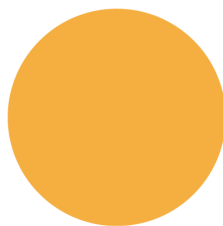


GRANDE
PRAIRIE
LIVE
THEATRE



Grande Prairie Live Theatre Society

POLICY MANUAL

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1 GOVERNANCE

GPLT POLICY AND PROCEDURES

1.1 Policy Development

Docs to Update:

Approved: November 2020

Last Review: December 2025

Review Period: 36 Months

Next Review: December 2028

PURPOSE

Policy provides clear, concise directives that define and promote appropriate behaviours and practises on behalf of the Society. As such, they must be developed, approved, implemented, reviewed, and communicated to achieve the mission, vision, and values (*see Appendix 1*) of the Society.

INFORMATION

1. The Society's policies set out guidelines and expectations for decision-making guided by governance and regulations pertaining to individual and organizational actions.
2. All members of the Society's community (Grande Prairie Live Theatre (GPLT) members, volunteers, directors, staff, and contractors) must adhere to the Society's policies, procedures, and other related documents.
3. Policies are concise, relevant, and consistent with the Board's directives, the Society's Bylaws, mandate, and strategic objectives, as well as all applicable legislation and regulations.

PROCEDURE

1. Policies may be created, amended, suspended, or retired by the Board of Directors through a vote at a regular or special meeting and will take effect immediately after approval.
2. Any member of the Society's community may:
 - 2.1. Present policy changes to the Board for approval; or
 - 2.2. Request a policy review to the General Manager, who will forward the information to the Policy and Governance Committee. Requests must include a statement of the reasons as to why a policy review should be conducted.
3. Proposed policies should be presented to the Policies and Governance Committee for consultative feedback prior to Board approval.
4. Policies will be systematically reviewed by the Policies and Governance Committee at least once every three (3) years.

5. Policies will be formatted in a consistent and presentable manner (*see Appendix 2*), indicating the effective, last reviewed, and mandatory review dates.
6. The General Manager, under the guidance and direction of the Board, shall be responsible for ensuring that:
 - 6.1. An up-to-date policy manual is made publicly available and easily accessible by all members of the Society's community;
 - 6.2. Outdated policies are appropriately archived in the Document Archive; and
 - 6.3. Any approved policy alterations and additions are circulated to relevant persons, including the Board of Directors.
7. Responsibility for the effective administration of the policy manual shall rest with the General Manager.

NOTES

1 GOVERNANCE

GPLT POLICY AND PROCEDURES

1.1.2 Bylaw Review

Docs to Update: Bylaws

Approved: September 2022

Last Review: January 2026

Review Period: 36 Months

Next Review: January 2028

PURPOSE

Good governance requires regular review and upkeep of Bylaws. Typically, the Bylaws will adapt to incorporate or include new or changed Provincial or Federal laws, Acts, regulations, guidelines, or best practices. They can also change to reflect new GPLT structures or governance.

INFORMATION

GPLT Bylaws can only be amended with the consent of the membership at a General Meeting (Annual or Special) with proper notice given.

Typically:

By-Laws include

- requirements to conform the organization to all legal requirements of incorporation
- anything that should be approved by the entire membership at an AGM

Policies include

- guidelines and procedures for ongoing governance
- terms and directions for committees and ongoing projects
- anything that should be approved by the Board at a regular meeting

PROCEDURE

The Board or GPLT Staff will identify a need to amend the Bylaws. Or if the Bylaws haven't been reviewed at all for more than two years, the Board should investigate if there have been any legislative changes that warrant a review. Any Bylaw review will be noted in the NOTES section of this Policy.

The Board will create a Working Group to recommend the changes for the Board to approve.

The Board will schedule and give notice for a Special or Annual General Meeting. At the General Meeting, if there is a quorum, the membership will vote to approve (or reject) the proposed changes.

NOTES

1 GOVERNANCE**GPLT POLICY AND PROCEDURES****1.2.2 Membership Criteria****Docs to Update:** As per By-Laws**Approved:** Sept 2022**Last Review:** January 2026**Review Period:** 24 Months**Next Review:** January 2028**PURPOSE**

To expand on membership and voting criteria outlined in the GPLT By-Laws.

INFORMATION

1. Currently, GPLT By-Laws define 5 types of memberships:

Memberships shall be valid for the duration of one fiscal year following the fiscal year in which the terms, conditions and exceptions noted below are met:

- 1.1. *Paid Memberships* shall be valid for the fiscal year in which the membership fee is paid excepting that those paid during the final six weeks of a fiscal year shall be valid for the duration of that year and the ensuing fiscal year.
- 1.2. *Participating Memberships* earned through volunteer commitment, as established by the Board from time to time, shall be valid for purposes of participation in the AGM that year, and for the ensuing fiscal year.
- 1.3. *Subscriber Memberships* shall be valid during the fiscal year in which the subscription is held.
- 1.4. *Sponsor Memberships* shall be valid during the fiscal year in which the sponsorship is paid.
- 1.5. *Lifetime Memberships* shall be without term.

PROCEDURE

2. Participating Membership is determined by the Board:

Participating Membership is defined as:

- 2.1. a minimum 4-hour contribution to a production in that season as determined by the Director and/or Producer of that production, and/or
- 2.2. a minimum 4-hour commitment to a GPLT project, committee, or any other volunteer capacity in that season, as determined by the Board or General Manager.

3. The price of a Paid Membership will match the lowest available regular general admission ticket price in the current season.

NOTES

1 GOVERNANCE

GPLT POLICY AND PROCEDURES

1.2.3 Dispute Resolution

Docs to Update: As per GPLT By-Laws

Approved: September 2022

Last Review: September 2022

Review Period: 24 Months

Next Review: May 2024

PURPOSE

To expand dispute resolution as outlined in the GPLT By-Laws.

INFORMATION

As per GPLT By-Laws:

The President (or neutral party designated by the Board) will make reasonable attempts to resolve the dispute through meetings and discussion. The results of those attempts, successful or not, will be provided to all parties, in writing.

PROCEDURE

1. A dispute or concern is brought to the attention of the Board.
2. The Board will designate the President (or a neutral party) to investigate and gather information about the concern.
3. In consultation with (non-involved/non-conflicted members of) the Board, the designate will instigate a discussion and resolution process.
4. The result of that process will be provided to all parties in writing.
5. If that resolution process fails (as determined by non-involved/non-conflicted members of the Board) the Mediation/Arbitration process as outlined in the GPLT By-Laws will proceed.

NOTES

1 GOVERNANCE

GPLT POLICY AND PROCEDURES

1.2.4 Violence, Harassment, and Discrimination

Docs to Update:

Approved:

Last Review:

Review Period:

Next Review:

POLICY STATEMENT

Grande Prairie Live Theatre (GPLT) is committed to providing, promoting, and maintaining a safe and healthy space, where physical safety, psychological safety, and social wellbeing are prioritized and addressed.

We recognize that a diverse and equitable space strengthens our ability to produce high-quality community theatre. Violence, harassment, discrimination, and any behavior that undermines psychological or physical safety will not be tolerated.

GPLT is dedicated to promoting equity, diversity, and inclusion (EDI) by:

- Ensuring all individuals are treated with dignity and respect.
- Creating a space free from discrimination.
- Providing a fair and transparent process for reporting, investigating, and resolving violence and harassment concerns. Notice of Concern form available here. **NOTE: Include a link to the report document**

SCOPE

This policy applies to all interactions related to GPLT, including:

- Rehearsals, performances, and productions. Administrative, staff and volunteer activities. Formal and informal social functions.
- Online and electronic communications.
- Any events involving GPLT members or representatives.

This policy does not override an individual's right to seek legal action or file complaints with external agencies such as the Alberta Human Rights Commission.

DEFINITIONS

- **Violence:** Any use of physical force or threats that cause harm or fear.
- **Harassment:** Any repeated, unwelcome conduct that demeans, humiliates, or threatens a person's safety or dignity.
- **Discrimination:** Any unfair treatment based on race, gender identity/expression, disability, sexual orientation, disability, age, religion, or other protected grounds.

- **Psychological Safety:** A culture where individuals feel secure to express themselves without fear of judgment or reprisal.
- **Welcoming:** Conveying a set of attitudes and behaviors that makes others entering the GPLT culture feel comfortable, accepted, and safe.
- **Inclusive:** Encouraging equal access to opportunities and resources for individuals who might otherwise be excluded or marginalized.
- **Social Wellbeing:** the ability to communicate with others and build meaningful relationships where individuals can freely be themselves without judgment, harassment, or exclusion and psychological safety: the absence of harm or threat of harm to mental well-being that an individual might experience.
- **Complainant:** Member of the GPLT Staff, volunteer or contractor who has disclosed or reported an incident of violence, harassment or discrimination experienced by that individual.
- **Respondent:** An individual against whom an incident of violence, harassment or discrimination has been disclosed or reported.
- **Disclosure:** When an individual shares information about a personal experience of violence, harassment or discrimination to someone in the GPLT theater community. (See 6. Disclosure for more details)
- **Report:** A report or complaint of an incident of violence, harassment or discrimination for the purposes of initiating an investigation.
- **Retaliation:** Any adverse action taken against a person who disclosed or reported an incident of violence, harassment or discrimination; or participated in any investigations. This includes but is not limited to: threats or intimidation, continued harassment, unfavorable changes in roles, or spreading malicious rumors or false information.

RESPONSIBILITIES

4.1. Board of Directors & GPLT Management

- Ensure adherence to this policy.
- Provide access to resources and training on EDI, harassment prevention, and conflict resolution.
- Actively address and investigate all reports of violence, harassment and discrimination.
- Oversee disciplinary actions and keep records of all reports, investigations and

4.2. Investigation Committee

- Composed of the General Manager, GPLT Board President and Season Support Chair.
- Responsible for conducting the investigation process as defined in 7.3

4.3 Volunteers, Contractors, and Staff

- Contribute to a positive and inclusive environment.

- Make themselves aware of the policy and their responsibilities under the policy.
- Report any instances of harassment, discrimination, or violence.
- Respect an individual's right to confidentiality if an incident is disclosed to them.
- Volunteers in positions of leadership should expect to participate in training sessions related to safety and inclusion.

4.4 GPLT Policy & Governance Committee, with the assistance of the Season Support Committee, and the EDI Committee

- Oversee policy implementation and review.
- Provide confidential guidance around the process of disclosure and reporting.
- Make contact information available to volunteers, contractors and staff.
- Conduct regular assessments to identify areas for improvement.

CONFIDENTIALITY AND PRIVACY

5.1 GPLT will treat disclosures and reports of discrimination, harassment or violence in a confidential manner and in accordance with the Freedom of Information and Protection of Privacy. The theater will limit sharing of information to those within GPLT who need to know the information for the purposes of implementing this Policy, including providing accommodation, interim conditions, and interim measures, (if needed) facilitate third-party investigation, and address the decision/recommendation.

5.2 Confidentiality cannot be maintained where information needs to be disclosed to another party include where:

- there is an imminent risk to the health and safety of another individual,
- procedural fairness or legislation requires a person or body to be provided information; or
- where GPLT is unable to initiate an investigation under this Policy.
- the incident involves the safety of a minor.

5.3 Whether GPLT can maintain confidentiality in each circumstance will be determined on a case-by-case basis by the GPLT, in consultation with any other parties deemed relevant. In circumstances where confidentiality cannot be maintained, eg. assault of a minor, the confidential information will be disclosed only to select parties, and only to the extent necessary, to comply with the source of the obligation. Any breach of confidentiality will be communicated to parties involved.

DISCLOSURE

6.1 A disclosure does not result in a report being made and does not initiate a formal investigation to address the incident of violence, harassment or discrimination. If the

complainant wants to move forward to formalize the disclosure, the complainant must file a formal report (See section 7).

6.1.1 The decision to disclose and the decision to report are separate actions. GPLT recognizes that such disclosures are often shared in confidence, that the complainant may have an expectation of confidentiality, and that in many cases confidentiality is essential for complainants to come forward.

6.1.2 The person to whom the disclosure is made may consult with the GPLT Manager, the Board President or Season Support representative for advice. These individuals are expected to hold such information in confidence, except as directed by the complainant or as indicated by the provisions in the "Confidentiality and Privacy" section of this Policy.

REPORTING AND RESOLUTION PROCESS

Any GPLT Employee, volunteer or contractor who believes they are experiencing violence or harassment should do their best to remove themselves from the situation immediately. Any violence or harassment involving a minor will be reported through the formal GPLT Reporting Process and will be subsequently reported to the appropriate authorities as required by the Child, Youth and Family Enhancement Act.

7.1 Addressing the Issue Directly

If safe and appropriate, individuals should inform the offending party that their behavior is unwelcome. If uncomfortable or unsafe doing so, they should proceed to 7.2 or 7.3.

7.2 Informal Mediation

7.2.1 An individual may disclose the details of the situation to another trusted individual, (such as a Director, Stage Manager, GPLT General Manager or a member of the Season Support Committee) who may be able to help resolve the incident informally, by speaking to the offending party on their behalf or facilitating other informal mediation. (see 6. Disclosure)

7.3 Reporting an Incident

7.3.1 A report may be filed at any time in-person, by phone or online. A person who is not an GPLT Staff, contractor or volunteer may also file a report if the incident concerns a person who is a member of the GPLT community. GPLT encourages any person who has been subject to violence or harassment to file a report. Anonymous reports will be accepted and reviewed by GPLT; however, GPLT's ability to take action to address the Complaint or resolve the Complainants' concern may be limited.

7.3.2 A person who has witnessed, become aware of, or who believes on reasonable grounds that an incident of violence, harassment or discrimination has occurred by or against a member of the GPLT Community is also encouraged to disclose or report.

7.3.3 Individuals can report incidents through multiple channels:

- **Confidential Reporting Form:** Link to form available at www.gplt.ca (NOTE: add this link and form to website) or download here (NOTE: add link)
- **Direct Reporting:** To the play Director, Stage Manager, General Manager (manager@gplt.ca), Board President, or any Board member. The person receiving the report will fill out a report form for records.
- **Direct emails:**
 - General Manager:
 - GPLT Board President:
 - Season Support Chair

7.3.4 An individual who has filed a report has the right to withdraw a report at any time by providing a written notice by the same means as it was filed. However, GPLT may continue to act on the allegations identified in the report where necessary to comply with its legal obligations and the obligations set out in this Policy.

7.3.5 After a report is filed, GPLT will exercise due care to protect and respect the rights of the person filing the report and all other persons directly affected by the report, subject to the obligations of this Policy.

7.3.6 Neither party is required to attend any face-to-face meetings with each other during this process unless they both agree to do so. This facilitated process may result in a written agreement that could include behavioral expectations, agreement to no contact, or an apology.

7.3.7 Reporting violence and harassment to GPLT does not prevent a person from reporting through the criminal justice system (i.e., police) or through other available processes. Equally, reporting through police or other mechanisms does not prevent a person from also reporting to GPLT.

7.3.8 Retaliation against individuals who report concerns or incidents is strictly prohibited. Threats of or acts of retaliation will be treated as incidents of Violence or Harassment.

7.3.9 Complainants, including minors, will not face disciplinary action within GPLT for consumption of drugs and alcohol associated with the incident.

7.3.10 Confidential Report Forms that are filed will be forwarded to, read and reviewed by the GPLT General Manager, who will consult with the GPLT Board President and/or the Season Support Chair to facilitate an investigation.

7.3.11 In a case where the incident involves someone named in 4.2 and 7.3.10, that person will not be involved in facilitating an investigation.

INVESTIGATION PROCESS

7.4.1 Once a report is received, it will be reviewed confidentially, ensuring impartiality and an investigation will be conducted.

7.4.2 Those investigating (see "Reporting an Incident" 7.2.10) may conduct interviews and gather evidence to determine what events took place and make recommendations to address those events. Investigations must respect the rights and need for procedural fairness for all parties involved. The investigation will produce a formal report available to all parties involved. The formal investigation report should include the following:

- The incident or issues investigated, including dates.
- Parties involved.
- Key facts and findings, including sources referenced.
- Institution policies or guidelines and their applicability to the investigation.
- Recommendations to move forward.

7.4.3 The following records will be kept on file with GPLT filing system:

- a) Original Report
- b) All Investigation materials, including third party investigations if applicable
- c) Formal Investigation Report
- d) Any written requests for withdrawals.
- e) Documents related to appeals.

7.4.4 The following parties may have access to these files:

- a) Complainant
- b) Respondent
- c) The parties implementing the actions

7.4.5 Interim safety measures may be implemented to protect involved parties.

RESOLUTION & DISCIPLINARY ACTIONS

7.5.1 If the investigation confirms misconduct, appropriate action will be taken. Examples include:

- Mediation or conflict resolution sessions.
- Suspension or ban from GPLT activities.
- Mandatory training on harassment and EDI principles in order to resume as a GPLT volunteer.

7.5.2 If no evidence supports the complaint, no disciplinary action will be taken.

DECISION AND APPEAL PROCESS

8.1 Grounds for Appeal

8.1.1 A Complainant/respondent subject to sanctions following a decision under the policy may appeal the findings and actions if one or both of the following applies:

- a) A serious procedural error was made during processing of the complaint that caused prejudice to the respondent and/or might have affected the outcome.
- b) If either party feels the outcome decision/procedural fairness is inadequate, a formal request of appeal can be filed.

8.1.2 The complainant/respondent requests a formal appeal, will submit a formal request to the General Manager (or a member of the GPLT Board as appropriate) who will take it to the GPLT Board of Directors, excluding those members of the original Investigation Committee.

TRAINING & PREVENTION

- Annual violence, harassment and discrimination prevention training will be provided for all Board Members, Season Directors, and Committee Chairs. Any volunteer outside of a leadership position is also welcome and encouraged to participate.

ACCESSIBILITY & TRANSPARENCY

- The policy will be publicly accessible and reviewed regularly.

ADDITIONAL SUPPORT & EXTERNAL RESOURCES

- **Alberta Human Rights Commission** (Confidential Inquiry Line: 780-427-7661)
- **Child Abuse Hotline** (1-800-387-KIDS) for reporting concerns involving minors.
- **Crisis Support Services:** 211 Alberta Call 2-1-1 or text INFO to 2-1-1. Available 24 hours a day, 7 days a week crisis support and virtual services. Connect to local mental health and addiction services.
- **Alberta's One Line for Sexual Violence** Call or text 1-866-403-8000 (toll-free). Available 9 a.m. to 9p.m., 7days a week for anyone impacted by sexual violence, emotional support, information and referrals.
- **Suicide Crisis Helpline:** 9-8-8 Call or text 9-8-8. Help is available 24 hours a day, 7days a week.

1 GOVERNANCE

GPLT POLICY AND PROCEDURES

1.3.1 Policy and Governance Committee

Docs to Update: n/a

Approved: December 2023

Last Review: December 2023

Review Period: 24 Months

Next Review: September 2025

PURPOSE

This committee is to advise and support the GPLT Board in drafting and updating Procedures, Policy, and Committee / Working Group descriptions for Board approval -in support of the Board Officers responsibilities outlined in the GPLT By-Laws.

INFORMATION

The Board selects the P&G Committee Chair, typically the Vice-President, who then recruits committee members from Board members, past Board members, or members of the GPLT community. Some can sit on a standing committee, others can participate in drafting a single particular policy - at the discretion of the Chair.

Typically:

Committees meet on a regular basis to address ongoing needs and/or requests of the GPLT Board -to support the season, productions, and governance.

Working Groups are created for term-certain projects, or particular events.

PROCEDURE

A need for a Committee, Working Group, Policy, or Procedure will be identified by the Board, or brought to the attention of the Board. The Board then provides the committee with the intent of, and all relevant information about, the new policy.

The P&G Committee Chair uses the support of the committee to provide a draft policy for Board approval.

All policy descriptions will include:

- the date approved by the Board
- a timeline for regular review of the policy
- other documents that may need updating if the policy changes
- Purpose, relevant Information, and Procedure

NOTES

1 GOVERNANCE

GPLT POLICY AND PROCEDURES

1.3.2 Season Selection Committee

Docs to Update: Season Submission Form

Approved: January 2025

Last Review: January 2025

Review Period: 24 Months

Next Review: December 2026

PURPOSE

Tools are needed for members of GPLT to solicit and develop submissions to put on plays and arrange and schedule a season. The Committee should have guidelines to work with, given the understanding that there is flexibility for new ideas in any future seasons.

INFORMATION

GPLT is a platform for local theatre artists and craftspeople to develop and showcase their talents. We also recognize the support of our community, and appreciate our audiences.

While a typical season includes 7 to 9 plays, there is no required number of productions.

The Committee needs to balance the following:

- the cost of each production and projected revenue,
- the availability of venues,
- GPLT's human resources including volunteers and staff,
- A season that offers a broad selection of roles that allows GPLT to showcase its diverse community

while developing, supporting, and encouraging all our member's production plans and ideas.

The Selection Committee should consider - but are not restricted to - some season development considerations that have seen success in the past:

- the first fall play of the season may want a smaller cast, to accommodate summer schedules
- the November/December play should be an entertaining outing for regional businesses' Christmas parties
- 1 to 3 works of musical theatre
- a work by a new and/or Canadian playwright a classical work (Shakespearean or otherwise) a challenging or provocative piece
- some comedies
- plays for young audiences
- opportunities for youth actors.

Obviously, a play selection often fills more than one criterion.

PROCEDURE

In a typical year, this process usually begins shortly after the elections at the AGM in September.

The Chair of the Selection Committee, typically the President-Elect, will guide the process with support from GPLT management, and make a recommended season to be approved by the Board.

Review submission requirements and update submission forms.

By the end of October, a strategy for a season blueprint should be in place. This strategy should include available performance dates and venues:

The Committee may meet with play submission applicants and discuss their ideas and suggestions to fill the seasonal calendar.

If gaps in the calendar still persist, a discussion of submissions, as well as a strategy for moving forward to secure a more complete season, should take place.

Deadline for confirmation of show dates, titles and venues should occur no later than the March board meeting.

Then, in conjunction with GPLT management, a strategy for announcing and marketing the upcoming season will be developed.

NOTES

Current Production Submission Forms will be maintained in the Production Guide.

Previous seasons' application forms will be archived.

1 GOVERNANCE

GPLT POLICY AND PROCEDURES

1.3.2A Season Selection Submission

Without a Script

Docs to Update:

Approved:

Last Review: January 2024

Review Period: 24 Months

Next Review: January 2026

PURPOSE

To outline the process to follow in the event that an idea or outline of a production is submitted without a script.

INFORMATION

- Sometimes a director may make a production submission that is not a specific written play, but is an idea or concept that needs to be developed.
- The concept or idea may be accepted by the committee, but will ask the director to come up with a more concrete written outline or script for the production.
- This policy will define the steps to be taken in order to eventually develop the idea or concept.

PROCEDURE

- Once the concept or idea is accepted by the committee, they will ask the director to come up with a more concrete detailed written outline or script.
- A date will be established in advance when the new outline or script must be submitted. It should be set at least a month before the call for auditions.
- The committee chair should follow up in advance of this date to remind the director when the submission is due.
- Once the written outline or script is submitted the committee will review it and determine if it is acceptable. If not, the committee will ask the director to revise and re-submit by a certain date. If this deadline is not met the submission is subject to cancellation.
- If the written outline or script is not acceptable and the director refuses to add more detail the production will be cancelled. This outcome must be presented to the director at the beginning of the process.
- If deemed acceptable by the committee, they will present it to the Board for final acceptance.

NOTES

1 GOVERNANCE**GPLT POLICY AND PROCEDURES****1.3.3 Media and Marketing Committee****Docs to Update:** *n/a***Approved:** December 2023**Last Review:** December 2023**Review Period:** 24 Months**Next Review:** December 2025**PURPOSE**

Board and GPLT Members, with the support of staff, play a large role in promoting GPLT Productions and Events. The committee is responsible for assisting the Board in fulfilling its responsibilities related to marketing, sponsorship, and communications by using various media platforms and tools. It will determine a strategy for each platform and work with staff for implementation while recognizing the varying experiences and skills of the people involved.

INFORMATION

Every Production Team will have different needs and skills. The challenge is to maintain a steady and consistent media presence - online and otherwise.
This Policy should be a continually updated reference guide on best practices and strategies.

PROCEDURE

The Board will designate a Committee Chair, who will then appoint Members of GPLT and the Board to met regularly. They will review current plans and develop new or better strategies as needed.

NOTES

platform	main owner	strategy / plan
radio	Staff	Staff will work with stations / sponsors, to support and promote Production Teams and GPLT events.
DHT	Staff	Staff will coordinate with Production Teams for column content and advertising.
Posters	Staff/PT	<i>see Poster Policy</i>
Facebook	Staff/PT/M&M?	Staff, Production Teams and the Committee will coordinate pictures, promotions, and content that might vary for each Production.
Instagram	PT/M&M?	n/a
Twitter	M&M?	n/a
TikTok	M&M?	n/a

1 GOVERNANCE

GPLT POLICY AND PROCEDURES

1.3.4 Season and Production Support

Docs to Update: Production Guide, member support Policy

Approved: September 2022

Last Review: September 2022

Review Period: 24 Months

Next Review: September 2024

PURPOSE

GPLT shows, events, promotions, and members require information and support - for production success and member recognition.

INFORMATION

The organization of GPLT activities/events, and support of GPLT shows, need policy and information. The committee's mandate is to update and enhance that support as needed.

This may include developing policy, creating working groups, or updating information and practices in the GPLT Production Guide.

As a guideline only (there may be exceptions):

- If a support item or needs resources (financial, staff, volunteer) a committee / working group - **it is a Policy.**
- If the support item is a document, information, or practice guide for a production or activity - **it belongs in the Production Guide.**

PROCEDURE

The Board will designate a Committee Chair, who will then appoint Members of GPLT and the Board to meet regularly. At the Board's request or at their own initiative, the committee will review current documents, policies, working groups, and sub-committees and develop new or better strategies, as needed - in support of the GPLT season and productions.

NOTES

Production Support includes:

- assigning and supporting Production Reps
- reviewing and updating the Production Guide, and recruitment/audition practices and documents

Season Support includes:

- recognition or promotional events like BBQs and Canada Day Parade
- member recognition policies (tickets, posters) and GPLT Awards

1 GOVERNANCE

GPLT POLICY AND PROCEDURES

1.3.5.1 Credit Card Oversight

Docs to Update: Staff Operational Procedures

Approved: 2023 August 30

Last Review: August 2024

Review Period: 12 Months

Next Review: August 2025

PURPOSE

While GPLT operational purchasing is the General Manager's responsibility, the Board's role is to ensure best practices that will protect the organization and the GM, and ensure the Board has procedures and reports to ensure spending aligns with the Annual Budget.

Credit Card oversight for GPLT purchases - whether with a personal card or a GPLT card - needs to have timely and transparent reporting and information - while ensuring the GM can operate without undue inconvenience.

INFORMATION

1. The Board sets the Budget, and determines GPLT card and GM purchasing limits and guidelines. Those limits and guidelines are followed by the GM in all purchasing methods, including a GPLT card provided to the GM, or a personal credit card.
2. The GM has the discretion to use accounts and supplier invoicing, cheques, or credit cards as required - keeping within the budget, Board-set limits, and transparent reporting.

PROCEDURE

3. The monthly GPLT credit card statements will be reviewed by the GM and signing authorities.
4. The GM will review GPLT credit card operational policies with the Treasurer (or Board designate), to edit or update as needed, at least once a year.
5. Receipts will be provided with all card transactions for GPLT operations - for personal cards or GPLT cards.
6. The GM will ensure the bookkeeper (or Board designate) has all the information required to make credit card payments in a timely manner to avoid late charges and fees.
7. At their discretion, the Board may designate a representative to monitor each GPLT card transaction, or review a GPLT card statement more than monthly.

SEE NOTES NEXT PAGE

NOTES

March 2023: Current GM spending authorization policy is:

- all unbudgeted items require pre-approval,
 - only budgeted items over \$5,000 require pre-approval,
- for all purchase methods - including any credit cards.

March 2023: There will be one card issued to the General Manager with a limit of \$10,000. The GPLT card will be used for all GPLT transactions. Each use of a personal card will need pre-approval by the Treasurer or Board Designate

March 2023: If a personal credit card is used for a purchase in U.S. funds - in addition to the receipt in U.S. funds - the credit card statement with the Canadian conversion total must be provided, which will be the amount used for reimbursement in Canadian funds by GPLT. The statement should redact all personal and non-GPLT information.

1 GOVERNANCE

GPLT POLICY AND PROCEDURES

1.3.5 Finance & HR Reports, Best Practices, and Policy Committee

Docs to Update: n/a

Approved: September 2022

Last Review: September 2022

Review Period: 24 Months

Next Review: October 2023

PURPOSE

GPLT Financial and Human Resource management, is a GM/staff (not Board) responsibility.

But proper Board governance and risk management requires timely and transparent reporting and information. The Board can also investigate and require best practices - to ensure the protection of GPLT, its staff, its Members, and its finances.

INFORMATION

The Board, typically the Treasurer, should regularly review and assess the financial reports provided – and make sure the rest of the Board feels informed with timely, accurate and clearly understandable reports.

While staff requests and communications are through the GM, should a staff member have an HR concern with the GM, staff should be trained on a clear reporting process to the Board where they would feel heard and safe.

PROCEDURE

The Board will assign a Committee Chair (usually the Treasurer) who can then, as needed, recruit and select Board Members / past Board Members / Membership at large to support them as needed.

Typically, at the direction of the Treasurer and this committee, Financial and HR reports and procedures will be reviewed and assessed, to ensure transparency and best practices.

Or the Board may refer a question or investigation to this committee and request a recommendation.

NOTES

1 GOVERNANCE

GPLT POLICY AND PROCEDURES

1.3.6 Equity, Diversity and Inclusion

Docs to Update: n/a

Approved: August 2024

Last Review: August 2024

Review Period: 24 Months

Next Review: August 2026

Not to be confused with 1.4.2022.1 Inclusion Working Group that was last reviewed in September 2022

PURPOSE

The EDI (Equity, Diversity and Inclusion) Committee is a standing, advisory committee that reaffirms GPLT's commitment to promoting equity, diversity, and inclusion. The EDI committee aims to ensure an inclusive environment for all members, combat discrimination and all forms of bias - including unconscious bias - in the organization, and provide equal access and opportunities for all volunteers. GPLT Members can contribute feedback and ideas to the committee by contacting any current member of the committee and/or by responding to electronic solicitations of voluntary, anonymous feedback and ideas facilitated by the committee.

INFORMATION

Definitions

- **Equity:** The term "equity" refers to fairness and justice and is distinguished from equality: Whereas equality means providing the same to all, equity means recognizing that we do not all start from the same place and must acknowledge and make adjustments to imbalances. The process is ongoing, requiring us to identify and overcome intentional and unintentional barriers arising from bias or systemic structures.
- **Diversity:** Diversity refers to the variety of differences among people, encompassing (but not limited to) gender identity, gender expression, age, experiences, talents, skills, socioeconomic status, sexual orientation, religion, ethnicity, mental abilities, physical abilities, and so on. In the context of GPLT, it means having volunteers with varied backgrounds and perspectives, ensuring a broader range of ideas and fostering creativity and innovation.
- **Inclusion:** Creating an environment that makes people feel safe and valued for who they are and recognizes the contributions of everyone, such as those of historically excluded groups. Inclusion goes beyond avoiding discrimination. Inclusion is about actively involving people and empowering them to be part of GPLT. It recognizes inherent worth in all people, no matter their beliefs, ethnic background, talents, age, gender, and other unique traits. Inclusion brings with it **a sense of belonging for everyone.**

Responsibilities

- To initially identify existing GPLT policies, procedures and publications that may

conflict with our Inclusion Policy; and to recommend revisions to such documents to resolve potential conflicts.

- To provide advice to the Board regarding ongoing review, from an EDI perspective, of new and existing GPLT policies, procedures, and publications.
- To make recommendations for workshops and training on EDI; and to coordinate the creation and/or collection of education resources on EDI issues, to be made available to volunteers upon request when we can.
- To make recommendations for social media moderation and creation of guidelines for online engagement, in conjunction with the Marketing Committee, so that all Board Members are aware of expectations and that GPLT social media groups are safe places.
- To act as a resource to the conflict resolution process when there are conflicts related to equity, diversity, and/or inclusion.
- To review concerns/complaints within GPLT regarding EDI issues and make recommendations to the Board on how to proceed, when necessary.
- To make recommendations to the Board regarding accessibility and, pending board approval, will assist in securing sponsorships and/or grants being used to make GPLT a more accessible location.

Membership

- To be accepted as an EDI Committee member, the person must be in good standing with GPLT, have a vested interest (or experience/expertise) in fostering a diverse, equitable, and inclusive environment for volunteers, and commit to upholding the responsibilities as stated in these Terms Of Reference.
- A committee member who does not uphold their responsibilities without a reasonable explanation can be asked to resign from the committee. If the member refuses to resign, a vote shall be taken by the committee members to enforce their removal. If a deadlock should occur, or there is a potential for a conflict of interest from within the committee, the Board of Directors will vote on the removal of the member from the committee.

PROCEDURE

Meetings

The EDI Committee will generally meet monthly. The meetings may be in person, or electronically (Zoom, Google Meets, etc). If a member is not able to participate in a meeting, that member can submit written comments/documentation so that their perspective can be shared.

Term

Each year, when recruiting new committee members, the Chair may invite past members to return. There is no limit on the number of consecutive terms someone may serve on the EDI Committee.

NOTES

- Quorum is not necessary to hold a meeting.
- The committee will strive for consensus when making recommendations. If consensus is not possible, the committee may refer the matter to the Board.
- The committee may invite guest to attend meetings as a resource as required.
- The Equity, Diversity, and Inclusion Committee will be accountable to the Board of Directors. This committee will report to the Board on a regular basis (monthly or as necessary).

GOVERNANCE**GPLT POLICY AND PROCEDURES****1.3.7 Event Support****Docs to Update:****Approved:** 2026 January 20**Last Review:** January 2026**Review Period:** 36 Months**Next Review:** January 2029**PURPOSE**

The Event Support Committee will work with the General Manager to plan, organize, and execute volunteer-led events hosted by the Society outside of the play season.

INFORMATION

The Event Support Committee will meet with the General Manager to collaborate on defining objectives, outlining necessary resources, budget and details, as well as finding volunteers to assist with setup/hosting/teardown, etc.

PROCEDURE

The Board will designate a Committee Chair, who will then appoint Members of the Society and the Board to meet as needed, ensuring adequate time to prepare for an upcoming event. If the committee sees a need/opportunity for a new event, they are welcome to pitch their ideas to the General Manager via the Committee Chair.

NOTES

Yearly events currently include, but are not limited to:

- Season Reveal
- Canada Day Parade Float
- Annual General Meeting

1 GOVERNANCE**GPLT POLICY AND PROCEDURES****1.4.1 Canada Day Parade**

Docs to Update:

Approved:

Last Review:

Review Period:

Next Review:

PURPOSE

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INFORMATION

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PROCEDURE

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NOTES

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1 GOVERNANCE

GPLT POLICY AND PROCEDURES

1.4.2 Inclusion – Working Group

Docs to update: n/a

Approved: August 2021

Last Review: December 2023

Review Period: As Needed

Next Review: December 2025

PURPOSE

GPLT believes inclusion and diversity is integral to our organization. This Group is to review any past GPLT documents on the topic, examine policies of comparable organizations, and help develop and recommend a policy for GPLT.

INFORMATION

By definition, cultural inclusion promotes policies that ensure cultural participation, access, and the right to express and interpret culture.

PROCEDURE

The Group will appoint a Chair, develop goals and timelines, and provide recommendations to the Board as they develop.

NOTES

1 GOVERNANCE

GPLT POLICY AND PROCEDURES

1.5 Conflict of Interest

Docs to Update: Board guide

Approved: November 2020

Last Review: September 2020

Review Period: 24 Months

Next Review: November 2024

PURPOSE

Conflicts of Interest will prevent Members from voting at Board or Committee meetings, and may restrict participation in discussions, projects, and/or activities.

This policy will identify the steps for declaring, identifying, and deciding Conflicts of Interest - and the appropriate response.

INFORMATION

It is the responsibility of every Board Member to:

- personally declare the possibility of a Conflict of Interest, as soon as they become aware of it
- receive questions of Conflict of Interest from any GPLT member or volunteer
- decide, using the Procedure below, if a Conflict exists
- make sure every Conflict of Interest decision is recorded in the minutes
- summarize the decision below, without names, in this Policy for future reference

Conflict of Interest decisions have at least 4 possible outcomes:

NO Conflict of Interest – A reasonable interpretation of the known facts sees No Conflict.

PERCEIVED Conflict of Interest - While the detailed facts don't indicate a Conflict, it's reasonable that someone with those same facts would see a Conflict.

POTENTIAL Conflict of Interest - While there is No Conflict presently, it's reasonable to anticipate a future Conflict.

CONFLICT OF INTEREST – A reasonable interpretation of the known facts indicates a Conflict of Interest.

Conflicts of Interest broadly fall into three general categories:

- **Financial**
- **Personal**
- **Political/Ideological**

Specifically, interests that may conflict can include (but aren't limited to):

- **Business Interest:** an interest to protect or further either one's own business or the

business of another that one stands in a special relationship with.

Commercial Interest: an interest to protect the commercial viability or promote the commercialization of a particular product or service.

Financial Interest: an interest to protect or improve upon one's own financial situation.

Professional Interest: an interest to protect or further one's own standing or the standing of another within a particular professional community.

Social Interest: an interest to protect or further the interests of one's family or friends.-

Personal Interest: An interest to protect or promote ones' own individual aims or interests, irrespective of what those aims are or how large or small they may be.

Political Interest: an interest to promote one's own political ideology, social values, or political commitments.

PROCEDURE

Typically, a Board Member will declare a Conflict of Interest as soon as they become aware of it. Their eligibility to vote and/or participate in discussion is at the discretion of the rest of the Board.

Occasionally, Board Member will declare a **possible** Conflict of Interest (or have one identified by a 3rd party). Then the Board/Committee will review the available facts and vote.

Determining if a **reasonable interpretation of the facts** indicates a Conflict of Interest is the only obligation the GPLT Board has, in their deliberation and decision.

It will be determined by a vote of no less than 3 other Board Members. If there are less than 3 non-conflicted Board Members, they will ask any non-conflicted GPLT Member to join them to decide.

1. The Board Member in possible conflict will outline all the facts and any background information about the possible Conflict of Interest.
2. The voting Members can ask any relevant questions for clarification.
3. All parties remain in the room.
4. The Members go around the table and declare either:
No - Conflict of Interest
Yes - Conflict of Interest (or Potential, or Perceived)

5. In the event of a tie, Yes will carry the vote.
6. If the vote is No, actions will continue as usual.
7. If the vote is Yes, the voting Members will decide the appropriate response. It may include -but isn't limited to -not allowing them to vote, and/or restricting participation in discussions, projects, and/or activities.

NOTES (DECISIONS)

COMMITTEE	DECISION	DATE
Board	Board Members inevitably have friendships, shared theatre Nov 2020 experiences, or acquaintances with other Board or GPLT Members. In discussions, actions on behalf of the Board, or decisions for GPLT - those relationships are not in conflict .	Nov 2020
Board / Season Selection Committee	Members of GPLT and its Board are often involved in a production under consideration or discussion. They are not in conflict and may participate in discussions, and decisions, affecting that production. They should disclose their involvement at the beginning of the relevant discussion.	Nov 2020
Board	Board members sometimes work for organizations, businesses, municipalities or education institutions that provide services or have contractual relationships with GPLT. If that organization is large enough that the Board member has no influence or direct benefit from the business or contract under discussion, that Board member is not in conflict .	Feb 2021
Production Auditions	<p>GPLT has a longstanding policy of open auditions and not allowing pre-casting. That said - production teams are encouraged to reach out in advance and recruit - both experienced, and new - performers to come to the open auditions.</p> <p>As per other GPLT conflict considerations, Production Teams inevitably have friendships, shared theatre experiences, or acquaintances with people auditioning. In general, when allocating roles - those relationships are not in conflict.</p>	<p>Sept 2022</p> <p><i>If revised, update</i> Production Guide and Play Submission Form</p>

	<p>Occasionally, the audition can include partners, spouses, children, or close family members of the Production Team - those relationships (and other relationship possibilities) ARE in conflict / perceived conflict.</p> <p>Best practice guideline:</p> <ul style="list-style-type: none">- Production Team member declares the conflict to the other members of the Team as soon as they are aware of it.- The Production Team decides the best way to plan their audition process (and may discuss strategies with a Production Rep, past director, or Board member.)- In deliberating assigning roles, the Team member in conflict excuses themselves from the room, and the remaining Team discusses and assigns the auditions) in conflict their role first - or as early as possible (or determine there are other actors better suited to the production).- The Team member in conflict returns to the room to participate in assigning the rest of the auditions.	
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2 PRODUCTION SUPPORT

GPLT POLICY AND PROCEDURES

2.2 Production Reps

Docs to Update: Support Docs for Reps, Production Guide

Approved: December 2023

Last Review: December 2023

Review Period: 24 Months

Next Review: December 2025

PURPOSE

Every Production will be assigned a Production Rep. They will be given clear duties and responsibilities, and be a support and resource to the Production - also an additional liaison and line of communication with the Board and GPLT.

INFORMATION

The Production Rep is an information and resource contact for anyone involved in a production. Typically, they'd be a current or past Board member, or an experienced member of past GPLT productions.

Best practice is that they have no other involvement with the Production.

PROCEDURE

The Season and Production Support Committee will recruit and assign every show a Production Rep as soon as possible.

Step 1: Information sharing and gathering as part of the audition process.

Step 2: A welcome, orientation, and introduction by your Production Rep early in the rehearsal process. Including a contact information sheet provided to every member of every production. Anyone involved in the production can reach out to their Rep with suggestions, questions, or concerns.

Step 3: Shortly after the last performance, all members of the Production fill out a brief online questionnaire (*see Appendix 5*) to get their feedback.

Step 4: Debriefing/Take-aways -The Production Rep and the Board evaluate the feedback, and with the Production Leadership Team, look at ways we can improve everyone's experience, and better support our shows. Identify policies to improve, and possible training/education areas for our people.

NOTES

2 PRODUCTION SUPPORT

GPLT POLICY AND PROCEDURES

2.3 Facility Access

Docs to Update: Production Guide

Approved: Sept 2022

Last Review: September 2022

Review Period: 24 Months

Next Review: February 2024

PURPOSE

Productions, Committees, and Boards meeting regularly at GPLT facilities will need to check for availability, book the space, and arrange access.

INFORMATION

The GPLT theatre can be a busy, multi-use facility. While priority is generally given to the upcoming production to be staged - the GM and Staff must also manage other GPLT and external bookings, which sometimes conflict.

In case of a conflict, if a production or committee has trouble sourcing another venue to meet and/or rehearse -the GM/staff, Production Rep, and Board can work with the Production Team to find an acceptable alternative.

Bookings and access must be managed to respect the time, effort, and needs of the facility users, GPLT Members, and GPLT Staff.

PROCEDURE

The GPLT member contacts the GM (or their designate) with a date, time, and preferred space booking request.

If there isn't a conflict, the space is booked. An email will be sent confirming - time date and how access will be provided.

If there's ongoing or regular access required, codes and keys will be provided as needed. If it's a one-off, or new, event - access may be provided by staff on site.

New users will be asked to schedule time for orientation - the location of the various locks, light switches, and lockup procedures for the facility.

NOTES

2 PRODUCTION SUPPORT

GPLT POLICY AND PROCEDURES

2.4 Vulnerable Persons

Docs to Update:

Approved: April 2024

Last Review: December 2025

Review Period: 36 Months

Next Review: December 2028

PURPOSE

The Society is committed to protecting the safety and well-being of all vulnerable persons participating in its productions and activities. Accordingly, all individuals who hold positions of authority, trust, or influence over vulnerable persons are required to undergo appropriate screening.

INFORMATION

Definitions:

1. **Vulnerable Person:** An individual who, because of their age (under the age of 18), or a disability (mental or physical disability or mental illness), is in a position of dependence on others and is otherwise at greater risk than the general population of being harmed by a person in a position of trust or authority.
2. **Position of Trust or Authority:** A position in which an individual has a significant degree of authority or decision-making power over a vulnerable person and unsupervised access to a vulnerable individual. A position of trust may also include the development of a close personal bond between the volunteer and the individual (e.g. mentor). A significant level of trust and authority must be inherent within the position, and not incidental or occasional.

Types of Record Checks:

1. **Criminal Record Check:** A document that details an individual's relevant contact and dealings with law enforcement, as determined and issued by law enforcement.
2. **Vulnerable Sector Check:** A police information check plus a check to see if a person has a record suspension (pardon) for sexual offenses. This type of record check was created in 2000 to protect children and vulnerable persons and is governed by section 6.3(3) of the *Criminal Records Act*.
3. **Child Intervention Record Check:** A record of information provided under the *Child, Youth and Family Enhancement Act* which contains information about intervention services that have been provided to a child. The records are for determining if a person has caused a child, of whom they are the guardian, to be in need of intervention.

PROCEDURE

1. All individuals who hold positions of authority, trust, or influence must provide a current Criminal Record Check, Vulnerable Sector Check, and Child Intervention Record Check before beginning any duties.
 - 1.1. This includes but is not limited to: Staff, Board Members, Directors, Assistant Directors, Stage Managers, Backstage Managers, Choreographers, Music Directors, Photographers, Costumers, and Rising Stars Instructors.
2. A Criminal Record Check, Vulnerable Sector Check, or Youth Intervention Record Check should not be the only tool utilized in determining the suitability of an applicant. The requirement for these record checks should not preclude the Society from conducting their own background and reference checks to determine the suitability of any persons.
3. Checks must be submitted confidentially to the General Manager or designate, who will review the results on a case-by-case basis to determine suitability for placement. The Society reserves the right to restrict or deny involvement based on screening results.
 - 3.1. Delays in obtaining checks may result in removal from scheduled programming or duties.
4. If concerns arise from the results, the General Manager will contact the individual in writing to confidentially discuss the findings and any resulting restrictions or denial of involvement. Only the individual and the General Manager will be informed of the reasoning. No screening details will be shared with any other party.
5. Any individual who withholds or falsifies information regarding previous convictions will be disqualified from further consideration for any involvement within the Society.
6. Individuals currently in positions involving vulnerable persons must immediately notify the General Manager if they are charged with or convicted of an offence that may affect the safety or well-being of vulnerable persons. A written explanation may accompany the disclosure.
 - 6.1. Failure to notify the General Manager as required may result in termination of the position or role.
7. All individuals working with youth must provide updated record checks every two (2) years, or more frequently if requested.
 - 7.1. The Society may request updated record checks at any time during an individual's involvement with the organization.

8. The General Manager will securely store records checks until they expire, at which point, the previous record checks will be destroyed. Access will be limited to authorized personnel only.
9. Any disagreement with a decision made by the General Manager may be appealed in accordance with Policy 1.2.3 Dispute Resolution.

NOTES

Where To Find The Checks:

1. Criminal Record Check & Vulnerable Sector Check: Can be requested in-person at the Grande Prairie RCMP Detachment. Applicants must bring:
 - a) Two pieces of valid government-issued ID (one must include a photo)
 - b) A Volunteer Letter provided by the GPLT confirming volunteer status and the need for a Vulnerable Sector Check
 - c) The processing fee which will be reimbursed by the GPLT upon submission of the receipt
2. Child Intervention Record Check: Can be requested by emailing **CS.IRCNorthWest@gov.ab.ca** and asking for the form to be sent to you.
 - a) Once received, complete the attached digital IRC form.
 - b) You will require Adobe Acrobat Reader on your device. Do not print or photograph the digital form – this allows the IRC process to be completely electronic. Do not change the form to Word document, use the fill and sign option.
 - c) Forward your completed form along with a copy of two (2) pieces of government issued ID (one with a photo) to: **CS.IRCNorthWest@gov.ab.ca**

1 GOVERNANCE

GPLT POLICY AND PROCEDURES

2.5 Borrowing

Docs to Update: Borrowing Agreement

Approved: December 2025

Last Review: December 2025

Review Period: 36 Months

Next Review: December 2028

PURPOSE

Grande Prairie Live Theatre (GPLT) occasionally borrows wardrobe pieces, props, furniture, and specialty items from community members, organizations, and businesses.

This policy ensures that borrowed items are:

- Treated with respect and care
- Properly documented
- Safely used
- Returned in their original condition

INFORMATION

1. This policy applies to all GPLT volunteers, designers, directors, and production staff involved with Wardrobe or Props. Any item that is on loan to GPLT or one of their productions will be subject to this policy.
2. Until an item is officially on loan to GPLT, it cannot remain in rehearsal or performance spaces outside of rehearsals. The exception to this is that actors in a show are permitted to leave personal items in their assigned dressing room during the run of a show. These items may be left at the actor's own risk, and GPLT is not responsible for lost or damaged items.
3. Items that are left in the theatre without being registered as a loaned item will be treated as a donation. Owners are still allowed to request the return of donated items; however, GPLT cannot be responsible if they are used, altered, or damaged.

PROCEDURE

1. *Source*
 - 1.1. Production Team members identify items they wish to borrow and receive an offer from an appropriate lender.
2. *Complete Borrowing Agreement*
 - 2.1. Fill out the Borrowed Item Agreement Form (*see Appendix 10*).
 - 2.2. Obtain lender signature
 - 2.3. Record the item in the Borrowed Item Log.
 - 2.4. Include in the log any offers of appreciation from GPLT to the lender. Ensure that the
 - 2.5. General Manager is made aware of any offers.

3. *Care, Handling & Storage*

- 3.1. Store all borrowed items in designated secure wardrobe/props storage areas.
- 3.2. Ensure only authorized personnel handle borrowed items.
- 3.3. Tag wardrobe items appropriately; place props in assigned bins or shelves.
- 3.4. Document any approved alterations on the form.

4. *Use During Production*

- 4.1. Use items only for the productions listed on the Borrowed Item Agreement.
- 4.2. Keep items onsite unless written approval is provided.
- 4.3. Ensure cast/crew treat items carefully and avoid exposure to food, drink, smoke effects, or damaging substances.

5. *Damage, Loss & Liability*

- 5.1. Report any damage or loss to the Wardrobe/Props Coordinator immediately.
- 5.2. Attempt minor repairs when safe and appropriate.
- 5.3. If the item cannot be repaired or is lost, GPLT will compensate up to the replacement value
- 5.4. listed on the form.

6. *Cleaning & Restoration*

- 6.1. Clean wardrobe items only according to lender instructions.
- 6.2. Return props in as close to original condition as possible.
- 6.3. Reverse approved alterations unless marked permanent.

7. *Return Procedures*

- 7.1. Return all borrowed items by the agreed-upon date.
- 7.2. Coordinator inspects items using the original condition notes.
- 7.3. Notify lender that items are ready for pickup or arrange delivery as previously agreed.
- 7.4. Update the Borrowed Item Log when return is complete.

8. *Record Keeping*

- 8.1. Keep all Borrowed Item Agreement Forms on file for a minimum of three years (digital copies allowed).

NOTES

Any exceptions to this policy must be approved by the General Manager.

3 MEMBER SUPPORT

GPLT POLICY AND PROCEDURES

3.1 Production Free Tickets

Docs to Update: n/a

Approved:

Last Review: January 2024

Review Period: 24 Months

Next Review: January 2026

PURPOSE

To show appreciation to the cast, crew and production teams for their hard work, dedication and effort in each production.

INFORMATION

1. All members of the cast, crew and production teams are volunteers and not paid by the theatre.
2. Some token of appreciation, therefore, should be given.

PROCEDURE

3. Cast, crew and production team members of any GPLT production will receive a voucher for two tickets for any GPLT production, which may be used within 12 months from date of issue. The tickets do not include the cost of dinner for any of the dinner theatre shows.
4. Directors may also give a voucher for one or two tickets to those people who have assisted the show in other ways (provided props, set dressing et.) at their discretion.
5. Board members will receive two complimentary tickets for each show or production throughout the season.
6. Front of house volunteers do not receive complimentary tickets but are welcome to view the show free of charge once all the patrons have been seated.
7. Anyone who auditioned for a play will receive one voucher for 1 ticket for a GPLT production, which may be used within 12 months from date of issue.

NOTES

3 MEMBER SUPPORT**GPLT POLICY AND PROCEDURES****3.2 Production Recognition Meal****Docs to Update:** n/a**Approved:****Last Review:** January 2024**Review Period:** 24 Months**Next Review:** January 2026**PURPOSE**

To reward cast, crew and production teams, and develop a sense of comradery amongst them.

INFORMATION

1. All members of the cast, crew and production team are volunteers and not paid by the theatre.
2. Some token of appreciation, therefore, should be given.

PROCEDURE

3. For all productions snacks/water will be provided for show nights, and a meal will also be provided on one night during the run.

NOTES

3 MEMBER SUPPORT**GPLT POLICY AND PROCEDURES****3.3 Awards and Bursaries****Docs to Update:** n/a**Approved:****Last Review:** January 2024**Review Period:** 24 Months**Next Review:** January 2026**PURPOSE**

To reward outstanding service to Grande Prairie Live Theatre volunteers.

INFORMATION

GPLT presents three awards and three bursaries yearly.

- The Jennie Tetreau Award is presented to a volunteer member for consistent long-term contributions to GPLT. The recipient must have had continuous involvement over a period of 10 years or more. This commitment of time and energy can be in a variety of capacities. They must also be recognized and respected for their contribution among members of GPLT.
- The Short But Sweet Award is presented for consistent short-term contribution in a given year or season. They must be recognized and respected for having had a significant positive impact on the success of GPLT during the previous season. The recipient must be 18 years or older.
- The Rising Star Award is presented to a person under the age of 18 for consistent work on behalf of GPLT during the previous one to three seasons.

GPLT may award the following bursaries on an annual basis:

- The \$1000.00 Sukumar Nayar Bursary is awarded to a deserving student enrolled in a post-secondary theatre related program.
- Two Theatre Alberta workshop or course bursaries of \$600.00 each to persons over the age of 18 who want to travel out of our region to take a short workshop or course in a live theatre related subject.

PROCEDURE

- Nominations will be submitted to manager@gplt.ca or dropped off at the GPLT box office several weeks prior to the Annual General Meeting where the awards will be presented.
- Award information, nomination and bursary application forms will be available on the GPLT website.

NOTES

APPENDICES

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Appendix 1: Mission, Vision, and Values

Mission Statement for Grande Prairie Live Theatre:

“Grande Prairie Live Theatre enriches the Peace Region by producing and supporting high quality, diverse performance arts. We foster inclusive opportunities for volunteers of all backgrounds, provide educational experiences for youth and the public and serve as a vibrant community hub that champions the growth of the arts. Through advocacy and partnerships, we work to ensure accessible, enriching cultural experiences for all.”

Vision Statement for the Grande Prairie Live Theatre:

“To empower our community through accessible, inclusive and inspiring storytelling driven by volunteers, partnerships and a passion for the performing arts”.

Values of the Grande Prairie Live Theatre:

- **Value #1: Community & Connection:**
We foster a strong sense of belonging by building meaningful connections – personal, emotional and artistic – within our diverse community
- **Value #2: Inclusivity & Safety:**
We are committed to creating a safe, welcoming and barrier free environment where everyone feels valued and respected regardless of background.
- **Value #3: Volunteerism & Collaboration:**
We celebrate the contributions of our volunteers and staff, working together to create enriching experiences and a supportive culture
- **Value #4: Artistic Excellence & Professionalism:**
We strive for high standards in all we do, delivering quality productions and professional experiences that reflect our passion for the arts
- **Value # 5: Education & Growth:**
We provide opportunities for lifelong learning and personal development through arts education, mentorships and creative exploration.
- **Value #6: Creativity & Expression:**
We champion the arts as a positive outlet for self-expression, innovation, and storytelling across multiple disciplines.
- **Value # 7: Opportunity & Advocacy:**
We advocate for the advancement of the arts in our region, creating space for new voices, ideas and infrastructure that support a thriving cultural landscape.

Tagline: *Where Community Takes Centre Stage*

Appendix 2: Policy Format

POLICY FORMAT

1-4 SECTION

GPLT POLICY AND PROCEDURES

1.x Policy Name

Docs to update: *GUIDES* etc. that will need to be updated if policy is updated
Approved: DATE APPROVED

Last Review: DATE

Review Period: TIME IN MONTHS

Next Review: DATE

PURPOSE

A simple, short description why the policy is required.

INFORMATION

Information to support the Policy or Procedures.

PROCEDURE

Clearly and plainly describe the actions Members will follow in the Policy.

NOTES

Any further information or records to support the Policy.

**not more than 36 months

Appendix 3: Workplace Commitment

COMMITMENT TO PROVIDE A SAFE AND INCLUSIVE WORKPLACE Grande Prairie Live Theatre

Grande Prairie Live Theatre commits to provide a safe and inclusive workplace free from any type of harassment, violence and discrimination. Harassment, discrimination, violence, sexual misconduct and abuse of power cannot be tolerated in any workplace as these weaken team spirit and create an unhealthy and toxic environment.

All employees, artists, cultural workers, trainers, participants, volunteers or anyone involved in our activities have to be able to work in a safe and respectful workplace and must be aware of the relevant procedure to follow when becomes necessary to report, without fear of reprisal, cases of harassment, discrimination, violence, sexual misconduct and abuse of power or any other behavior that contributes to an unhealthy work environment.

Grande Prairie Live Theatre subscribes to this principle, and recognizes for this purpose the following objectives:

- A complaint of this nature will be subject to an investigation, and if the complaint is legitimate, appropriate measures will be taken;
- Everything will be done by the involved parties to treat the complaint in a professional and confidential manner while providing reasonable information to the complainant and the respondent regarding the nature of the allegations, the complaint's progression, and the resulting settlement or decision.

Grande Prairie Live Theatre has in place a Safety & Inclusion Policy and Violence and Harassment Reporting and Resolution Procedures; a copy of this Policy and the Procedures will be given to every employee, artist, cultural worker, trainer, participant, administrator, volunteer or anyone involved in our activities. The Policy and the Procedures are also available through various means (for example, by email from the General Manager and/or the President, on our Web site, etc.). Please refer to it throughout your involvement with our company.

1. I confirm that I have read this statement of policy to support a safe and inclusive workplace included.
2. I confirm that I have received and read the Policy and Procedures for the creation of a safe and inclusive workplace free from discrimination, harassment, and violence, and have been given the opportunity to ask questions about it.
3. I commit to behaving in a manner that ensures a safe and inclusive workplace.

Signed and agreed to at Grande Prairie, Alberta on _____

Insert date

by: _____
A Volunteer participating in a GPLT event

Contact email and phone number: _____

Appendix 4: Play Submission Form

SUBMITTING A PLAY or PRODUCTION for 2025 - 2026

Thank you for your interest in making a submission for Grande Prairie Live Theatre's 63rd season! Each season is built on submissions from prospective directors and creative teams just like you! Submission deadline January 31, 2025.

Here's what to do.

1. Read through these guidelines.
2. Complete the Submission Form
3. Sign the Submission Form on page 2 and 3 (if making a second submission) and page 4 confirming you agree to follow the GPLT Safety and Inclusion Policies
4. Email your completed Submission Form to manager@gplt.ca or drop it off at the GPLT Box Office

It's that simple! Grande Prairie Live Theatre depends on, and is driven by, our production teams. We are currently looking for directors and/or production teams to submit their choice of play or production for next season.

To begin, please check any or all of these draft dates that might work for your production team. (Please know these might be subject to change.)

- 1) ___ September 18– October 4, 2025
- 2) ___ October 23 – November 8, 2025
- 3) ___ November 27 – December 13, 2025
- 4) Two options
 - a) ___ A play for a youth audience January 23, 24, 25, 30, 31, Feb 1, 2026 or
 - b) ___ A play for mature or all ages audiences January 22 - February 7, 2026
- 5) ___ February 19– March 7, 2026
- 6) ___ March 26 – April 11, 2026
- 7) ___ May 7-23, 2026

NOTE: April 17 & 18, 2026 are tentatively set for the 2026 Peace Region One Act Play Festival. Final details for submitting entries to this festival will be announced in February, 2026

If you have a strong date preference for one of these performance slots please let us know why:

Every cast, crew, creative team and participant in any capacity must read and agree to follow the GPLT Safety and Inclusion Policies. Everyone must sign an acknowledgement that they agree with and will follow these policies. The acknowledgement and a copy of the policies are attached to this submission form. Here's the **GPLT Audition Conflict of Interest Policy**.

If you have any questions, please don't hesitate to contact us! GPLT has a longstanding policy of open auditions and not allowing pre-casting.

That said - Production Teams are encouraged to reach out in advance and recruit - both experienced, and new - performers to come to the open auditions. As per other GPLT conflict considerations, Production Teams inevitably have friendships, shared theatre experiences, or acquaintances with people auditioning. In general, when allocating roles -those relationships **are not in conflict**.

Occasionally, the audition can include partners, spouses, children, or close family members of the Production Team - those relationships (and other relationship possibilities) **ARE in conflict / perceived conflict**.

Best practice guideline: Production Team member declares the conflict to the other members of the Team as soon as they are aware of it. The Production Team decides the best way to plan their audition process (and may discuss strategies with a Production Rep, Past Director, or Board member.) In deliberating assigning roles, the Team member in conflict excuses themselves from the room, and the remaining Team discusses and assigns the auditioner(s) in conflict their role first - or as early as possible (or determine there are other actors better suited to the production). The Team member in conflict returns to the room to participate in assigning the rest of the auditions.

SUBMISSION #1: Please fill in as much as you can. However, it is okay if you do not have an accurate idea of the specifics. Please feel free to say so.

Play Title: _____ Author: _____

Rights Holder: _____

Submitted By:

Submitter Contact Information: Phone, Email, Address):

If this submission is accepted for the 63rd season, the Submitter agrees to follow all GPLT policies, rules, guidelines and, in particular, the GPLT Safety and Inclusion Policies. If selected and before the public announcement of the season, the Submitter agrees to work with the GPLT General Manager to develop a budget.

Genre: Comedy Drama Mystery Musical Classic Other
(Circle all that apply)

What is your vision for this production?

Please provide the following information:

Director: _____

Stage Manager: _____

Optional Information:

Assistant Director: _____

Do you have any marketing, advertising or sponsorship ideas for this show? Are there any aspects of the set that may be especially challenging?

Are there any special requirements for costumes or props?

Are there any other production challenges that you foresee?

Please feel free to attach or add any additional information about your production team, proposed set designs, conceptual ideas, etc. if you desire.

Appendix 5: Post-Production Online Questionnaire

2021-22 POST-PRODUCTION ONLINE QUESTIONNAIRE

My role on the show was:

- ☐ Production Leadership Team (Director, Assistant Director, Stage Manager, Technical Director, Music Director, Dramaturge, etc)
☐ Backstage Team (stagehand, set, props, costume, makeup, effects support, etc.)
☐ Stage Team (actor, dancer, chorus, etc.)
☐ Performance Team (musician, music or stunt performance tech, etc.) Other:

It was easy to find out about the GPLT Season, and how to audition / get involved with this show.*

Strongly Disagree 1 2 3 4 5 Strongly Agree

The audition/recruitment/selection process was well organized, fair, and expectations were clear.*

Strongly Disagree 1 2 3 4 5 Strongly Agree

Rehearsals / work sessions were scheduled well, and were an effective use of my time.*

Strongly Disagree 1 2 3 4 5 Strongly Agree

I felt supported in my work on this production, and was provided constructive opportunities to improve as rehearsals /show creation progressed.*

Strongly Disagree 1 2 3 4 5 Strongly Agree

Once the show was in front of audiences, the production was well organized, ran smoothly, and was a positive experience for me.*

Strongly Disagree 1 2 3 4 5 Strongly Agree

The production recognition - free tickets, posters, social events, etc. - was clear and well organized.*

Strongly Disagree 1 2 3 4 5 Strongly Agree

If a show caught your interest, how likely are you to participate in another GPLT production in the next few seasons?*

Strongly Disagree 1 2 3 4 5 Strongly Agree

WORKSHOPS - For future GPLT workshops - what topics(s) would you attend?

WORKSHOPS - If it the dates worked with your schedule, would you attend a 1-2 day workshop on that topic?

Yes

Maybe - but 1-2 days is too much time.

OPTIONAL -Please share any specific experiences or examples - negative or positive - to provide us more information and feedback for any of the areas above (or anything else):

OPTIONAL - Are there any questions we should add, or changes we should make, to make this feedback form easier, or more useful?

OPTIONAL - Provide us your name, role in the show, and contact information - if you, or we, have any follow up questions.

Appendix 6: Reimbursement Claim Form

Grande Prairie Live Theatre
Reimbursement Claim

Date: _____

Name: _____

Reason for Purchase: _____

Production purchase was made for: _____

Purchase Details

Store	Sub – Total	GST	Total
TOTALS			

ALL RECEIPTS MUST BE ATTACHED!!

Total Reimbursement: _____

Producer _____

General Manager _____

REIMBURSEMENT FORM MUST HAVE SIGNED AUTHORIZATION!

Appendix 7: Volunteer Form



2025-2026 Volunteer Information

Want to get involved with Grande Prairie Live Theatre?
Let us know what you would like to do and how to contact you.

Have you volunteered with us before? Y ☐ N ☐

Please briefly outline any theatre background or experience
Or any applicable information:

Which of the following most interests you? Check the following

FRONT OF HOUSEConcession ☐Usher ☐Box Office ☐**LIGHTS&SOUND**Hang & Focus ☐Light Operator ☐Sound Operator ☐**COSTUMES**Builder ☐Dresser ☐Make-Up ☐Hair ☐**SET**Construction ☐Painting ☐Set Decor ☐Props ☐**DESIGN**Set Design ☐Lighting Design ☐**STAGE MANAGEMENT**Stage Manager ☐Asst. Stage Manager ☐Stage Crew ☐**OTHER INTERESTS**Director or Assistant ☐Producer or Assistant ☐Actor ☐Fundraising ☐Programs/Posters ☐Name Over 18
years of age? Y ☐ N ☐If No: Parent Name: Address City PC Phone E-mail

I approve of my contact information being forwarded to production teams? Y ☐ N ☐

Thank you for your interest!



10130 98 AVE
GRANDE PRAIRIE, AB
T8V 0P6



(780) 538 - 1616



gplt.ca

Appendix 8: Audition Form

Appendix 9: Incident Report

Appendix 10: Borrowing Agreement