

## **Form 1: Candidate Platform, Education And Experience**

By completing and signing this form, you agree to allow Calgary Co-op to publish your nomination information and photograph in election communications and documents. Candidates must submit all information in a typed (Word) format. Please also provide your email address and telephone number which Calgary Co-op may use to contact you for any matter relating to the election.

Candidate Email Address (for internal office use only):

Candidate Telephone Number (for internal office use only):

### **(The following is for publicly published materials)**

Candidate Name / Preferred Name:

Degrees, Diplomas, and Professional Designations and dates attained (all will be confirmed by the Interview Consultant):

Please complete the following section in its entirety using no more than the stipulated number of words for each question. (The headings/question/statement are excluded from the word count). Any submission exceeding the designated word count will be cut off by Calgary Co-op exactly at the stipulated number of words for each question.

**Vote for me as a Calgary Co-op Director because** (maximum 25-word limit for this specific response):

**What are the special attributes and experience that make you a strong candidate for Calgary Co-op's Board? (120-word maximum)**

**Why do you want to serve on the Calgary Co-op Board of Directors? (65-word maximum)**

***Note: Word count requirements end here. Your answer to the following question will neither be included in the word count nor published.***

**Which Board committees do you feel you can contribute to the most and why? (Please note this is for consideration by the Governance Committee)**

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

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

## Form 2: Director Election Nomination

Nominee Full Legal Name and any prior Legal Name, including Maiden Name(s) used:

Nominee's Signature:

(Sign Here):

Nominee's Address:

Nominee's Calgary Co-op Membership Number:

Telephone (Home):

Telephone (Business):

Email Address:

**INSTRUCTIONS FOR NOMINATOR INFORMATION REQUIRED BELOW:** For each nominator listed below, the membership number provided must be held in nominator's own name or lists their name on a joint membership held in the name of a spouse or adult interdependent partner. There are no exceptions to this requirement. The director candidate nominee is responsible for ensuring all of the information provided below is accurate. Five nominators are required; however, it is recommended that the nominee obtain more in case any do not meet the criteria. For privacy purposes, the information provided on this form will be reviewed and used only by the election firm hired by Calgary Co-op for this purpose, and by designated representatives of Calgary Co-op.

**Having obtained the consent of the director candidate nominee named above, we the undersigned hereby nominate the above-named Member-owner as a candidate for the Calgary Co-op Board of Directors.**

1	Nominator's Name (please print):	Address:
	Nominator's Signature:	Postal Code:
	Nominator's Calgary Co-op Membership #: (must be in nominator's own name or listed on a joint membership*)	Telephone (Home): Telephone (Business):

**Nominee Full Legal Name:**

2	Nominator's Name (please print):	Address:
	Nominator's Signature:	Postal Code:
	Nominator's Calgary Co-op Membership #: (must be in nominator's own name or listed on a joint membership*)	Telephone (Home):  Telephone (Business):

3	Nominator's Name (please print):	Address:
	Nominator's Signature:	Postal Code:
	Nominator's Calgary Co-op Membership #: (must be in nominator's own name or listed on a joint membership*)	Telephone (Home):  Telephone (Business):

4	Nominator's Name (please print):	Address:
	Nominator's Signature:	Postal Code:
	Nominator's Calgary Co-op Membership #: (must be in nominator's own name or listed on a joint membership*)	Telephone (Home):  Telephone (Business):

**Nominee Full Legal Name:**

5	Nominator's Name (please print):	Address:
	Nominator's Signature:	Postal Code:
	Nominator's Calgary Co-op Membership #: (must be in nominator's name or listed on a joint membership*)	Telephone (Home):  Telephone (Business):

6	Nominator's Name (please print):	Address:
	Nominator's Signature:	Postal Code:
	Nominator's Calgary Co-op Membership #: (must be in nominator's own name or listed on a joint membership*)	Telephone (Home):  Telephone (Business):

7	Nominator's Name (please print):	Address:
	Nominator's Signature:	Postal Code:
	Nominator's Calgary Co-op Membership #: (must be in nominator's own name or listed on a joint membership*)	Telephone (Home):  Telephone (Business):

**Nominee Full Legal Name:**

8	Nominator's Name (please print):	Address:
	Nominator's Signature:	Postal Code:
	Nominator's Calgary Co-op Membership #: (must be in nominator's name or listed on a joint membership*)	Telephone (Home):  Telephone (Business):

9	Nominator's Name (please print):	Address:
	Nominator's Signature:	Postal Code:
	Nominator's Calgary Co-op Membership #: (must be in nominator's own name or listed on a joint membership*)	Telephone (Home):  Telephone (Business):

10	Nominator's Name (please print):	Address:
	Nominator's Signature:	Postal Code:
	Nominator's Calgary Co-op Membership #: (must be in nominator's own name or listed on a joint membership*)	Telephone (Home):  Telephone (Business):

**Nominee Full Legal Name:**

11	Nominator's Name (please print):	Address:
	Nominator's Signature:	Postal Code:
	Nominator's Calgary Co-op Membership #: (must be in nominator's name or listed on a joint membership*)	Telephone (Home): Telephone (Business):

12	Nominator's Name (please print):	Address:
	Nominator's Signature:	Postal Code:
	Nominator's Calgary Co-op Membership #: (must be in nominator's own name or listed on a joint membership*)	Telephone (Home): Telephone (Business):

### Form 3: Board Candidate Nominee Declaration

Having been duly nominated as a director candidate for Calgary Co-operative Association Limited (Calgary Co-op), I (print name of nominee)

I do hereby consent to serve, and I affirm and declare that, in accordance with the Cooperatives Act and Calgary Co-operative Bylaw 5.05, I am qualified to become or to continue as a director and further declare and agree that:

1. When elected, I was not under 18 years of age.
2. I do not have the status of bankrupt.
3. I have been a Member-owner in good standing with Calgary Co-op for at least two years before April 11, 2024
4. As a Member-owner or through a joint membership with my spouse or adult interdependent partner have made purchases from Calgary Co-op in the immediately preceding fiscal year of at least \$3,600.00
5. I reside within the trading area.
6. When elected I will not be employed by or a Director of a retailer or other business which competes with Calgary Co-op, as determined by the Board.
7. When elected I will not be a Spouse or Adult Interdependent Partner, Relative of, or holder of a joint membership with, an individual who is a Director or Employee.
8. The day after I am elected, I will not be an Employee of Calgary Co-op or Federated Co-operatives Limited or the subsidiaries of either.
9. That I have not served three elected terms.
10. I have not been found guilty of a criminal or quasi-criminal offence under a law of Alberta or Canada, including the Criminal Code, or any similar laws, in other jurisdictions in and outside Canada, for which a pardon has not been granted.
11. I agree to complete and submit to Alberta Gaming Liquor and Cannabis (AGLC) the required personal disclosure information for myself, my partner, and my dependents.
12. I do not have any business or other interests or business or personal relationships that could, in the opinion of the Board, materially interfere with the ability of the Member-owner to act objectively with a view to the best interests of the Co-op, and agree to sign Calgary Co-op's Code of Conduct form.
13. I have not had a judgment against me in a civil claim based on fraud, theft, deceit, misrepresentation, civil conspiracy, breach of trust, breach of fiduciary duty, insider trading, failure to disclose material facts, or changes, or similar conduct.
14. I am not involved in any litigation against the Co-op.
15. I have not been prohibited from becoming, nor removed as, a Director of an organization.
16. If a member of a professional body, I have not, during the previous five years, been involuntarily prohibited or restricted from practicing as a member of that profession.



AND I make this solemn declaration conscientiously believing it to be true, knowing it is of the same force and effect as if made under oath and understanding that it is a criminal offence to make a false declaration.

**DECLARED** before me at the City of Calgary in the \_\_\_\_\_ Signature of Candidate Nominee for Director  
Province of Alberta this \_\_\_\_\_

## **Form 4: Acknowledgement And The Agreement**

By signing and submitting this form to the Calgary Co-operative Association Limited, the undersigned acknowledges and agrees that he or she has read this Agreement and fully understands its content and that he or she:

1. Gives permission for Calgary Co-op to share his or her contact information, and his or her attached resume, nomination paper, and Candidate Platform, Education and Experience form with the Candidate Assessment Consultant for the purpose of his or her potential candidacy in the Calgary Co-op Board Election and gives permission and consents to the disclosure and publication, except as specifically otherwise noted in the 2024 Director Election Handbook, of all information provided to Calgary Co-op in relation to his or her candidacy for director.
2. Must provide and has provided his or her full legal name together with any prior legal name, including maiden name(s), in the 2024 Director Election Nomination Form.
3. Consents to Calgary Co-op obtaining a civil search, a personal bankruptcy, and insolvency record and a criminal record report in his or her name and understands that the results of the searches will be used by Calgary Co-op for the purpose of evaluating his or her eligibility to be a director.
4. Will promptly disclose to Calgary Co-op Board of Directors any conflict of interest, including any conflict of interest that may arise in the future in connection with his or her candidacy for, or entitlement to serve as, director of Calgary Co-op.
5. Agrees to comply with all rules, guidelines, and policies issued from time to time by the Calgary Co-op Board of Directors regarding all election and communication activities, and, specifically, that his or her participation in the election constitutes his or her agreement to the rules contained in the Director Election Handbook.
6. May be disqualified from the election with a consensus vote of the Directors not running for re-election, if in the opinion of those Directors the undersigned breaches or violates any of the rules, guidelines or policies identified with item 5 immediately above, or if any of the declarations as to facts given to Calgary Co-op by him or her in relation to the election and candidacy are determined by the Calgary Co-op Board of Directors at any time, acting in their sole discretion, not to be true or accurate as of the date this form is signed or any time after such date.

7. To the fullest extent permitted by law, hereby forever releases, waives, covenants not to sue, exonerates, discharges and agrees to hold harmless Calgary Co-op, its directors, officers and employees, nomination committee, successors, assigns, licensees and agents and any party which Calgary Co-op engages as consultant, facilitator or otherwise in association with the Calgary Co-op Board election and communication activities (each of the foregoing shall be considered one of the **Releasees**) from any and all claims, demands, causes of action and liability of any kind, whether in contract, tort or otherwise, arising out of or resulting from, in whole or in part, directly or indirectly, his or her candidacy for director and otherwise his or her participation in the election process. The undersigned specifically understands and agrees that this Agreement forever discharges the Releasees from any liability or claim that he or she may have against the Releasees with respect to any injury, damage or other loss that may result arising from his or her candidacy for director, due to any cause whatsoever, including negligence, breach of contract or breach of any statutory duty of care of the Releasees or otherwise. The undersigned expressly agrees that the foregoing release and waiver is intended to be as broad and inclusive as permitted by the laws of the Province of Alberta, and agrees to, and does hereby, indemnify and agree reimburse each Releasee from any and all costs and expenses (including those incurred on a solicitor and own client basis) incurred by such Releasee in relation to any breach of this provision of this Agreement.
  
8. Agrees that in the event any clause or provision of this Acknowledgement and Agreement shall be held to be invalid by any court of competent jurisdiction, the invaliding of such clause or provision shall not otherwise affect the remaining provisions of this Agreement which shall continue to be enforceable. The undersigned further agrees that this Agreement shall bind his or her assigns, heirs, administrators, and executors.

Legal Name:(Printed) \_\_\_\_\_

Signed: \_\_\_\_\_

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



## 2024 Calgary Co-op Board of Directors Election: Candidacy Withdrawal

### Declaration

I, having accepted a nomination for election to the Calgary Co-op Board of Directors, do hereby declare that I withdraw my candidacy for this position.

***This form must be completed, signed and forwarded to [governance@calgarycoop.com](mailto:governance@calgarycoop.com) by the January 3, 2024, in order to have the candidate's name removed from the ballot and election material.***

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

Member #: \_\_\_\_\_

Signed: \_\_\_\_\_

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

### Contact Details

Address:

Cell Phone #: \_\_\_\_\_

Work Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

## Appendix 1– Definitions

In this handbook, the following definitions apply:

1. **Adult Interdependent Partner** – means an adult interdependent partner within the meaning of the *Adult Interdependent Relationships Act* 2002 A-4.5 of Alberta, and any statute that may be substituted therefor, including the regulations thereunder, as from time to time amended;
2. **Annual Meeting** – the annual meeting of Member-owners.
3. **Board of Directors**, or **Board** – Collectively, the Directors of Calgary Co-op.
4. **Board Profile** also referred to as a Skills Matrix - The process completed by the Board to identify the optimal knowledge, experience, and skillsets that would be possessed by elected directors.
5. **Communication Period** – The period during which communication activities may be undertaken in accordance with this Direction Election Handbook, being only the time period February 13, 2024, to March 13, 2024, inclusive.
6. **Candidate** – a Member-owner nominated in accordance with these guidelines to run to be a Director on the Board of Directors and who has been confirmed by the Election Consultant that they meet all of the Director qualifications, as outlined in the Act and Calgary Co-op Bylaws.
7. **Consultants** – external third-party firms contracted by the Board to assist with the 2024 Director Election:
  - a. Governance Consultant – to identify skill and knowledge qualifications that, ideally, will be filled by Member-owners elected to the Board. The Governance Consultant for the 2024 Director Election is Leaders International.
  - b. Candidate Assessment Consultant – to assess all candidates and identify candidates that may be endorsed. The Candidate Assessment Consultant for the 2024 Director Election is Leaders International.
  - c. Election Consultant – to confirm nominees meet the qualification criteria and to conduct the annual Director Election. The Election Consultant for the 2024 Director Election is MNP.

8. **Director** – a Member-owner elected by the membership or a Member-owner appointed by the Board to fill a vacancy on the Board of Directors. Directors are elected to serve three-year terms with the option to run for re-election until they have served three, three-year terms. Appointed Directors serve to the end of the term they were appointed for, and they have the option of running for election when their term of appointment expires, unless they have served for nine years.
9. **Election Period** –the designated dates between which Member-owners may vote in the Director Election. This period runs from February 13, 2024, to March 13, 2024, inclusive.
10. **Employee** – A Member-owner who is an employee of Calgary Co-op, whether fulltime or part-time.
11. **Member-owner** – an individual who has purchased a membership in Calgary Co-op.
12. **Nominee** – a Member-owner who is nominated by a minimum of five Member-owners to run for a Director position on the Board of Directors. A nominee becomes a Candidate when the Election Consultant, MNP, confirms that the Director qualifications, as outline in the Act and the bylaws, are met.
13. **Social Media** – Twitter, web pages, Facebook, LinkedIn, Instagram, etc. registered to the candidate.
14. **Record Date** –The record date for each meeting of Member-owners is the final day of the preceding financial year. The record date for this meeting is October 28, 2023.
15. **Trading Area** – Alberta