

## **GENERAL POLICY**

**21-04**

### **MEMBERSHIP TO COMMUNITY ORGANIZATIONS AND PARTICIPATION AT EVENTS KENT REGIONAL SERVICE COMMISSION**

#### **1. SCOPE**

**1.1** Determine the value and frequency of participation by personnel and members of the Board of directors in sport, leisure, cultural and other events on behalf of the KRSC.

**1.2** Determine the type of organization that the KRSC can join and become member.

**1.3** In this policy, masculine includes feminine, and the singular includes plural, according to requirements or the text.

#### **2. DEFINITION**

The Kent Regional Service Commission recognizes the importance of associations, groups and non-profit organizations that contribute to the wellbeing of the region. The Board will consider participating in a sport, leisure or cultural activity which helps or aid the whole of the Kent region and can contribute to the networking of board members and staff.

#### **3. ELIGIBILITY CRITERIA**

##### **3.1** General criteria

**3.1.1** Any requests to participate at an event cannot be more than \$1000 per organization on an annual basis and cannot exceed the amount allowed in the budget.

**3.1.2** Any donation requests must include the following information:

**3.1.2.1** The aim of the request.

**3.1.2.2** Total amount the organization hopes to obtain.

**3.1.2.3** Total amount that the organization requests from the Commission.

**3.1.2.4** If the organization will receive financing from other sources, these are to be identified.

#### **4. PARTICIPATION IN AN EVENT**

**4.1** When an organization promotes a fund-raising event, a request to participate must respect the established criteria spelled out in this policy. The request will be studied as well as other requests for donations.

**4.2** The KRSC may participate in five (5) events per year while respecting the geographical representation of the territory.

**4.3** Participation at the various events is prioritized to members of the Board of Directors. If there are any spots left, staff will be able to participate.

**4.4** Should there be vacancies on the teams, the Executive Director with other department directors will determine which employee(s) will participate.

#### **5. MEMBERSHIP IN COMMUNITY ORGANIZATIONS**

The Board will allow the Executive Director of the Kent Regional Service Commission to join organizations that contribute to the development of the region, as long as the membership fee is less than \$1000 annually.

#### **6. PARTICIPATION IN EVENTS**

The KRSC encourages its staff to participate with elected officials in events that could benefit the professional development of employees as well as develop partnership and networking opportunities.

#### **7. PARTICIPATION IN CONTESTS ORGANIZED BY THE KRSC**

##### **7.1 Eligibility**

**7.1.1** The KRSC contests (online or on-site) are open to residents of the Kent region who are 19 years of age or older.

**7.1.1.1** Some contests may be intended for other demographic groups (e.g., students from participating schools). In these cases, the contest rules will override the rules in this section of the policy.

**7.1.2** Employees, members of the Board of Directors, representatives of the sponsor (if applicable), representatives of partners (if applicable) and any other person directly involved in the conduct of each contest are excluded from the Contest.

**7.1.3** Also excluded from the contest are all persons with whom the persons identified above are domiciled.

**7.1.4** People who are excluded from the contest can still participate, especially when it comes to answering a survey, as their opinions are important to KRSC.

## **7.2 Draw**

**7.2.1** Winners are drawn at random, before a witness, and contacted by a KRSC employee within 36 hours of the draw.

**7.2.2** In the event that KRSC employees are unable to contact a winner within five (5) business days of the first contact attempt, a new winner will be selected.

**7.2.2.1** The employee responsible for contacting the winners must demonstrate a sustained effort to reach the winners. After-hours calls may be required to demonstrate this considerable effort.

## **7.3 Awarding the prize**

It is KRSC's duty to inform the winners of the following conditions before awarding the prize:

**7.3.1** Winners' names (first name and regions of residence) may be posted on the KRSC's website or Facebook page.

**7.3.1.1** Some contests will not require the announcement of winners on social media. In this case, the employee does not have to communicate this to the winners.

**7.3.1.2** If a winner declines to have his name posted in the media, the employee may announce that a person wishing to remain anonymous has won one of the prizes.

**7.3.2** Prizes must be collected in person at either KRSC office depending on the winner's preference.

**7.3.3** KRSC employees shall require identification to claim any prize valued over \$500.

**7.3.3.1** A winner may request that a third party claim the prize on his behalf. In the case of a prize over \$500, the winner must inform the Commission in advance as identification will be required at the time of collection.

**7.3.4** Prizes are non-cashable, non-exchangeable, non-refundable, and non-transferable.

**7.3.5** A winner may refuse a prize. The refusal of a person to accept a prize releases KRSC from any obligation related to this prize towards this person.

**7.3.5.1** In this case, a written confirmation of the refusal of the prize will be requested from the winner in order to protect the employee and the KRSC. A text message or email from the winner will suffice to confirm the refusal.

**Adopted by the Board of Directors on \_\_\_\_\_, 2021.**

**This policy will be in effect on the day of its adoption.**