

CARDSTON & DISTRICT AGRICULTURAL SOCIETY

CONSOLIDATED POLICIES

February 13, 2025

NOTE: These policies are the consolidation of all the policies of the Society. The policies set out in this document are the only policies of the Society as of the Effective Date. All previous policies are null and void.

WHEREAS:

- A. The vision of the Cardston & District Agricultural Society ("**Society**") is to preserve and unite our Western and Indigenous heritage. Respect, trust, and friendship are developed and strengthened through educational and recreational experiences provided by the Society.
- B. The mission of the Society is to provide educational and recreational programs, events, and opportunities to people of diverse cultures, ages, and abilities that foster a spirit of community, volunteer service, and unity.
- C. The values of the Society are:
 - a. Respect for the diverse cultures in our community
 - b. Individual beliefs
 - c. Family
 - d. The individual, regardless of circumstances and abilities
 - e. Honour for seniors and elders
 - f. Accessibility to our community members
 - g. Service
 - h. Integrity and honesty
 - i. Good sportsmanship
 - j. Safety
 - k. Cleanliness
 - l. Economy and efficiency
 - m. Animal rights and protection
 - n. Responsible stewardship of the environment

THEREFORE, the policies of the Society are, as of the Effective Date, as follows:

Policies - General

1. Operation of the Agridome and related facilities (the “**facilities**”) are the responsibility of the Society and shall be conducted in conformity with these Policies.
2. These Policies and any amendments or additions shall be kept by the Society Secretary in a place designated by the Board Executive. All amendments and additions shall be dated. Periodically the Secretary shall consolidate the Policies for ease of reference.
3. The Policies shall be made available to Society members and relevant Policies shall be made available to all patrons of the facilities.

Scheduling Facilities

4. Scheduling of the facilities shall be as follows:
 - a. The Manager shall schedule use of the facilities to best accommodate the maximum number of users with priority to the public. Groups such as other societies, schools, church groups, service groups, not-for-profit organizations, etc., shall have second priority, and private enterprise shall have last priority;
 - b. Only the Manager may book the facility unless an on-line booking system is used;
 - c. The schedule of bookings shall be made available to the members and to the public;
 - d. The facilities will be open for use 24/7;
 - e. In keeping with the Town’s policy of Sunday use, the facilities may be used by members and the public on Sunday, but the facility will not be staffed by the Town or by the Society;
 - f. Boarders shall sign the Boarding Agreement and pay the relevant boarding fee prior to using the facilities;
 - g. Other than free public events and activities, individuals, groups, and private organizations using the facilities shall sign the Facilities Use Agreement and pay the relevant fees prior to use;

- h. Cancellation of a scheduled event at least 24 hours before the day of the booking will receive a full refund. Cancellations less than 24 hours before will receive a 50% refund;
- i. Booking fees may be waived by the Society for church groups, service groups, and not-for-profit organizations, provided that the fee waiver shall be decided by a vote of the Board in advance of the booking. The Manager or the person appointed by the Board to prepare invoices shall prepare an invoice for the normal booking fee and mark the invoice as “donated”;
- j. Current boarders must be given seven days’ notice of fee increases or of the requirement to vacate a boarding facility; and
- k. Designated turnout areas are the east outdoor arena and the return alley at the north outdoor arena during the period November 1 through March 31. Turnout times will be booked monthly in half hour increments with a maximum of four consecutive bookings (two hours).

Use of Facilities

5. Use of pastures, paddocks, pens, and stalls, shall be as follows:

- a. The boarder is responsible for providing sheds, wind breaks, etc. As much as possible, these items should be removed by the boarder at the end of the rental period. Unless other arrangements have been made in writing with the manager, items left for more than one month at the end of the rental period shall be deemed to be owned by the Society and no compensation will be paid to the boarder.
- b. The boarder shall keep the pastures, pens, paddocks, and surrounding areas neat and clean. Manure and shavings shall be regularly removed from paddocks, pens, and stalls and dumped only in assigned piles. All paddocks, pens, and stalls shall be cleaned by the renter when vacated. If the renter fails to do any of the above, the Society may hire someone to do the work and the cost shall be paid by the boarder.
- c. The maximum number of horses/mules/donkeys per unit shall be as follows:

Pastures	as determined by the Board or Manager
North Paddocks	five
East Paddocks	ten
Pens	one
Stalls	one

- d. Animals must be kept in the rented or approved areas. They may not be tethered or turned into any other area of the facilities.
 - e. Animals shall be properly cared for, farriered, fed, and watered. The Society may call SPCA if, after having notified the boarder of the breach of this policy, the boarder fails to properly care for his/her animals, and the boarder shall be responsible for any resulting costs.
 - f. Stallions two years and older may be kept only in designated stalls.
 - g. Without prior Management approval, only employees of the Society may use equipment owned by the Society.
 - h. Boarders may use their own equipment to clean stalls or may hire it out to third parties. Boarders are responsible for any damage caused by them or by the party they hire to do the work.
 - i. Boarders who sublet boarding facilities to others remain solely responsible for the payment of boarding fees, cleaning, costs, damages, etc. caused or incurred by the actions or inaction of the subtenant whether or not the boarder receives compensation from the subtenant.
 - j. Rent for pasture, paddocks, pens, and stalls shall be due whether or not animals are physically present during the rental period.
 - k. The Society may invoke the provisions of the *Animal Keepers Act* to detain and sell animals and gear of boarders who have failed to pay boarding fees for more than one month.
 - l. Patrons shall not leave the premises while their animals are turned out in designated turnout areas.
 - m. Unhooked trailers may be parked only along the west fence between the south gate and the southwest corner of the premises.
6. Use of the arena, slide track, and barns shall be as follows:
- a. Lunging is prohibited when multiple horses are in the arena;
 - b. Turning horses loose in any of the arenas or slide track is prohibited other than in designated turnout areas;

- c. Horses shall not be tied in the arenas during public riding time;
 - d. Horses shall not be tied in any manner that interferes with other users;
 - e. Aisles are to be kept clear of feed, hay, storage containers, etc. without approval of the Manager;
 - f. Feed shall not be stored on the facility except in designated areas or with the approval of the Manager;
 - g. Poles, barrels, and obstacles shall not be used unless the other users in the arena are in agreement;
 - h. Users shall put away poles, barrels, and obstacles at the end of the activity;
 - i. Users shall make sure other users are aware of when a fast ride is going to be made;
 - j. Users shall remove all manure from the arena and slide track;
 - k. Building lights shall be turned off when users are finished their activity; and
 - l. All persons 15 years old and younger must be accompanied by a parent or responsible adult (18 and older) when using the facilities.
7. Conduct of members and patrons at the facility shall be as follows:
- a. Users shall comply with the Town's Facility Conduct Policy as it may be amended from time to time;
 - b. Members shall comply with the Member's Code of Conduct. All users shall treat others with courtesy and respect in their language and actions;
 - c. Smoking and vaping on the facility is not allowed. Use of alcohol and other controlled substances must be according to Provincial Regulations and Town Bylaws;
 - d. Foul or crude language is not allowed; and
 - e. Dogs shall remain on a leash or in a kennel. Barking or aggressive dogs shall be removed. No dogs are allowed in the arenas, slide track, or barns.

Money Policies

8. Payment of fees shall be by cheque, electronic transfer or, if cash, to Price Comin or such other accounting firm as may be designated by the Board. Event fees at rodeos may be received in cash provided that at least two adults are present, and a carbon copy receipt must be provided to the payor at the time of payment. Payment of gate admission may be received in cash provided that at least two approved persons are present at the time of payment.
9. Payment by the Society shall be by cheque, electronic transfer or, if cash, at least one Board member and one other adult not related to that Board member are present, and a carbon copy receipt must be received from the payee at the time of payment.
10. All payments by the Society must have signatures or electronic authorization by two Board Executive members on both the cheque or e-transfer, and on the invoice.
11. Parties providing services to the Society must present an invoice for the services provided prior to payment from the Society. Payment of the invoice shall be no later than 30 days from the date of the invoice. "Volunteers" at events may be paid without an invoice from the payee.

Social Media

12. Social media and the website shall be administered in a professional, respectful manner that reflects well on the Society and the community. Content must be strictly limited to calendaring, promoting, and reporting on Society events, programs, and policies. "Comments" facilities shall be turned off. Only the person(s) assigned by the Board to administer social media and website shall have access to the media.

Discipline Procedures

13. The Society may establish discipline policies relating to breach of the Society's policies, rules, and agreements, but may not expel persons from the facilities. Persons violating the Town's Facility Conduct Policy shall be dealt with according to the provisions of that policy.
14. In the event of a breach of these policies or of non-payment of boarding fees, the following procedures shall be followed:

- a. In the event of late payment of boarding fees less than one month:
 - i. Notices of late payment shall be sent by the Board Executive Committee to the renter one week after payment was due. If payment is not made within 21 days of the original due date, a second notice shall be sent stating that the boarder shall vacate the facility and will lose use of the boarding facility unless payment is made by the end of the month or other arrangements have been made with the Manager;
 - ii. A boarder who pays late but by the end of the month shall be allowed to continue renting or rent again once payment is made or other arrangements have been made with the Manager;
 - iii. If payment or arrangements have not been made by month-end, Management may rent the boarding facility to another boarder and the original boarder will lose priority for that boarding facility; and
 - iv. If the boarder fails to vacate the boarding facility in compliance with the second notice, the Manager may proceed to have any livestock detained, removed, and sold pursuant to the provisions of the *Animal Keepers Act* and the Boarder shall be solely liable for all associated costs.
- b. In the event of a breach of the Society's policies or rules, or for late boarding fees exceeding one month, the Board Executive Committee shall notify the person of the breach and the consequence arising from the breach (a "**Notice of Breach**").
- c. Notices of Breach must be:
 - i. in writing;
 - ii. state the breached policy or rule;
 - iii. state the corrective behavior;
 - iv. state the potential or actual consequence of the breach; and
 - v. delivered in person, attached to the gate of the pen, etc., or emailed to the email address on the records of the Society.
- d. Notices of Breach relying on the *Animal Keepers Act* must follow the notice provisions of that Act.
- e. Persons who have received a Notice of Breach may notify the Board Executive Committee that they dispute the Notice of Breach (the "**Disputing Person**"). Notices of Dispute must be:
 - i. in writing;

- ii. state why they feel the Notice of Breach is incorrect; and
 - iii. delivered in person, or sent by email to cardstonag@gmail.com.
- f. Upon receiving a Notice of Dispute, the Board Executive Committee shall notify the Disputing Person and the Board of Directors of the time and place of a dispute hearing ("**Dispute Hearing**").

15. The Dispute Hearing shall be conducted as follows:

- a. The Association President shall chair the meeting.
- b. The Disputing Person shall have 15 minutes to present their position to the Board of Directors. The Disputing Person may have others present on their behalf, but the other person's time will be treated as part of the 15 minutes allotted to the Disputing Person.
- c. The Disputing Person may have witnesses present information to the Board of Directors. The witnesses must have first-hand knowledge of the event or circumstances and not be simply moral support. Each witness will be given up to 10 minutes to present, up to a total of 30 minutes for all witnesses.
- d. After the Disputing Person and any witnesses have presented, a person designated by the Board Executive Committee will have 15 minutes to present to the Board of Directors.
- e. Following the presentations, the Board of Directors shall vote on a motion to confirm or vary, as the case may be, the terms set out in the Notice of Breach. The determination of the Board of Directors shall be reduced to writing and the Disputing Person shall be notified in writing of the decision. The Secretary shall keep a copy of the written decision. The decision of the Board of Directors is final.

CARDSTON AGRICULTURAL SOCIETY FEES

Effective: February 13, 2025

Membership

One year	\$20
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Riding Passes

- all Annual passes run April 1- March 31

- Summer passes run April 1 – Sept. 30

- Winter passes run Oct. 1 – March 31

Family Annual (2 adults plus children living in same household)	\$350
Family Summer or Winter	\$200
Couple Annual (any 2 people living in same household)	\$300
Couple Summer or Winter	\$180
Single Annual (any age)	\$225
Single Summer or Winter	\$135
Student Single Annual (enrolled in Grades 1-12, college, university)	\$125
Student Summer or Winter	\$75
Single 1 Month (any age)	\$50
Single Day Pass (any age)	\$15

Arena Rental

Private (per hour)	\$50
Private (per day - up to 8 hours)	\$250
Timed Event (per day)	\$350
Rough Stock & Timed Event (per day)	\$500
Heel-O-Matic rental (per hour)	\$20
Tractor (per hour – minimum one hour)	\$50

Boarding Fees

South Barn stall (per month)	\$60
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Farrier Barn stall (per month)	\$60
West Barn small stall (per month)	\$60
West Barn large stall with outdoor run & water (per month)	\$100
Hay Shed pen (per month)	\$80
North Outdoor paddock (5 horse max) (per month)	\$180 min / \$300 max
East Paddocks (10 horse max) (per month)	\$180 min / \$600 max
Tack Room/feed storage (per month)	\$20
Stall or pen (per day)	\$25
Shaving bag	\$15
Turnout pens (1/2 hr/day Mon.-Fri.) (per month, Nov. - Mar.)	\$25