

# Nominee Forms

## Form Completion Instructions And Helpful Notes

### Form 1 – Nominee Platform, Education and Experience

Nominees shall include their email address and phone number for contact purposes by Calgary Co-op.

Content must align to Calgary Co-op's communication policy and guidelines. Nominee Platforms will be cut-off at the prescribed word limits and published as submitted.

Calgary Co-op reserves the right to reject, in whole or part, any statements that, in the opinion of the Nominations Committee, may damage the business or reputation of Calgary Co-op or its representatives.

### Form 2 - Director Election Nomination

Five eligible Member-Owners must nominate each nominee. Any individual who signs the nomination form must hold a valid Calgary Co-op membership in their own name, or have their name listed on a joint membership held in the name of a spouse or adult interdependent partner as of November 2, 2024, or earlier.

Nominees are encouraged to obtain nominations from more than five Member-Owners in the event that one or more of the nominators does not qualify.

### Form 3 - Board Nominee Declaration

In order to ensure eligibility under the Cooperatives Act and Calgary Co-op Bylaw 5.05, every nominee must submit the form, dated between September 14, 2024, and the October 29, 2024, nomination deadline.

### Form 4 - Acknowledgement and Agreements

Read the form carefully, sign and date it.

### Personal Photograph

This should be a recent digital colour photograph showing head and shoulders, with a resolution suitable for printing, and is required for publication purposes from all nominees. Send it by email to [governance@calgarycoop.com](mailto:governance@calgarycoop.com).

## **A Personal Resume**

The resume should include all board positions (current and prior), full employment history, Degrees / Diplomas / Certificates, professional designations, and community engagement activities including all applicable dates.

## **Other Considerations**

It is strongly recommended that nominees have their packages reviewed by the Election Consultant for completeness. Incomplete applications will be disqualified.

Nominees will probably be asked to provide references at a later point. The Nominee Assessment Consultant will discuss this with nominees at the time second interviews are being set up. Nominees may wish to give this some advance thought.

Calgary Co-op will complete a background check which will include criminal record, civil actions and bankruptcy checks on behalf of each nominee. Nominees' signatures on Form 4 acknowledge acceptance of this process.

As Calgary Co-op is a **cannabis retailer**, a nominee who is elected to the board will be required to complete and submit to Alberta Gaming Liquor and Cannabis (AGLC) personal disclosure Information for themselves, their partner, and any dependents. There is also a requirement to provide additional information including investments and personal tax assessments. There are no exceptions. The Nominee Assessment Consultant, on the Board's behalf, will ask nominees to confirm your willingness to complete this Document as part of the Board Member recruitment process.

Nominees are advised to read the ground rules and the disclosure forms found at <https://aglc.ca/cannabis/cannabis-legislation-and-policies/cannabis-handbooks/retail-cannabis-store-handbook/rcsh-background-checks>

Nominees are also advised that should they be elected to the Calgary Co-op Board of Directors they will be required to sign the Association's Code of Conduct that can be viewed at <https://www.calgarycoop.com/wp-content/uploads/2023/09/Code-of-Conduct-05-09-23.pdf>

Any nominee who wants to have their forms reviewed for completeness, must submit them to [calgarycoop.BODElection@mnp.ca](mailto:calgarycoop.BODElection@mnp.ca) with attached scanned documents or by Canada Post, Courier or in Person on or before October 17, 2024. Nominees will be informed of any omissions and have until October 29, 2024, to resubmit.

The deadline for a nominee to make a statement of fact change in their submitted platform is December 18, 2024. The ONLY changes that will be accepted after the October 29, 2024, filing date are statements of fact. Examples: name change, or additional education completed. Changes are to be submitted to the Manager of Communications Calgary Co-op: [governance@calgarycoop.com](mailto:governance@calgarycoop.com).

## **Form 1: Nominee 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. Nominees 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.

Nominee Email Address (for internal office use only):

Nominee Telephone Number (for internal office use only):

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

Nominee 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 nominee 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 Birth Name(s) used:	
Nominee's Signature:  (Sign Here):	Nominee's Address:
Nominee's Calgary Co-op Membership Number:	Telephone (Home):  Telephone (Business):  Email Address:
<p><b>INSTRUCTIONS FOR NOMINATOR INFORMATION REQUIRED BELOW:</b> 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 nominee is responsible for ensuring all 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.</p> <p><b>Having obtained the consent of the Director nominee named above; we the undersigned hereby nominate the above-named Member-Owner as a nominee for the Calgary Co-op Board of Directors.</b></p>	

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 Nominee Declaration

Having been duly nominated as a Director nominee 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 10, 2025.
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 of Calgary Co-op, Community Natural Foods, Willow Park Wines & Spirits, Beacon Pharmacies or Care Pharmacies.
8. The day after I am elected, I will not be an Employee of Calgary Co-op or Community Natural Foods, Willow Park Wines & Spirits, Beacon Pharmacies or Care Pharmacies.
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 and Ethics and the Confidentiality and Privacy Policies forms.
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 Calgary 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 Province of Alberta this \_\_\_\_\_ Signature of Nominee for Director

## 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 Nomination Platform, Education and Experience form with the Nominee 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 2025 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 birth name(s), in the 2025 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: \_\_\_\_\_