



Okotoks Agricultural Society

Policies

(Revised January, 2025)

(Reviewed and adopted by OAS Board of Directors – Feb. 4, 2026)

1. Introduction

- a. This document has been developed to provide guidelines governing the activities of the Okotoks Agricultural Society
- b. All Society policies are subject to change. The following policies are to provide a guideline for the Board of Directors and the membership and cannot predict or interpret every potentiality. The Board of Directors and management has the right to take any action necessary to protect the Society and ensure the safety and enjoyment of Society members, their guests, and the public.

2. MISSION STATEMENT

- a. A focal point in Southern Alberta, upholding our agricultural heritage and traditions and serving the needs of our community in a responsible and safe environment through education, programs, and the use of our facilities.

3. OBJECTIVES

- a. The Okotoks Agricultural Society will offer/host various activities such as community events, equine/cattle events, riding clubs, community youth programs, support of 4H, and any other services or programs as dictated by the changing needs of our rural and urban community.

4. BOARD OF DIRECTORS

a. ORGANIZATION OF BOARD AND BOARD COMMITTEES

- i. The Board must consist of no less than 9 members and may include the Past President in the Board composition. The number of Board Members will be capped at 11 directors to maximize business and operational effectiveness and efficiency.

5. COMMITTEES

- a. Shall be chaired by a member of the Board
- b. May include members who are not on the Board
- c. Will receive direction from the Board which will include a definition of a desired outcome and budgetary authorization and manpower allotment
- d. Shall be appointed annually or as needed
- e. The Board will use ad hoc committees, as required from time to time, for gathering information related to policy issues and outlining assorted options the Board has and the implications of optional course(s) of action.
- f. Ad hoc committees of the Board:
 - i. Shall be chaired by a member of the Board
 - ii. May include members who are not on the Board
 - iii. Will receive direction from the Board which will include a definition of desired outcome and budgetary authorization and manpower allotment
 - iv. Will be disbanded once they have completed the specific tasks assigned to them

6. CODE OF CONDUCT

- a. The Board expects of itself, staff, and its members, ethical and professional conduct. The commitment includes proper use of authority and appropriate decorum in group and individual behaviour when acting as Board members.
- b. Board Members will sign the Okotoks Agricultural Society's Code of Conduct/Confidentiality agreement at the beginning of each year.
- c. Board Members, members, and staff must act with integrity with respect to the interests of the membership and the public.
- d. Board Members must avoid any conflict of interest with respect to fiduciary responsibility. Any apparent conflict must be presented to the Board and if necessary, the said Board Member will excuse themselves from the areas of conflict with respect to voting and/or any other discussions if necessary.

- e. There must be no self-dealing or any conduct of personal business or personal services between any directors and the Society, except as procedurally controlled to assure openness, competitive opportunity, and equal access to otherwise "inside" information.
- f. The directors must not use their positions to obtain for themselves, or for their family members, employment within the Society.
- g. Should a director be considered for employment with the Society, he/she must temporarily withdraw from any Board deliberation, voting, and access to applicable Board information.
- h. Board Members may not attempt to exercise individual authority over the Society except as explicitly set forth in Board policies.
- i. Board Members may not use Board information for their own direct benefit or advantage. This requires that the information be kept confidential whenever required in the best interests of the Society.
- j. Financial information, negotiation strategies or intimate personnel matters may not be disclosed and shall be kept confidential. The proceedings of any meeting of the Board or any part of a meeting of the Board or of any committee thereof which is conducted "in camera", including the minutes or any records, shall be kept in confidence by every member of the Board, by the staff and by any member of any committee or other person invited or permitted to attend the meeting and be pursuant to the confidentiality agreement specified in part "b" as above.
- k. Board Members will deal with outside entities or individuals, with staff and with each other in a manner reflecting fair play, ethics, and straightforward communication.
- l. A Board Member shall attend meetings regularly and participate on committees as required.
- m. Board Members may not hold positions in any capacity concurrently with other Ag Societies.

7. DISCIPLINARY ACTION

a. Board Members must carry out duties in good faith with a reasonable degree of diligence, care, and skill. If a Board Member is deemed to be negligent in carrying out his/her duties, then, given that, the Board has the right to make and enforce its own laws, the following guidelines will be followed:

(1) Offending Directors may be censured by the Board President and/or Vice President with a letter being sent to the Board Member outlining the circumstances and corrective actions.

(2) Continued offence will result in a motion of censure being brought by the Board President and/or Vice President. This motion may result in a voluntary withdrawal, or, upon a vote of the majority, the director shall be removed from all committee membership(s).

(3) Continued offence by a Board Member will result in removal from office by a resolution as prescribed in the By-Laws of the Association.

(4) In circumstances of an extreme nature, the offending Board Member will be removed from office immediately.

(5) In the event than an offending Board Member has been removed from office, the individual is prohibited from seeking or holding a Board or committee position for a period of five years.

(6) GOVERNANCE PROCESS

The governing style of the Board of Directors will focus on strategic leadership that will emphasize:

- (a) The future rather than the past and the present
- (b) A clear distinction of the role of the Board of Directors and Staff
- (c) Proactivity rather than reactivity
- (d) In this spirit, the Board of Directors will:
 - Keep its major involvement to the long-term impact of the organization, and to the administrative and day to day operations.
 - Enforce upon itself whatever discipline is needed to govern with excellence in the treatment of individual Board Members with dignity and respect, respect of clarified roles and speaking with one voice.
 - Be accountable to the membership for competent, conscientious and effective accomplishments and decisions. It will allow no Board Member, officer, individual, or committee of the Board to usurp this role or deter this discipline.
 - Discipline will apply to attendance.....any Board Member missing three meetings in a row and/or 30% of Board meetings.
 - Systematically evaluate the achievements of the organization.

(7) BOARD OF DIRECTORS PERFORMANCE REVIEW

(a) The Board of Directors will set aside time to discuss and monitor the Board's own process. The responsibility for ensuring a balanced discussion will rest with the Board President.

(8) BOARD OF DIRECTORS ORIENTATION

(a) The purpose of orientation is to acquaint the new Board Member with the Okotoks Agricultural Society, the Board of Directors, and the job of an individual Board Member. Orientation will include the following:

- Orientation to the Association
- Ag Societies Act/Bylaws/Policies
- History of Organization
- Roles and Responsibilities
- Key Issues and Challenges
- Conflict of Interest
- Decision Making Process

(b) The initial orientation should be done prior to the fourth meeting of the Board of Directors.

(9) GENERAL MANAGEMENT

(a) The Board is responsible for the management of day-to-day business and may choose to assign specific tasks and roles to the staff and volunteers as required.

(10) FISCAL MANAGEMENT

(a) At the start of each fiscal year, a projected operating and capital (if required) budget must be developed. The budget is to be prepared by the President, Vice President, and Treasurer by the AGM of that same year.

The budget process will involve presentation to the Board with subsequent approval.

(b) The Society will make its best efforts to operate with a deficit budget.

(c) All cheques issued must have two signatures. Signing authorities shall include the President, the Vice President, and Treasurer.

(d) Any purchases of more than \$1,500 that have not been included in the approved Annual Budget, will require the approval of the Board.

(e) The President, Vice President, or Treasurer will have the ability to spend unbudgeted funds, if a decision cannot wait for the next Board meeting, only if there is an emergency, and must be disclosed as soon as possible to the Board via email and then discussed at the next Board meeting.

(f) Expenses incurred by Board Members or Staff shall be reimbursed subject to the provision of appropriate receipts and an approved expense report.

(11) MEMBERSHIP

(a) Membership is open to any person who completes the appropriate application form, waiver, and makes the necessary fee payment.

(b) *Categories of Membership:*

i Single – an individual between the ages of 18 and 60 years old

ii Family – parents including a spouse/partner and their direct unmarried offspring, under 18 years of age, all residing in the same household and includes those in post-secondary education under 25 years of age

iii Senior – any individual 60 years of age or over

iv Student – any individual of any age that provides confirmation of student status

v Life – as nominated by the Board for individuals or organizations who have contributed to the activities and goals of the Society in an exemplary manner

(c) *Membership Fees:*

i Membership fees are revised from time to time by the Board of Directors as outlined in the By-Laws

ii All membership fees are non-refundable

1. Memberships are pro-rated April 1st each year by 50% (**new memberships only**)
2. Memberships are non-transferable

(d) *Riding Passes:*

i Annual Riding Passes are available for riding during “members only riding” times and are valid for the current Society fiscal year

1. Riding passes are pro-rated April 1st each year by 50% (**new riding passes only**)
2. Riding passes are non-refundable
3. Riding passes are non-transferable

ii If an Annual Riding Pass has not been purchased – a drop in fee is required for each ride per horse based on the current OAS fee schedule and must be paid, either by cash or cheque and placed in the drop box located at the side entrance of the indoor arena or e transferred to: okotoksagsociety@gmail.com

(12) TERMINATION/SUSPENSION

(a) As outlined in the Ag Societies By-Laws

(13) MEMBERSHIP RULES AND REGULATIONS

(a) It is the duty of the Board, staff, and membership to know the rules herein, the posted arena rules and to cooperate with the Board and/or staff and the membership in the enforcement of the rules to ensure a positive, fun, and safe environment.

(b) If a member or their guest(s) do not comply with the rules, disciplinary action including loss of membership and/or riding pass and its privileges may occur.

i *General Rules:*

1. No person shall use the arena or other facilities without holding a valid, current membership in the Society
2. No person shall use the arena or facilities without signing a waiver

3. No person shall use the arena or facilities for the purpose of income generation without signing a rental agreement and paying for said rental
4. All members must sign in before riding during members only riding
5. All members must have a valid riding pass or pay a drop-in fee (drop-in fees are per horse and per current fee schedule)
6. You must be a current member to participate in OAS programs and clinics when applicable
7. Giving or receiving of any type of coaching, riding or horsemanship instructions is prohibited during members only riding. These activities require an arena rental. To do so please contact the Okotoks Agricultural Society via email to okotoksagsociety@gmail.com or via phone call or text to 403-510-3598
8. A member **MUST** get permission from each rider to use or to continue to use obstacles/props of any kind during members only riding
9. As soon as there are 5 riders and horses in the arena at any given time during members only riding, all obstacles **MUST** be removed immediately regardless of any previous permission being given
10. Members should not engage or confront other members/riders/individuals directly for conflicts/disagreements regarding arena rules, etiquette, or policies. Contact the Board of Directors at 403-510-3598 or via email to okotoksagsociety@gmail.com to report and handle these issues
11. Cell phones must be on silent or vibrate only mode while in the indoor or the outdoor arena
12. The arena schedules/calendar will be published on the website. However, where a discrepancy occurs, the calendar will supersede.
13. The indoor and outdoor arenas are always designated as non-smoking facilities
14. The consumption of alcohol and use of cannabis are **NOT** allowed in the facility. In the case of alcohol, and where an event has been approved by the Board, the appropriate AGLC liquor licenses must be obtained
15. During members only riding:
 - a. All dogs brought into the facility must always be on a leash and under the control of the handler
 - b. No dogs allowed in the lobby (concession area). Service dogs are exempt from this rule
 - c. No dogs are permitted in the sand areas of any arena on the OAS premises

- d. The OAS is not responsible for dogs left unattended in personal vehicles or trailers
- 16. It is the responsibility of all users to ensure that all horse manure is placed into the manure barrels during or upon completion of riding including parking areas
- 17. If you need to stop riding your horse, please move to the centre of a circle or move into the tie up area
- 18. Slower traffic rides to the inside and off the rail. Faster traffic rides close to the rail
- 19. No more than 10 riders in the arena at any given time during members only riding
- 20. Comments, questions, concerns and directions must be made to the Board and not directed to the staff
- 21. Tack and your personal belongings are not covered under the OAS insurance – please obtain your own insurance
- 22. Horses must be tied in the horse hitching/tie up area when not in use. No unattended horses in the arena. Horses are not to be tied in the sand area of the arena. Horses are not allowed to roll or run loose in the arena.
- 23. Do not tamper with any part of the arena, the horse pens or the facility at any time or in any manner without the expressed written consent of the Board. Do not adjust the thermostat or turn on the fans.
- 24. Advise the Board immediately of any injuries, damage, safety concerns, accidents, and health concerns.
- 25. Members may not handle any horse other than their own or the horse they lease at any time unless they have prior permission to do so.
- 26. No children under the age of 12 years are allowed near the cattle handling areas inside or outside at any time.
- 27. No children under the age of 12 years are allowed in the hitching/tie up areas unsupervised.
- 28. Helmets are recommended for all riders.
- 29. Horses, cattle, canine must be in good health. Any animals that show symptoms or are diagnosed with a communicable disease/virus are not allowed on the premises. Please notify the Board if your animal has been at the facility and is later diagnosed with an ailment that could affect others.
- 30. The OAS recommends that you have your horse vaccinated, however, we do not require you to vaccinate as we are not veterinarians and not all horses are safe to vaccinate. Best practise is to address this issue with your veterinarian.

The objectives for the facility allocation are to meet the needs of the membership while continuing to operate the facility in a cost effective and financially sustainable manner.

(a) *Maintenance*

- i. Daily or as required and at the discretion of the Board, scheduled maintenance will take place in the riding arenas or on the facility.

(b) *OAS Sponsored Programs*

- i. Activities open to members only, when noted as "member only" on the information sheet or online. The Board, at its discretion, may open a program to the public.

(c) *Members Only Riding*

- i. The Board will maximize the amount of Members Only Riding time to the best of its ability. Due to facility rentals and Society events, there is no guarantee that members only riding can occur each day.

(d) *Event Contract*

- i. Facility rentals require a rental agreement and/or contract, general waiver and must provide a copy of the renter's liability insurance coverage covering the amount of no less than 2 million dollars per occurrence.
- ii. A reservation deposit and a damage deposit may be required for each rental contract.
- iii. Proof of insurance naming the Okotoks Agricultural Society as the added third party insured for the duration of the event must be completed and provided no less than one week prior to the event.
- iv. A maintenance/cleaning fee may be charged for each day of rental.

(e) *Cancellation Policy*

- i. The OAS shall have the right to cancel the renter's activity/event for failure to provide "proof of insurance".
- ii. The OAS has the right to cancel a renter's activity/event should there be a catastrophic event that renders the facility dangerous or impossible for the activity/event use to occur. Efforts will be undertaken to reschedule the renter's activity/event when said circumstances have been deemed safe to proceed to do so.
- iii. A deposit is non-refundable, unless there is a catastrophic event that makes it impossible or dangerous for the event or facility use to occur. The OAS does not allow any activities in -20 degrees Celsius or colder for horses and no activities in -15 degrees Celsius or colder for cattle.

- iv. A deposit is non-refundable if the booking is cancelled within 14 days of the activity/event rental.

(15) OPERATIONS

(a) All areas of the facility shall be operated in a manner consistent with safe working practices of the Alberta Labour Laws, the Alberta Agricultural Society's Act, Alberta Gaming and Liquor Commission, Alberta Health Region, Foothills County #31, and the SPCA.

(b) All machinery will only be operated by individuals sanctioned by the Board. Renters, users, members, and others are not permitted to use any OAS equipment without permission of the Board of Directors.

(c) *Indoor Riding/Outdoor Arenas*

i. Indoor and outdoor riding arenas are available for members only riding as per the calendar on the OAS website.

(d) *Stall/Pen Rental Policy*

i. There may be outdoor stalls/pens available for use for a fee. The covered stalls will include shavings and a convenient water source. The small and large pens will include a shelter and auto waterers. It is the responsibility of the renter to clean up manure and pile it outside the stall/pen by the gate.

The current Rental Rates and Fee schedule is posted on the website. If you would like to use a stall/pen, please discuss availability and obtain permission, in advance, by contacting the Okotoks Agricultural Society via email at: okotoksagsociety@gmail.com or by phone call/text to 403-510-3598.

ii. The Okotoks Agricultural Society offers a monthly pen rental program. Details of this program can be provided by contacting the Okotoks Agricultural Society via email to: okotoksagsociety@gmail.com or by phone call/text to 403-510-3598.

(16) ALCOHOL & CANNABIS

(a) Alcohol and cannabis are not sanctioned at the Okotoks Agricultural Society

(b) *Exception:* The Society or a Renter may undertake a special event/fundraiser/function where appropriate permits and licenses are in place for said event. Insurance for liquor service must be purchased for each individual event and be approved by the Board.

(17) FOOD & BEVERAGE

(a) Food and beverage will be the sole right of the Society. No “for sale” food or beverage will be allowed on the property without consent of the Board.

(18) ADVERTISING

(a) Newsletter: The Society may publish a newsletter for members at its discretion from time to time.

(b) No unauthorized use of the Society logo or letterhead shall be made by any individual.

(c) A website will be maintained for the benefit of members, renters, staff, and the Board. The site will have a calendar/schedule on it and will be maintained and updated by the Board at the earliest convenience.

(19) SOCIAL MEDIA

(a) This policy governs the publication of and commentary on social media by the membership, staff, and Board members of the Okotoks Agricultural Society. For the purposes of this policy, social media means any facility for online publication and commentary, including without limitation blogs, wiki's, social networking sites such as Facebook, LinkedIn, Twitter, Instagram, YouTube and any others. This policy is in addition to and compliments any existing or future policies regarding the use of technology, computers, e-mail, and the internet.

(b) Before engaging in work related social media, staff must obtain the permission of the Board.

(c) Publication and commentary on social media carry similar obligations to any other kinds of publication or commentary.

i. Setting Up Social Media

1. Social media identities, logon ID's, and usernames may not use Okotoks Agricultural Society's name without prior written approval from the Board.

ii. Confidential and Sensitive Information

1. The publication of confidential information relating to the Okotoks Agricultural Society is prohibited. Confidential information includes things such as unpublished details about the Society, details of current projects, financial information, research, and anything else deemed confidential or sensitive.

iii. Respect Copyright Laws

1. Show proper respect for the laws governing copyrights. Use of copyrighted material and brands owned by the Okotoks Agricultural Society is prohibited without prior consent from the Board.

iv. Respect your audience, Okotoks Agricultural Society, the Board of Directors, members, staff, and renters/users

1. The publication of or verbal communication of information that is contradictory or in conflict with the Okotoks Agricultural Society website, values, and objectives must be done so in a respectful and thoughtful manner. This includes not only the obvious (no ethical slurs, offensive comments, defamatory comments, personal insults, obscenity, etc.) but also proper consideration of privacy and of topics that may be considered objectionable or inflammatory – such as politics and religion. Make it clear that the views and opinions expressed are yours alone and do not represent the official views of the Okotoks Agricultural Society.

v. Protect Okotoks Agricultural Society Board of Directors, members, staff, renters/users, customers, business partners, and suppliers

1. Customers, partners, members, staff, Board of Directors, renters/users, or suppliers should not be cited or obviously referenced without their approval. Never identify those listed above, by name, without permission and never discuss confidential details of a customer, partners, members, staff, renters/users or supplier's engagement. It is acceptable to discuss general details so long as the information provided does not violate any non-disclosure agreements that may be in place.

vi. Controversial Issues

1. Misrepresentations made about Okotoks Agricultural Society must be brought to the Board's attention immediately. Make sure what you are saying is factually correct and adheres to all Society Policies.

vii. Disclaimers

1. Wherever practical, you must use a disclaimer saying that while you work for, are a member of, rent from, or use the facility at the Okotoks Agricultural Society, anything you publish is your personal opinion, and not necessarily the opinions of the Okotoks Agricultural Society.

viii. Enforcement

1. Policy violations will be subject to disciplinary action, up to and including termination and/or member withdrawal for cause.

(20) **PRIVACY**

(a) Okotoks Agricultural Society respects your right to privacy. As a member of the organization, we may collect personal information you knowingly provide when completing a variety of forms and documents for the Okotoks Agricultural Society.

(b) We may also collect information from non-members regarding demographics and other information to aid in our securing grants and other support from various government agencies.

(c) Information we collect:

i. Okotoks Agricultural Society collects personal information such as name, address and email address, phone number and other details when you knowingly provide it through the membership form or other forms/documents.

ii. We do not sell nor disclose individually identifiable information obtained to anyone outside of the Okotoks Agricultural Society. The only exceptions to this rule are the following:

1. It is required by law

2. Disclosure is necessary to protect the safety of members, visitors, Board members, staff, or property.

3. On a combined basis for statistical information required to secure grants and other support from government agencies.

(d) Personal information you voluntarily supply when securing a membership is not shared for use outside of the Okotoks Agricultural Society. This Information is Okotoks Agricultural Society proprietary data and is not available to any outside company in this personalized form. Should any changes be made in the way we use personally identifiable information, the Okotoks Agricultural Society will contact you via email notifying you of this change and will give you the opportunity to choose to opt out of such use.

(e) For any concerns about Privacy, please send an email to:
okotoksagsociety@gmail.com.

(21) ANIMAL MANAGEMENT

(a) The Okotoks Agricultural Society will ensure that all animals which are kept on the premises are treated in a manner consistent with the Animal Protection Act and the Stable Keepers Act.

(b) During the winter months, in the event the temperatures drop to -20 degrees Celsius or colder, the Society will not permit use of the facilities for horses and no activities if temperatures drop to -15 degrees Celsius or colder for cattle.

(22) VIDEO SURVEILLANCE POLICY

1.0 Purpose and Rationale

The purpose of this policy is to establish guidelines for the use of video surveillance equipment on

Okotoks Agricultural Society (OAS) premises. Video surveillance is conducted to enhance safety and security, deter crime/vandalism, and assist in investigations into specific incidents. Footage will be used exclusively for these purposes and not, for example, to monitor employee performance or track employee movements in non-incident related scenarios.

2.0 Scope

This policy applies to all individuals on OAS premises, including employees, members, user groups, visitors, and contractors.

3.0 Notification and Consent

Notice: Signs will be displayed in conspicuous locations at all monitored entrances and areas to clearly inform individuals that video surveillance is in operation.

Transparency: The specific locations of cameras will be disclosed to employees in advance.

Expectation of Privacy: Surveillance will not be used in areas where individuals have a heightened or reasonable expectation of privacy, such as washrooms, meeting rooms or private offices.

Audio Recording: Audio recording will be disabled on all cameras, as recording private conversations without consent is illegal.

4.0 Equipment Location and Operation

Cameras are positioned to cover public and operational areas, including entry/exit points, hallways, parking lots and livestock holding areas.

The system will be operated to collect the minimum amount of information necessary to meet its stated purpose.

Cameras are intended for passive surveillance and will not be remotely panned or zoomed to target individuals, except in response to an active, specific security incident.

5.0 Access, Use, and Disclosure of Footage

Authorized Personnel: Access to live footage, recorded material, and system controls is strictly limited to authorized personnel including OAS Board President and 2 specified OAS Board members in a controlled-access area.

Access Logs: A log will be maintained of all instances of access to, and use of, recorded material, including the date, time, and reason for access.

Disclosure: Footage will not be shown or provided to anyone other than authorized personnel, except in the following limited circumstances:

To law enforcement agencies for investigation purposes. As part of formal disciplinary or legal proceedings.

When required by law.

Prohibited Use: Footage will not be used to evaluate employee job performance or for discriminatory purposes.

6.0 Storage, Retention, and Destruction

Security: All footage is considered confidential and will be stored securely in a locked facility or on a password protected secure network with appropriate technological safeguards.

Retention Period: Recorded footage will be retained for a maximum of 15 days, after which it will be securely erased or destroyed, unless it must be retained for an ongoing investigation or legal proceeding.

7.0 Accountability and Compliance

Accountability: The President is responsible for ensuring compliance with this policy and applicable privacy laws.

Violations: Any unauthorized use or disclosure of surveillance equipment or footage is a serious policy violation and may result in disciplinary action, up to and including termination of employment.

Individual Access: Individuals captured by the surveillance system have the right to request access to footage of themselves, in accordance with applicable privacy legislation.

8.0 Contact Information

For any questions, concerns, or requests regarding this policy or the surveillance system, please contact Okotoks Ag Society at 403-510-3598 or okotoksagsociety@gmail.com

