

*Home of the Binbrook Fair, since 1854... in the Heart of Binbrook.*

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**DRAFT MINUTES – ANNUAL GENERAL MEETING  
THURSDAY FEBRUARY 27<sup>TH</sup>, 2020  
7:00 p.m.  
BINBROOK AGRICULTURAL SOCIETY**

**Call to order – Nik 7:15pm**

**Attendance**

Voting Members: Shirley Allen, Brad Switzer, Stephanie Vigliotta, Aleasha Nimec, Alicia Powell, Andrew Bienhaus, Anna Marie Balog, Brian Lamb, Bryan Ramsay, Chad Roberts, Chris Devereaux, Chris Donaldson, Clint Burrows, Colleen Zimmermann, Dan Loro, Drew Spoelstra, Jenn Watson, Jill Lamb, Joanne Robitaille, Joshua Burrows, Kim Burrows, Kristal Sommer, Larry Martin, Laurel Charbonneau, Melinda Ramsay, Melvin Switzer, Michele Bain, Michelle Young, Nicole Young, Nikolas Oreskovic, Pat Powell, Paul Anderson, Paul Devereaux, Rebecca Bennett, Shannon Wellnitz, Tracy Jolly, Vivian Kinnear, Wilma Switzer, Zeda Stickland

Dignitaries & Special Guests: Heather Dillon (District 6), Pat Butera (Accountant), Laurel Charbonneau (West Niagara)

Office Admin – Karen Small

**Introductions & Welcome to Guests**

Brenda Johnson – Apologies for not being able to attend. Successful fair in 2019 and everyone loved the rodeo. She is available to help in 2020.

**Nik Oreskovic - Presidents Report** – Special thanks to all our volunteers, at this time our organization is only as strong as volunteer base. Keeping on top of maintenance, positively moving forward, things are looking good. Definitely had a good fair in 2019. Rodeo was very successful and well received, also made some changes to track to accommodate as such. Like to thank Cliff Stickland for donating rental of one grandstand, which gave us our 5<sup>th</sup> set, and for all his hard work throughout the year as well, along with everyone who participates on Monday nights and anyone else who helps throughout the year. Thank you to Pat Butera for producing financial statements for tonight, and other good advice. Still exploring kitchen renovation potential, also HVAC system is due for some upgrades and we will be looking into that in the near future. 3 directors have been sent to governance workshop at the convention. Looking for membership support this year in adopting our new constitution. Quick points: short term items: roof on bldg. 5&6 which would complete roofs on buildings; interior of bldg. 3 which took damage due to leaking roof, also looking at possibility of using it as an alternative rental venue; finishing the office entrance now that the sewer extension is complete; thank everyone who supported me and mentored me in my 2 year term as president, challenging times but lots of fun!

**Election of Directors for 3year term** – report by Chad Roberts

Good evening and thanks for joining us. 6 individuals that are completing their term, Paul, Zeda, Delaney, Melvin, Andy, Dan

Zeda and Melvin are stepping down, big thank you to them as they step down. Maren is also submitting her resignation, so we will be filling that position as well. Mel Ramsay, Brian Lamb and Aleasha Nimec are interested in stepping in. Michelle Young moves to allow them to stand. Shannon 1<sup>st</sup> and Jenn 2<sup>nd</sup>. Carried

Jenn Watson nominates Shannon Wellnitz.

Aleasha motion to close the floor, 2<sup>nd</sup> Melvin. Carried

Shannon

Andrew

Paul

Mel

Brian

Dan

Aleasha

7 people standing for 6 3-year terms and 1 2-year term. Vote for the 1 person who should be on a 2-year term that is replacing Maren Nimec.

Shannon will get 2-year term. Vivian 1<sup>st</sup>, Melvin 2<sup>nd</sup> to destroy ballots. Carried.

Nik requests someone to nominate Melvin as Honorary director. Pat Powell 1<sup>st</sup>, Joanne Robitaille 2<sup>nd</sup> Carried.

Andy – Regarding Eleanor Spencer: looking for motion to affirm as homecraft president and give her voting rights. Aleasha 1<sup>st</sup> Shannon Wellnitz 2<sup>nd</sup> Carried

### **Revised Constitution**

-See attached

-have done extensive work on this project over the last year and a half. Had meetings involving people outside of the board to get input and vision. Had a meeting in April open to all membership to discuss any concerns etc. that needed to be addressed. Thank Larry Martin and Vivian Kinnear for attending along with board members. Concern at that time that P&P are a little weak, as they were. If constitution is adopted, then at the following board meeting we will have a vote to implement policies and procedures. P&P is a living document so things can be amended, and changes as needed and feeling fit. Looking for motion to adopt constitution (attached). 1<sup>st</sup> Aleasha 2<sup>nd</sup> Kim Burrows.

-who has signing authority. 3 executive officers, 2<sup>nd</sup> vp, 1<sup>st</sup> vp, president. No change from past, but better wording included in revised constitution. P&P will reflect names of the people. Who is doing the financials on a daily basis and for the monthly meetings? Karen (office administrator)

-does the board feel it is prudent to have the 3 people signing cheques also be the same people with 2 people who can make the votes? Those people should be in power of signing authority so in emergency situations things can be taken care of promptly and without a hitch. Drew – no 3 people are making decisions on their own, the board makes the decisions together. Vivian suggest an oversight board of 3 people to review large expenses for protection of the board. P&P does say they can only write cheques for \$200 without board approval so that is a form of protection. Others point out that the elected board is the oversight. Change P&P from chartered accountant to CPA.

-Carried

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**Minutes of previous meeting** – any error and omissions, if not motion to approve

-Vivian – Special thanks and recognitions – retiring directors – weren't all directors, so perhaps should say volunteers.

-motion to approve minutes as amended. Kim Burrows 1<sup>st</sup> Melvin 2<sup>nd</sup> Carried

### **Business arising from minutes**

Steering Committee - Drew Spoelstra – Good evening everyone, long listener, 1<sup>st</sup> time caller. Quick shout out to Stephanie Vigliotta for the success of the Santa Claus Parade, great event and hope she is sticking around to doing it again. Last year at AGM we had request for long term plan, and board made committee shortly after AGM. Worked on it closer to this AGM, would like to thank volunteers for time and input, great mix of board members young, old, new and seasoned. Wanted to capture current goals and set future goals. Goal was to have a draft plan. (See attached – strategic plan). Welcome any comments at this time. Mel Ramsay – well done.

### **Financial Report**

Andy to introduce our new friend. Pat Butera for Financial Statements (See Attached). Have you had a chance to look at them, any questions?

Numbers presented - what is included in general revenue? Everything that is left that doesn't fit into any of the main sections, standard report is top 5. Is Bell Tower, donations received, catering revenue, appreciation bar revenue, ATM revenue, etc.

Various people indicate they like the way it is laid out this year.  
Pat explained the type of report.

Laurel advises that in all previous years we had an audit by an accountant and a notice to reader, just like this, Pat Butera advised he wasn't provided that to be able to comment. Laurel insists it's true, reminding all that Andy signed last year's letter at the request of Raymond Wilson.

Pat explains three levels of reviews; top one is an audit which involves a review of all records and provide an assurance that financials are what you see; next step, negative assurance, nothing has come to our attention that is misleading or false; last level is that he has compiled the records from financials provided by the board. Notice to reader is similar level as we had for last 10 years. Previous financial statements that I saw were not provided by an accountant. Motion to approve 1<sup>st</sup> Pat Powell 2<sup>nd</sup> Kim Burrows. Carried.

### **Committee reports**

See Attached

Brad – ATM didn't realize it was such a good revenue generator. Could use ATM at the gate during fair time. Could use square at both gates. Brian Lamb – regarding Queenston gates, proposal is for Rodeo on Sunday. Nik – exploring the option of widening Queenston Gate. Nik to add Buildings and Grounds



committee, Paul Anderson is going to take care of a maintenance schedule, we are phasing out snow fencing and moving to construction fences similar to what we implemented last year and also shorter crowd control barriers.

### **Comments from Guests**

Heather Dillon – District 6 – Updates from the OAAS – judging school in Caledonia is available. Talk about new trends and new things to do. Also, just finished convention a couple of weeks ago, another very successful convention. Farmer Tim was a guest speaker and did a great job. 2<sup>nd</sup> governance session and Drew after all your hard work we will be alternating our 1<sup>st</sup> impressions program with strategic planning/programming. Thank you

Drew – to address the concern about volunteers/outreach. Events advertised in the Gazette, requested for volunteers on signs and Facebook. Information on website.

Nik – Congratulations to Drew, Heather and Hadley Spoelstra for receiving farm family of the year. Dinner is this weekend.

Shannon: thank you to all the members who have come out and helped, biggest concern is the state of the kitchen. Max we can cater out of the kitchen is 150 to 175. Many more and it is a nightmare, we need plug in cookers. Very tight space, I don't like the way things are going. I'm begging board to look at the kitchen and the future with catering. We are ready to go and grow as a group. We can't do it with what we have. Let's invest it. Money from catering tip account will not be put in the general account. They will be having an event.

Wilma – Need to book a time to do it – in advance because J&J's book them in advance.

Nik - Definitely the chance to investigate the kitchen renovation going forward. Want to see catering succeed and we want to renovate the kitchen, still not sure to what capacity. Lots of exploring to do.

Alicia, we have been recognizing the people who have been supporting the ag society. Zeda has been around and helped us for a number of years and for that we are very fortunate. Financial records speak to the success of the events that she holds. Very grateful for her support over the years and look forward for her advice going forward. Thank you Zeda!!

### **New Business**

-Budget

**Adjournment** – Michelle Young moves to adjourn. At 8:45pm.

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President

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Recording Secretary

**CONSTITUTION AND BY-LAWS OF  
BINBROOK AGRICULTURAL SOCIETY  
(February 27, 2020)**

Article I - Name

The name of the Society shall be "Binbrook Agricultural Society", henceforth known as the "Society".

Article II - Authority

The Society is organized under the authority of the Agricultural and Horticultural Organizations Act of the Province of Ontario, henceforth known as the "Act", and all Articles of this document shall be read to conform with said Act.

Article III - Purposes

The purposes of the Society shall be in accordance with the objects as stated in the Act. The objects of the society shall be to encourage an awareness of agriculture generally and to promote improvements in the life skills and quality of life of persons living in the agricultural community by:

- (a) assessing the agricultural, economic and social needs of the agricultural community and developing strategic plans and programs to meet those needs;
- (b) organizing and holding agricultural exhibits for which prizes may be awarded with a view to;
  - (1) encouraging improvements in the product and marketing of agricultural produce and livestock and the methods thereof;
  - (2) developing the life skills of persons living in the agricultural community;
  - (3) increasing an awareness and appreciation of agriculture and the rural lifestyle;
- (c) promoting and encouraging the conservation of natural resources;
- (d) promoting and encouraging beautification of the agricultural community;
- (e) developing and conducting activities to encourage young people to participate in the activities of agricultural societies;
- (f) supporting and co-operating with other associations and organizations in the improvement of agricultural industry;
- (g) supporting and providing facilities to encourage activities intended to enrich the rural lifestyle;
- (h) conducting or promoting horse races when authorized to do so by a by-law of the society;
- (i) working inclusively for the betterment of our community as a whole.

The Society shall be carried on without purpose of gain for its members and any profits or other accretions to the Society shall be used in promoting its objects.

Article IV - Head Office:

The head office of the Society is located on the Binbrook Fair Grounds, in the Village of Binbrook, in the City of Hamilton in the province of Ontario.

#### Article V - Membership

- (1) Every person shall be entitled to be a member of the Society, unless previously Terminated.
- (2) A Firm or an Incorporated Company may become a member by payment of the regular fee, but the name of one person only in any one year may be entered as the representative or agent of such Firm or Company and that person only shall exercise the privileges of membership in the Society.
- (3) There shall be an annual membership fee as determined by the membership.
- (4) Privileges of Membership: A member shall be entitled to participate in the activities of the Society as shall be defined by the Board of Directors each year. In any event, every member who was member of the Society during the previous year and who has paid a membership fee for the current year and has attained the age of 18 years on that day, shall be entitled to vote at the Annual General Meeting and other Special General Meetings.
- (5) Duties of membership: Every member is encouraged to actively participate in a minimum of one Binbrook Agricultural Society Event or Committee, to the best of their abilities. Members should encourage others to join and get involved, with an inclusive attitude.
- (6) Life Members shall not pay an annual membership fee and have all the privileges and responsibilities of normal Members. Guidelines for the appointment of Life Members by the Board of Directors, shall be outlined in the Policies and Procedures.
- (7) A Membership will cease, upon the death of a Member, and is not transferrable or inheritable at any time.
- (8) A Membership of any type, may be Suspended and/or Terminated, following due process as outlined in the Policies and Procedures.

#### Article VI - Directors:

- (1) The Board of Directors shall consist of up to 18 Directors, who must be active and current Members of the Society in order to hold office.
- (2) The Membership shall elect 6 Directors at the annual meeting for a 3-year term. Directors must be 18 years of age or older on the date of the election. All Directors shall hold office for a period of three years and shall be elected on a rotating basis of six each year. Directors shall be eligible for re-election at the end of the three-year term but shall give fair consideration to others wishing to join the board.
- (3) In addition to the Board of 18 Directors, the President of Homecraft will sit on the Board for his or her term of office with full voting privileges. The President of Homecraft may appoint an alternate Homecraft Executive Member in his or her absence with voting privileges. The Membership shall affirm their support of this position annually, during the annual meeting.
- (4) In the event of a vacancy occurring on the Board by the death of or resignation of any officer or Director or otherwise remaining members of the Board shall have power to appoint any member of the Society to replace that Director or Officer for the balance of his or her term.
- (5) If a Director fails to attend a minimum of 55% of the board meetings during the year without just reasons: [example: sickness or work oriented] the remaining members of the Board may request his or her resignation from the Board.
- (6) The Board of Directors shall have the power to act for and on behalf of the Society in all matters, subject to this Constitution, and under the guidelines set forth by the Policies and Procedures of the Society.

- (7) The Board may appoint as many non-voting Honourary Directors as they deem appropriate.
- (8) The Board of Directors may appoint up to 6 Junior Directors, who must be at least 14 years of age within the calendar year of their appointment, for a one-year term. These Junior Directors shall not have a vote (as stated under the Act) but may bring forward and are encouraged to engage on all other business of the Society.
- (9) All Directors will agree to and sign a current Director's Code of Conduct, as documented in the Policies and Procedures.

#### Article VII - Officers:

- (1) The Directors shall elect from among themselves at a meeting to be held immediately following the Annual Meeting, a President, 1st Vice President, 2nd Vice President to be known as the Officers of the Society for a one-year term, and shall also be known as the Signing Officers.
- (2) The Board from among themselves or otherwise, shall appoint a Secretary-Treasurer. (3) The Board shall support the Society and its volunteers, through the hiring and review of Office Administrative staff, and other occasional persons, as needed from time to time, giving report of such expenditures and support to the board, during the Annual General Meeting.

#### Article VIII - Meetings of the Society:

- (1) The Annual Meeting of the Society shall be held in the month of January or February, in each year. Fifteen members shall constitute a quorum at the Annual Meeting or any Special General Meeting.
- (2) At the Annual Meeting: The Board shall present;
- a report of the activities and accomplishments of the Society since the last Annual Meeting, including reports from various committees of the Society
  - a detailed statement of the receipts and expenditures since the last Annual Meeting and a statement of the assets and liabilities of the Society, as reviewed by the Financial Reviewers following processes outlined in Policies and Procedures.
- (3) The Directors shall be elected in the manner provided by Article VI, following the prescribed process outlined in Policies and Procedures.
- (4) Special General Meeting: On the petition of thirty members of the Society, the Secretary, and in his or her absence, the President or 1st Vice-President, shall call a Special General Meeting for the transaction of the business mentioned in the petition and the meeting shall be advertised in the local newspaper and by written notice to members at least two weeks in advance of the meeting, as outlined in the Policies and Procedures.
- (5) A Special General Meeting will be called to deal with the selling, mortgaging or otherwise disposing of the property owned by the Society. Only those persons who are Members for the current year and who were Members for the two previous years are entitled to vote at this meeting.

#### Article IX - Directors' Board Meetings:

(1) A meeting of the Board shall be called by the Secretary (or designate) upon the direction of the President, or in his or her absence, the 1st Vice-President, or by any three members of the Board, by notifying all members of the Board at least 7 days prior to the time fixed for such meeting. A meeting of the Board may be held immediately following any Annual, regular or Special General Meeting of the Society.

(2) Quorum - 50% plus one, of the current voting members of the Board shall constitute a quorum. Executive meeting requires three members.

(3) Voting - At a Board meeting, only the elected Directors (or appointed replacements – see section VI-4) and the President of Homecraft (or alternate as defined above) are eligible to vote.

(4) In-Camera Sessions – When called, these shall include only primary Directors of the Board. At the Executive's discretion, Honourary Directors, Junior Directors, and other persons of interest may be invited to remain as well.

(5) The Board may establish committees and subcommittees from time to time, in order to conduct its business more effectively. All committees are accountable to the Board of Directors. The Terms of Reference and any Standing Committees shall be outlined in the Policies and Procedures.

(6) A Board meeting to be known as the Initial Meeting shall be held immediately following the Annual General Meeting, and at this meeting;

- the President, and the Vice Presidents, shall be elected by the Board of Directors
- the Manager, and Secretary-Treasurer and the Assistant Secretary-Treasurer, shall be appointed or re-appointed, as required
- the Executive Committee, and any other Standing Committees as outlined in the Policies and Procedures, shall be appointed
- the fair dates for the current year shall be confirmed, after previously being discussed at the Annual Meeting of District #6, O.A.A.S.

(7) There shall be monthly meeting of the Directors, as required. The date and time shall be determined by the Executive Committee.

#### Article X – Conflict of Interest

Where a Director of the Society has a financial interest, direct or indirect, in any matter in which the Society is concerned, he or she shall disclose his or her interest and shall not take part in the consideration of, or discussion of, or vote on any question with respect to the matter. Definitions, process, and repercussions shall be identified in the current Policies and Procedures.



#### Article XI – Indemnification and Insurance

(1) The Society agrees to indemnify and save harmless the Directors for all actions undertaken by them in good faith on behalf of the Society, claims, suits or proceedings brought against them, provided that no Directors shall be indemnified by the Society in respect to any liability, costs, charges or expenses that he/she sustains or incurs as a result of his/her own fraud, dishonesty, willful neglect or willful default.

(2) The Society shall maintain appropriate levels of insurance, to ensure the surety and security of the Society and its holdings.

#### Article XII – Finances

(1) All monies belonging to the Society shall be deposited in a bank account in the name of the Society at a branch of a Charter Bank or Trust Company in Canada, but any officers or an employee so designated by the Board, as outlined in Policies and Procedures.

(2) No Officer, Director, or Member of the Society, except the Secretary, Treasurer, Secretary-Treasurer, or Manager, shall receive any compensation for carrying out his or her duties as Officer, Director, or Member. However, traveling and living expenses may be allowed any Officer, Director or Member, while engaged in duties on behalf of the Society. The Board may approve such compensation which shall be payable out of the funds of the Society, as outlined in the Policies and Procedures.

(3) The fiscal year of the Society shall be January 1st to December 31st.

(4) A third-party independent financial reviewer for the following year shall be recommended by the Board and approved by membership during the AGM.

(5) No Cheque or any other order for the payment of monies shall be valid unless signed in accordance with a resolution made by the board, or, as an expected or planned expense with full and timely transparency provided to the board.

(6) Cheques to disburse the funds of the Society shall bear the signatures of two of the Signing Officers.

(7) The Financial Records and other Books of the Society, shall be made available for inspection by the Members upon reasonable request, as outlined in Policies and Procedures.

(8) Owning Land

a:

This Society being a body corporate, shall have power to acquire and hold land as a site or as an enlargement of an

existing site and the Society shall have and may exercise the like powers as to lands required for the enlargement of an existing site as in the case of lands required the original site, for fairs and exhibitions, and subject to the approval of a meeting of the Society called for that purpose may sell, mortgage, lease, or otherwise dispose thereof, or of any other property held by such Society.

b:

At least two weeks previous notice of such meeting shall be given by advertisement in not less than one newspaper having a general circulation in the district surrounding the headquarters of the Society. At such a meeting only, those persons shall be entitled to vote who are members for the current year and who were members for the two previous years.

### Article XIII – Administration

(1) Deeds, transfers, contracts and other documents may be signed on behalf of the Society by a single signing officer as directed by the Board, and where possible it should be two of the three Signing Officers.

(2) The Board shall from time to time ensure that the books and records prescribed under are kept by the Society and such books, together with all other records shall be open to inspection with reasonable notice by Members, as outlined in the Policies and Procedures.

(3) The Officers of the Society are responsible for the safe custody of Deeds, title papers, and other documents relating to the Society's property, at least one copy of minutes of proceedings, resolutions and constitution of the Society, books and records of the Society, and shall ensure that these records are securely administered as outlined in the Policies and Procedures.

### Article XIV – Duties of Officers

(1) President shall call and preside at all meetings of the Board; shall attend all committee meetings where possible; in case of a tie vote, shall cast the deciding vote.

(2) 1st Vice- President: shall perform the duties of the President in the absence of same.

(3) 2nd Vice-President: shall perform the duties of the President in the absence of the President and 1st Vice-President.

(4) Other duties may also be assigned as needed to the Officers, from time to time, and shall be outlined in the Policies and Procedures.

### Article XV – Rules of Order

Robert's Rules of Order shall govern the Society in all matters not covered by this Constitution, or expressly outlined in the Policies and Procedures.

### Article XVI - Change in Constitution and Policies & Procedures:

(1) The Constitution of the Society may be made and/or adopted, amended or repealed at any Annual General Meeting of the Society, or at a Special General meeting of which correct notice has been given, provided the Secretary-Treasurer (or office) has received notice of Motion, six weeks prior to the Annual Meeting or special general meeting, and the motion has been made readily available to the membership at least two weeks in advance of the annual or special general meeting.

(2) Changes to the Constitution require a two-thirds majority vote of those present during the AGM or a Special General Meeting, for a change to be effective, and will take effect as of the date proposed in the changes.

(3) The Constitution must be reviewed by a Committee of the Board, every fifth (5) year, and it is suggested that it be done in ongoing cooperation with the Ministry.

(4) In addition to the Constitution, the Society shall keep a set of operational Policies and Procedures, to assist in the more practical governance and operation of the Society throughout the year.

(5) Policies and Procedures may be created, edited, or removed, by a two-thirds majority vote of the Board.

(6) At all times, the most current Policies and Procedures must be readily available to any member, and any changes introduced through the year, shall be read into the Minutes during the Annual General Meeting.

(7) The Executive Committee may draft additional binding Policies and Procedures in order to address urgent matters, but these must be ratified at the next Board meeting or else cease to exist at that time.

(8) All regulations as set forth in the Agricultural and Horticultural Organizations Act, as it may be revised from time to time, shall become a part of the Constitution as soon as is reasonably practical.

#### Article VVII – Dissolution

In event of the dissolution of the Society, after payment of all debts and liabilities, the remaining assets shall be distributed to other Charities and Not-for-Profits whose goals and objectives are in alignment with the Society, at the recommendation of the Board, and upon the approval of the Ministry of Agriculture, Food and Rural Affairs.

#### Article XVIII – Adoption

This Constitution adopted at an Annual or Special Meeting of the Binbrook Agricultural Society, shall become effective on the 27<sup>th</sup> day of February 2020, and remain so until amended or repealed.

# **Binbrook Agricultural Society (BAS) Policies and Procedures**

Revision: February 13, 2020 (draft)

Terms of Reference Processes and Procedures Notes:

-Adopted by Resolution of the Board of BAS (Date adopted)

-Reviewed and/or amended by the Board of BAS (N/A at the moment – place date when done)

This Policy Manual has been developed to act as a guide for decisions, give direction to plans (objectives), and set up a framework for decision making by the Board of Directors of the BAS. Policy statements are broad in scope, are a statement of the BAS beliefs, are in writing, are reviewed regularly, and are adopted by the Board of Directors. These policies are basic, yet comprehensive, and are organized in accordance with the business activities of the BAS. They are to be applied and carried out to clarify the organization's assignments. The Board of Directors is responsible for the general management of the affairs, funds, and records of the BAS.

## **Vision, mission and values**

The Binbrook Agricultural Society (BAS) is a not-for-profit society, incorporated under the Agricultural and Horticultural Societies Act of Ontario and governed by a volunteer board of directors reporting to OMAFRA.

### **Our Vision**

The Binbrook Agricultural Society strives to be a sustainable volunteer organization in the community. By innovation, active presence and permanent facilities we will continue to engage and promote agricultural awareness in our community.

### **Our Mission**

The Binbrook Agricultural Society serves to promote agricultural awareness through engagement, education and entertainment as, a volunteer organization.

### **Our Values**

The Binbrook Agricultural Society conducts our business with honesty, integrity, dignity, respect and passion. We value our communities, both rural and urban, and believe strongly in working together inclusively. We believe in building a strong, healthy future for the entire community through awareness of agriculture, recreation and environmental responsibilities. We value, and believe in, our youth, and their contribution to the future, specifically in support of their education, activities, cultural heritage and volunteerism in our community.

## **Objectives of Agricultural Societies**

The Act outlines the objectives for agricultural societies as follows (section 28):

“The objects of an agricultural society are to encourage an awareness of agriculture and to promote improvements in the quality of life of persons living in an agricultural community by,

- (a) Researching the needs of the agricultural community and developing programs to meet those needs;
- (b) Holding agricultural exhibitions featuring competitions for which prizes may be awarded;
- (c) Promoting the conservation of natural resources;
- (d) Encouraging the beautification of the agricultural community;

- (e) Supporting and providing facilities to encourage activities intended to enrich rural life; and
- (f) Conducting or promoting horse races when authorized to do so by a by-law of the society."

Not every society will be engaged in all of the activities listed in clauses (a) to (f), however, all societies should be engaged in activities that encourage agricultural awareness and improve the quality of life of the persons living in their community. We have incorporated these objectives in our Constitution.

## **A History**

Binbrook Township received its name from a town in Lincolnshire, England in 1792. Township land was first owned by the widows and heirs of British officers and soldiers who served in the American War of Independence. However, these people did not settle the land but sold it to land speculators. The first settlers moved into the area in 1809. By 1832 there were only ten farmhouses with a total population of 161 in the whole township. From 1834 on, the township's population increased greatly due to the influx of English and Scottish immigrants. By 1893, the Village of Binbrook alone had 23 homes and 103 people living there.

The first record of an Agricultural Society in South Wentworth was in 1854 with the financial statement given in pounds and pence; the balance in the treasury was 9 pounds, 5 pence. This first local Agricultural Society had representatives from the four townships, Binbrook, Barton, Glanford and Saltfleet. The fair was then held alternately one year at Stoney Creek and the next at Binbrook. Horse races were held in a field across the road from the present Fairgrounds. These would be not be professional races but just local farmers competing in races. In 1905, the Binbrook Agricultural Society, with a membership of 67, held the fair in the Drill Hall and adjoining ground which was rented from Edward Whitwell for \$50.00.

In 1919 the Agricultural Society bought 13 acres from Garbine Ecker to use as a Fairgrounds and donated a corner of the property to the township as a site for the Soldiers' Memorial Hall. The Memorial Hall was built in 1920 and was used for exhibits, the Drill Hall having been moved and converted into a grandstand. In the later twenties, the Women's Institute sponsored the building of a skating rink which was used at fair time for a livestock pavilion. This skating rink eventually collapsed and other accommodations were provided for the splendid exhibits of horses, cattle, sheep, swine, poultry and other agricultural and homemaking products from Binbrook and surrounding districts. New attractions were added such as Field Crop Competitions and a Junior Department for Junior Farmers and 4H Club exhibits.

In the early 40's, the war years took their toll of attendance and interest waned; many small fairs around Ontario closed their gates but the Binbrook Agricultural Society, determined to keep going and with hopes for the future, built new horse stalls and planned other attractions.

In the early 1900's women were recognized as Associate Directors but it wasn't until 1952 that a formal group known as Lady Associate Directors was organized. This group arranged the prize list for the Fair Book covering flowers and plants, all branches of "women's work", and the Elementary School Children's Department. This group also arranged special events and attractions for the Fair such as the Organized Women's Group display, antiques for the 100th Anniversary Fair in 1954, and a Fair Queen contest in 1973. The Fair Queen competition was discontinued in 1993 but it will be revived for the 150th Anniversary Fair as a Fair Ambassador competition, open to both women and men.

In 1954, the Binbrook Fair held its Centennial, with a parade of more than 30 floats. Attractive stone pillars at the entrance to the grounds were built. The Provincial Government gave a grant of \$1,000.00 toward the pillars. They were unveiled by The Hon. T. L. Kennedy, a former Minister of Agriculture.

In 1964, community washrooms were built jointly by the Agricultural Society and Blackheath-Binbrook Lion's Club and Binbrook Township.

In 1966, Pari Mutual Wagering was introduced. The excellent half mile racing track had been attracting the cream of harness racers, so, instigated by the Secretary, David Woodwork, betting became legal. Binbrook's share of the profits for the first year was \$200.00.

Canada's Centennial, 1967, was observed with special events and exhibits. A long parade of floats and school children led by a Scottish pipe band was a highlight. A banquet was held to honour Past Presidents, both men and women, who were presented with Past President's pins.

In 1973, an additional exhibition hall, the Kinsman Hall was constructed. The project was shared jointly by the Kinsmen and the Agricultural Society. This year the first Sunday program was introduced with a Western Horse Show, a display of antique and vintage cars and a horse pulling contest. It was also the first year that a "Fair Queen" was selected.

In 1979 the old Drill Hall Grandstand was torn down and a new one was constructed based upon the seating of the former Speedway Park, located in upper Stoney Creek. Financial support was provided from a Wintario grant to help pay for the construction. The grandstand was barely ready for the Fair, but the seating was ready, and the show went on. After the Fair, a meeting and banquet hall were constructed under the Grandstand and the Agricultural Society, under the leadership of the Lady Associate Directors, began to cater to weddings and other events in order to help pay for the building.

The 1980's saw a flurry of building on the Fairgrounds. In 1987, additional land was purchased from Neil Laidman to serve as a parking lot for the Fair so that people would no longer have to park along highway 56 to attend the Fair. The old horse Barns were torn down and new ones were constructed along the west side of the Fairgrounds. A new School Building was built in 1988 that also housed Junior department displays and a new Photography display. Over the next few years two new buildings were built to house commercial exhibits, the first in 1989 and the second in 1992. Then in 1993, the Kinsmen Building was torn down and was replaced with a new building connected to the School Building. The extra space in the buildings allowed for extra exhibits to be displayed and new classes such as Antiques and Amateur Winemaking to be added.

With the addition of the new buildings, the Agricultural Society started to use the buildings for car and boat storage in the winter and for a Craft Show in the spring. The Fairgrounds became a busy community centre, year-round.

The 2000 Fair saw the end of Horseracing. The cost of maintaining the track, the limited number of horses available due to competition with larger racetracks and the limited return for the investment necessitated the decision. In its place the Agricultural Society introduced Lawn Mower racing, a Birds of Prey show and other entertainment. The loss of horseracing did allow for the expansion of activities in the in-field area. One of the expanded activities was the Agriculture Education Program for grade 3 classes held on the Friday of the Fair. This was then followed by an expanded Old MacDonald's Farm display.

In 2009, the community of Binbrook continued to see rapid expansion due to many new homes built in the village of Binbrook and the erection of a water tower just west of the Fairgrounds. Even we expanded, purchasing an older lot on the south side of our property, and creating a new primary entrance for the Fair. In 2011, we partnered with Bell Mobility, to enhance mobile phone service in Binbrook, adding a stunning new piece of modern technology, contrasted by the old cattle ties below it.

2014 and the 160th Binbrook Fair saw the addition of a new electronic sign announcing Binbrook Agricultural Society events and local community as well.



As part of the larger City of Hamilton, the Fair is continuing to expand its attraction to a larger community. It continues to provide entertainment for the rural part of the community, and education about farms and farm life for the urban part of the city. Our place at the heart of our community continues to grow, as we reach out and support our new growing family that is Binbrook.

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## **Article I - Constitution**

The Constitution and Policy and Procedures of the Society shall be made and/or adopted, amended or repealed by two-thirds majority of the members voting at an Annual, General or Special General meeting of the Society – as defined within the Constitution. Notice of such intended change shall be given in writing to all members at least two weeks prior to the meeting. The administration will notify members by the most efficient means at their disposal.

It shall be reviewed by board at least every 5 years, with an annual report to membership.

## **Article II - Directors**

### **(1) Duties of Directors**

The Board of Directors meet regularly at 8:00pm on the 4<sup>th</sup> Tuesday of each Month. The exceptions being December and September when meetings are not held.

In their role as “trustee”, Directors have three basic duties:

**Diligence:** to act reasonably, prudently, in good faith and with a view to the best interests of the Society, its future and its members within the law; to make the best use of their time in dealings and meetings of the Society; have sufficient information to enable them to make knowledgeable decisions on matters coming before the Board. They should be familiar with all aspects of the business and affairs of the Society including Board and Committee meetings. At each Directors meeting, it is the responsibility of each Director to ask such questions as will satisfy him or her that all the necessary information on which to base a decision has been provided;

**Loyalty:** to place the interests of the organization first, and to not use one’s position as a director to further private interests;

**Obedience:** to act within the scope of the governing policies of the Society and within the scope of other laws, rules and regulations that apply to the Society.

- Every Director must comply with the Act governing Agricultural Societies and with the Constitution and By-Laws of the Society.
- A Director shall apply the level of skill and judgement that may reasonably be expected of a person with his/her knowledge and/or experience.
- A Director shall act and make decisions that are in the best interest of the BAS.
- A Director shall be knowledgeable about the operations of the BAS, the needs of the community, the environment in which the BAS operates, the expectation of directors, the role of the Board, the governance structure and processes, and all governance policies adopted by the Board.
- A Director shall comply with the Board’s Code of Conduct & Ethics Policy.
- A Director shall develop and maintain sound relations and work cooperatively and respectfully with the President and administrative members.
- A Director shall represent the Board in the community when asked to do so by the Board or the President.
- Reading materials in advance of meetings and being prepared to contribute to the discussion.
- Offering constructive contributions to both the Board and Committees on which they serve
- Contributing his/her specific skillset.
- Respecting the opinions of all board members.

- Voicing conflicting opinions during meetings but always respecting the decision of the majority.
- Respecting the role of the President.
- Adhering to the Terms of Reference of the Board and committees.
- A Director shall respect the authority of the President.
- Resign from the Board if you cannot do the job.
- Make sure that all staff has been trained properly and there are clear job descriptions.
- Ensure that there are correct procedures in place for disbursement or receipt of funds, and that insurance is acquired to cover risk.
- Ensure that regular evaluations of the organization's programs take place.
- "no director should receive remuneration for their role as a director of the Binbrook agricultural society." This does not affect reimbursement for expenses or honorariums offered as special recognition
- Other duties as required.

## **(2) Duties of the Office Administration**

- Shall keep an accurate account of the monies of the Society and an accurate account of the proceedings of all Annual and special general meetings of the Society and the Board.
- Shall prepare an up-to-date financial statement each month for the regular meetings of the Finance committee and the Board of Directors.
- Shall attend all meetings of the Society and the Board and keep true minutes thereof, conduct the correspondence of the Society, keep a record of the names and addresses of all members of the Society and of all the persons to whom prize money is paid and the amount paid to each person, and a record of all the annual statements and financial and Financial Reviewer's reports.

## **(3) Duties of the Executive**

All executive members:

Must comply with the Duties of Directors. Conduct executive meetings between regular Board meetings to deal with emergent issues.

### Presidential Duties

- The President assures the integrity and effectiveness of the Board's governance role and processes.
- The President is responsible for chairing Board and Members' meetings. This includes:
  - Setting the agenda (with administrative staff) for meetings to ensure the Board's role and work plan are completed. Content for meetings will be those issues that, according to Board policy, clearly belong to the Board for discussion and decision-making.
  - Ensuring meetings are conducted according to the by-laws, governance policies and Rules of Order.
  - Encouraging input and ensuring the Board respectfully hears all sides of the discussion. Deliberation will be fair, open, and thorough, but also efficient, timely, orderly and kept to the point.
  - Facilitating consensus.
  - Ensuring that relevant materials are provided (with the aid of administrative staff) in a timely manner

- Overall planning and coordination of the Executive Committee
- Prepares summary of annual activities to present to AGM.
- Acts as moderator at events where necessary.
- The President by virtue of his/her position is a member of all fair committees and should at some point through the year contact the committee chairmen to ensure that there are no issues and that the committee work is being completed.
- Represent the society when possible, if the president is unavailable it is his duty to find another executive or other member to take his place. This includes but is not limited to: District #6 OAAS Activities, Farm Family of the Year Banquet, Citizen of the Year Banquet, invitations from other area fairs.
- The President may delegate his/her authority but shall remain accountable for its use.
- The President performs other duties as the Board determines from time-to-time.

#### 1<sup>st</sup> Vice President

- Supports the President
- Assumes role of president in the president's absence
- Undertakes special projects as required
- Develops a working knowledge of the Society

#### 2<sup>nd</sup> Vice President

- Supports the President and 1<sup>st</sup> Vice President
- Assumes role of president in the president and 1<sup>st</sup> Vice's absence
- Undertakes special projects as required
- Develops a working knowledge of the Society

### **(4) Duties of the Homecraft President**

The Homecraft Representative shall oversee the functions of the homecraft committees for the adult, junior and 4-H divisions of the Agricultural Products, Culinary Arts, Flowers and Handcraft Committees.

Duties and Responsibilities of the Homecraft Representative:

- Ensure that all changes to the Prize List are received by the Executive Assistant by December.
- Provide assistance and advice to homecraft committee chairs by sitting as an ex-officio member on their committees.

Meeting Frequency and Term:

The Homecraft Representative shall serve a three-year term as a member of the executive, renewal for one additional one-year term at the discretion of the Board. The Homecraft Representative is expected to attend all Board meetings and Member meetings.

Homecraft Representative is encouraged to attend all sub-committee meetings of the Homecraft Division, i.e. Agricultural Products, Culinary Arts, Flowers and Handcrafts, in an ex-officio capacity.

## **Article III - Committee's and Responsibilities**

### **(1) Governance Committee**

The Binbrook Agricultural Society (BAS) Governance Committee provides governance leadership to the Board of Directors. Duties and Responsibilities:

- Draft Board governance policies and procedures.
- Develop a Board of Directors' governance manual.
- Review, and if required, amend policies and procedures on an annual basis.
- Evaluate effectiveness of board governance structures, processes and recommend changes as required.
- Promote governance excellence and high ethical organization standards for the BAS.
- Ensure ongoing Board policy and bylaw review, suggesting any changes/ improvements for discussion/consideration by the Board.
- Monitor compliance with the BAS Code of Conduct and recommend action to the Executive Committee for breach of oath of office and confidentiality issues.
- Identify and recommend Board development education strategies and actions.
- Provide opportunities and tools to regularly evaluate Board and Committee meetings and Director and Chair performance.
- Provide training and resource materials to Board members.
- Ensure regular review of Board standing committees' terms of reference.
- Provide support and orientation to Board members.
- Provide guidance to the Nominating and Recruitment Committee.

#### *Composition/Membership:*

- Minimum of three Board members of the BAS will sit on the Governance Committee.
- The Committee will be chaired by Drew Spoeistra.
- The Chair may appoint one or more community members, if required.

#### *Resources:*

The Office Staff will provide administrative support to this committee.

#### *Accountability:*

The Governance Committee is accountable to the Board of Directors of the BAS. The Committee will provide reports to the Board of Directors as necessary and appropriate.

#### *Meeting Frequency:*

Governance Committee members serve a 1-year renewable term and will meet a minimum of 3 times per year, or as necessary at the call of the Chair and may meet in person or by video/teleconference (frequency to be reviewed with each term).



*Reporting:*

Recommendations made by the Governance Committee are subject to approval by the Board of Directors of the BAS.

**(2) Human Resources Committee**

*Adopted:*

The Human Resources Committee will assist the Board in fulfilling its obligations relating to human resource and compensation matters and establish a plan of continuity and development of staff.

*Functions:*

The Human Resources Committee will:

- Provide appropriate supportive supervision and ongoing feedback on employee performance Recommend and carry out a performance evaluation process for OAAS staff.
- Recommend the Staff's performance objectives for approval by the Board of Directors and report on these matters at the spring board meeting
- Review and recommend compensation, to the Board for approval and report on this matter at the Fall Board meeting.
- Recommend any training and development programs for OAAS staff
- Assist with any recruitment and selection process for new employees
- Ensure a comprehensive orientation process is in place when new staff are hired
- Develop, and/ or review and change as necessary the written Job Description for each staff position and recommend any necessary changes to the Board for approval
- Ensure that fair and legally defensible policies and procedures for discipline and termination are established
- Ensure an appropriate policy and process for resolving workplace conflicts is established

*Composition/Membership:*

The Past President, President, First Vice President and Second Vice President will sit on the Human Resources Committee. The Committee may recruit or add non-Board members, advisors or resource persons as required.

*Accountability:*

The Human Resources Committee is accountable to the Board of Directors. The Committee will provide reports to the Board of Directors as necessary and appropriate.

*Meeting Frequency:*

Committee members serve 1-year renewable terms. The Committee will meet a minimum of 3 times per year, in person or by teleconference. The first Vice President will serve as Committee Chair.

*Conduct:*

Recommendations made by the Human Resources Committee are subject to approval by the Board of Directors of OAAS.

*Suggested Annual Schedule:*

March	Staff performance evaluations
April	Present summary of performance evaluations to Board at spring meeting Seek approval for annual objectives
September	Review staff compensation
October	Make recommendations to Board regarding compensation
Ongoing	Provide appropriate supportive supervision and feedback on employee Performance

**(3) Nominating Committee**

The Nominating Committee will assemble a list of willing and qualified candidates for the Board of Directors. They are to ensure that the candidates the committee nominated for the Board of Directors have at expressed interest in the position, have agreed to serve, and are qualified for the position for which they're nominated.

*Accountability:*

The duty of a nominating committee is to find the best candidate for each position on the Board of Directors. They are not required to find more than one person to fill each position. Persons serving on the committee can be nominated for the Board of Directors.

The secretary should give the committee a copy of the membership list, constitution, policy and procedures, a description of the duties of the Board of Directors and the eligibility requirements.

The committee must carefully review the eligibility requirements and see that the nominees meet these requirements. If anyone is elected and is discovered after the election that the person is not eligible, the election of that director is null and void. The committee then has to find a new nominee, and the members have to vote again.

The committee should meet, carefully review the membership list, and select the people who they think will do the best job on the Board of Directors. A member of the committee should then designate to call each nominee to see if he or she is willing to serve if elected. If someone is not willing to serve, the committee needs to meet again and find another candidate.

Sometimes there is a split in the nominating committee over who to nominate, if a minority of the committee wishes to nominate someone else, the members in the minority can make the nomination when nominations are taken from the floor.

The report of the nominating committee is usually given under "special orders". When called on to give the report, the chairman of the nominating committee states the nominations for each position.

As soon as the committee reports, it is discharged from its duties. Sometimes the committee is revived to make nominations to fill vacancies.

*Accountability:*

The Nominating Committee is accountable to the Board of Directors.

*Meeting Frequency:*

Committee members meet as required.

#### **(4) Storage Committee**

To establish policies and procedures regarding the rental of storage space within its buildings.

##### *Functions:*

- Coordinate all storage allowing access to buildings –as required.
- Ensure that policies and procedure for storages are completed and that any funds for the storage are submitted to the office Staff –as required.
- Oversee the calendar of storage requests –as required.
- Keep Board of Directors up to date on any issues related to storage.
- Office Staff will file storage contracts and prepare profit reports for Board of Directors to review.
- Review storage policies and prices annually -October.
- Oversee the placement of units being stored in the buildings over the winter; collect signed waivers and funds from all renters –October.
- Oversee the removal of units that were stored in the buildings-April.
- Ensure the board has adequate insurance coverage for winter storage, including coverage for rodent damage -November.

##### *Composition/Membership:*

The committee will be composed of a minimum of 3 members consisting of at least one Office Staff. Other members of the committee may be non-Board members, advisors or resource persons as required. Committee chairs shall encourage all committee members to abide by the same Code of Conduct as governs the BAS Board of Directors.

##### *Accountability:*

The Storage Committee is accountable to the Board of Directors.

##### *Meeting Frequency:*

Committee members meet as required to ensure that the storage facilities and equipment are well maintained.

#### **(5) The Grounds Committee**

To oversee the maintenance of the grounds, flower beds and outbuildings.

##### *Functions:*

- Ensure all weed trimming is performed on and around the property including fence lines, horse ring and outbuildings – Seasonal
- Perform building repairs and/or, with board approval, obtain tenders for larger projects –as required.
- Maintain the bleachers and ensure they are in safe condition –ongoing, as required.
- Ensure all fences are in good repair – ongoing.

- Maintain horse ring by ensuring the rails are painted and that there is adequate sand. Order sand, if necessary -ongoing.
- Be available for general setup and teardown at the Fair.

*Composition/Membership:*

The committee will be composed of a minimum of 3 members consisting of at least one BAS director. Other members of the committee may be non-Board members, advisors or resource persons as required. Committee chairs shall encourage all committee members to abide by the same Code of Conduct as governs the BAS Board of Directors.

*Accountability:*

The Grounds Committee is accountable to the Board of Directors. The Committee will provide reports to the Board of Directors on an as required basis.

*Meeting Frequency:*

Committee members meet Monday evenings and on an as required basis to ensure that the grounds and outbuildings are in good order.

**(6) Hall/Grounds Rentals Committee**

To establish policies and procedures regarding the rental of buildings and grounds and to oversee their implementation and rental coordination.

*Functions:*

- Coordinate all rentals allowing access to buildings and ground –as required.
- Ensure that policies and procedure for rentals are completed and that any funds are for the rentals are submitted to the Office Staff –as required.
- Oversee the calendar of rental requests –as required.
- Keep the Board of Directors aware of rental requests at monthly meetings.
- Keep an inventory of all building equipment, i.e. tables, chairs, etc., and ensure they are in good repair -annually.
- Review rental policies and prices for all buildings -January.
- Copies of all rental contracts to be given to the office staff two weeks prior to rental agreement date
- Oversee the placement of units being stored in the buildings over the winter; collect signed waivers and funds from all renters – October
- Oversee the removal of units that were stored in the buildings - April
- Ensure the board has adequate insurance coverage for winter storage, including coverage for rodent damage – November
- Sign in and out list to be kept in the office for any items that are borrowed by the membership that are the property of the Binbrook Agricultural Society. All persons borrowing items must fill out the sign in and out list and are responsible for returning all items immediately after use.

Items kept for more than 2 weeks by a member will be subject to being billed the full cost of the items borrowed.

*Composition/Membership:*

The committee will be composed of a minimum of 1 BAS member, advisors or resource persons as required. Committee chairs shall encourage all committee members to abide by the same Code of Conduct as governs the BAS Board of Directors.

*Accountability:*

The Hall/Grounds Rentals Committee is accountable to the Board of Directors. The Committee will provide reports to the Board of Directors on a regular basis as needed.

*Meeting Frequency:*

Committee members meet as required to discuss any issues that may arise from the use of our grounds and buildings.

**(7) Sponsorship & Donations Committee**

To coordinate the efforts of all committees in collecting sponsorship funds and to ensure that all incentives are provided as required.

*Functions:*

- Prepare applications (with help of Office Staff) for potential sponsors-January.
- Visit potential sponsors; if not successful in receiving support in the current year, consider the visit an effort in building an ongoing relationship.
- Prepare and mail sponsorship letters requesting last year's sponsors to partner with the BAS for the current year's fair. Include the AssistExpo sponsorship statement in the mailing –March
- Call last year's sponsors in kind to confirm their participation and to confirm the quantities of items being donated – April through June.
- As sponsorship funds come in the Office Staff will enter the payment in AssistExpo and in QuickBooks. Office Staff should also provide a receipt to be included in the sponsor's incentive package at time of mailing/delivery ~ April through August.
- Work with the Executive Assistant to make sure all sponsors are listed in the Prize List and on the website-June through August.
- Deliver/mail sponsorship packages 2-3 weeks before the fair.
- Work with the office staff to coordinate sponsorship packages, ensure that each sponsor feels recognized and that members feel the benefits of being a sponsor are in line with our mission as a society.

*Composition/Membership:*

The committee will be composed of a minimum of 3 members consisting of at least one BAS director. Other members of the committee may be non-Board members, advisors or resource

persons as required. Committee chairs shall encourage all committee members to abide by the same Code of Conduct as governs the BAS Board of Directors.

*Accountability:*

The Sponsorship & Donations Committee is accountable to the Board of Directors. The Committee will provide reports to the Board of Directors on a regular basis.

**(8) Volunteer Coordinator**

The office staff will coordinate and track all volunteers during the Binbrook Fair.

**Responsibilities**

- maintaining an up to date list of emergency contacts for each volunteer
- ensuring that all volunteers fill out a volunteer form, students under 18 years of age to have filled out by a parent.
- ensuring all volunteers have a signed Code of Conduct, students under 18 years of age to have filled out by a parent.
- providing the office copies of all volunteer's forms and code of conduct at least 2 weeks prior the fair.
- Provide all committee chairpersons with blank volunteer forms and code of conducts.
- having volunteer forms for students printed and ready for both HWDSB and HWCDSB
- signing forms when required
- assigning volunteers to various committees that are in need for volunteers throughout the weekend of the fair.
- Sending out recruitment emails, mailings, postings, flyers etc. to help filled vacancies and promote volunteering at the Binbrook Fair.
- Volunteers over the age of 18 must have a clear police record check and specifically naming Binbrook Agricultural Society as a place of volunteering.
- Ensure volunteers are made aware of appreciation evening and other relevant appreciation events.

**(9) Fair Committee**

The Binbrook Agricultural Society (BAS) Fair Committees are divided into Multiple different sub committees who provide support and planning skills to prepare for the annual fair that is offered to member societies and members of the organization.

*Composition/Membership:*

The Sub Fair Committees will consist of a Chairperson and other members of the BAS.

*Accountability:*

The Sub Fair Committees are accountable to the Board of Directors and Executive of the BAS. The sub-committees will provide reports to the Board of Directors as necessary and appropriate. The sub-



committees Chairperson must provide an annual written report to the Secretary/treasurer by December 31<sup>st</sup>.

The sub-committees will track all volunteers' times and provide the volunteer coordinator a report by December 31<sup>st</sup>. The sub-committees will provide orientation and training to all volunteers. The sub-committees must ensure all volunteers' that have not gone through the registration process with the volunteer coordinator have a completed volunteer form and code of conduct signed. The sub-committees must provide all new volunteer forms and code of conducts to the volunteer coordinator.

#### *Conduct:*

Recommendations made by the Fair committees are subject to approval by the Executive and the Board of Directors of BAS.

### **Article IV - Director Meeting Frequency and Term**

- (1) The Board meets approximately 12 times per year. A Director is expected to adhere to the attendance policy that requires attendance at 55% of Board Meetings.
- (2) A Director is expected to notify the Executive Assistant in advance of a meeting if they are to be absent. The Board is responsible to ensure active and full participation of Directors and, in the event a Director is absent for consecutive meetings without notice or just cause, the Director's position may become vacant at the discretion of the Board by Special Resolution.
- (3) A director is expected to serve on at least one committee, more if required, acting either as Chair or as a liaison to the Board. Committees generally meet quarterly.
- (4) A Director is elected for a three-year term. A Director's renewal is dependent on the Directors' performance and is expected to complete the recruitment process for each term renewal. Renewal of a Director's term is not automatic.

### **Article V – Appointment of Life Members**

The Board through normal discussion, may from time to time, appoint Life Members, or, be approached by any member to suggest a name for consideration.

In general terms, life Members tend to be, but are not limited to those who:

- Have been actively involved in the BAS for 15 years or more
- Have actively chaired a committee or committees
- Have served time on the board
- Have provided an alternate level of service to the BAS that would warrant such permanent recognition

### **Article V - Disciplinary and/or dismissal of a Member/Director**

The Executive Committee, in a meeting duly called for the purpose of reviewing complaints, shall review any complaints that a Director/Member has violated any provision of the BAS's Constitution & Policy and Procedure's, Code of Conduct, and/or Oath of Office and Confidentiality Agreement.

- (1) The review of such complaints or disputes shall include an opportunity for the members concerned to present their positions.

- (2) Executive Committee members who originate or are the subject of such complaints or disputes must declare their conflict and absent themselves from such meetings.
- (3) Allegations of illegal activity shall be immediately referred to appropriate authorities for investigation.
- (4) Any Director against whom such allegations are made shall take a leave of absence from the Board pending completion of the investigation.
- (5) The Executive Committee shall similarly review disputes between members of the Board that interfere with the ability of the Board to carry on its business.
- (6) Unresolved complaints may be referred by the Board to an independent arbiter.
- (7) Every attempt should be made to resolve such matters expeditiously and fairly.
- (8) The recommendations regarding resolution of such matters shall be brought to the Board for approval.
- (9) The ruling of the Board shall be final.
- (10) Should the member refuse to abide by the ruling the Board may table the matter pending determination of disciplinary action.
- (11) Such action may include formal or informal censure by the Chair or the Board, suspension or a request for the Director's resignation

## **Article VI - Resignation and Replacement of Directors**

Adopted:

- (1) In the event of a vacancy occurring on the Board of Directors by:

- a. the death or resignation of any officer or director,
- b. failure to attend three consecutive board meetings without notice of just cause or
- c. failure to attend five meetings during the year without notice of just cause,

the position will be declared vacant, and the remaining members of the Board of Directors may appoint any member of the society to fill such vacancy until the next meeting of members when a Director shall be elected for any remaining part of the unexpired term.

- (2) When three or more directors resign at the same time, for reasons other than just cause, a special general meeting of the Society shall be called, and directors elected to fill the vacancies.
- (3) Just cause is deemed to be for employment, family or personal health reasons
- (4) If, for any reason, a Director is unable to carry out the duties required by the Board of Directors, it shall be the duty of the President, under direction of the Board, to request the resignation of such Director. Upon receipt of the resignation, the Board shall proceed to fill the unexpired term according to Article VI (1) above. In the event the resignation is not offered then such Director shall be dismissed from the Board by a two thirds majority of the Directors voting at a meeting of the Board.
- (5) If a Director submits their written resignation, the resignation will be deemed effective twenty-four (24) hours after receipt by any officer of the Society. The vacancy will be filled according to Article VI (1) above. The Board will recognize the resignation by a resolution at the next board meeting.
- (6) A Director who resigns from the Board, taking effect less than six (6) months prior to a Fair, may not accept a nomination to serve on the Board of Directors for a period of three (3) years.
- (7) Where a director of the Society has a personal or financial interest, direct or indirect, in any matter in which the Society is concerned they shall disclose their interest and shall not take part in the consideration or discussion of, or vote on any question with respect to the matter, and

shall withdraw from the meeting when the matter is being discussed upon the request of any Director present.

(8) The Board of Directors shall have the power to act for and on behalf of the Society in all matters, subject to the By-laws and regulations of the Society.

(9) There is no limitation on the number of consecutive terms that may be served by a Director.

(10) The Society shall indemnify and save harmless the directors, their heirs, executors and administrators, and estates from and against:

a) all costs, charges and expenses whatsoever that he/she sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against him/her, for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by him/her in the execution of the duties of his/her office except costs, charges and expenses as are occasioned by his/her own willful neglect, default or dishonesty; and

b) all other costs that he/she sustains or incurs in or about or arising from or in relation to the affairs of the Agricultural Society except costs, charges or expenses thereof as are occasioned by his/her own willful neglect, default or dishonesty

## **Article VII - Administrative Policies**

### **(1) Membership Fees**

Adopted:

Every natural person is entitled to pay an annual membership fee no later than July 31<sup>st</sup> of the current year to be a member of the society. No person under eighteen years of age is eligible to vote at any meeting of the society or to hold office in the society or sit on the board of directors in the society.

The annual membership fee is \$9. A late fee of \$11 will be added to the purchase of a membership if done after July 31<sup>st</sup>.

Every member must actively participate in a minimum of one fair committee and in turn will be granted entry with their membership card to all 3 days at the fair.

At the Annual Meeting only those members who were members of the Society the previous year and who have paid the membership fee for the current year shall be entitled to vote.

Life members may be appointed from time to time by the Board of Directors through normal motion and majority approval process. In general, they should have 15 years' experience plus event or committee chair experience. Such life members shall not be required to pay the annual membership fee.

### **(2) Records Retention and Archives**

Adopted:

To ensure proper care, retention and destruction of all BAS documents, this policy sets out guidelines and responsibility for document storage and retention. Records are retained for the following purposes:

- To facilitate the continuity and provision of service
- To minimize risk to the organization
- To comply with legal requirements

- To provide historical data for future identification or verification of facts
- To provide material for statistical analysis or research

Records will be retained only as long as they are required by the organization to meet the above purposes. Records containing personal information or confidential organizational information will be destroyed by shredding. This policy applies to all corporate, financial, human resource and client records in electronic and/ or hard copy formats.

## PROCEDURES

- a. All records will be appropriately labelled and stored in dry, safe and secure locations for as long as they are required by the organization (refer to document retention schedule below).
- b. Regular back up of electronic records are stored/ maintained off-site.
- c. The organization shall conduct an annual review to identify documents to be destroyed in accordance with the record retention schedule.
- d. Documents containing personal information or confidential organizational information will be shredded.
- e. Financial Documents: The secretary/treasurer shall ensure that all original financial documents will be stored centrally. Examples of financial documents includes: all deposit books with documentation supporting from whom funds were received and to what they relate; record of all cash disbursements; proof of payment (e.g., cancelled cheques); invoices; documents substantiating disbursements; payroll records; donation receipts; and supporting documentation.
- f. Corporate Documents: The secretary/treasurer shall ensure that all original corporate documents will be stored centrally. Examples of corporate documents include: contracts; service agreements; purchase of service agreements; auditor reports; Organization Charter; Bylaws; Letters Patent; Board Minutes and Documentation; Annual Reports; governance documentation; and planning and evaluation documentation.
- g. Insurance Documents: The secretary/treasurer shall ensure that all original insurance documents will be stored centrally.
- h. In addition to the above, the secretary/treasurer shall ensure that original financial, insurance and human resources records are stored, retained and destroyed according to this policy and the attached document retention schedule.

### **(3) Document Retention Schedule**

Documents will be retained by BAS as follows:

#### Document Length of Retention Corporate Documents

Organization charter, annual reports, bylaws, letters patent, strategic plans, board minutes, minutes of member's meetings Organization's life span plus two years Contracts, service agreements and purchase of service agreements Duration of contract or agreement plus two years

### Financial Documents

- Annual audited financial statements, general ledger, annual adjusting journal entries, and duplicate receipts relating to ten-year-gifts to registered charities.
- Organization's lifespan plus two years
- Duplicate donation receipts (except related to ten-year-gifts)
- End of fiscal period to which they relate plus at least two years
- Other financial records (other than those cited above) including payroll information
- End of fiscal period to which they relate plus at least six years
- Insurance policies indefinitely (to minimize risk)

### Human Resource Records

- Human resource records nine years after termination of employment.
- Records of hiring competitions four years after completion of the competition.

### **(4) Office Administration**

- Daily responsibilities include:
  - Checking/replying to incoming correspondence via email, phone and mail
  - Daily review of online banking and cash drawer
  - Deposits when applicable
- Monthly responsibilities include:
  - Monthly reconciliation of bank statements to QuickBooks Online
  - Preparation of agenda for board meetings, emailed out 1 week prior to the meeting and a final agenda issued the morning prior to the meeting
  - Preparation of meeting minutes the day after the meeting, they should be sent to all directors for review
- Yearly responsibilities include:
  - Planning the craft show
  - Applying for grants
  - Preparation of Fair Book and prizes
  - Booking necessary items for the Fair
  - Preparing year end financials and coordinating with the financial reviewer
  - Preparing necessary items for the CRA; GST/HST submitted quarterly, T4A submitted in January of each new calendar year
  - Completing annual membership forms and preparing cheques

### **(5) Meetings**

At least two weeks' notice of every General, Special or Annual Meeting shall be given by publication of a notice of the meeting in at least one newspaper having a general circulation in the municipality in which the headquarters of the society is situated and by mailing notices of the meeting to every member of the Society at the address furnished to the office.

Electronic distribution of the meeting notice is included in the definition of "mailing", and social media may be used in place of printed newspaper, where it is deemed to have better coverage.

For the purpose of voting, proxies are not permitted at any meeting of the Society.

Annual Meetings:

- a) The Annual Meeting of the society shall be held as determined by the Board of Directors.
- b) Fifteen members shall constitute a quorum at the Annual Meeting.

At the Annual Meeting:

- c) The Board shall present a report of the activities and accomplishments of the Society since the last Annual Meeting and a detailed statement of the receipts and expenditures since the last Annual Meeting and a statement of assets and liabilities of the Society, certified by the Auditors.
- d) The Directors shall be elected by secret ballot.
- e) Auditor(s) or two (2) or more financial reviewers shall be appointed. iv) Changes may be made to the Constitution and Policy and Procedures of the Society.
- f) The Secretary shall make available a list of those members eligible to vote and hold office as determined by membership requirements stated in policy and procedures.

General Meetings:

- a) Only those persons who are members for the current year are eligible to vote at any General Meeting except where property is involved.
- b) members shall constitute a quorum for a General Meeting.
- c) A General Meeting may decide on all matters brought to it by the Board.

Special General Meetings:

On the petition of thirty members of the Society, the Secretary and, in the Secretary's absence, the President, 1st or 2nd Vice-President, shall call a Special General Meeting for the transaction of the business mentioned in the petition.

Fifteen members shall constitute a quorum for a Special General Meeting.

A Special General Meeting shall be called to deal with:

- a) Selling, mortgaging, leasing or otherwise disposing of property owned by the Society. only the directors and those persons who are members for the current year and who were members for the two previous years, are entitled to vote at the meeting.
- b) Changes to the Constitution and Policy and Procedures of the Society.
- c) Filling vacancies on the Board of Directors.

## **Article VIII - Financial Policies**

### **(1) Accounting methods**

The financial books or records of the Binbrook Agricultural Society are the property of the Binbrook Agricultural Society and not the secretary/treasurer or executive. They should be open for examination at any reasonable time by directors and members of the organization.

The Binbrook Agricultural Society's financial statement regulation states that:

The financial reviews and audits are prepared by a:

- a. Certified General Accountant
- b. Certified Management Accountant, or
- c. Chartered Accountant.

The financial reviewer/auditor will be appointed at the AGM.

The Binbrook Agricultural Society financials are to be reviewed on a yearly basis and to be completed by February 28<sup>th</sup>. Every 5 years an audit report must be completed on the financials.

## **(2) Financial Management**

The accumulated surplus of the organization should be sufficient to carry it through an extended period of revenue shortfall. It is recommended that the desired target for accumulated surplus of the organization be established at the equivalent of one (1) year of operating expenses, and that the minimum accumulated surplus be established at the equivalent of six (6) months operating expenses.

On an annual basis Office Staff will prepare financial statements and operational budgets for consideration by the executive and presentation to the Board during the annual budget deliberation process prior to the annual general meeting.

BAS membership fees are recommended by the executive annually and subsequently approved by the Board as part of the budget.

All cheques and financial instruments of the BAS will require the signatures of two (2) signing officers. The signing authorities, by title, will be established as follows:

- President
- First Vice-President
- Second Vice-President

Directors may incur expenses in the course of discharging their responsibilities on behalf of the BAS. When board members travel to conferences and approved Board business on behalf of the organization, BAS shall reimburse the costs of such travel as well as accommodation and meals. It is also the intent that anyone attending such events, and being reimbursed for such costs, has the responsibility to fully participate while keeping in mind the best financial interests of the organization.

## **(3) Expense Allowances**

- a) While on BAS business, a flat rate of a \$40 allowance per day for meals, with no receipts required, will be paid. (Breakfast = \$10; Mid-day = \$10; Evening = \$20)
- b) All room reimbursement for BAS Directors will be paid at the regular room rate (two persons per room or ½ of the rate). Any extra charges will be the responsibility of each Director.

- c) Mileage will be paid at the rate of \$0.40 per kilometer for Directors. When travelling by air or rail, it is expected that Directors will travel using the most economical form of transportation available.
- d) Directors will be permitted to claim meal expenses if on official BAS business. The office staff will review any receipts and may bring to the board of directors if concerned. All receipts are required, and details of reason should be included with expense.
- e) Convention registration will be paid by the BAS in advance of attendance.

#### **(4) Budget preparation and management**

Partially Adopted:

Financial planning for any fiscal year, or the remaining part of any fiscal year, shall not adversely affect the strategic outcomes, risk fiscal jeopardy, or fail to be based on sound budgeting principles.

##### Policy

Accordingly, Staff, Members or Directors may not cause or allow budgeting that:

- Contains too little information to enable credible projection of revenues and expenses, separation of capital and operational items and disclosure of planning assumptions.
- Plans the expenditure in any fiscal year of more funds than are conservatively projected to be received in that period.
- Fails to estimate revenues conservatively and expenses realistically.
- Endangers the fiscal soundness of future years or ignores the building or organizational capability sufficient to achieve ends in future years.

##### Procedures

- Financial history available before setting a budget.
- Budget cost can be approved under \$200 with 2 or more executive director's approval.
- All Budget expenses above \$200 must be brought to the board of directors for a vote.
- Budget expenses that are time sensitive and cannot wait for a Board of directors meeting, all means must be taken to contact all board of directors for a vote and must include 2 executive directors and must meet quorum for approval.

#### **(5) Cash Management**

Cash should be kept at no greater than \$300 on site in the cash drawer and locked on a daily basis. During events extra cash received that wasn't able to be deposited should be kept in the locked wall safe. Office staff should prepare regular deposits to reduce risks.

cash, reserve fund, safe access, cash drawer

#### **(6) Lottery Related Fundraising**

All lottery fundraising should follow guidelines issued by the City of Hamilton licensing department. It is the responsibility of office staff to remain up to date on all new policies and procedures.



### **(7) Contractual Agreements with Others**

Contractual agreements will be discussed and approved at board meetings. Signing authority is via executive directors. It is the responsibility of the office staff to ensure any contracts arriving in the office for signing have been discussed and match approval documented in meeting minutes. Contracts are to be stored and maintained for as long as relevant and necessary. Changes should be discussed at board meetings.

### **(8) Cheque Control and Safeguard**

Cheques should be stored in filing cabinet and should be used in numerical order. Void cheques should be retained in the banking file for future reference. All expenses are to be paid by cheque, except monthly gas, hydro and internet/phone bills, which are paid via online banking. They should be reviewed on a regular basis by executive directors to ensure accuracy. Any large, out of the ordinary or new purchases should have been discussed at a previous board meeting.

Office staff will track cheques and reconcile with the bank statements on a monthly basis.

### **(9) Banking**

One chequeing account and one community account for lottery proceeds will be used. Office staff will complete deposits to both account on a regular basis ensuring that funds are not remaining in the office, thus minimizing risks. Two signers will be required on all cheques prepared.

### **(10) Hall Rental Discounts**

Hall rental discounts will be discussed at board meetings. They will be given only to those individuals who have volunteered on the board or have immediate relatives who are long term and dedicated volunteers/members of the BAS. A maximum of the full amount less 250.00 will be refunded. Each individual must first pay in full for the hall rental and then issue a written request to the board to review at the board meeting. The request may be received from an individual other than that who is renting the hall if someone feels a discount should be given.

## **Appendices**

### **Oath of Office and Confidentiality**

Adopted:

Respect for confidentiality is the cornerstone of trust and confidence as well as a legislated obligation. Board members must at all times respect the confidentiality of any client names and/or circumstances that might identify clients. Similarly, all matters dealt with by the Board during in-camera meetings and matters related to personnel must be held in strictest confidence. Confidentiality means Directors may not relate such matters to anyone including immediate family members. The duty of confidentiality continues indefinitely after a Director has left the Board.

### **Conflict of Interest**

Adopted:

Board members are considered to be in a "conflict of interest" whenever they themselves, or members of their family, business partners or close personal associates, may personally benefit either directly or indirectly, financially or otherwise, from their position on the Board. A conflict of interest may be "real", "potential" or "perceived"; but the same duty to disclose applies to each. Full disclosure in itself, does not remove a conflict of interest. It is in the best interest of the BAS Board of Directors to be aware of and properly manage all conflicts of interest and appearances of a conflict of interest.

Accordingly:

- Members of the Board of Directors shall act at all times in the best interests of the BAS rather than particular interests or constituencies. This means setting aside personal self-interest and performing their duties in transaction of the affairs of the BAS in such a manner that promotes public confidence and trust in the integrity, objectivity and impartiality of the Board.
- Directors shall serve without remuneration. No Director shall directly or indirectly receive any profit from his/her position as such, provided that directors may be paid reasonable expenses incurred by them in the performance of their duties.
- The pecuniary interests of immediate family members or close personal or business associates of a Director are considered to also be the pecuniary interests of the Director.

Principles for Dealing with Conflict of Interest:

- The Board member must openly disclose a potential, real or perceived conflict of interest as soon as the issue arises and before the Board or its Committees deal with the matter at issue.
- If the Board member is not certain he/she is in a conflict of interest position, the matter may be brought before the President, Executive Committee or Board for advice and guidance.
- If there is any question or doubt about the existence of a real or perceived conflict, the Board will determine by vote if a conflict exists. The person potentially in conflict shall be absent from the discussion and vote.
- It is the responsibility of other Board members who are aware of a real, potential or perceived conflict of interest on the part of a fellow Board member to raise the issue for clarification, first with the Board member and, if still unresolved, with the Board President.
- The Board member must abstain from participation in any discussion on the matter, shall not attempt to personally influence the outcome, shall refrain from voting on the matter and unless otherwise decided by the Board, must leave the meeting room for the duration of any such discussion or vote.
- The disclosure and decision as to whether a conflict exists shall be duly recorded in the minutes of the meeting. The time the person left and returned to the meeting shall also be recorded.

# Code of Conduct for Directors

## Board Members' Code of Conduct & Ethics Policy

The Board commits itself to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as Board members. Board members are expected to comply with the prescribed Code of Conduct that encourages the development of a spirit of collective decision-making, shared objectives and shared ownership of and respect for Board decisions.

Accordingly, Board members will at all times conduct themselves in a manner that:

- Supports the objectives of the BAS;
- Serves the overall best interests of the BAS rather than any particular constituency;
- Brings credibility and good will to the BAS;
- Respects principles of fair play and due process;
- Demonstrates respect for individuals in all manifestations of their cultural and linguistic diversity and life circumstances;
- Respects and gives fair consideration to diverse and opposing viewpoints;
- Demonstrates due diligence and dedication in preparation for and attendance at meetings, special events and in all other activities on behalf of the BAS;
- Demonstrates good faith, prudent judgment, honesty, transparency and openness in their activities on behalf of the BAS;
- Ensures that the financial affairs of the BAS are conducted in a responsible and transparent manner with due regard for their fiduciary responsibilities (An individual in whom another has placed the utmost trust and confidence to manage and protect property or money) and public trusteeship. One person did not like the word fiduciary. Definition is attached for further discussion and a final decision on whether word should remain in the text (as it is in the OAAS Manual).
- Avoids real or perceived conflicts of interest; (declare them)
- Conforms with the Constitution & Policy and Procedures approved by the Board, in particular this Code of Conduct, the Oath of Office and Confidentiality and Conflict of Interest policies;
- Avoids subjecting the organization and/ or Board to charges of libel and/ or slander;
- Publicly demonstrates acceptance, respect and support for decisions legitimately taken in transaction of the BAS's business. Board members shall agree to and sign an Oath of Office and Confidentiality

Agreement upon joining the Board of Directors. Alternative – "Board members shall agree to the Oath of Office" Furthermore, Board members will not attempt to exercise individual authority over the Board except as explicitly set forth in Board policies including:

(a) Board members' interaction with Staff must recognize the lack of authority vested in individuals except when explicitly Board authorized.

(b) Board members' interaction with the public and the media must recognize the same limitation and the inability of any member to speak for the Board except to support Board decisions.

(c) Board members' individual judgments of Staff performance.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Code of Conduct for Members and Volunteers

## Members/Volunteers' Code of Conduct & Ethics

Members and Volunteers of the Binbrook Agricultural Society commits itself to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as members/Volunteers.

Accordingly, members/volunteers will at all times conduct themselves in a manner that:

- Supports the objectives of the BAS;
- Serves the overall best interests of the BAS rather than any particular constituency;
- Brings credibility and good will to the BAS;
- Respects principles of fair play and due process;
- Demonstrates respect for individuals in all manifestations of their cultural and linguistic diversity and life circumstances;
- Respects and gives fair consideration to diverse and opposing viewpoints;
- Demonstrates good faith, prudent judgment, honesty, transparency and openness in their activities on behalf of the BAS;
- Avoids real or perceived conflicts of interest; (declare them)
- Conforms with the Constitution & Policy and Procedures approved by the Board, in particular this Code of Conduct, the Oath of Office and Confidentiality and Conflict of Interest policies;
- Avoids subjecting the organization and/ or Board to charges of libel and/ or slander;
- Publicly demonstrates acceptance, respect and support for decisions legitimately taken in transaction of the BAS's business

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parental Consent:** If you are 18 years old (or under), parent/guardian must complete below...  
PLEASE PRINT

I \_\_\_\_\_ (parent full name)

parent/legal guardian of \_\_\_\_\_ (child full name) consent that my child has read and understands that he/she must follow the Code of Conduct & Ethics to have him/her involved as a member/volunteer at Binbrook Agricultural

Parent/Legal Guardian Signature \_\_\_\_\_

Date Signed \_\_\_\_\_

# Volunteer Event Registration Form

Thank you for your interest in volunteering at the Binbrook Fair

Today's Date: \_\_\_\_\_

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone : (Home) \_\_\_\_\_ Cell : \_\_\_\_\_ Email: \_\_\_\_\_

Best time to contact you: \_\_\_\_\_

High School: \_\_\_\_\_ Grade: \_\_\_\_\_

How did you hear about volunteering? \_\_\_\_\_

Referred by friend name: \_\_\_\_\_

Describe any experiences you had in volunteering, work experience or employment.  
\_\_\_\_\_

What position(s) are you most interested in volunteering.  
\_\_\_\_\_

Volunteer Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

## Emergency Contact Full Name:

Home : \_\_\_\_\_ Cell : \_\_\_\_\_

**Medical History:** Do you know of any medical condition that may hamper or affect your ability to carry out your duties as a volunteer. Or any medical conditions we should be aware of?

No Yes If yes, indicate : \_\_\_\_\_

**Parental Consent:** If you are 18 years old (or under), parent/guardian must complete below...

PLEASE PRINT

I \_\_\_\_\_ (parent full name)

parent/legal guardian of \_\_\_\_\_ (child full name) consent to have him/her involved as a volunteer at Binbrook Agricultural Society in the position for the date and time when assigned as agreed upon.

Parent/Legal Guardian Signature \_\_\_\_\_

Date Signed \_\_\_\_\_

Thank you for your application to volunteer at BAS. If we require additional information, you will be contacted.

# Incident Report Form

Prepared By: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

*To be completed within 12 hours of incident/accident*

Incident Date: \_\_\_\_\_ Incident Time: \_\_\_\_\_

Injured/Incident Person Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_

Male/Female: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Does Injury/Incident require Hospital/Physician? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Hospital Name: \_\_\_\_\_

Address: \_\_\_\_\_

Hospital Phone Numbers: \_\_\_\_\_

Injured/Incident person/Party Signature \_\_\_\_\_ Date: \_\_\_\_\_

Details of Incident:

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Who was injured person? \_\_\_\_\_

Injury Type: \_\_\_\_\_

## Important Notes and Instructions:

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## Mission

*“Embracing our tradition, community and potential”*

## Vision

The Binbrook Agricultural Society has a vision for its future.

- To bloom where we’re planted
- Embrace and educate the community around us
- Celebrate the agriculture society in the heart of Binbrook
- Be the desired facility for year-round community living

## Goals

Strike balance between the needs of the annual Fair and year-round activities

- Utilize current facilities and maximize their potential
- Provide space for high quality community living, agricultural programs, special events, private and public events, green space, rental opportunities, kitchen services, meeting space
- Raise the profile of local agriculture and strengthen the connection between rural and urban living in Binbrook
- Provide community entertainment opportunities

Build Future Capacity

- Maintain prudent financial stewardship, investing wisely in our facilities and our people
- Identify key areas for future society growth and investment
- Develop business plans to support investment in the society and its property
- Utilize engagement opportunities of membership and fair patrons to build upon successful agricultural society events
- Provide opportunities for leadership growth in the community

Grow Community Partnerships

- Be a proud, positive, courteous, contributing neighbour
- Build relationships with community partners to support mutual benefits and opportunities
- Embrace our community, members, volunteers and society supporters
- Contribute to community development projects and beautification
- Support youth development opportunities in our community

## **Objectives of the Binbrook Agricultural Society**

The Act outlines the objectives for agricultural societies as follows and the BAS will strive to meet those objectives in the following way.

“The objects of an agricultural society are to encourage an awareness of agriculture and to promote improvements in the quality of life of persons living in an agricultural community by,

- (a) Researching the needs of the agricultural community and developing programs to meet those needs;
  - Operating weekly farmers market
  - Surveying community members about future growth and opportunities to meet the needs of members
  - Working with local partners to provide space and opportunities for mutual benefit
- (b) Holding agricultural exhibitions featuring competitions for which prizes may be awarded;
  - Build on successful annual fall fair each year
  - Provide a premier showcase for agricultural competitions in the area
- (c) Promoting the conservation of natural resources;
  - Support local food through green belt initiatives, farmers market, food land ontario programming
  - Develop a plan for waste reduction and compostable options in our facilities
- (d) Encouraging the beautification of the agricultural community;
  - Have a positive community presence
  - Take pride in our facilities and grounds
  - Develop a “communities in bloom” program for Binbrook
- (e) Supporting and providing facilities to encourage activities intended to enrich rural life;
  - Offer facilities and events space to numerous not for profit and agriculture groups
  - Utilize rental income for continual revitalization in existing facilities
  - Develop plans for growth opportunities for the society’s rental services
- (f) Conducting or promoting horse races when authorized to do so by a by-law of the society
  - Horses will continue to be a successful attraction at our annual fair as we continue to expand and support all areas of equine competitions and attractions



**BINBROOK AGRICULTURAL SOCIETY**  
**FINANCIAL STATEMENTS**  
**DECEMBER 31, 2019**  
**(UNAUDITED - SEE NOTICE TO READER)**



**PAT BUTERA CPA**  
**PROFESSIONAL CORPORATION**  
**CHARTERED PROFESSIONAL ACCOUNTANT**

# **BINBROOK AGRICULTURAL SOCIETY**

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(unaudited - see notice to reader)

**DECEMBER 31, 2019**

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**PAT BUTERA CPA**

PROFESSIONAL CORPORATION  
CHARTERED PROFESSIONAL ACCOUNTANT

## **Notice to Reader**

On the basis of information provided by management, I have compiled the statement of financial position of **Binbrook Agricultural Society** as at **December 31, 2019** and the statement of operations and changes in net assets for the year then ended.

I have not performed an audit or a review engagement in respect of these financial statements and, accordingly, I express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

### **PAT BUTERA CPA PROFESSIONAL CORPORATION**

Authorized to practise public accounting by the  
Chartered Professional Accountants of Ontario  
Stoney Creek, Ontario  
February 20, 2020



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**PAT BUTERA CPA**

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PROFESSIONAL CORPORATION  
CHARTERED PROFESSIONAL ACCOUNTANT

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**BINBROOK AGRICULTURAL SOCIETY**  
**STATEMENT OF FINANCIAL POSITION**  
(unaudited - see notice to reader)

<u>DECEMBER 31</u>	<u>2019</u>	<u>2018</u>
<b>ASSETS</b>		
<b>Current</b>		
Cash	\$ 405,091	\$ 381,013
Accounts receivable	10,270	6,544
	<u>415,361</u>	<u>387,557</u>
<b>Capital assets (Note 2)</b>	<u>1,006,860</u>	<u>1,005,244</u>
	<u>\$ 1,422,221</u>	<u>\$ 1,392,801</u>

<b>LIABILITIES AND FUND BALANCES</b>		
<b>Current</b>		
Accounts payable and accrued liabilities	\$ 2,040	\$ 6,232
Unearned revenue	2,702	1,508
Deposits	4,800	4,400
	<u>9,542</u>	<u>12,140</u>
<b>BALANCE</b>	<u>1,412,679</u>	<u>1,380,661</u>
	<u>\$ 1,422,221</u>	<u>\$ 1,392,801</u>

See accompanying notes and schedules to the unaudited financial statements  
Subject to notice to reader dated February 20, 2020

2 of 7



**PAT BUTERA CPA**  


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PROFESSIONAL CORPORATION  
CHARTERED PROFESSIONAL ACCOUNTANT

**BINBROOK AGRICULTURAL SOCIETY**  
**STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS**  
(unaudited - see notice to reader)

<b>FOR THE YEAR ENDED DECEMBER 31</b>	<b>2019</b>	<b>2018</b>
<b>REVENUE</b>		
General Revenue	\$ 33,586	\$ 45,271
Rental Related, Schedule 1	61,663	60,533
Craft Show, Schedule 2	5,604	7,072
Fall Fair, Schedule 3	73,190	50,919
New Year's Eve, Schedule 4	(27)	3,236
Turkey Raffle, Schedule 5	6,137	5,435
	<u>180,153</u>	<u>172,466</u>
<b>EXPENDITURES</b>		
Advertising and promotion	2,556	6,828
Computer expense	2,019	1,335
Donations	2,897	1,505
Insurance	5,302	10,766
Interest and bank charges	1,529	1,061
Meals and entertainment	2,788	9,077
Office and miscellaneous	5,447	6,540
Accounting fees	300	125
Repairs and maintenance	63,673	29,800
Security	3,405	5,987
Subcontracts	35,007	38,950
Subscriptions, permits and licenses	3,959	5,275
Telephone	2,532	3,672
Travel and automotive	191	-
Utilities	16,530	15,769
	<u>148,135</u>	<u>136,690</u>
<b>EXCESS OF REVENUE OVER EXPENDITURES</b>	<b>32,018</b>	<b>35,776</b>
<b>BALANCE, OPENING</b>	<u><b>1,380,661</b></u>	<u><b>1,344,885</b></u>
<b>BALANCE, CLOSING</b>	<u><b>\$ 1,412,679</b></u>	<u><b>\$ 1,380,661</b></u>

See accompanying notes and schedules to the unaudited financial statements  
Subject to notice to reader dated February 20, 2020

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**PAT BUTERA CPA**  
PROFESSIONAL CORPORATION  
CHARTERED PROFESSIONAL ACCOUNTANT

**BINBROOK AGRICULTURAL SOCIETY**  
**SCHEDULES TO THE FINANCIAL STATEMENTS**  
(unaudited - see notice to reader)

**Schedule of**

**Schedule 1**

	<u>2019</u>	<u>2018</u>
Hall (net of refunds)	\$ 24,273	\$ 36,675
Winter vehicle storage	26,110	20,253
Other than Hall	<u>11,280</u>	<u>3,605</u>
	<u>\$ 61,663</u>	<u>\$ 60,533</u>

**Schedule of Craft Show**

**Schedule 2**

	<u>2019</u>	<u>2018</u>
<b>REVENUE</b>		
Booth rental	\$ 8,383	\$ 8,923
Food	<u>660</u>	<u>-</u>
	<u>9,043</u>	<u>8,923</u>
<b>EXPENDITURES</b>		
Advertising	599	554
Car show	365	649
Entertainment	1,960	-
Food booth & supplies	<u>515</u>	<u>648</u>
	<u>3,439</u>	<u>1,851</u>
<b>EXCESS OF REVENUE OVER EXPENDITURES</b>	<u>\$ 5,604</u>	<u>\$ 7,072</u>

See accompanying notes and schedules to the unaudited financial statements  
Subject to notice to reader dated February 20, 2020

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**PAT BUTERA CPA**  


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PROFESSIONAL CORPORATION  
CHARTERED PROFESSIONAL ACCOUNTANT

**BINBROOK AGRICULTURAL SOCIETY**  
**SCHEDULES TO THE FINANCIAL STATEMENTS**  
(unaudited - see notice to reader)

**Schedule of Fall Fair**

**Schedule 3**

	<u>2019</u>	<u>2018</u>
<b>REVENUE</b>		
Campbell's related	\$ 28,828	\$ 24,507
Exhibitor fees	5,099	3,517
Food & concessions	23,165	22,344
Gate admissions	117,873	87,805
Sponsorships & grants	51,568	27,309
	<u>226,533</u>	<u>165,482</u>
<b>EXPENDITURES</b>		
Advertising	7,403	2,558
Chairperson expense	1,035	198
Education day supplies	640	-
Education day tent and setup	6,545	6,862
Entertainment	43,986	22,705
Exhibitor prizes	33,782	27,942
Fairgrounds setup	23,826	14,218
Food booth	4,035	3,920
Food for volunteers	3,133	1,928
Janitorial	2,406	164
Judges	4,518	4,115
Licenses	-	975
Maintenance & repairs	1,001	3,128
Printing	3,227	5,895
Prizes, trophies and ribbons	2,315	2,553
Security & paramedic	14,623	16,942
Supplies	868	460
	<u>153,343</u>	<u>114,563</u>
<b>EXCESS OF REVENUE OVER EXPENDITURES</b>	<u>\$ 73,190</u>	<u>\$ 50,919</u>

See accompanying notes and schedules to the unaudited financial statements  
Subject to notice to reader dated February 20, 2020

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**PAT BUTERA CPA**  
PROFESSIONAL CORPORATION  
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**BINBROOK AGRICULTURAL SOCIETY**  
**SCHEDULES TO THE FINANCIAL STATEMENTS**  
(unaudited - see notice to reader)

**Schedule of New Year's Eve**

**Schedule 4**

	<u>2019</u>	<u>2018</u>
<b>REVENUE</b>	<b>\$ -</b>	<b>\$ 13,433</b>
<b>EXPENDITURES</b>		
Miscellaneous	-	4,357
Advertising & marketing	27	105
Bar purchases	-	1,042
Entertainment	-	900
Food	-	3,340
Supplies	-	453
	<u>27</u>	<u>10,197</u>
<b>(DEFICIENCY) EXCESS OF REVENUE OVER EXPENDITURES</b>	<b>\$ (27)</b>	<b>\$ 3,236</b>

**Schedule of Turkey Raffle**

**Schedule 5**

	<u>2019</u>	<u>2018</u>
<b>REVENUE</b>		
Bar	\$ 2,919	\$ 2,837
Food	4,940	4,746
Turkey Raffle	4,800	4,800
	<u>12,659</u>	<u>12,383</u>
<b>EXPENDITURES</b>		
Bar	1,232	1,334
Food	2,734	3,748
Supplies	351	98
Turkeys	2,205	1,768
	<u>6,522</u>	<u>6,948</u>
<b>EXCESS OF REVENUE OVER EXPENDITURES</b>	<b>\$ 6,137</b>	<b>\$ 5,435</b>

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Subject to notice to reader dated February 20, 2020

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**PAT BUTERA CPA**  
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**BINBROOK AGRICULTURAL SOCIETY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
(unaudited - see notice to reader)

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1. **Nature of Operations**

Binbrook Agricultural Society is a not-for-profit organization. It's purpose is to encourage an awareness of agriculture and to promote improvements for people living in the agricultural community.

The organization has chosen to follow the generally accepted accounting principles in Part III (Accounting Standards for Not-for-Profit Organizations) of the CPA Handbook.

2. **Capital Assets**

	<u>2019</u>	<u>2018</u>
Land	\$ 205,000	\$ 205,000
Buildings	665,758	665,758
Furniture, equipment & appliances	52,600	51,018
Tools & equipment	56,988	56,954
Ground improvement	<u>26,514</u>	<u>26,514</u>
Total capital assets	<u>\$ 1,006,860</u>	<u>\$ 1,005,244</u>

Subject to notice to reader dated February 20, 2020



**PAT BUTERA CPA**  
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CHARTERED PROFESSIONAL ACCOUNTANT

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**PAT BUTERA CPA**

PROFESSIONAL CORPORATION  
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pat@patbuteracpa.com  
www.patbuteracpa.com

February 23, 2020

Binbrook Agricultural Society  
2600 Regional Road 56 P.O. Box 244  
Binbrook, ON L0R 1C0

This is a letter of introduction to the Binbrook Agricultural Society.

I'm Pat Butera and have been a Chartered Professional Accountant (formerly Chartered Accountant) since 1990. I began my business in 1993 as a sole proprietor in the Hamilton east end area.

Several years ago, the business was transferred into the Professional Corporation and in 2015 we moved into our current location at 418 Highway 8 in Stoney Creek.

Our business deals with primarily small to mid-sized family owned businesses and not-for-profit organizations, along with individuals. We handle most accounting and tax related matters for our clients, including bookkeeping, payroll and HST, if required.

Sincerely,

PAT BUTERA, CPA, CA

## **Committee Reports**

### **Presented for the Annual General Meeting of the Binbrook Agricultural Society**

February 12, 2020

Greetings Members!

As suggested by a long-time member at our last AGM, we are sending out all committee reports that have been submitted to date, ahead of our meeting later this month.

This change represents a new approach to committee reports, but, one we hope most folks will find welcome. Rather than oral presentations, you may digest the attached information ahead of the meeting, and simply present any questions to committees, at the AGM.

We will have a limited number of printed copies on hand at the AGM \*(due to cost and environmental responsibility), but encourage you to bring questions based on your electronic review. We will have the ability to display the report on the big screen, as needed.

Enjoy.

# PLANTS & FLOWERS

DEPT. 8, CLASS 1, 2, 3, 4 & 5

## 2019 REPORT

Joanne Robitaille, Chair  
Gillian Ellis  
Vivian Kinnear  
Holly Laidman  
Don Reeder  
Ed Robitaille  
Doreen Samson  
Diane Weatherston  
Shannon Wellnitz



**Report prepared  
for the  
Annual Meeting  
Thursday, February 27, 2020**

So many enjoy their stroll, walking through our "Flower Garden" with children enjoying the water fountain.

Another great year. We are so fortunate to have so many Gardeners in our area to share their Horticultural beauties. Our entries were about the same as previous years. We love to welcome new Exhibitors.

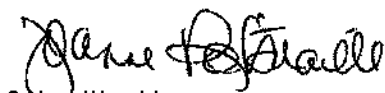
Excellent Show for our 2019 Official Judges (Royal Botanical Gardens certified) Catherine McGill and Sandi Remedios.

Rosettes were awarded, and gift certificates were handed out to the WINNERS in the "Special" section at the end of the fair. Again, the exhibitors really appreciated receiving the "Prize Money Cheques" when picking up their exhibits.

*Thanks to all the Sponsors who donated gift certificates/monies for our*  
**Special Section:**

Thanks to our committee for all their help from setting up our display to tearing it down.

Greatly Appreciated!



Submitted by,  
Joanne Robitaille, Chair  
February 27, 2020

## **2019 AGM Road Horse Report**

The Stick Horse class was again successful with 16 kids participating. We had a few parents say that their kids have done it every year and can't wait to do it again next year. The prizes and money will continue to be donated by the Merritt Family for the 2020 fair.

- Just a reminder the reason parents are asked to pre-register their kids is to ensure enough prize packs are made up as all participants get a toonie and prize bag. My email address is provided in the Stick Horse Kit for parents to do this.
- Please ensure the start time of 12:00pm is consistent with all materials as I was told there were conflicting times present. We may start a little late depending on when the heavy horse line classes finish for the morning however it is better to have everyone there early.

The Road Horse show had classes sponsored by Earl & Mrs. H.A. Stirling (wagon stake), Hare's Harness & Tack (bike stake) and the Merritt Family (green roadster). Thank you, cards have been sent out and 2020 sponsorship has been confirmed.

- This was the best the show ring has been yet and great job with the water truck keeping the dust down but not making it too wet. Thank you!
- We had one stable show in the Road horse classes and they left looking forward to returning next year.
- No concerns or suggestions for the 2019 show. We hope to have a few more exhibitors in the ring next year.

Thanks everyone and see you at the 2020 fair!

Cally Merritt

Road Horse Chair

## **2019 AGM Dept 11 Home Sewing Report**

People are sewing! New exhibitors, new ideas, new fabrics and lots of special skills were exhibited at our 2019 Binbrook Fair. The Home Sewing Dept can report we are "healthy" and have had a boost of activity. Department 11 had over 147 items entered in competition. Thanks to the new exhibitors for participating and thank you to our wonderful "reliable-long time" competitors, we had a beautiful showing of home sewing. We never quit learning or so we hope, and as much as change, new ideas, new inspiration and new questions challenge us.

We congratulate exhibitor Betty Gilbert for Most Points in Department 11 and thank the Binbrook W.I. for their continued sponsorship. Binbrook W.I. changed their sponsorship this year; their support of Class 5 Section 4- "Child's Party Dress" was changed to the Most Points category, in memory of Joyce Elliott.

The Judge's Choice Award was given to Ivy Smart. Her beautiful fall runner of machine-embroidered maple leaves was definitely 'eye-catching' and completed with perfection.

Thank you for the support of office staff for their diligence in compiling entries and the results, for the winner cards and having our exhibitor cheques ready Sunday night to be given to the exhibitors.

Thank you to Paul Anderson and team for setup & dismantling of the tables & 'rigging' for the displays in the main hall.

Thank you to the ladies in Department 11 & 12 and our extra help from Department 9 & 10 who worked long hours to complete displaying items after judging, putting down the netting & putting up the burlap skirting to be on time for the opening of the fair.

Volunteering is 'hard' work but a rewarding one for community and BAS.

Respectively Submitted,

Diane Switzer

Chairperson Department 11

## **2019 AGM Dept 12 Senior Citizens**

I believe there is a need to expand our display space, as we seem to be in a new season of interest from exhibitors. Where do we go from here? New ideas and imagination are needed to accommodate the changing look of the Binbrook Fair for its exhibitors and participants coming to the fair.

This year there was an increase of exhibits entered in Department 12 – Senior Citizens. Department 12 had 18 exhibitors who entered 141 items to be judged and displayed.

Most Points went to Ivy Smart as well as the Judge's Choice Award. Ivy shows her beautiful talents, melding colour and design in all she sews.

Thank you to the BAS volunteers who helped in the 'Main Hall' – working together makes 'lighter and faster' work. Thank you, to the volunteers of Department 12 that helped our judges and displayed all the entries.

Sincere thanks to the set-up crews with the tables, lattice, netting and burlap.

The dismissal of entries can be a stressful time; I thank the 'demolition crew' for their patience and efforts as burlap, netting and supports were quickly put back on the wagons, once the exhibitors had their items returned.

Thank you for the support of the office staff and the directors for their time and organization to make Binbrook Fair 2019 a successful event for the still rapidly expanding and changing community.

Respectively Submitted,

Diane Switzer

Chairperson Department 12

## **2019 AGM Queenston Gate Report**

Overall the operation of the gate was smooth with only 1 major issue. The timing of the events left us with an issue regarding the arrival of the demo teams on Saturday. Due to the addition of the rodeo, there was no infield parking available when the teams started showing up. We alienated this problem by parking the teams on Fall Fair Way.

The second issue we had was parking for volunteers and exhibitors with the additional rodeo equipment onsite. Not only was there a lack of parking for these people we also had no direct access to buildings 1 through 3 without walking down to the Old Macdonald Tent.

The other reoccurring issue we had was the electrical outlet provided does not work and is unsafe hanging from a tree. Kevin and Cliff were able to get power once again just as the Fair was about to start.

The addition of the golf cart this year was very helpful as we spent a lot of the weekend between Fall Fair and running volunteers to their positions. We also used the cart to guide the horse teams in when we could find an adequate parking spot. The police help was fantastic and crowd control was no issue.

Recommendations moving forward:

1 – Make sure the demo teams are told to arrive at an appropriate time and line up on Fall Fair Way, we can stagger them in when it's safe. As well, make sure they are not to start their vehicles if there are still horse teams in the vicinity.

2 – With the addition of the rodeo it is no longer safe to allow pedestrian or general admission traffic through the gate. This needs to be clearly displayed on a sandwich board outside the gate not mounted to the gate.

3 – Find a permanent solution for the faulty power box.

4 – If we could widen the gate by 6-10 feet it would make it a lot easier to accommodate the tractor trailers and longer pickup trailer combos.

5 – If we continue the rodeo, volunteer parking should be along the northside of the track away from the rodeo pit. We can accommodate transportation to the proper building when needed.

Overall a great weekend while muddling through the unique challenges we faced this year. Any comments or thoughts moving forward would be greatly appreciated.

Thank you,

Brian Lamb



## **2019 AGM Quilt Report**

The 2019 Binbrook Fair saw 49 exhibits by 16 registered exhibitors. It was noted that the number of exhibits was down from previous years. There was an increase in new exhibitors. This allowed for the exhibited quilts to be spread out and much more of each quilt on display. A section of the Quilt area was used to display and promote modern quilting which will be a new category in the 2020 Fair.

The quilt department had a great crew of volunteers. Seasoned volunteers, Lisa Burrows, Lois Irvine and Joanne Raiser really kept our department on track and their expertise was invaluable in helping all the new volunteers (Lesley Boileau, Lesley Kennedy and Connie Young) learn the ropes.

During drop off and pick up of exhibits new exhibitors were encouraged to come back next year and bring more quilts. Discussion with various quilt exhibitors throughout the fair weekend allowed for conversations on possible changes and improvements for the 2020 fair year.

Overall the 2019 fair was a great learning experience and going forward we hope to have many more exhibitors and exhibits.

### **2019 AGM Guernsey Show**

This year the Guernsey Show increased with one new herd showing, as well as some 4-H members showing their 4-H projects. Hydro upgrade was a huge improvement and appreciated by all. Very pleased with the show. Thanks to the committee who helped with the show: Gary Whitwell, Don Hall, Michelle and Brooke Young, and Karyn Roberts. Clean up committee: Nik, Chad, Dan, Jamie, Fiore and Mike.

### **2019 AGM Beef Cattle Show**

In the open show we had 9 herds exhibiting their cattle. Hydro upgrade was excellent. No more generators. Great show. Herdsmen competition needs more encouragement to be more competitive. Special thanks to the committee who helped with the Open Show: Gary Whitwell, Don Hall, Brooke Young, Patti and Wayne Smith, Karyn Roberts. Clean up committee: Nik, Chad, Dan, Jamie, Fiore and Mike.

### **2019 AGM 4-H Beef Show**

We were very pleased to have 17 4-H participants showing their projects. Good show. Thank you again to the committee who helped with the 4-H show: Gary Whitwell, Brooke Young, Don Hall, Patti and Wayne Smith, Karyn Roberts. Clean up committee: Nik, Chad, Dan, Jamie, Fiore and Mike.

### **2019 Heavy Horse Show**

Good turnout this year. Many thanks to Queenston and Worldwide Security, great ring.

### **2019 Sheep**

Show was great, will be removing rosettes going forward. Thanks to the volunteers.

### **2019 Poultry**

Smaller show in 2019, added people's choice chicken and put rabbits in the same building.

## **2019 Goats**

This year was an extremely good goat show. From the weather cooperating, to the number of goats showed, and the crowd viewing the show, it was a success. Thanks to the BAS for their ongoing support as well as the Powell family. This year we saw approximately 150 goats showed. We had one new exhibitor enter and a third-year exhibitor brought twice as many goats as last year. The judge was sure to keep the show flowing as it was about a 4 ½ hour show. The only issue brought up by the exhibitors was they couldn't watch the rodeo. I will remember that going forward. I hope to start the show earlier next year, at 10am. Also, would like to increase the prize money by \$5 for 1<sup>st</sup>, \$4 for 2<sup>nd</sup>, \$3 for 3<sup>rd</sup>, \$2 for 4<sup>th</sup> and the remaining entries receiving a \$1 increase.

Thanks, Heather

## **2019 AGM Old McDonalds Tent**

The tent had lots of additional volunteers this year with brightly coloured shirts, so were recognizable. We are really trying to increase the number of educational components; example, chick holding, information signs, pig owner representation and chance to hold the piglets.

We have plans to implement more as the years go on.

Planting station in conjunction with Terra Greenhouses for kids to plant something and take home and learn to care for it.

Washing station for wool.

Vet corner where I do a session with the horse for an hour Saturday and Sunday.

Display of all the things made from pigs; toothpaste, marshmallows, etc.

We didn't have any issues with protestors this year or heat concerns.

## **2019 Photography Department**

The photography department had a total of 438 entries. This is 110 more photographs than the previous year where there were 328 entries. This is very good news. There were 216 in section 1 Colour Photographs, Section 2 Black and White had 60 photographs. Section 3 Specials had 152. There were only 10 in Digital Effects Photographs. 8 in panoramic view and 2 in restorations therefore this section will not be added to the 2020 display.

The year 2019 was the second year of the two-year cycle, so many of the categories have been changed for 2020.

The judging was completed by Terry Babij, who is a member of the Hamilton Camera Club. He has offered to judge again at the 2020 Binbrook Fair. Terry was very thorough in making his selections when judging the photographs. We appreciate his time and effort put into judging.

The photographs were judged Thursday evening after being received between 7 and 9pm. The judging began shortly after 9pm. Gerry Fuchs entered the winning photographs by number into the computer, while Linda Creasy entered the information on a paper chart as a back up. The task was completed shortly after 11pm.

It was a challenging few days at the fair as chairperson for the Photography Department, since it was my first year in the position. I want to thank Gerry Fuchs, who held this position for many years. He helped me and taught me all I needed to know. Gerry is very knowledgeable and was very generous with his time, he gave to me during the set up, as well as the take down of the display. He spent a great deal of time with me during the fair.

I was unaware of the time commitment involved as well as the heavy lifting of setting up and taking down the display. I must also, at this time thank the following volunteers that gave of their time: Paul Devereaux, John Froman, Vivian Kinnear, Hilde Martin, Lucy Gris, Albert Gris, Bev Henson, Al Vasseur and Mark Hodges.

The owner of the barn boards, which were used to display the photographs, took the boards home so they will not be available for the 2020 fair. A new set up is necessary for next year.

We had many visitors that enjoyed the display of photographs. Some commented that the area for viewing the photographs was crowded. There really wasn't enough room around the displays.

Regretfully I must decline being the chairperson in the future. I will be willing to meet with the new chairperson and go over the details of the photography department and help however I can. I will volunteer at the display during the fair.

Thank you,

Dale Creasy

## **2019 AGRICULTURAL EDUCATION PROGRAM Report**

2018 saw the retirement of Linda Whitwell, who had been chairing the Ag Education Program for 21 years. Michele Bain took over the position of Chair, with Melinda Ramsay and Jane Elliott joining the committee.

The 2019 program remained basically the same as in previous years. We had a morning and an afternoon program with 8 presentations: Chick/chicken, Dairy Cow, Pig/piglets, Horse, Alpaca, Sheep, Beef Cow and Farm Equipment. We were fortunate to have all of the presenters from 2018 return for this year.

There were 8 classes in the morning and 7 classes in the afternoon. Each class averaged 23 students, so we had approximately 345 students attend, along with approximately 45 adults. We were pleased to have our local Catholic Elementary School, St Matthews, bring 6 classes in total to the program. Bell-Stone Christian School returned this year with a grade 2 class. In addition, we were happy to Elizabeth Bagshaw, St. John Paul and St. Therese schools returning. These are city schools with diverse student populations and the committee feels that these kids really benefit from being introduced to not only “where food comes from”, but also the agricultural heritage of our area.

All of our students received an apple and a carton of milk when they left, courtesy of our sponsors Lincoln Lines and Dairy Farmers of Ontario. The teachers received bags with educational material in them – this material was sourced both from AgScape and the producers themselves.

Our program couldn't succeed without the volunteers that give up their time to put up the tent and lay out the facilities, guide the classes, greet buses, hand out apples and milk, and generally keep things running smoothly. We appreciate that so many of our volunteers continue to support the program year after year, and that they helped us transition so smoothly.

### **MOVING FORWARD....**

In 2020 we will begin rotating the Farm Equipment station with another presentation every 2nd year. This is at the request of the presenter due to work constraints. We haven't chosen an alternate yet, however we have been discussing stations like vegetables, hydroponics and grains. We have been offered a bee presentation, however there is concern regarding the comfort level of school kids who might have bee allergies (despite the safety of the presentation).

We would like to work more closely with the Old MacDonald's Tent committee to expand the educational opportunities of that tent during the overall fair weekend. This year we managed to have regular chick-holding sessions throughout the weekend, in addition to the sheep shearing and milking demonstrations. We would like to expand our interactive displays such as spinning and other fiber arts and have been discussing activity sheets for kids.

The committee members (and the rest of our volunteers) are passionate about providing kids with agricultural education. We appreciate the support we receive from the BAS, TD Canada Trust, and our community members in helping us continue with this program. We are excited for 2020 and look forward to making Ag-Education Day at the BAS even better.

## **2019 AGM Junior Department Report**

-After two years we finally had an entry for our group Challenge. This is where up to four exhibitors enter as a group and they earn their own individual prizes and then the total amount of points between them all is collected and the group with the most points wins an additional \$100 divided among them.

-We lost the wagon this year so had to switch up our display cases and look for feedback on this, but we feel it went well.

- We had a good amount of entries but are still struggling to fill spaces so looking for suggestions in promoting the group challenge and exhibits in general. If you have any suggestions, please let me know.

-We are in need of new netting on the one short wall as there is a giant rip up it.

-We were extremely low in 4H displays this year, not sure as to why, but also looking for ideas to enhance this as well.

-Junior Department has been running crafts at the market every other weekend from opening day until fair. Always try to have crafts that can be entered in Elementary and Junior when possible. Would love some extra volunteers to help with this as it has now become a staple and I know a lot of families and children who look for it.

-I would love to thank all my volunteers who help with set up, take down, judging etc..

## **2019 AGM Antiques Report**

As first year Chairpersons we had concerns but looking back are so pleased how well everything went. The backdrop for the display was freshened and a few updates made. There were the usual enthusiastic exhibitors who came with their baskets and boxes of family treasures. Dan Wentworth did a wonderful job of judging such a wide variety of categories. One area of concern was "guard duty" and we thank everyone who signed up and took a turn.

We look forward to September and are planning a few changes with Board approval.

## **2019 AGM Arts & Crafts Report**

We had another year showing a great display of our local talent. We seemed to have a higher number of displays and a few new exhibitor names.

I was made aware of a rip in the netting where some jewellery was displayed but nothing was taken.

Thank you to my committee and volunteers who help pull it all together. Thanks to the office staff for all their support and hard work and providing us with anything we needed.

## **2019 AGM Culinary Arts Report**

As Binbrook and the G.B.A.(!) continues to grow, we are pleased to report a good number of new exhibitors in our Culinary Arts department. We try to keep the classes current as well as including the always popular fruit loaves, brownies and chocolate chip cookies.

Most classes were well represented and of excellent quality. Entries in the preserves were down from other years. Incentives are needed in this class or just better weather ?! Ideas welcome!

We are forever grateful for the interest and generosity of the many and various donors of the special prizes and the B.A.S for prize money in the more general categories. A very special thank you is extended to our great committee members for the contributions, dedication and friendship. What a team!

Yours in Community, Wilma Switzer Chair, Culinary Arts

## **2019 AGM Hall Rentals Report**

As more and more residents are settling very comfortably in Binbrook i.e. G.B.A., our B.A.S. buildings and fairgrounds are very desirable and convenient to rent.

We continue to provide the main hall (Building #1) for Beavers and Clubs on Monday and Tuesday evenings - as well as annual events like community banquets. We have hosted several birthday parties, showers, weddings and baptism celebrations. Building #1 is a most popular "Jack and Jill" venue with the convenience of size (348 guests with Special Occasions Permit) a large kitchen, refrigerator, two ovens, coffee pots. Food is to be prepared elsewhere and "parked" in the kitchen until serving time.

Buildings #3,4 and grounds have become more essential for larger events that require more area, very appropriate, convenient and available to our expanding community, As well as car and boat storage in Buildings #3,4 (winter only).

Special thanks to our maintenance crew and cleaning staff for providing spaces that I am proud to show and for which I receive many compliments.

Yours in Community, Wilma Switzer, Hall Rental Coordinator

## **2019 4-H Dairy Show Report**

This was the first year for the 4-H Dairy show and with it being the first one, the committee limited the # of entries to 40 and invited 2 associations (Hamilton Wentworth and Haldimand) to participate. Although it was small there was still a good turnout of 4-H Members (about 20) that came that day and washed, prepped and showed their dairy calves. The show ran smooth and the members had fun. For 2020 we will be opening it up to other counties and increasing the number of entries to 60.

I would like to thank the agricultural society for agreeing to add the 4-H Dairy show to the fair, the workers/directors who assured me that we would have enough water and the electrical wouldn't be a problem and the committee for all their help in the organizing and keeping the day going. Looking forward to a great 2020 show.

Michelle Young

## **2019 Grounds & Buildings Report**

Thanks to Nik and all who helped to move the track fence and Demo Blocks, so as to make space for the Rodeo as it was a great success.

Thanks to the Monday night crew who do a great job of maintaining and repairing the grandstands. Thank you to everyone who helped with the weed whipping of the grounds as it made the grounds look manicured.

I spent about 95 hours cutting grass in 2019.

Also, in 2019 we had the roofs replaced on building 3&4 so now no more leaks.

As of the first part of December the sewers were installed so now no more worry about tanks overflowing. Thanks to Brenda Johnson and Co-Co paving for getting this done.

Thanks, Mel

## **2019 Amateur Winemakers Competition Report**

There were approximately 20 entries, a decrease from 2018, although the quality of the wine was very favourable according to our judges. I would like to thank the help I received from the office staff and Gerry and Ruth Fuchs, along with our sponsors, Fletchers Apples and Brew Time at Upper James and Rymal. I also asked The Glanbrook Gazette for help, letting local wine makers know about our competition with some information about wine making and where you can purchase wine supplies.

Albert Gris



## **2019 Concessions Report**

The buildings were full but it was an interesting time with getting some replies back, with an up coming election it was hard to get all of candidates a spot as we never know who we will have to work with after the election.

I continually get food trucks calling me wanting in. Some would conflict with our own booth, Lions Club and Dairy Booth. I steer them to Campbells.

Every year I try to have 5 or 6 new exhibitors and try to accommodate local ones if possible.

Thanks Mel

## **2019 Home and Garden / Car Show Report**

The 2019 Craft show saw a change with the addition of bouncy castles. The families who came, thoroughly enjoyed themselves and we had much positive feedback. Unfortunately, we didn't get the attendance we would have liked to the craft portion of the show. We took feedback from the vendors present and decided in 2020 to return to the craft show focus and let the Home/Garden portion fade. In 2020, we are also planning much better marketing and community awareness. The Car show was a success as we had beautiful weather on the Sunday!!

## **2019 New Years Eve Report**

2019 (as in January 1, 2019) was a solid New Year's Eve, where we recognized some changes were needed. Surveys were collected and analyzed, but mostly showing positive feedback, and perhaps simply a retiring demographic.

Changes were made based on feedback, but by December 15<sup>th</sup>, 2019, we had only sold 45 tickets for the December 31, 2019 event, and made the decision to cancel the event, and refund tickets.

Discussions are in place with local community groups, about the possibilities for this year, either with an alternative approach, an alternative audience, or both.

It is our belief that we are simply witness to the changing face of our community, as we evolve.

## **2019 BAS Food Booth Report**

Another great year in the food booth, where customers of the fair get good quality food, at reasonable prices, with the fastest service on the Midway!

A huge thanks to all the Scouts and their Volunteer leaders, who run the booth for us each and every year. They love being part of the fair and are proud to report a profit of \$8,174.54 for 2019's fair.

## **2019 Technology Report**

Technology use through 2019 improved again, through more consistent use of our website and social media. As well, more adoption of the AssistExpo software during the fair, once again streamlined many of the processes in the past that were cumbersome.

Our wifi networks have had new hardware purchased for upgrade as well, and are due for install in the spring of 2020.

We are also exploring other ways to share our resources with outside partners, and therefore reduce recurring fixed costs for our utilities.

## **2019 ATM Report**

Our support of providing financial availability (ie: cash) during events like the fair and farmer's market, continues to be a positive influence on profitability. In addition to the more than \$65,000 we provided to various events (mostly the fair), our profit in service charges for the use of our machine in 2019 was more than \$2,700.

We look forward to 2020, as we have plans to purchase a new and more modern ATM and improve availability.

## **2019 Storage**

We are pleased to report that building 3 is back up and running for winter storage, after our investment in a new roof in 2019, for building 3 & 4.

In the fall of 2019, we have filled buildings, with a gross income for storage of \$26,110.44.

Many thanks to Kevin & Lenard, and everyone else, for their help with this annual source of revenue.

## **Demo Derby 2019**

Great year, updates to demo ring, show on W5 featured at our fair.

## **Farmers Market 2019**

Looking forward to another great 2020 but will be moving admin things into the office. Thank you to Rebecca, Vivian, Paul, Pat, Chad, Cliff etc....Important aspect of ag society, same people who volunteer, hoping to initiate more of a rotation.

## **Gates 2019**

Cheryl Echlin did Davis Gate, Nik and office did pedestrian gate with addition of fencing, great committee and it went well.

## **Grain, Seed and Hay 2019**

Thank all exhibitors, very good show by some seasoned exhibitors and some new as well. A lot of young people starting to exhibit and carry it on. If you are looking to volunteer, we are happy to accept other people.

## **Horse Pulls 2019**

Another good year but struggle to find them, not a lot of teamsters left. Trying to recruit some more teams. Still able to get 6 teams this year.

## **2019 Miniature Horse Show**

This was my first year running the miniature horse show and would like to continue running it to help it grow and develop. Things were a little hectic at the beginning due to how entries were done. However, with a little tweaking how people register it will make it much easier and smoother. I can work with Karen on that ASAP before the book comes out. As for the date and time, would it be possible to change it if the rodeo is coming back? As I would love to compete in the rodeo and this past year it conflicted with the miniature horse show.

I am working on developing a team of horse enthusiasts to help with the show and am looking forward to 2020. As a side note, there are lots of little kids that compete in the costume class, is it possible to participant ribbons so everyone can get one?

Take Care

Aleasha Nimec

## **2019 Parking**

Thankyou to everyone who helped with parking at Binbrook Fair 2019!

A total of 30 BAS members, students, Jr C's along with Aaron Burrows and associates helped us make full use of our parking lot this year

The committee has some new ideas to try and is looking forward to a great fair in 2020.

Clint Burrows

## **2019 Elementary Department Report**

As a quick update, for Elementary, we struggled collecting artwork from the local schools for the 2019 fall fair, as many of the teachers who had handled that at the schools were no longer there, and the task of collecting art hadn't been reassigned. That said, we were not lacking as Bellmoore and St. Matts submitted a large amount. Kids games were not well attended, only about 8 participants for each, looking at new ideas for 2020. Cookie decorating was very popular, so we will plan to do something comparable this year, as well as some other hands on crafts/activities. Lots of exhibits entered, however some categories were not represented with many, and there was some overlap, currently reviewing and making changes for this year. Overall a great fair, happy to be a part of it! Thanks, Kim Burrows

## **2019 Catering**

Submitted by – Shannon Wellnitz, Chairperson

The Catering Committee had a lighter than usual year, but it was a great year of transition of Jenn, Tracy and myself. During 2019 we catered 3 different events and assisted with one.

February – Valentine's 50/60's Dinner/Dance April – GNHL Hockey Banquet

June – Stag and Doe October – assisted with Turkey Roll

Over the beginning of 2020 we have already catered 2 events (a Celebration of Life and the Valentine's 50/60's dinner/dance,) and have 3 more events, and the turkey roll already scheduled. We are happy to say we are in line to make 2020 a very good catering year.

In the fall of 2019, we had two major adjustments to the everyday catering production. First the stove that was used as overflow was removed from building three due to health concerns. While this was agreed upon by the Catering committee, as health and safety must be the number one concern, we are worried about the long term of catering with our current kitchen situation. Secondly the overflow freezer that was stored at the rear of building three quit working. At this point it is quite evident that a renovation is desperately required. This along with the lack of a proper hand washing sink, and serious lack of space have led us to look ahead in 2020 and the future. We feel it is imperative that at this point we see a commitment from the BAS to renovate the kitchen up to todays standards. Our kitchen is well undersized for the numbers that our hall can accommodate, from storage to cooking, as well as dish washing a renovation the only way we can move forward. As we venture out to attempt to broaden the horizons of catering, we see it as essential that BAS stand behind us and assist to make our facility somewhere, we are proud to call our home. At this point the basic needs are not being met and it is extremely difficult to meet demand. For our last two events we have had to look to less than ideal options in order to meet demands, and it is imperative that this is not how things continue.

As your chair I would like to thank all the hard-working BAS members who come out and support our events, we have welcomed a large number of newcomers over the last year, and we hope this continues. Jenn, Tracy and I continue to lean on our veteran Catering Group for support and knowledge, and we are so appreciative for their tireless assistance. We are so thankful also that they welcome our new ideas and adapt to the changes. We honestly could not do this without you all!

Thank you all, and please, if you have an interest in being a part of our committee, please let me know and I will add your email address to our list.

Shannon Wellnitz, Jennifer Watson, Tracy Jolly

## **2019 Departments Missing year end Report**

- 1** Publicity
- 12** Root & Vegetables
- 16** Knitting/Crocheting
- 17** Organized Group Display
- 25** Wood Carving
- 28** Elementary Dept
- 31** Pet Show
- 32** Baby Show
- 35** Entertainment
- 48** Community Church Service
- 51** Homecraft Committee

## **1<sup>st</sup> Binbrook Scout Group Report**

We continue to enjoy and appreciate our partnership with the BAS, as our official Group Sponsor.

The youth in our program, gain exposure to the Ag Society, it's priorities, and the Agricultural community as a whole.

We remain as one of the largest Scouting groups in the country, thanks mostly to the fine team of very dedicated volunteers, and can't thank them enough.

We appreciate the opportunities to help with events, the Fair, the Food Booth, and general maintenance around the grounds, and look forward to 2020 with you.

We have many camps, outings, and events planned, including taking 50 to New York City, over the March break.

Our ongoing challenge as always, is the ability to fundraise enough to support all, but appreciate the support of this community as we do our best fiscally.

**Thank you!**