potential conflict of interest.

PURPOSE

This policy has been developed to provide a framework for:

- all Board Members in declaring conflicts of interest; and
- the Board, when determining how to deal with situations of conflict.

POLICY

A conflict of interest may occur if a financial interest or a relationship influences or appears to influence the ability of a Board Member to exercise objectivity. The Board places great importance on making clear any existing or potential conflicts of interest. All such conflicts of interest shall be declared by the member concerned. All financial conflicts of interest shall be documented in the Board's meeting minutes.

'Conflict of interest' is defined as, where a Board member stands to gain financially from any business dealings, programs or services of the organization, or through family relationship a situation that could cause interpersonal conflict that is not positive for the Board, its members or its reputation in the community:

a. the Board member falls into the class of people benefited by the organization and the financial gain is of a nature common to other beneficiaries, or
b. the person is an employee of the organization, and the financial gain is of a nature common to other employees.
c. Conflict of a nature through family relationship or close relationship that is counterproductive to the operations and decisions of the Board

'Close relationship' is defined as any relationship that might reasonably give rise to an apprehension that the Board member might place the interests of the other party above the interests of the organization.

PROCEDURES

After the opening of each board meeting, the chair will ask all the members to declare any potential conflict of interest arising out of any of the issues to be put to the meeting.

Where a Board member has an actual or perceived conflict of interest, that Board member will declare the conflict of interest during the meeting and shall not initiate or take part in any Board discussion on that topic (either in the meeting or with other Board members before or after the Board meetings), unless expressly invited to do so by unanimous agreement by all other members present.

Where a Board member has an actual or perceived financial conflict of interest, that Board member shall not vote on that matter.

Where a Board member has an actual or perceived conflict of interest related to their relationship with an employee or volunteer of the organization, or any other person having dealings with the organization, that Board member shall not initiate or take part in any Board discussion on that topic (either in the meeting or with other Board members before or after the Board meetings), unless expressly authorized to do so by the Board.

Board members are not barred from engaging in business dealings with the organization, provided that these are negotiated at arm's length without the participation of the Board member concerned.

To avoid the perception of conflict of interest with sponsorship, board members and staff can only receive sponsor recognition for their personal business within approved sponsorship packages and board approval.

A Board member who believes another Board member has an undeclared conflict of interest should specify in writing to the Executive the basis of this potential conflict. If the party involved is part of the Executive, that individual will be excluded from the written notice.

Updated: March 20, 2023

APPENDIX B

CONFLICT OF INTEREST CHECKLIST

This checklist is to be used by the President of Rimbey Agricultural Society (RAS) where required to record conflicts of interest identified by Board members.

Completed checklists should be stored with the minutes of the meeting.

After the opening of the meeting, ask all the members to declare any potential conflict of interest arising out of any of the issues to be put to the meeting.

Date of Meeting:

_____

Name of Member

Issue of Conflict

_____

_____

O **Note the disclosure of the conflict of interest and the decision of the Board on how to deal with this conflict.**

Record Response

_____

_____

O **Ensure that the minutes record the declaration of interests declared at this meeting**

Dated the day of 20

Signed **Position**

BOARD DISPUTE RESOLUTION POLICY

INTRODUCTION

The Board of Rimbey Agricultural Society is committed to reaching a speedy and just resolution of any disputes or grievances that may arise and that may threaten the harmonious functioning of the Board.

PURPOSE

This policy is designed to set out the process for resolution of disputes or grievances between Board members that are unable to be resolved through respectful debate in Board meetings.

POLICY

Disputes will be resolved by mediation.

RESPONSIBILITIES

It is the responsibility of the President to ensure that:

- Disputes are handled respectfully, confidentially, and in accordance with natural justice.

It is the responsibility of all Board members, volunteers, and employees to ensure that their usage of electronic media conforms to this policy.

PROCEDURES

The parties to the dispute must notify the Executive (excluding the party involved) and meet to discuss the matter in dispute, and, if possible, resolve the dispute within 7 days after the dispute comes to the attention of all of the parties.

If the parties are unable to resolve the dispute at such a meeting, or if a party fails to attend that meeting, then the parties must, within 7 days, hold a meeting in the presence of the Executive, acting as a mediator.

In the event that the Executive cannot solve the dispute (acting as a mediator), or either party requests a separate mediator, this can be granted.

The mediator:

(a) must be chosen by agreement between both parties

(a) may be a member or former member;

(b) must not be biased, or reasonably be perceived to be biased; and

(c) must not have a personal interest in the dispute.

The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.

The mediator, in conducting the mediation, must –

(a) give the parties to the mediation process every opportunity to be heard; and

(b) allow due consideration by all parties of any written statement submitted by any party; and

(c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.

The mediator must not determine the dispute, but must present all findings and recommendations to the Board of Directors for consideration.

The mediator must sign the Rimbey Agricultural Society confidentiality agreement and act without prejudice.

If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute otherwise in the Board or use legal remedies.

Updated: March 20, 2023

CONFIDENTIALITY POLICY

INTRODUCTION

The Rimbey Agricultural Society (RAS) has access to information from users that requires necessary restrictions on the free circulation of information being respected by those into whose hands the information is entrusted. It is also important that some RAS discussions of the Board are also sensitive and should not be freely shared outside the meeting environment.

PURPOSE

The purpose of this document is to provide a framework for Rimbey Agricultural Society (RAS) in dealing with confidentiality considerations.

POLICY

Rimbey Agricultural Society collects and administers a range of information for a variety of purposes. Some of this information is restricted in its circulation for commercial, privacy, or ethical reasons.

Rimbey Agricultural Society will place the minimum of restrictions on the information it holds, but will ensure that such restrictions as are considered necessary are observed by its staff, volunteers and Board members.

RESPONSIBILITIES

All Board members, staff and committee members are responsible for observing confidentiality procedures in their workplace, and must sign the confidentiality agreement Management is responsible to ensure this is done.

PROCEDURES

The facility rental processes and committee work of the organization shall incorporate procedures for designating information confidential. The discussion of sensitive matters by the Board will be carefully managed by each member of the Board. It is not in the best interest of the Board or the community if sensitive discussions are openly shared with the public.

RESTRICTION

Rimbey Agricultural Society will place restrictions on the information it holds when the information:

- is commercial in confidence;
- concerns the privacy of its staff, volunteers, clients or customers;
- is a legal matter, land acquisition or sale, requires protection to safeguard the intellectual property of the organization.

Staff dealing with restricted material will be instructed in the recognition of material falling under these headings.

IDENTIFCATON

Any information on which restrictions have been placed shall be as far as possible clearly identified on the document or file. Where categories of information, rather than individual documents, are restricted this restriction will be conveyed to staff and volunteers dealing with this information.

PROTECTION

Staff of the organization, and volunteers dealing with restricted information, shall be required to sign a confidentiality agreement (see Appendix A)

Updated March 20, 2023

APPENDIX C

CONFIDENTIALITY AGREEMENT

I agree to hold confidential all information that Rimbey Agricultural Society has placed restrictions on, and to release it to persons outside the organization only when authorized by the organization and subject to any conditions set by the organization.

I undertake to:

1) Access information held by the organization only when necessary to the performance of my assigned duties;
2) Keep in confidence sensitive discussions and materials discussed by the Board;
3) Not engage in discussions that are not positive and could be considered harmful to the Board as a whole or individual Board members
4) Make copies of information only when necessary to the performance of my assigned duties;
5) Oversee the storage and handling of information to minimize the risk of its diversion into unauthorized channels;
6) Take reasonable care to properly secure confidential information on personal computers and will take steps to ensure that others cannot view or access such information;
7) Not disclose my personal password(s) to anyone, or record or post it in an accessible location, and will refrain from performing any tasks using another's password; and
8) Notify a Board member if I have reason to believe that my access codes and passwords have been compromised.
9) If I contravene the above clauses knowingly or unknowingly as a representative in good standing with the Rimbey Agricultural Society as an employee, volunteer or Board member can be terminated immediately.

Signed _____

Date _____

PRIVACY POLICY

INTRODUCTION

The Board of Rimbey Agricultural Society is committed to protecting the privacy of personal information which the organization collects, holds and administers. Personal information is information which directly or indirectly identifies a person.

PURPOSE

The purpose of this document is to provide a framework for Rimbey Agricultural Society in dealing with privacy considerations.

POLICY

Rimbey Agricultural Society collects and administers a range of personal information for the purposes of booking the Rimbey Agricultural Society facility and grounds. The organization is committed to protecting the privacy of personal information it collects, holds and administers.

The Rimbey Agricultural Society commits to following all Provincial and Federal Laws pertaining to Information Privacy.

Updated: March 20, 2023

RISK MANAGEMENT POLICY

INTRODUCTION

Rimbey Agricultural Society will endeavor to minimize the risk any particular operation poses to our organization, our staff, our volunteers, our clients, or the general public.

PURPOSE

The purpose of this document is to identify applicable risks and to enable risk management procedures to be satisfactorily identified, organized and maintained.

DEFINITIONS

"Risk" is the probability that an occasion will arise that presents a danger to our organization, our staff, our volunteers, our clients, or the general public. It includes, but is not limited to,

- Physical hazards
- Financial hazards
- Reputational hazards
- Legal hazards

POLICY

Rimbey Agricultural Society has a duty to provide a safe workplace for its staff and volunteers, a safe environment for its clients, and a reliable development path for the organization. Rimbey Agricultural Society will if necessary put procedures in place that will as far as possible ensure that risks are minimized and their consequences averted.

The Rimbey Agricultural Society needs to keep on record all regulatory frameworks and legislation the organization needs to adhere to, as well as all required permits and licenses to facilitate business operations.

It is the responsibility of management to ensure all staff and volunteers adhere to this regulatory framework.
It is the responsibility of the Board of Directors to ensure the appropriate manuals and/ or programs are created to manage the risk of the organization. This includes:

- Workplace Health & Safety Manual
- Equipment Operation Safety Program
- Animal health
- Equipment repair/ maintenance log books

PROCEDURES

It is the responsibility of the Board of Directors to designate individuals to create the manuals or programs required.

Updated: March 23, 2023

COMMITTEES POLICY

INTRODUCTION

Committees are an essential component of the Rimbey Agricultural Society, as many Ag run events are put on throughout the year.

The Board of Rimbey Agricultural Society may put in place standing sub-committees and ad hoc committees to engage in business that can be more efficiently transacted by such means. Standing committees function permanently as part of business operations, and ad hoc committees are put together to run an event or project, then disassemble.

PURPOSE

To give direction on the policy and procedures relating to the formation of Board standing sub-committees and ad hoc committees.

POLICY

The Board has the authority to establish standing sub-committees and ad hoc committees to assist it in its work. Each committee will have a Terms of Reference.

COMMITTEE PROCEDURES

Act in accordance with the Committee Terms of Reference.

ACCEPTABLE USE OF ELECTRONIC MEDIA POLICY

Introduction

Rimbey Agricultural Society (RAS) recognizes that board members, staff and volunteers need access to email systems and the internet to assist in the efficient and professional delivery of services. Rimbey Agricultural Society (RAS) supports the right of board members, staff and volunteers to have access to reasonable personal use of the internet and email communications in the workplace.

Purpose

This policy sets out guidelines for acceptable use of personal computers and future computer networks, including internet and email, by employees and volunteers of Rimbey Agricultural Society (RAS). Access to internet and email either personally or is provided by Rimbey Agricultural Society (RAS) to board members, staff and volunteers for the primary purpose of assisting them in carrying out the duties of their employment.

Policy

Staff may use the internet and email access provided by Rimbey Agricultural Society (RAS) for:

- Any work and work-related purposes;
- Limited personal use (for details see Procedures, below);
- More extended personal use under specific circumstances (for details see Procedures, below).

Where staff use personal computer equipment or computer software at the premises of Rimbey Agricultural Society (RAS) or use computer equipment or software belonging to Rimbey Agricultural Society (RAS), properly authorized staff of Rimbey Agricultural Society (RAS) may access any data on that equipment to ensure that the organization's policies are being adhered to. Such data should not be regarded as under all circumstances private in nature.

Definition

Electronic media includes all electronic devices and software provided or supported by Rimbey Agricultural Society (RAS), including, but not limited to, computers, electronic tablets, peripheral equipment such as printers, modems, fax machines, and copiers, computer software applications (including software that grants access to the internet or email) and telephones, including mobile phones, smartphones and voicemail systems.

Procedures

Rimbey Agricultural Society account passwords will be created by management and/ or appointed staff, and kept on record and stored in the safe.

All accounts associated with the organization must have 403-704-9283 as the recovery phone number, and rimbeyagsociety@gmail.com as the recovery email address.

Limited personal use

Limited personal use of computer, internet and email facilities provided by the organization is permitted where it:

- Is infrequent and brief;
- Does not interfere with the duties of the board member, employee or his/her colleagues;
- Does not interfere with the operation of Rimbey Agricultural Society (RAS);
- Does not compromise the security of Rimbey Agricultural Society or of its systems;
- Does not compromise the reputation or public image of Rimbey Agricultural Society (RAS);
- Does not impact on the electronic storage capacity of Rimbey Agricultural Society (RAS);
- Does not decrease network performance (e.g. large email attachments can decrease system performance and potentially cause system outages);
- Conforms to the reasonable practices for file management and storage;
- Incurs no additional expense for Rimbey Agricultural Society;
- Violates no laws;
- Does not compromise any of the confidentiality requirements of Rimbey Agricultural Society (RAS) ;
- Does not fall under any of the “unacceptable use” clauses outlined below.

Examples of what would be considered reasonable personal use are:

- Conducting a brief online banking transaction, or paying a bill;
- Sending a brief personal email, similar to making a brief personal phone call.

Permitted extended personal use

It is recognized that there may be times when staff need to use the internet or email for extended personal use. An example of this could be when a staff member needs to use the internet to access a considerable amount of material related to the study they are undertaking.

In these situations, it is expected that:

- The staff member advises and negotiate this use with their supervisor beforehand in order to obtain approval;
- The time spent on the internet replaces all or part of a staff member’s break/s for

that day, or that they adjust their timesheet accordingly for that day.

Access to electronic data

Rimbey Agricultural Society (RAS) may need to access any and all information, including computer files, email messages, text messages and voicemail messages. The organization may, in its sole discretion, authorize its staff to inspect any files or messages recorded on its electronic media at any time for any reason. Where use of the organization's equipment or software requires the use of a password, this should not be taken to imply any right of privacy to the user. The organization may also recover information that a user has attempted to delete, and staff should not assume that such data will be treated as confidential.

Unacceptable Use

Staff may not use internet or email access (including internal email access) provided by Rimbey Agricultural Society to:

- Create or exchange messages that are offensive, harassing, obscene or threatening;
- Visit websites containing objectionable (including pornographic) or criminal material;
- Exchange any confidential or sensitive information held by Rimbey Agricultural Society (unless in authorized course of their duties)
- Create, store or exchange information in violation of copyright laws (including the uploading or downloading of commercial software, games, music or movies);
- Undertake internet-enabled activities such as gambling, gaming, conducting a business or conducting illegal activities;
- Create or exchange advertisements, solicitations, chain letters or other unsolicited or bulk email.
- Staff may not use Rimbey Agricultural Society (RAS) computers to play games at any time.

Updated: March 20, 2023

REIMBURSEMENT POLICY

Introduction

Board members, staff or volunteers may on occasion be required to pay Rimbey Agricultural Society expenses out of their own pockets. Under certain circumstances, as outlined in this policy, these expenses shall be reimbursed by the organization.

Purpose

The purpose of this policy is to spell out under what circumstances reimbursement of expenses may occur on behalf of Rimbey Agricultural Society and the process for doing so. This policy relates to both Board members, staff and volunteers acting on authorized Rimbey Agricultural Society business.

Policy

Rimbey Agricultural Society will reimburse pre-approved expenses incurred by Board members, staff or volunteers on behalf of Rimbey Agricultural Society.

Procedures

All financial commitments by board members, volunteers and staff made on behalf of the Agricultural Society must be either approved by management in writing, or in committee meeting minutes and within the total expenses approved by the board.

Requests must be made to management in a timely manner, and receipts must be kept and submitted with an approved expense claim form.

Updated: March 20, 2023

APPENDIX D

EXPENSES CLAIM FORM

Name:

Please Print out and Attach Documentation (e.g. receipts)

Details	Date Expense Incurred	Activity	Total Cost	Notes
Total to be Reimbursed:				

Signature of Claimant:

Date Submitted:
Authorized by (Name): Signature of Authorized Officer:

Office Use Only:

Claim Permitted? (Circle) Yes / No.
If no, state reason: Date Reimbursed:

SOCIAL MEDIA POLICY

INTRODUCTION

Social media and blogging represent a growing form of communication for not-for-profit organizations, allowing them to engage their members and the wider public more easily than ever before.

However, it is also an area in which rules and boundaries are constantly being tested. This policy acts in conjunction with Rimbey Agricultural Society Media Relations Policy in order to maximize our social media reach while protecting our public reputation.

All Ag run events must give credit to the Rimbey Agricultural Society as the host of the event.

PURPOSE

Social media posts should be in keeping with the image that Rimbey Agricultural Society wishes to present to the public, and posts made through its social media channels should not damage the organization's reputation in any way.

CORE POLICY

Rimbey Agricultural Society social media use shall be consistent with the following core values:

- **Integrity**: Rimbey Agricultural Society will not knowingly post incorrect, defamatory or misleading information about its own work, the work of other organizations, or individuals.
- **Professionalism**: Rimbey Agricultural Society social media represents the organization as a whole and should seek to maintain a professional and uniform tone. Staff and volunteers may, from time to time and as appropriate, post on behalf of Rimbey Agricultural Society using its online profiles, but the impression should remain one of a singular organization rather than a group of individuals.
- **Information Sharing**: Rimbey Agricultural Society encourages the sharing and reposting of online information that is relevant, appropriate to its aims, and of interest to its members.

RESPONSIBILITIES

The Board shall nominate an Information Officer to co-ordinate Rimbey Agricultural Society's social media management.

The Information Officer will oversee expansion of social media and help to develop the Social Media Strategy in line with the organization's Media Relations Policy.

DELEGATION

The Information Officer will, with board approval, create and manage all social media platforms for the organization.

Passwords and access will be recorded and available to the Executive. The Information Officer will be responsible to handle all situations that arise through social media, bringing situations that escalate to the board for assistance.

The Information Officer may propose additional social media administrators, and upon board approval, give them access to assist in managing the page.

No Ag run event will be through a social media page external to the Rimbey Agricultural Society.

DAMAGE LIMITATION

In the event of a damaging or misleading post being made, the Information Officer should be notified as soon as possible, and the following actions should occur:

- The offending post should be removed.
- Where necessary an apology should be issued, either publicly or to the individual or organization involved.
- The origin of the offending post should be explored and steps taken to prevent a similar incident occurring in the future.

MODERATING OF SOCIAL MEDIA

The reputation of Rimbey Agricultural Society is first and foremost, and this involves maintaining a safe and friendly environment for its members.

Freedom of speech is to be encouraged, but if posts contain one or more of the following, it is time to act:

- Excessive or inappropriate use of swearing
- Defamatory, slanderous or aggressive attacks on Rimbey Agricultural Society, other individuals, organizations, projects or public figures
- Breach of copyrighted material not within reasonable use, or in the public domain, or available under Creative Commons license
- Breach of data protection or privacy laws
- Repetitive advertisements
- Topics which fall outside the realms of interest to members and stakeholders, and which do not appear to be within the context of a legitimate discussion or inquiry.

If a post appears only once:

- Remove the post as soon as possible

- If possible/appropriate, contact the poster privately to explain why you have removed the post and highlight Rimbey Agricultural Society's posting guidelines.

If a poster continues to post inappropriate content, or if the post can be considered spam:

- Remove the post as soon as possible
- Ban or block the poster to prevent them from posting again.

Banning and blocking should be used as a last resort only, and only when it is clear that the poster intends to continue to contribute inappropriate content. However, if that is the case, action must be taken swiftly to maintain the welfare of other social media users.
The decision to block, ban and remove posts ultimately lies with the Information Officer, with board approval.

Updated: March 20, 2023

RIMBEY AG FACILITY RENTAL POLICY

Introduction

This policy is to be referenced when renting indoor and outdoor facilities associated with the Rimbey Agriculture Society. To rent all or any portion of the Ag Facility a list of expectations in the conduct of the users, guest participants and spectators of the event or use in any form of the buildings, grounds, road ways and parking lots of the Rimbey Agricultural Society. This policy is used as guidance to any and all present and future board members, staff and volunteers.

Purpose

The purpose of this policy is to ensure proper rates are being charged and the facility is provided by the Rimbey AG Society in proper condition and the users of the facility leave the buildings, grounds, roadways and parking lots in good condition. Good behavior and respectful treatment of people associated with the Rimbey Agricultural Society is expected.

This policy sets out guidelines for the rental of the facility and grounds and the acceptable behavior, conduct and treatment of the facility.

Policy

The board of directors is committed to providing a facility and service level to help users enjoy their experience:

- The rental agreement is the binding contract for rental of the facility and grounds.
- The Office Manager oversees all bookings and contracts, prioritizing multi- day bookings over single day bookings.
- Damage to the facility will be repaired as per the user agreement. Refusal to pay for damages will require the Rimbey Agriculture Society to submit the outstanding invoice to a collection agency.
- Any outstanding invoices not paid in a timely fashion and after receiving two formal letters from the Rimbey Agriculture Society will be forwarded to a collection agency and future access to the grounds and facility will be prohibited.
- Appeal of outstanding invoices can be made to the Rimbey Agricultural Society Board in writing for their consideration and final decision within 7 days of the date of rental.
- Annually the Board will review rates and fees assigned to the facility venues and adjust if appropriate.

- The Board of Directors sets and approves the rental rates for the facility and grounds, and management utilizes approved rental agreements to enter contracts with USERS on behalf of the Rimbey Agricultural Society.
- Promoters/Individuals wishing to request a different fee for facility use will be required to present their proposal to the Board of Directors.
- All rental agreements will be reviewed formally by the Board annually or if necessary, immediately to address an issue that causes concern to the operations, safety, and liability of the facility.

RIDING RATES

Annual Single Riding Pass $450 + GST
Single 6 Month Riding Pass $350 + GST
Single Monthly Riding Pass $ 100 + GST
Annual Family Riding Pass $1500 + GST
Family 6 Month Riding Pass $1170 + GST

All Riding passes valid through February will be pro-rated 3 weeks due to private rentals limiting open riding.

Keyless Access FOB $25 Deposit
Drop in riding: $20.00 per person (2 horses)
$10.00 for each additional horse
Children 6 & under: Free
Children 7-12: $5.00 per child

ARENA RENTAL

Indoor Weekend (includes stat holidays): $950.00 + GST per day ($500 booking deposit)
Indoor Weekday: $250.00 + GST per evening (6 p.m. to 9 p.m.) **All day for $500.**
Indoor Arena Hourly: $100 + GST (**minimum 4 hour rental on weekends**, must be booked within 30 days of the event. This allows larger bookings – full days or weekends- to take priority.)
Tractor and groomer: $75/ hour (includes operator)

Facility / grounds rate. $1500/day (14hrs) - This includes all outdoor grounds and lower level of **Agrim building**. Includes – Indoor arena, outdoor arena, parking on west side of grounds, stock pens, lobby area and boardroom. Does **NO**T include tractor, stalls, upper auditorium or office in Agrim building.

Damage / Cleaning deposit is $500. There may be charges over and above this if there are damages / cleaning fees that exceed $500.

Booking deposit will be a minimum of half of the rental rate. This is at the discretion of RAS (Rimbey Ag Society) personnel.

Stalls – $40 for one night, $60 for 2 nights, $80 for 3 nights- includes shavings, stalls must be cleaned prior to departure or additional charges will be incurred.

Outdoor Arena – Mon-Thurs; $350/day, $150/evening. Fri/Sat/Sun: $450/day, $200/evening. This rate does not include tractor. Outdoor arena will be worked prior to booking; exceptionally dry conditions that require watering need to be arranged prior and additional charges will apply. Large events with overnight parking and/or self penning have a $200/ day grounds charge.

Use of tractor for unloading / loading feed is subject to hourly tractor rental.

Upstairs banquet hall space – $350 /day (Mon – Fri), $600/ day (Sat – Sun). Requires $500 damage/ cleaning deposit. Cleaning rate is $300 if you want RAS to do it. This needs to be pre-arranged with RAS personnel. Half day rate of $200 (5 hours max, $200 cleaning deposit).

Boardroom rates – $50 (4hrs) $100 (8hrs)

Vendor rates – $25/ table. This is applicable to vendors selling goods at any RAS run event. Private rentals are exempt.

Food truck – No charge if self contained. If power is required there will be a charge of $50.

Bar – upon request, the Rimbey Ag Society can open the bar and offer the service of running it for events, if the size of the event warrants it.

Wash Bay: $20.00 per horse

All rental agreements and insurance policies will be stored on a shared drive and available to Board members at any time.

ARENA BOOKING PROCEDURES

- The Office Manager or designate will handle all bookings or inquiries. This is to ensure consistency. These duties may include, but not limited to showing potential users the facility, discussing rates, arena set up and take down requirements (this should be documented). Creating detailed Rental Agreement with users for events. Contract shall be signed by both Office Manager and User.

- Rental Agreements will cover issues such as:
    - what the user group requires for arena set up
    - when they need access to the building to set up for event
    - ground preparation

    - ground maintenance throughout event

- Any equipment a facility user will need i.e. Tractor, groomer, sound system, electronic timers, extension cords etc. All this needs to be addressed during the rental agreement application process. Short notice to The Co-operators Agrim & Rimbey Agricultural Society (RAS) for additional amenities may not be accommodated. The Arena Manager will be included in discussions for contracts requiring a significant amount of setup.

OTHER POINTS OF DISCUSSION

- Any arena or pen setup requirements beyond “as is” condition.
- Stall booking requirement for event, wash bay usage.
- Stock and pen space requirement, feed sourcing, feed/ watering responsibilities.
- Seating needs, any tables and chairs required in the arena, lobby, or upper auditorium.
- Food trucks- space for parking/ electrical requirements, and applicable fees applied.
- Users are responsible for the conduct of contestants and compliance to RAS policies (i.e. No dogs in the arena, no smoking, plugging into power and not paying, destruction of property) as well as Town of Rimbey bylaws.
- Any needs not addressed in contract will be subject to additional charges to cover costs incurred by The Co-operators Agrim Centre & Rimbey Agricultural Society. Any needs not addressed in the contract can be requested (by email) a minimum of 7 days prior to the event, but does not guarantee the needs can be accommodated. The Office Manager (and Arena Manger, if required) will have a phone call or in-person meeting 7-10 days prior to the event to review the contract, and ensure all details are covered. If any additional requirements are agreed to at this point, both the Office Manager and User will initial the checklist of modifications and it will be attached to the contract.
- As soon as the Rental Agreement is complete, maintenance personnel will receive a copy of information applicable to their position. Also, a copy will be left in The Co-operators Agrim Centre office. Any amendments to this contract also need to be communicated with maintenance personnel in a timely manner.
- All contracts will be discussed with the General Manager 2 weeks prior to the event for clarification and to address and change.
- Both a deposit and signed contract are required to secure a date, and have it marked on the Rimbey Ag Society calendar.
- Cleaning/damage deposits will be reimbursed within 10 business days following the event, if no additional cleaning and/or damage charges are incurred. Any cleaning/ damage charges will be accompanied by pictures and documentation of reasons for charges.
- Users may request their deposit to carry over to secure a date the following year. In this case, the User will be notified immediately following the event if the date is

available to them for the following year, and a signed contract must be received by the office manager within 7 days to retain the deposit and carry it over to the next year to secure the date. Otherwise, the deposit will be returned and the date will not be secured for that user.

- No fires are allowed on the premises.

Updated: March 20, 2023

Facility Use Conduct Procedures

SAFETY

- All parking signage must be obeyed. Parking violators may be ticketed by bylaw enforcement.
- All exits and fire hydrants (minimum 3 meters) must be kept clear as per fire regulations.
- Please report any situation of immediate danger to management.
- Do not tie horses to unsecured fences.
- First aid kits are in the front lobby area as well as the south horse entrance.
- A defibrillator can be found on the north wall inside the arena by the door to the lobby.
- Smoking/ vaping is not permitted in any indoor RAS facility.

ARENA USE CONDUCT

- All users must sign a waiver and/or have it on file before utilizing the facility. No exceptions.
- Applicable drop-in fees and/or riding pass must be purchased prior to utilizing the facilities
- All users must SIGN IN & PAY prior to utilizing the facility (No exceptions, zero tolerance policy in affect)
- Last minute users/drop in riders may not be accommodated outside regular business hours. Drop in riders requiring an access code must contact the office 24 hours prior, during business hours.
- Always check the website schedule, Facebook page and/ or call The Co-operators Agrim Centre during regular business hours prior to hauling to the arena.
- This is a public facility used by numerous people of different interests and disciplines. Please act accordingly and be respectful and courteous to other users as well as Rimbey Agriculture Society board of directors & staff.
- Obstacles are permitted in the arena during open riding ONLY IF permission is granted by other riders. If you set up any obstacles in the arena, please put them away when you are finished.

- Ground work / lunging of horses should be done in the holding pen arena when possible. Please exercise courtesy when doing this and speak with other riders.
- Please be aware that sometimes there are several things going on in the building and there may be some set up for an event, maintenance, construction, etc. Maintenance going on in the riding arena, it will be posted on the Agrim calendar and Facebook page.
- Users must clean up after their animals, both inside and outside the Agrim. Place manure in a provided bucket and/or wheelbarrows.
- Users are responsible to ensure lights are turned off & doors locked prior to leaving.
- Only management, board members and staff may adjust thermometers, air exchange, and large overhead door.
- No dogs in The Co-operators Agrim Centre – unless specified for certain events or service dogs.
- All professional services (vet, chiro, farrier, etc.) are subject to $20 per animal and must be done in the wash bay.
- Wash bay is subject to $20 per horse and must be cleaned following use.
- Do not feed animals in the Co-operators Agrim Centre.
- The Rimbey Agricultural is not responsible for lost, stolen or damaged property.
- The Rimbey Agricultural Society will be reimbursed in full for damage to its property caused directly or indirectly by users of the facility.
- The management reserves the right to take all precautions and reasonable steps necessary to ensure the safety of the public, exhibitors and animals.
- All users are expected to follow the Rimbey Agricultural Society Policies & Procedures.

Updated: March 2023

DISRUPRIVE MEMBERS/USERS PROCEDURES

INTRODUCTION

For members or users who do not follow policies or are continually disruptive to The Co- operators Agrim Centre and Rimbey Agricultural Society operations it may be necessary at times to enforce disciplinary actions.

PROCEDURE

a) Meeting with member and/or facility contract producers in question to discuss the issue/or breach of policy, procedures and/or contract to come up with a solution.

b) Suspension of the User and/or membership of the Rimbey Agricultural Society and/or riding pass. (Minimum of 3 months.) No refund of membership or riding pass will be made.

c) Termination of Users privileges and/or Rimbey Agricultural Society membership and/or riding pass. If the problem is serious in nature (fraud, illegal activity, ongoing conflict, etc.)

* All meeting notes will be documented.

Updated: March 2023

COMPLAINTS AND CONCERNS PROCEDURES

PURPOSE

- To provide a fair complaints procedure which is clear and easy to use for anyone wishing to make a complaint or raise a concern.
- To make sure all complaints are investigated fairly and in a timely way.
- To make sure that complaints are, wherever possible, resolved and that relationships repaired.
- To gather information which helps improve RAS operations and service.

RATIONALE

Complaints, concerns from the public can be directed to the Office Manager or the Human Resources Committee (through a link on the website). A Complaint/Concern Form (Appendix B) is available to submit concerns or feedback, or it can be done by email or registered mail.

PROCEDURE

Managing and addressing complaints and concerns

The Office Manager will provide a complaint/concern form to the complainant to record the following details of all complaints received, onto a template (refer to Appendix B: Complaint/Concern Form), which includes the provision for:

- The name and contact details (with permission) of the person making the complaint/raising concern.
- The date the concern was expressed. The Office Manager will indicate on the form in which the concern was received (e.g.: face to face, letter, telephone, email).
- How the complainant would like to see the issue resolved.
- Detailed description of the complaint.
- The details of the Office Manager's response.
- The action taken relating to the concern/complaint.
- Any recommendations for the future.
- All records of complaints received will be stored in a secure location within The Co-operators Agrim Centre.
- The Office Manager will make every effort to resolve concerns and complaints before involving the HR Committee or the Board of Directors.
- The Office Manager will provide a complainant with a copy of the complaint's procedure.

TIMEFRAME

- The Office Manager will make every effort to resolve a concern or complaint as quickly as possible.
- Should the complaint involve complex issues, (or if the Board of Directors or HR Committee are contacted directly), the issue will be discussed at the monthly board meeting and resolved within 14 working days afterward.

REMEDIES

- If a concern or complaint is substantiated in part, the Office Manager will offer an appropriate remedy. This may include one of the following:
    - An explanation of further information about the issue.
    - Mediation or other support
    - An expression of regret.
    - A change of decision.
    - A change of policy, procedure or practice.
    - The cancellation of an event or a refund.

INSTANCE OF MULTIPLE OR CONTINUAL COMPLAINTS

- If a member or user is continually dissatisfied with the facility or service at the Co-operators Agrim Centre and a solution cannot be found, termination of the relationship may be explored.
- Continual disrespectful or condescending feedback will not be tolerated and may result in resorting to the “Disruptive Users Policy”.
- Following 3 written complaints, an in-person meeting will be offered with the HR Committee and Office Manager, to seek a constructive solution. If this meeting is not attended by the complainant, all further feedback will be disregarded.
- Continual or repetitive negative comments on social media will be deleted and may result in the user being blocked from the page. The RAS welcomes feedback and open conversation, but the RAS social media serves as a positive experience (and information source for users), rather than an outlet for negative comments and complaints.

Updated: March 2022

EQUIPMENT OPERATION POLICY

INTRODUCTION

This Policy applies to all Rimbey Agricultural Society employees or contract workers, students, qualified individuals and/or Board of Directors who use equipment in The Co-operators Agrim Centre and the Rimbey Agricultural Society grounds and facilities.

PURPOSE

The Rimbey Agricultural Society is committed to the health, safety and well-being of all staff and users.

APPLICABILITY

All Equipment owned, leased, rented by the Rimbey Agricultural Society will solely be operated by employees and or contract workers. When necessary, qualified board members and qualified individuals may operate equipment should it be required in the case of maintenance or emergency. The Arena/ Maintenance and/ or Office Manager will designate the list of approved equipment operators, provide training in accordance with the Safety Manual. All equipment operators are responsible to ensure safe operations of equipment at all times.

Core Policy

- Supervisors and employees shall ensure that tools and equipment are maintained and are safe for all conditions of intended use.
- Employees shall be trained in the safe and proper inspection and use of tools, machinery and equipment that he/she is authorized to use.
- Only those appropriately trained and authorized shall operate equipment. Records of the authorized users' names shall be maintained by the workplace supervisor.
- Supervisors shall provide personal protective equipment (PPE), as necessary, to protect authorized users from potential hazards encountered in their work area.
- Manufacturer's instructions for use shall be retained and made available to equipment users.
- Standard operating procedures (SOP's) shall be written by supervisors for work or use of equipment that has the potential to cause injury and/or occupational illness.
- Preventative maintenance programs shall be established for equipment as recommended by the manufacturer.
- Tools, machinery and equipment shall be inspected by authorized users before use to ensure there are no defects.
- Any moving machine part, function, or process that may cause injury shall be appropriately safeguarded.
- No person shall remove or render ineffective a machine guard or other safety device without the approval of the workplace supervisor.
- No person under the age of 18 shall operate equipment at an event without a manager, board member, or appointed volunteer present over the age of 18.

EQUIPMENT OPERATION PROCEDURES

Personal protective equipment

- Safety boots in good condition, properly laced, must be worn at all times. Worn-out soles and heels could lead to slips and falls.
- Eye protection will be worn where there is danger of falling or flying debris from equipment or loads, especially in windy conditions.
- Hand protection will be worn when handling cable or any other material where there is danger of cuts or puncture injury.
- Hearing protection will be worn when exposed to noise levels exceeding 85dBA.

Inspection and repairs

- Machine or equipment will be inspected prior to use to ensure good mechanical condition. Special attention will be given to implements and their components.
- When working around equipment for inspections or repairs, the equipment must be locked and tagged out, and immobilized and secured against inadvertent movement.

Housekeeping

- No smoking in any equipment.
- Cabs, steps, windshields, windows and mirrors must be kept clean at all times. All debris should be removed from around the equipment.
- **Parking** – the machine or equipment must be parked on level ground, clear of hazards, to allow ease of access.
- **Travelling** – operators must ensure that all connections to a towing equipment are secured and attached properly.
- Place all implements in the travel position.
- Select a speed appropriate to ground conditions while maintaining control of the machine.
- Travelling on hills should be conducted in the direction of the slope, avoiding side hill travel.
- Approach landing or roadway with caution taking into consideration limited visibility and blind spots.
- Equipment should be cleaned prior to traveling roadways.
- **Danger zone** – danger zone is defined as the area around operating machines or working personnel, in which there is potential for being struck by moving equipment or objects. The danger zone may vary according to the machine or work being performed. Operators must make sure that all persons, vehicles and equipment are clear of the danger zone before the vehicle or its components are moved.
- **Fueling** – shut off the engine of the towing vehicle while it's being fueled. No smoking. Be aware of slip and trip hazards.
- Beware of spills and splash-back.
- **Hazardous materials** – read WHMIS label. If there is no label, contact the supervisor. Refer to MSDS if further information is needed.
- Use protective equipment and follow safe handling instructions as outlined on WHMIS label.
- If an incident occurs, follow first aid instructions.
- Use proper storage procedures.

Operating equipment

- Prior to starting heavy equipment, the operator shall ensure that all personnel are out of the danger zone and the transmission is in neutral.
- Maintain a safe operating distance between neighboring equipment.
- Understand the load limitation of the machine according to ground conditions. Apply the manufacturer's standards for machine capacity and limitations. The operator should always know the maximum lifting capacity of the equipment before lifting a load.
- No unauthorized personnel will be allowed on the machine during operation.
- In the event of a leak of fuel or oil, switch the machine off immediately.
- If warning lights show or gauges register outside normal limits, switch off the engine.
- Never lift, move or swing any attachments or load over any person or other equipment/vehicles.
- Be aware of overhead clearance. Watch for overhead power lines.

Updated: May 2021

Updated: Oct 2022

EXPENSE PAYMENT PROCEDURES

PURPOSE

To set out the process and clarify payment methods which are convenient, but difficult to use within the parameters set out in the Rimbey Agricultural Society bylaws. This clarification will ensure due diligence is exercised in managing the financial risk of the organization.

RATIONALE

All expenses made through Rimbey Agricultural Society bank accounts require signatures from any 2 designated signing authorities (as specified in the bylaws).
This procedure clarifies how this will be done for e-transfers, online bill payments, and credit card purchases.

PROCEDURE

Managing and addressing payment procedures

- Online banking access will be given to the Treasurer and the Office Manager, with the Treasurer as admin of online banking. The treasurer will assign roles by their discretion.
- E-transfers over $300 will require dual approval online. E-transfers under $300 may be made solely by the Office Manager, with the Treasurer's oversight. A list of all e-transfers (in and out) will be signed by the Treasurer at month end and provided to the board.
- Online bill payments will require initials from two signing authorities of the organization, prior to the payment being made online. An alternative method is board approval of a list of accounts that can be paid online.
- A small limit credit card ($2500) is designated for use by the Office Manager, as well as a credit card for the Arena/ Maintenance Manager with a $1500 limit. These are to be utilized at management discretion, and within the approved budget. They are to be paid to a zero balance each month. Either Manager may request the balance to be paid down mid-month, if they get close to reaching the limit, and additional funds are needed operationally. Approval is required by the Treasurer.
- A larger limit credit card ($50,000) is designated for use by the Treasurer, and will be stored in the vault. The Treasurer may authorize the Office Manager to use this card for transactions over $2500 (approval provided in writing).
- All bank statements (for all bank accounts and credit card accounts) for the Rimbey Agricultural Society are to be provided to the Board of Directors at each monthly board meeting.

Timeframe

- For e-transfers, requests will be sent to a second signing authority no less than 24 hours prior to the need for approval. The approval for the e-transfer will be done within 12 hours of its initiation.
- For mid-month payments of the credit cards, this must be completed within 2 business days of the request, to ensure operational efficiency is not hindered.

Referral of Concerns to the Board of Directors

- If any board member, staff member, or user of the facility becomes uncomfortable with any of these processes, or has concerns that the Rimbey Agricultural Society is at financial risk due to the business practices of any individuals, it is their responsibility to bring this concern to the Board of Directors. This will then be discussed openly at the next monthly board meeting, to ensure due diligence is exercised to minimize the financial risk of the organization.

Created August 2021
Updated: March 2023

INTERNAL CASH HANDLING POLICY

INTRODUCTION

This policy provides guidance to the Office Manager, Board of Directors, staff and volunteers in regards to handling and managing cash for the Rimbey Agricultural Society.

PURPOSE

Guide and administer the handling of cash to minimize the risks and ensure accuracy of cash handled at the Rimbey Co-operators Agrim facility. These policies are in place to protect the employees, volunteers, and members of the Rimbey Agricultural Society.

POLICY

All instances where volumes of cash received is not easily tracked (ie. gate admission), two people will be required to handle the cash. Records will be kept for all other instances to ensure the ability to cross-reference to deposit slips.

PROCEDURES

SAFE

- Drop Safe will be located in the office of the Co-operators Agrim Centre, fastened to the floor. Access to the safe will only be granted to the Office Manager, Treasurer and President.

EVENT FLOATS

- Floats will be obtained by the Office Manager. The floats will be available to designated volunteers or staff to pick up from the Office Manager.

AT EVENTS

- When signing out their float, the float handlers will re-count their float and sign the top of a cash tracking sheet to document the quantity received.
- A receipt will be issued for purchases from the Rimbey Agricultural Society.
- During an event, pre-designated collectors will collect cash to prevent large sums accumulating in the cash boxes. The cash tracking sheets will be used to document the amount of money picked up, initiated each time by both the float handler and cash collector.
- Cash collectors immediately deposit the money in the on-site safe, ensuring it corresponds to the amounts on the cash tracking sheets, filling out the information on

the deposit envelope, and signing.

- The Office Manager is responsible for making bank deposits.
- Large cash deposits to the bank made late in the evening must be made by 2 persons, to ensure safety.
- All records of cash received by the organization must be kept by the Office Manager and provided at request to illustrate accuracy and reconciliation to bank deposits.
    - Liquor inventory will be kept to reconcile bar sales.
    - Event sheets will be kept for all Ag Events to reconcile entries to cash collected.
    - Open riding sign-in sheets will be kept to reconcile open riding cash received.

PETTY CASH

An appointed person by the Rimbey Agricultural Society will hold a petty cash float of $200 to be kept in the office safe. When cash is used a receipt to replace the cash is kept, having the petty cash/ receipts total $200 at all times. When funds are low receipts are submitted to be reimbursed with a cheque to top up the cash.
Event floats will be kept in the vault by the Office Manager's discretion, and counted and reconciled at each month end with the treasurer.

Updated: March 23, 2023

BUDGET OVERAGES POLICY

INTRODUCTION

This policy provides guidance to management and the Board of Directors in regard to managing budget overages for the Rimbey Agricultural Society.

PURPOSE

Guide and administer budget overages within the Rimbey Agricultural Society in the event of spending necessary to operate the Co-operators Agrim Centre.

POLICY

In the instance where budget lines are utilized fully, and additional money is required to operate the facility, management may request budget line overage approvals.

PROCEDURES

Budget Amendments

- Budget Overage Approvals:
    - Budget overage requests can be done by management at monthly board meetings. The approved budget overage will be recorded on the right side of the budget.
- In the event that money is required immediately to allow operations of the facility, an emergency meeting will be called to amend the budget prior to the expenditure taking place.

Updated: Feb 2023

COMPETING EVENTS POLICY

PURPOSE

To ensure the Rimbey Ag Society does not offer private rentals that directly compete with Rimbey Ag Society run events, decreasing revenue to the Ag Society.

RATIONALE

Bookings through the Rimbey Ag Society must benefit the Ag Society as a whole, and contribute to the long term financial sustainability of the organization.

PROCEDURE

The Office Manager is to manage private rental bookings for events in a manner that best supports the financial sustainability for the Ag Society.

The Office Manager will use their discretion to decline bookings that directly compete with Rimbey Ag Society run events, if proposed within 60 days of an Ag run event.

The Office Manager may bring inquiries to the Board of Directors if they need assistance in making the decision. In this case, the Board of Directors will discuss and vote on whether or not the event will be booked at the Co-operators Agrim Centre.

Updated: March 2023

PHOTOGRAPHY RIGHTS POLICY

INTRODUCTION

This policy provides guidance to the Rimbey Agricultural Society Board of Directors, staff and photographers in terms of photographing Ag run events at the Co-operators Agrim Centre.

PURPOSE

Guide and clarify where exclusive photographer rights are implemented at the Co-operators Agrim Centre. The purpose is to ensure continuity of service to participants of Ag Events at the Co-operators Agrim Centre and clear communication and respect to all photographers desiring to photograph events.

POLICY

Requests must be made to the Rimbey Agricultural Society office prior to using professional cameras at the facility. The Rimbey Agricultural Society defines a professional camera as "a camera, digital or otherwise, with a detachable/ interchangeable lens of any size/ type."

Priority will be given to photographers who demonstrate the capacity to deliver good customer service and quality product to participants, and offer a positive working relationship with the Rimbey Agricultural Society. There will be a vetting process conducted and all photographers using professional cameras must be approved, and sign a code of conduct form prior to taking photographs in the facility. A limited number of photographers will be approved for each event.

PROCEDURES

- Requests will be sent to the Rimbey Agricultural Society office prior to events for consideration.
- Recurring events may have approvals for a set length of time, or number of events.
- Larger events will have a designated photographer and contract in place outlining expectations and requirements of both parties.
- The cost is $100.00 for the year which is from October 1 to September

PHOTOGRAPHER AGREEMENT

I, _____ will demonstrate proper etiquette and continuity of service to the Rimbey Ag Society and participants.

I, _____will pay $100 + GST to Rimbey Agricultural Society for the period of October 1 - September 30 each calendar year.

Pictures taken and shared on social media are a reflection of the Rimbey Agricultural Society. The Rimbey Agricultural Society reserves the right to request to have images removed at our discretion.

_____ _____

Photographer Signature Print Name

_____ _____

General Manager Signature Print Name

Approved November 20, 2023