GODERICH LITTLE THEATRE & THE LIVERY

Policy Manual

With Board Approved Content to June 24, 2026

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i. Introduction

The Goderich Little Theatre (GLT) has operated successfully since being founded in the 1940's. The Board of Directors has made many decisions and created numerous policies over the years, to manage the purchase of premises, expand entertainment offered from theatre to film and music, all with a larger audience and volunteer base, and in a more complex technological world and with growing revenues and responsibilities. Accordingly, policies are wide ranging, and over time some have been forgotten or fallen by the wayside or become irrelevant. Records of such decisions are housed mainly in minutes of Board meetings and various disparate files in The Livery offices, or other manuals such as those created for directors/producers, and volunteers. Some exist only in people's memories. This manual is an attempt to bring all of that together in a clear, consistent format and single source location for ease of reference and execution.

ii. Purpose & Use:

This manual exists to record and consolidate policies adopted by the Board of Directors of the GLT. It shall be used by all members in any capacity as a reference guide to all decisions made by the Board respecting approved processes, practices and policy in order to foster open communication and operate in a consistent manner throughout the organization. It shall be available to all and used with transparency. Certain confidential information as may exist (e.g.: employee contracts & compensation) will be referred to but not included, and if the user requires access, application may be made to the General Manager or Executive.

At inception, this manual is incomplete and will be compiled over time from other files and records, or newly created policy statements. Initially, absence of content on a particular topic does not mean that Board policy does not exist, and readers are advised to consult with the General Manager in such cases.

Policies will evolve, are not written in stone and are developed with the best of intentions based on current knowledge and circumstances – they will not be perfect. A reader that takes exception to a policy should submit a written brief to the Board outlining why they take issue to the respective policy and suggest an alternative. All such briefs will be promptly considered by the Board.

iii. Maintenance:

This manual will be kept up-to-date at all times by the General Manager, under the direction of the Secretary. Board decisions will be documented herein where appropriate; all content will be Board approved and an on-line PDF version maintained on the GLT website.

Approved by the Board: March 3, 2014

1. Governance & Membership
    a. Board of Directors
        i. Structure

        The affairs of the Corporations shall be managed by a board of a minimum of 8 and a maximum of 12 directors.

        ii. Elections

        Individuals wishing to stand for election to the Board must have been Members in good standing for a period of 30 days and shall have notified the Secretary via the General Manager, their intention to stand for election at least 60 days in advance of the Annual General Meeting. Directors shall be elected to the Board for two-year rotating terms at the Annual General Meeting, according to Section 9 of the By-law. Directors' terms shall be from the date of the Annual Meeting at which they are elected until the second following Annual Meeting, or until their successors are elected. Members may re-elect any Director for a maximum of three (3) consecutive terms. If any Director has served three (3) consecutive terms, the Director may not stand for election until one (1) year following the end of the Director's term

        iii. Incumbents

        Directors whose term is not expired shall be reaffirmed at the Annual General Meeting.

        iv. Director Responsibilities & Accountabilities

The GLT has adopted the following principles as an outline of Board Member accountabilities, functions and strategic leadership:

- Demonstrate diligence and prudence in exercising duties as a Board Member
- Be familiar with Bylaws, Mission and Value statements, Policy & Procedures & financial position
- Comply with the GLT Code of Conduct
- Aspire to an executive role
- Meeting attendance, active participation and preparedness
- Understand the key measures and metrics for assessing organizational success, financial and otherwise
- Actively champion, participate in, attend, promote and support GLT / Livery programming
- Understand and respect the role of the General Manager
- Make meaningful and knowledgeable contributions to Board discussions and provide valuable input
- Actively recruit Board and committee members with a view to succession and sustaining the organization
- Chair or participate in at least 2 committees
- Contribute individual skills, knowledge and experience to Board discussions
- Identify actions to capitalize on opportunities that will achieve organization's strategic priorities
- Maintain confidentiality at all times with respect to the business of the Board

Approved by the Board: July 6, 2016

v. Attendance

- Consistent attendance is critical to maintaining the effectiveness of the Board. Board directors are encouraged to prioritize their participation to ensure the Goderich Little Theatre continues to fulfill its mission.
- Directors are expected to demonstrate consistent and dependable attendance at board meetings, with exceptions permitted for unforeseeable circumstances (e.g., emergencies, illness) or pre-approved arrangements.
- Directors are required to notify the Board Chair as soon as possible prior to a scheduled meeting if they are unable to attend.
- If a director is absent without providing prior notification, the Chair will engage the director in a discussion to understand the circumstances and collaboratively develop a plan to support their future attendance.
- If there are 3 consecutive absences without providing prior notification or failure to adhere to an attendance plan, then a meeting of the Members may be called where the Members, by ordinary resolution, may remove the Director before the expiration of the Director's term of office in accordance with GLT Bylaw #7, section 2.02.

b. Executive

The executive shall consist of the Chair, President, Vice-President, Secretary and Treasurer (who are selected as per the By-Law), as well as the General Manager. The executive will meet on an as needed basis.

Duties of the Chair

The Chair shall perform the duties described in sections 3.04 and 9.05 of By-Law 7 and such other duties as required by law or as the Board may determine from time to time.

Duties of the President

The President shall perform the duties described in Schedule A of By-Law 7 and such other duties as may be required by law or as the Board may determine from time to time.

Duties of the Treasurer

The Treasurer shall perform the duties described in Schedule B of By-Law 7 and such other duties as may be required by law or as the Board may determine from time to time.

Duties of the Secretary

The secretary shall perform the duties described in Schedule C of By-Law 7 and such other duties as may be required by law or as the Board may determine from time to time.

Duties of the Vice-President

The vice-president is selected by members of the Board and shall:

- Run board meetings as requested and in the chair's absence
- Run executive meetings as requested and in the president's absence
- Serve as the GLT Board's spokesperson as needed
- Assist with GLT Board president duties
- Complete special duties as requested

Duties of the Past-President

The past-president is a non-voting advisor to the executive and GLT Board of Directors. The past-president role is a 1-year term. The past-president shall:

- Maintain continuity in the GLT Board of Directors and help ensure smooth board transitions.
- Assist the board of directors with strategic plan/policies
- Proactively support and promote the work of the GLT Board
- Assume the role of mentor for the president

c. Committees

i. Each committee will have a reporting relationship to the GLT Board of Directors and report directly to the Board. Recommendations will be made to the GLT Board which will have final decision-making authority.

ii. Each committee shall develop Terms of Reference for approval by the Board and will review and revise annually.

iii. At least one Board Member shall be on each committee, unless more are specified in the committee's Terms of Reference.

iv. Each committee will submit minutes or a report to the GLT General Manager at least 7 days prior to the scheduled Board meeting.

v. In the course of committee business, confidential information may become known to committee members. Members have a responsibility to keep such information confidential.

vi. The chair of the Board is an ex-officio member of all committees.

vii. Standing committees include:

1. Programming
2. Livery Film Fest
3. Personnel
4. Technical Committee
5. Fundraising
6. Volunteer
7. Building
8. Health and Safety
9. Governance
10. Ordinary Magic

viii. Ad Hoc Committees include:

1. Steering Committee Expansion Project

d. General Manager
   i. Responsibilities
   ii. Contract
   iii.
e. Policies and Procedures
   i. Authority
   ii. Template
      1. Policies
      2. Procedures
   iii. Maintenance
   iv.
f. Membership
   i. Eligibility

   Membership in the Corporation shall consist of the incorporators named in the articles and such other persons interested in furthering the Corporation's purposes and who have been accepted into Membership in the Corporation by resolution of the Board. A Membership in the Corporation is not transferable and automatically terminates if the Member resigns or such Membership is otherwise terminated in accordance with the Act. Individuals wishing to stand for election of director to the Board must have been Members in good standing for a period of 30 days and shall have notified the Secretary via the General Manager, their intention to stand for election at least 60 days in advance of the Annual General Meeting.

   A director shall not be:
      1. A person who is not an individual.
      2. A person who is under 18 years old.
      3. A person who has been found under the Substitute Decisions Act, 1992 or under the Mental Health Act to be incapable of managing property.
      4. A person who has been found to be incapable by any court in Canada or elsewhere.
      5. A person who has the status of bankrupt.
   ii. Fees: $25 per year

g. Document Retention

Per the Corporations Act and Not-for-Profit Corporations Act, the following documents need to be retained indefinitely:

- Articles of Incorporation
- Corporate By-Laws
- Register of Directors, Officers and Members
- Minutes of GLT Board Meetings
- Books of Account and Accounting Records relating to all financial and other transactions (including General Ledger or other Book of Final Entry)
- Financial statements and copies of T3010 returns

The following documents also need to be retained indefinitely:

- Minutes of GLT Committee Meetings of the Board
- Board and organizational policies
- Property, Contents, Directors, General, Liability Insurance Policies

Per the Income Tax Act and Excise Tax Act, the following documents need to be retained for 8 years:

- Source documents- invoices, receipts, formal contracts, cheques, delivery slips, purchase orders, or bank deposit slips
- Records supporting HST/ GST rebate or refund

Per the Employment Standards Act, the following documents need to be retained for 3 years after the employee departs:

- Employee file includes name, address, DOB, employment offer, job descriptions, agreements, reviews, complaints, termination and layoff notices

h. In-camera sessions: “In-camera” means “in private”. In-camera sessions are held routinely as part of board meetings in order for the board to candidly discuss sensitive or highly confidential issues that may not yet be public knowledge. The chair should seek to ensure all directors are heard from during an in-camera session.

Attendance: attendance may be determined based on the nature of the topic to be discussed.

	Board Including GM & non-director officers	Board only
Rationale	• Maintain confidentiality required by law • Discuss highly sensitive issues	• Encourage open communication among the board • Discuss issues related to how the board operates • Address issues related to the GM
Topics	• Legal issues • Major strategic & business issues • Crisis management • Human Resources (HR) items	• GM performance • Compensation • Succession planning • Board practices, behaviour, and performance
Potential Invitees	• General Manager (GM) • Non-director officers (i.e. President, Treasurer) • Professional advisors	• Professional advisors

Prior to the discussion, the board will move in-camera. Any director may make a motion to move in-camera. If the motion is passed, all non-directors must leave the meeting, unless requested to stay by the chair. At that time any meeting recording will be turned off.

The chair will introduce the topic, invite discussion of all board members and conclude with clear resolutions or next steps.

Minutes are not to be taken during in-camera sessions to permit frank discussion of the issues at hand. However, if a vote or formal motion needs to be put forward, a director will move to end the in-camera discussion and resume the formal board meeting. The motion may then be made, voted upon and recorded in the minutes appropriately.

If the GM & non-director officers are not in attendance, the Chair will inform the GM/non-director officers soon after of any specific conclusions, action-items or recommendations from the in-camera session.

Approved by the Board: June 15, 2026

2. Code of Conduct

This Code of Conduct is designed to clarify the expectations of Goderich Little Theatre (GLT) on how all volunteers, staff, and contractors must conduct themselves while involved in the activities of the theater. The Code seeks to provide for a safe, enjoyable and equitable environment for all.

i. General Standards - GLT requires that all volunteers and staff comply with all laws, regulations and policies governing its activities and to the following:

- treat everyone with dignity and courtesy;
- be fair, considerate and honest in all dealings with others;
- refrain from any behavior which may bring GLT into disrepute;
- display control, respect and professionalism in all activities;
- observe proper meeting conduct and protocols;

ii. Discrimination, Sexual Harassment and Bullying:

Volunteers and staff are expected to respect the rights, dignity and worth of others regardless of their gender, ability, sexual orientation, cultural background or religion or of any physical or psychological disabilities.
The GLT will not tolerate discrimination. Discrimination is any behavior or practice which reflects an assumption of superiority of one group (or individual) over another or disadvantages people on the basis of their real or perceived membership of a particular group and includes such behavior as less favorable treatment, unfair exclusion and asking discriminatory questions.

The GLT will not tolerate sexual harassment. Sexual harassment is any unwanted, unwelcome or uninvited behavior of a sexual nature that makes a person feel humiliated, intimidated or offended.

Equally, the GLT will not tolerate bullying. Bullying is behavior that intimidates, offends, degrades, insults or humiliates another person. Bullying can be physical or psychological. Examples of bullying include:

- rude or belittling comments;
- aggressive or frightening behavior (e.g. shouting or threatening violence);
- threats of assault against a colleague or damage to their property or equipment; and
- standing in someone's way or deliberately blocking their path in an intimidating manner.

iii. Health and Safety

Everyone has the right to participate in an environment that is physically and emotionally safe.

Volunteers and staff are asked to take responsibility for their own health and safety, ensuring that their actions do not risk the health and safety of others. All are required to take reasonable care at all times by following all lawful instructions from those in authority at GLT in its efforts towards providing a healthy and safe environment.

All hazards, accidents or injuries must be reported to the General Manager or GLT representative in charge of the activity.

To promote a culture of wellness, the Goderich Little Theatre suggests the following:

- If you are ill with gastrointestinal symptoms (nausea, vomiting, diarrhea), please stay home until symptoms have resolved for 48 hours.
- If you are ill with respiratory symptoms (fever, cough, sore throat, runny nose), please stay home until you have had no fever for 24 hours and your symptoms have been improving for 24 hours. Please also consider wearing a mask until your symptoms have completely resolved.

A discussion with the production team will take place on a case-by-case basis during the run of a show.

iv. Alcohol and Drug consumption

Alcohol or prohibited drugs are not to be consumed by staff or volunteers while performing duties before or during a show. Exceptions to this are GLT sponsored events on the premises or at other locations (i.e. Opening Night after-show parties, Annual Award Banquet, etc.). Special consideration should be shown when minors are present.

In the context of this provision, anyone exhibiting signs of being intoxicated or under the influence of alcohol, or an illegal or prohibited drug will be prevented from commencing or continuing their activity.

v. Grievances

Grievances shall be escalated via one of the following two approaches:

1. An aggrieved person who is part of a production will escalate through the Production Manager.

   I. The Program Committee will ensure the Director of each play receives a copy of the Code of Conduct and signs a confirmation that it has been received and reviewed.

II. The Production Manager will be sent the email addresses of all volunteers participating in the production of a play (cast and crew).

III. The Production Manager will in turn email the Code of Conduct link to the aforementioned. A request for a hard copy of the document will be forwarded to the General Manager to process and distribute.

IV. If a complaint is received that cannot be resolved by the Production Manager, it is to be forwarded to the Volunteer Committee. They will determine the next steps.

V. The Board President and Board must become involved if legal advice/action is required and/or if disciplinary action must be taken.

VI. It is imperative that two people be present when any discussions take place with the person who files the complaint.

2. All other GLT volunteers or staff in any other capacity will escalate via the President.

I. If a complaint is received that cannot be resolved by the President, it is to be forwarded to the Volunteer Committee. They will determine the next steps.

I. The Board President and Board must become involved if legal advice/action is required and/or if disciplinary action must be taken.

II. It is imperative that two people be present when any discussions take place with the person who files the complaint.

vi. Conflict of Interest

A conflict of interest exists when someone with a fiduciary responsibility is in a situation where their own self-interest and the interests of the theater might be in conflict.

No member of GLT, or any of its committees, or board, shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with GLT. Each individual shall disclose to the theater any personal interest which he/she may have in any matter pending before the Board and shall refrain from participation in any decision on such matter.

Approved by the Board: June17, 2024

3. Productions
    a. Theatre
        i. The Board encourages production teams to offer a preview performance before opening night. Admission for this performance will be "pay-what-you-will".

        ii. The Board encourages the production team to consider extra unadvertised performances; however, they are required to inform the company about the extra date(s) at the beginning of rehearsals.

        iii. Once approved, any changes to a production plan must come to the Board.

        iv. Submissions of new work must include a working script.

        v. We uphold the principle of copyright and the artist's right to control their own work

        vi. Each production chosen for a GLT season will be provided with a Program Committee member to act as liaison.

        vii. The Program Committee recommends that directors new to the GLT and the Livery, be assigned a mentoring director to guide them in the workings and historical best practices of the GLT.

        Approved by the Board: August 19, 2024

    b. Film Fest
    c. Live at the Livery
    d. Ticket Pricing
        i. Regular
        ii. Senior
        iii. Student
        iv. Group
        v. Cancellation: Full refund for sold tickets up to 48 hours in advance. For fewer than 48 hours, any exchange is at the discretion of the Box Office and the Administration.

        Approved by the Board: March 21, 2022

    e. Actors
    f. House Management
    g. Box Office Management
        i. Pre-Show
        ii. During Show
    h. Properties Management
    i. Wardrobe Management
    j. Dressers
    k. Make-up & Hair
    l. Lighting
    m. Recording – Video & Sound

n. Complimentary tickets: Each year the President of the Board of Directors of the Goderich Little Theatre will be provided with four complimentary tickets to each production of the Goderich Little Theatre to use as the President sees fit.

o. Cancellation Policy: The Stage Manager in collaboration with the Production Manager and the GLT General Manager will make the decision to cancel a scheduled theatre production show. Reasons for cancellation may include (but are not limited to): inclement weather; road closures; loss of electricity/heating/cooling/running water in the building; or other emergency like fire or flood. The Stage Manager, Production Manager and GLT General Manager will endeavour to give at least 4 hours notice (or as much notice as possible) to the cast/crew and ticket holders. The Stage Manager will communicate information about cancellations to the cast and crew. The GLT General Manager will post information about any cancellations on the Livery Theatre, Goderich Little Theatre social media pages (Facebook, Instagram, etc.) as well as our webpage and may also elect to communicate with ticket holders by phone or email. Ticket holders will be offered tickets for another performance or refund (depending on ticket holder's preference). All theatre productions will be asked to reserve time for a tentative/make-up show (likely on the second Saturday afternoon of the run at 2 pm) in order to aid in rescheduling a cancelled show.

p. Production Participant Permission/Consent Form – Each participant (or parent/guardian of a minor) will complete this form for each production attesting that they have read the Code of Conduct, as well as complete the request for consent to share photo/name/recordings in print or on website or social media. Participants or parents/guardians will also provide relevant information on allergies/dietary restrictions and provide emergency contact information. This information will be shared only with the GLT General manager, as well as the director, stage manager and production manager of each show via Google Forms and will be deleted at the conclusion of the production. Any printed forms will also be shredded at the conclusion of the production.

Approved by the Board: April 10, 2026

4. Marketing
   a. Standards
      i. Logos
      ii. Posters
      iii. Brochures
      iv. Programs

5. Finance
   a. Banking
      i. Signing Officers:

Bank accounts shall require two signatures on all cheques or other payment or banking instructions or documents. For convenience, three officers namely the President, the Treasurer and the General Manager shall have signing authority, with any two of the three authorized to sign.

Approved by the Board: March 3, 2014

      ii. Reconciliations:

Monthly bank statements will be reconciled to internal records (QuickBooks) within 10 business days of each month-end, with any discrepancy researched to resolution. Any unreconciled amounts must be reported to the Treasurer as soon as possible.

For any cheques which remain outstanding longer than 6 months, the General Manager must resolve by contacting the payee to determine if it should be re-issued or cancelled.

Approved by the Board: March 3, 2014

b. Budgets
   i. GLT: No policy has been established

   ii. Theatre Productions:
      1. $7,000 for non-musical productions
      2. $7,000 for musicals from existing

Approved by the Board: March 18, 2024

   iii. Co-Productions:

c. Reserves No policy has been established.

d. Taxes

   i. Harmonized Sales Tax (HST): Current Federal regulations do not require registered charitable organizations to collect and remit HST unless annual revenues exceed $250,000. Organizations may choose to register even though revenues are less than the above threshold if they desire. The GLT has elected not to collect/remit HST at this time.

Approved by the Board: March 3, 2014

   ii. Notwithstanding that the GLT does not collect HST, as a registered charity, it is entitled to claim the GST/HST Public Service Bodies' Rebate. The Treasurer shall ensure that the appropriate claim is processed every six months (as of February 28th, and August 31st) in accordance with Canada Revenue Agency guidelines (RC 4034) and which will result in a rebate to the GLT of approximately 70% of all HST paid during the period.

Approved by the Board: March, 2017

e. Expenses Incurred:

   i. Reimbursement
      1. Travel:
         a. Mileage Allowance:
         b. Public Transportation:
      2. Lodging:
      3. Meals:

   ii. Discretionary Limits

   iii. Tax Receipted Donations

   iv. Paying Board Directors or Their Family Members for Services

The Goderich Little Theatre (GLT) is primarily a volunteer-run organization. However, we may sometimes pay for specialized services. Board directors, or their family members, may be paid for work done for GLT, as long as the work is separate from their role as a board director. Examples of paid work include: Setting up or running lighting or sound for a GLT rental, Leading a youth program.

i) Payment Approval:

The board must agree on the maximum amount to be paid before the service is performed. Payment must be supported by appropriate documentation (i.e. rental agreement or invoice). Payments made under this policy are for contracted services. Individuals receiving payment are responsible for their own taxes and deductions, in accordance with Canada Revenue Agency (CRA) requirements.

ii) Conflict of Interest:

If a board director, or their family member, will be paid: The director must declare a conflict of interest, leave the meeting and not take part in the discussion or vote.

iii) Voting Requirements:

At least 4 eligible board members must vote in favour

No more than 20% of board directors may be receiving payment at the same time

Compliance: This policy follows GLT’s By-Law 7 and guidance from the Ontario Office of the Public Guardian and Trustee (“Payments to Directors and Connected Persons,” 2021).

Definition: Family members and connected persons include a spouse or partner, parent, child, sibling, sibling’s spouse or partner, and anyone living in the same household or any person with whom the director has a business, contractual, or financial relationship that could reasonably be perceived as a conflict of interest.

Approved by the Board: June 15, 2026

f. Borrowing:

g. Grants:

h. Sponsorships:

i. Donations:

j. Gifts in Kind: Note that for tax receipt purposes, Gifts in Kind must be tangible goods (not services), and that fair assessment of value can be subjective. As such, tax receipts issued for Gifts in Kind can be challenged by the Canada Revenue Agency (CRA) and/or the Charities Directorate and jeopardize an organization's charitable status.

   Accordingly, unless specified by the donor, the GLT will prefer to purchase any tangible goods and be invoiced accordingly. Where the goods represent a gift or donation, the donor will be asked to accept the GLT's payment for such and endorse the cheque back to the GLT (this eliminates the donation from being classified as a Gift in Kind). A tax receipt will then be issued for the cash donation.

   Approved by the Board: March 3, 2014

k. Preferred Vendors

l. Duties of the Treasurer: The following chart reflects the duties of the Board-appointed Treasurer:

		Hours			
		Weekly	Monthly	Quarterly	Annually
Daily or Minimum Weekly	Manage day-to-day bookkeeping, enter transactions in QuickBooks, prepare bank deposits, sign cheques, review outstanding items to be paid or processed, ensure proper follow-up	3.00	13.00		156.00
	Monitor PayPal & Square accounts, transfer funds to CIBC , download payment data, prepare and enter QuickBooks updates	1.00	4.00		48.00
Bi-Weekly	Enter payroll - QB & banking transfer Create new tab in GM's payroll spreadsheet for future period(s)		1.00		12.00
Monthly	Download bank statements (3 x CIBC accounts + VISA) and reconcile accounts in QuickBooks		1.00		12.00
	Treasurer's Report for Board meeting		1.00		12.00
	Prepare monthly P/L report and forecast results for balance of year		3.00		36.00
	Attend Board meetings		2.00		24.00
	Prepare employee time sheet for ensuing period		0.50		6.00
	Verify bar inventory to QuickBooks		0.50		6.00
April, July, October, January	Calculate, prepare and remit CRA source deductions for previous quarter, by 15th of the month			1.00	4.00
September	Calculate & file HST/PSB Rebate for 6 months ended August 30				2.00
	Year-end review of financial accounting entries - unearned revenue, prepaid expenses				4.00
	Year-end statements: Prepare in-house statements for Board approval, compile QuickBooks data and reports together with paper records to deliver to accountant for preparation of formal statements, and follow-up.				15.00
	Set up file folders for new fiscal year, archive previous year and prepare for accountant review				1.00
October	Budget for new fiscal year				5.00
	Engage/manage accounting firm				1.00
November	Registered Charity Information Return (Form 3010) (by Nov 30)				3.00
	AGM report, presentation, meeting				5.00
December	Submit grant application to Town of Goderich				2.00
January	Town presentation and report in support of grant				4.00
	Calculate new CRA deductions for employees - update QB (Memorized transaction) and GM payroll spreadsheet				1.00
	Review & oversee tax receipt process for donors, prepare template for new year				1.00
February	Annual T-4 for employees (before Feb 28)				2.00
	T4 Summary to CRA (before Feb 28)				1.00

March	Review and recommend next season ticket pricing for Board review and approval				2.00
	Calculate & file HST/PSB Rebate for 6 months ended February 28				2.00
April	Submit Capital claim to Town of Goderich				0.50
Ad-hoc	Review Flex Pass sales & redemptions post-show to transfer revenue to show account			0.50	2.00
		Total Hours Annually			367.50
		Average Per Month			30.63

Approved by the Board: May 26, 2025

6. Premises
    a. Rentals
        i. Eligibility
        ii. Deposits
        iii. Fees
        iv. Agreement
        v. Waiver of Fees
            1. General - There are various times throughout the year where the Livery is not in use for rentals or productions. On occasion the GLT board will waive the rental fee for local artists and cultural organizations.
            2. Process
                a. Local artists and cultural organizations must submit a waive rental fee application to the General Manager
                b. The application form can only be submitted for dates within the next 4 weeks.
                c. The General Manager reviews the application and confirms that the date(s) requested are available
                d. If the date(s) is available, the General Manager then marks the rental on the calendar.
            3. Criteria - One member must live in Huron County, be an artist or cultural organization – music, art, heritage etc., have a history of working with the GLT or the Livery, and the Standard rental agreement to be signed

Approved by the Board: December 5, 2016

b. Access & Key Holders

Keys to The Livery will be controlled by the General Manager, with a record maintained of current key holders and their signatures acknowledging receipt. Keys will be provided to incumbents of the following positions:

i. Permanent key holders:
   - President
   - Treasurer
   - General Manager
   - Chair of Building Committee
   - Technical Director
   - Wardrobe Manager
   - Properties Manager
   - Carpentry Manager

ii. Temporary key holders:
   - Current Production Director
   - Current Production Stage Manager
   - Renters, and others as deemed necessary and appropriate by the General Manager, who will ensure keys are returned on a timely basis.

Approved by the Board: March 3, 2014

c. Liquor License

i. GLT Events – The Goderich Little Theatre has a permanent liquor licence issued by the Alcohol and Gaming Commission of Ontario. As required by the terms of the licence, the physical licence will be posted on the wall near the bar in the foyer of the theatre. The GLT is committed to the responsible service of alcoholic beverages to responsible consumers. We are also committed to actions that will help reduce drunk driving.

ii. Rental Events – Parties renting the Livery that wish to serve alcohol MUST:
   1. Obtain their own liquor licence. The renter shall be responsible for all liquor purchases, supplies and staffing of the bar; or
   2. Choose to have the GLT run the bar. The GLT retains 100% of the profits. The GLT General Manager will arrange for GLT volunteers to operate the bar.

   The renter will liaise with the General Manager regarding other details such as purchasing of alcohol, price & other supplies.

iii. Servers – All bar servers, whether acting for the renter or on behalf of the GLT, shall have the "Smart Serve Ontario" designation (www.smartserve.ca). If required, the GLT will pay for a maximum of 5 Smart Serve certificates for volunteers. (approved by the Board: March 21, 2022)

iv. Alcohol Management
   1. Guests are not permitted to bring in alcoholic beverages from outside vendors and may not go outside the building with alcohol purchased from the GLT or a third party renting The Livery.
   2. All alcoholic beverages supplied by renters will be removed from The Livery at the end of the respective event.

3. All alcoholic beverages that are the property of the GLT will be stored securely in a designated, locked area when bar service is not available.

Approved by the Board: January 9, 2017

d. Capacity
e. Cleaning
f. Technical
    i. Sound
    ii. Lighting & Projection
    iii. Paint – storage of paints and paint products shall be limited to those of a generic nature (Livery walls, stage surface, etc.) and will NOT include paints acquired for production use which are to be disposed of as part of production tear-down.

Approved by the Board: January 4, 2016

g. Chairs – The Livery chairs, tables, and table cloths will not be rented out.

Approved by the Board: December 13, 2017

h. Video Surveillance System Policy (VSSP): GLT follows the principles of the Freedom of Information and Protection of Privacy Act (FIPPA) and the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) as recognized best practices to ensure the protection of personal information and responsible handling of records.

    i. Purpose: The Goderich Little Theatre (GLT) utilizes video surveillance in select public areas to support the safety and security of people accessing the GLT, the property itself and to reduce risk and liability exposure for the organization. The GLT is committed to balancing the safety and security benefits derived from the use of a Video Surveillance System (VSS) with an individual's right to be free from the invasion of privacy.

    ii. Scope: This policy applies to GLT employees, Board of Directors, Building Committee Chair and /Tech Committee members, as well as contractors, service providers and their employees and members of the public who are subject to recording. Access to the VSS will be restricted to authorized users and protected by a secure password. Authorized users include the GM, Building Committee Chair, and where required a designated Board Member providing backup coverage.

    iii. Responsibility:
    - The Board of Directors will:
        - provide oversight and compliance with the policy by employees and volunteers
        - determine the overall (VSS) to be used
        - investigate and report any privacy breach to the Office of Information and Privacy Commission of Ontario (IPC)
        - respond to appeals and privacy complaints received through the IPC

- receive training in the operation of the VSS to provide coverage during periods when the GM is unavailable (One Board Members to be appointed by Board)

- The General Manager (GM) will:
  - Provide oversight of the Video Surveillance System (VSS)
  - Coordinate with Committee(s) or service providers regarding the placement, operation, and maintenance of the VSS
  - Receive training in the operation of the VSS
  - Approve applications for access to information from outside sources
  - Respond to requests from the public and volunteers regarding the collection, use, and disclosure of personal information captured by the VSS
  - Maintain custody and control of all records created by the VSS

iv. Breach of Privacy Incidents: Authorized Users will:
- comply with all recommendations of the IPC including the reporting of any Breach of Privacy occurrences.
- upon notification, take all reasonable actions to limit record disclosure and conduct further investigations to eliminate potential future occurrences.
- make reasonable efforts in accordance with MFIPPA to inform the individual(s) whose record(s) was/were disclosed as a result of the breach.

v. Installation and Placement will be:
- based on reasonable and justifiable grounds related to safety and security
- assessed for each camera location to evaluate potential impacts on personal privacy and to identify measures to mitigate any adverse effects."
- considered as part of a broader set of deterrence and detection measures
- restricted so that no equipment captures areas where individuals have a higher expectation of privacy, including washrooms, change rooms, and areas outside of our property

vi. Signage and Notification
- Notice of the VSS will be posted and clearly visible to members of the public prior to entering the building and will include GLT contact information.
- GLT website will include the purposes for which information is intended to be used: "Footage is only collected and shared in the event of a reported or observed incident or when required for legitimate operational or legal purposes."

vii. Use of Video Surveillance Records: Video Surveillance Records (VSR) may be used only for the following purposes:
- investigation of reported incidents (e.g., safety or security concerns, harassment, theft)
- prevention and detection of unauthorized activities, suspicious behaviour, or property damage

- supporting investigations conducted by law enforcement or insurance providers, where permitted or required by law

viii. Operation of Video Surveillance System:

- All access to and use of the system will be logged to ensure a proper audit trail. Records and logs will be stored securely.
- VSS Logs will include the date, time, name of requester, reason for access, method of access (viewing or copy) and the name of the individual accessing or receiving the information.
- VSS records will be retained in accordance with the MFIPPA Records Retention By-law (one year) and will be securely disposed of in a manner that ensures personal information cannot be reconstructed or retrieved.

ix. Requests For Disclosure: Personal information recorded by VSS is subject to FIPPA and MFIPPA.

1. Outside Requests for Disclosure by an Individual

- Individuals requesting access to their personal information captured by the VSS will generally be provided access through supervised viewing after filling out a Request for Disclosure form.
- Individuals must present valid government-issued photo identification (e.g., driver's licence or passport) to access their personal information.
- Requests for copies of recordings will be considered on a case-by-case basis and may be denied in circumstances where disclosure:
- would interfere with a law enforcement matter or investigation; or
- constitute an unjustified invasion of another individual's privacy
- Where copies are provided, fees may be charged to cover the costs of reproduction, redaction, and administration.

2. Internal Requests for Disclosure.

- A Board Director may request a copy of a video record if it is necessary for the performance of their duties in the discharge of the institution's functions.

x. Questions and Concerns: Questions regarding this policy or requests related to recorded material may be directed to the GLT office.

Approved by the Board: June 15, 2026

7. Internet
    a. Content
    b. Maintenance
    c. Service Providers
        i. Hosting
        ii. Software

8. Volunteers
    a. Eligibility
    b. Recruitment
    c. Data Base
    d. Recognition

9. Ordinary Magic
    a. Group Placement Policy: At Ordinary Magic Theatre, our goal is to provide a safe, supportive, and engaging experience for all students. To ensure fairness, safety, and quality of instruction:
    ● Group Sizes: Each class has a maximum number of students. Once a group is full, no additional students can be added.
    ● Placement Decisions: Class assignments are made by the Program Coordinator. We cannot guarantee placement on a specific day, with a specific leader, or alongside particular peers. If an alternate placement does not work for your family, we are also able to provide a full refund of the program fee.
    ● Parent Requests: While we understand that families may have preferences, placement is determined by program needs and group balance.
    ● Support for Transitions: We strive to make transitions smooth. When a student is placed in a group, we offer support such as introductions to the instructor, pairing with a buddy, or a pre-visit to the classroom.

    b. PROCEDURE:
    1. Teachers to include the following guideline in the first contact email with participants.

    Ordinary Magic Theatre – Group Placement Guidelines
    We want every student to have a fun, safe, and positive theatre experience! To help make that happen:
    ● Class Sizes: Each group has a set maximum number of students. Once a group is as full as we are, we can not add any more students. So please tell friends who missed this year's registration to subscribe to the GLT monthly newsletter or keep an eye on the Livery website for future registration dates.
    ● How Groups Are Assigned: The Program Coordinator assigns students to classes to keep groups balanced and fair. We cannot guarantee a specific day, instructor, or placement with particular friends.
    ● Supporting Students: We do our best to make transitions smooth. This can include meeting the instructor beforehand, pairing with a buddy, viewing the space ahead of time or even being invited to audit a class to see if it fits for your child.

    Thank you for understanding — your support helps us create a welcoming and fun experience for all our students.

2. Registration Form Announcement

Group Placement: Every student's theatre journey is important to us! Groups are assigned by the Program Coordinator to keep sizes balanced, so we can't guarantee a specific day, instructor, or friends. Don't worry—your child will be supported with introductions, buddy pairings, and other ways to feel confident and have fun on stage! There is also a more formal Group Placement Policy available on the Livery Website.