

ALBERTA CANOLA DIRECTOR NOMINATION PACKAGE

CONTENTS:

How to Submit a Nomination to Run for Alberta Canola Regional Director	Page 1
Information on Nominations and Elections	Page 2
2024 Regions Open for Nominations.	Page 3
Nomination for Director form	Page 4
Information on the Rights of Eligible Producers	Page 5
Appointment of Representative form	Page 6

If you have any questions, please contact Karla Bergstrom, Executive Director and Returning Officer for Alberta Canola, at 780-454-0844 or at karla@albertacanola.com.

HOW TO SUBMIT A NOMINATION

To Run for Alberta Canola Regional Director

- STEP 1:** Download the Director Nomination Package.
- STEP 2:** Print the forms.
(1 Nomination for Director form and 6 Appointment of Representative forms)
- STEP 3:** Gather signatures from 5 canola growers in your region.
- STEP 4:** Ensure the nominee and each signee completes their Appointment of Representative form *(if required)*.
- STEP 5:** Submit the completed forms by October 31, 2024.

Forms must be received by the Alberta Canola Producers Commission office in writing, on or before **October 31, 2024**, at 4 PM. Forms can be submitted via fax, mail, or email.

Please consider submitting your forms ahead of the deadline to provide time for verification that all required elements are included in your submission.

To learn more about how to nominate yourself or someone else to represent the canola growers in your region, please contact Karla Bergstrom, Executive Director and Returning Officer, at **780-454-0844** or at karla@albertacanola.com.

INFORMATION ON NOMINATIONS AND ELECTIONS

NOMINATIONS

Nominations for Alberta Canola's 2024/2025 fiscal year are open for four regions (3, 6, 9, 12). The regions are identified by municipal district (albertacanola.com/regions). The term of office is 3 years.

Nominations must be received by the Alberta Canola Producers Commission office in writing, on or before **October 31, 2024**, at 4 PM. Forms can be submitted via mail, email, fax, or delivered to the office.

ELIGIBLE PRODUCER

To stand for office, nominate, or vote, the canola grower **must be an eligible producer of the region in which the election is being held.**

An eligible producer is defined as any producer who has paid a service charge to the commission on canola sold within the previous two crop years.

If you have paid a service charge to Alberta Canola since August 1, 2022, then you are an eligible producer and can let your name stand in 2024.

Identifying the Eligible Producer's Region

The Commission identifies the location of eligible producers by mailing address. However, the mailing address within a region does not necessarily mean that a producer either lives, farms or share crops in that region. Eligible producers may also grow canola in more than one region and have the right to specify the region of their choice for electoral purposes provided they have grown canola in that region.

If the nominee has a mailing address outside the region they produce canola, then **please advise our office at the earliest convenience.**

The 3-year term for office commences when the AGM adjourns.

Appointing a Representative

If an eligible producer is not an individual, then the corporation, partnership, or organization must:

1. Appoint a representative to act on its behalf as an eligible producer in writing
2. Notify Alberta Canola so the appointed representative can vote at the AGM, stand for nomination, or hold office.

A corporation, shall appoint an individual who is a director, shareholder member, officer or employee of the corporation as its representative.

A partnership, shall appoint an individual who is a partner or employee of the partnership as its representative.

An organization other than a corporation or partnership, shall appoint an individual who is a member, officer, or employee of the organization as its representative.

An individual can be the appointed representative for only one eligible producer.

ELECTIONS

- If one nomination is received for a region, then the nominee will be acclaimed.
- If more than one nomination is received for a region, then there will be an election. An election package with ballots will be mailed to eligible producers for that region by **November 30, 2024**. Ballots must be returned to the Alberta Canola office before 4 PM on **January 3, 2025**.
- If no nominations are received for a region, then Alberta Canola will call for nominations and hold an election during the Annual General Meeting. If there is a failure to elect a director at the AGM, then the board can appoint an eligible producer to be a director for that region.

2024 REGIONS OPEN FOR NOMINATIONS

REGIONS

Region 3 is made up of the area that is included in the following:

- (a) Municipal District of Opportunity No. 17;
- (b) Municipal District of Lesser Slave River No. 124;
- (c) M.D. of Smoky River No. 130;
- (d) Northern Sunrise County;
- (e) Big Lakes County;
- (f) any city, town, village or summer village that is encompassed by the area described in clauses (a) to (e).

Region 6 is made up of the area that is included in the following:

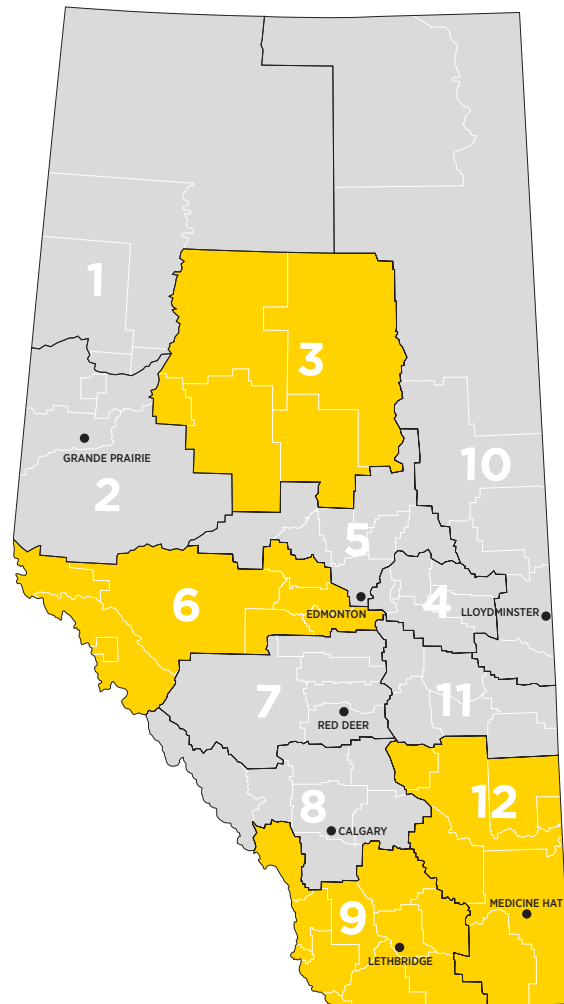
- (a) Leduc County;
- (b) Parkland County;
- (c) Lac Ste. Anne County;
- (d) Brazeau County;
- (e) Yellowhead County;
- (f) City of Edmonton;
- (g) Improvement District No. 12 (Jasper National Park);
- (h) Municipality of Jasper;
- (i) Improvement District No. 25 (Willmore Wilderness);
- (j) any city, town, village or summer village that is encompassed by the area described in clauses (a) to (i).

Region 9 is made up of the area that is included in the following:

- (a) Vulcan County;
- (b) County of Warner No. 5;
- (c) Lethbridge County;
- (d) Cardston County;
- (e) Municipal District of Pincher Creek No. 9;
- (f) Municipal District of Taber;
- (g) The Municipal District of Willow Creek No. 26;
- (h) The Municipal District of Ranchland No. 66;
- (i) Kananaskis Improvement District;
- (j) Improvement District No. 4 (Waterton);
- (k) Municipality of Crowsnest Pass;
- (l) any city, town, village or summer village that is encompassed by the area described in clauses (a) to (k).

Region 12 is made up of the area that is included in the following:

- (a) County of Newell;
- (b) County of Forty Mile No. 8;
- (c) Cypress County;
- (d) Municipal District of Acadia No. 34;
- (e) Starland County;
- (f) Special Area No. 2;
- (g) Special Area No. 3;
- (h) Town of Drumheller;
- (i) any city, town, village or summer village that is encompassed by the area described in clauses (a) to (h).





NOMINATION FOR DIRECTOR FORM

(Please Print and Sign)

Region _____ (2024 Director Elections are for Region 3, 6, 9, or 12).

Nominee Name: _____

(If your canola was sold under the name of a corporation, partnership, or organization you must submit an Appointment of Representative form.)

Nominee Email: _____

Appointment of Representation Attached

Nominee Phone Number: _____

Nominee Mailing Address: _____

I, _____, hereby consent to being nominated as a director for the Alberta Canola Producers Commission.

Signature _____ Date _____

Note: To verify eligible producers signing this form, please submit your forms as soon as possible.

Eligible Producer Endorsements (5 endorsements required)

- Name _____ Signature _____
Farm Name / Company _____
Address _____ Appointment of Representation Attached
- Name _____ Signature _____
Farm Name / Company _____
Address _____ Appointment of Representation Attached
- Name _____ Signature _____
Farm Name/Company _____
Address _____ Appointment of Representation Attached
- Name _____ Signature _____
Farm Name / Company _____
Address _____ Appointment of Representation Attached
- Name _____ Signature _____
Farm Name / Company _____
Address _____ Appointment of Representation Attached

Nominations close at 4:00 P.M. October 31, 2024

Return to: Alberta Canola 14560 116 Avenue, Edmonton, Alberta T5M 3E9 | Fax: 780-451-6933 | Email: info@albertacanola.com

INFORMATION ON THE RIGHTS OF ELIGIBLE PRODUCERS

An eligible producer is defined as any producer who has paid a service charge to the commission on canola sold within the previous two crop years.

Eligibility continues unless the producer ceases to pay a service charge to Alberta Canola in two subsequent crop years. Alberta Canola maintains a current list of eligible producers.

GENERAL RIGHTS OF ELIGIBLE PRODUCERS

- (a) To attend annual region meetings, annual Commission meetings and special Commission meetings;
- (b) To make representations on any matter pertaining to Alberta Canola's regulations and bylaws, the Commission, or the Board of Directors;
- (c) To vote on any matter under Alberta Canola's regulations and bylaws;
- (d) To vote in any election for directors;
- (e) To hold office as a director; and
- (f) To vote on any plebiscites of producers held under the Marketing of Agricultural Products Act.

WHO IS AN ELIGIBLE PRODUCER?

- | | |
|--|--|
| <ul style="list-style-type: none">(a) An Individual – service charge was deducted from canola payment made to an individual who is the eligible producer. | <ul style="list-style-type: none">(b) Not an individual - service charge was deducted from canola payment made to a corporation, partnership, or organization. A representative must be appointed.<ul style="list-style-type: none">o A corporation shall appoint an individual who is a director, shareholder, member, officer, or employee of the corporation as its representative,o A partnership shall appoint an individual who is a partner or employee of the partnership as its representative, oro An organization, other than a corporation or a partnership, shall appoint an individual who is a member, officer, or employee of the organization as its representative. |
|--|--|

NOTES

- (a) A corporation, partnership, or organization may have only one representative acting as an eligible producer.
- (b) An individual can be the appointed representative for only one eligible producer.
- (c) Eligible Producers that are not an individual must file an Appointment of Representative form with Alberta Canola that appoints a representative who will assume the general rights of an eligible producer on behalf of the corporation, partnership or organization.

To access Alberta canola's bylaws on eligible producers and the rights of eligible producers, please visit albertacanola.com/about



APPOINTMENT OF REPRESENTATIVE FORM

This form is required if you have sold canola under a name other than your first and last name.

Eligible Producers that are not an individual must file an Appointment of Representative form with Alberta Canola that appoints a representative who will assume the general rights of an eligible producer on behalf of the corporation, partnership, or organization (vote at the AGM, stand for nomination, or hold office.)

Eligible Producer Information

Name canola was sold under: _____
(name of corporation, partnership, or organization)

Mailing Address: _____

Email: _____

Phone: _____

Appointment of Representative

Declaration

I _____, acting on the authority of _____,
(your name) *(name of corporation, partnership, or organization)*

hereby appoint _____, as the representative of record to act as an eligible producer with
(representative name)

regards to Alberta Canola and the general rights of an eligible producer* from this day forward until a new appointment of a representative is filed with Alberta Canola.

Signature _____ Date _____

Appointed Representative Information

Name: _____

check box if contact information is the same as the eligible producer information provided above

Mailing Address: _____

Email: _____ Phone: _____