



Canadian
National
Exhibition

September 6, 2012

Dear Association Officer,

The 2012 CNE wrapped up earlier this week and by all accounts it appears that this year's fair was a great one! As part of the Canadian National Exhibition Association (CNEA) membership you play an important role in that success. On behalf of the Board of Directors, I would like to **thank you** for your support, input and participation.

I also wanted to take an opportunity to remind you about changes that are being made to the CNEA, which will ensure that the CNE continues to be a first class and financially viable event, as we head into our 135th year.

Further to previous communication updates to you throughout 2012, the CNE Association is still moving forward to become independent financially and operationally from Exhibition Place and the City of Toronto, **effective April 1st, 2013**. If you would like to be sent copies of past communications, please contact the CNE Corporate Secretariat.

The CNEA team is confident that this new relationship model will invigorate the CNE and make it an even better event. We see independence as a positive step in our evolution and one which will enable us to invest in our fair, and continue to grow our audience. With our independence forthcoming, the Board of Directors has engaged the services of governance experts, Management Advisory Service (MAS), who will help guide the CNEA as we consider our future structure. We commit to keeping you informed and to giving you an opportunity to provide input in the governance review process.

We are following our current CNEA by-laws and ask you to appoint (or re-appoint) your association representative and that you do so with the knowledge that our governance structure and membership structure may change.

We hope you will share our excitement about what the future holds for the CNEA. Our CNE Corporate Secretary can be reached at sfink@theex.com or 416-263-5201 and I can be reached at bashton@theex.com or 416-263-3819.

Sincerely,

Brian Ashton, President, Canadian National Exhibition Association (CNEA)



Canadian
National
Exhibition

September 4th, 2012

Dear Association Officer,

**RE: 2012/2013 TERM
NOTICE OF APPOINTMENT OF YOUR REPRESENTATIVE TO
THE CANADIAN NATIONAL EXHIBITION ASSOCIATION MEMBERSHIP**

The CNEA 2012 AGM

The Annual General Meeting of the Canadian National Exhibition Association (CNEA) is on

- Venue: FountainBlu
- Location: Queen Elizabeth Building, Exhibition Place
- Date: Thursday, October 25, 2012
- Time: 10:30 a.m. (**light lunch served after AGM*)

Last year your organization appointed a representative to the CNE Association to be a part of our membership.

Board of Directors

Each member, appointed by organizations like yours, of the CNEA is eligible to nominate or be nominated as a Director of the CNEA Board of Directors (except those in the Municipal Section as indicated in the Section 7.1 of By-Law No. 1-10 who are automatically appointed).

Benefits

As an Association of the CNE membership, your representative can help shape the future of the CNE and ensure it continues to be into a successful event!

Your member is able to:

- run as a Director on the CNEA Board
- join one of various CNEA committees
- or choose to be a member and attend the two annual meetings.

CNEA Members Privileges

As well, your appointment to the CNEA will receive two 18 day admission tickets to the CNE during their term as your Association representative.

CNEA Members' Booth

As an Association member your organization is able to sign up to showcase your organization free of charge during the 2013 Canadian Nation Exhibition at the CNEA Membership booth.

Annual Meetings & Members Attendance

There are two general meetings a year for members - the Annual Financial Meeting, usually hosted in May, and the Annual General Meeting, usually hosted in October.

The CNEA by-law No. 1-10, Article VI, Section 6.6 states:

*Every organization's representative appointed by an association, society or other body is expected to attend in person the Annual Meeting, Financial Meeting, and any Special Meeting of the Association. If **an organization's representative fails to attend at least one-half of the meetings over a two-year period**, the place of such Member may be deemed vacant, and the association, society or other body must submit a letter of explanation to the Corporate Secretary for consideration by the Executive Committee who will determine whether the association, society or other body be advised that existing representative remain on the CNEA or be requested to appoint a new representative.*

Completing the Attached Form

I would ask that you indicate on the enclosed form the name of the CNEA representative appointed by your organization.

The term of this appointment, in accordance with the CNEA by-laws, will commence on the date of the Annual Meeting (October 25, 2012).

The form must be signed by an officer of your association and not the representative. If the officer of your association and the representative are the same person, please ensure someone else from your association signs the form.

CNEA by-law No. 1-10, Article V, Section 5.8

Notice of Appointment

*Notice of the appointment of representatives by the associations, societies, and other bodies appointing Members to the Association, **signed by an officer of such body, who is not the proposed representative**, shall be given to the Association forthwith after the appointment is made and such Members shall hold office from the time the appointment is received by the Corporate Secretary or stated to be effective until their successors are appointed unless the power of an association, society or other body to appoint a Member pursuant to Section 5(12) of the Act has been cancelled by the Board.*

Please have the Notice of Appointment form certified by the proper authority and return it to my attention, not later than **Friday, September 28th**, so that we may notify your representatives of the Annual Meeting and have them sign their appointment form to confirm that the contact information provided can be made public. The CNEA Membership Listing is a public document.

In the event that no **new** appointment will be made prior to September 28th, a communication to **continue your current representative** on our membership would be appreciated.

Yours truly,



Sarah Fink
Corporate Secretary & Government Relations Manager



CNE Association Pertinent Member Information

The Canadian National Exhibition Association (CNEA) is divided into four sections:

- Section 1 – Municipal
- Section 2 – Manufacturers' & Industry
- Section 3 – Agriculture
- Section 4 – General & Liberal Arts

To become a CNEA Committee member:

- the Corporate Secretariat must receive your completed Committee form prior to the meeting of the Credentials & Nominating Committee held on the day of the Annual General Meeting in October; this paper is mailed with the Annual General Meeting notice
Exception: In his/her capacity as President, he/she may appoint as requested.

All members of the Board of Directors are entitled to attend Committee meetings as a guest; a guest can voice their opinion, but does not have the right to vote.

To become a CNEA Representative:

- must be appointed by an Association that is a member of the CNEA;
- appointed by the CNEA as one of the 15 representatives from the community at large; or
- Councillor appointed by Toronto City Council;
- hold office of the Mayor City of Toronto, Toronto Chief of Police, Ministers of Agriculture and Agri-Food Canada & Ontario, Deputy Ministers of Agriculture and Agri-Food Canada & Ontario, or
- be a CNEA Past President.

To keep in good standing as a CNEA Representative:

- Every organization's is expected to attend in person the Annual General Meeting, Annual Financial Meeting, and any Special Meeting of the Association. If an organization's representative fails to attend at least one-half of the meetings over a two-year period the place of such Member may be deemed vacant, and the association must submit a letter of explanation to the Corporate Secretary & Government Relations Manager for consideration by the Executive Committee who will determine whether the association, society or other body be advised that existing representative remain on the CNEA or be requested to appoint a new representative.

Exemptions are Past Presidents, members of the Municipal Section, Ministers appointed by the Crown in Section 2 and 4, Agriculture Ministers and Agriculture Deputy Ministers in Section 3)

All members of the CNEA are eligible to vote at the Annual General Meeting and the Annual Financial Meeting.

All members of the CNEA are entitled to attend all public meetings of the Board and receive a copy of the "public agenda" by providing notice to the Corporate Secretariat.

To be eligible for nomination for election to the Board of Directors:

- the Corporate Secretariat must receive your appointment form from your Association no later than 12 noon on the date of the Credential & Nominating Committee meeting held annually in October
- the Corporate Secretariat must receive your nomination form, signed by the nominator with the consent of the nominee, both of whom shall be Members of the CNEA, no later than 12 noon on the date of the Credential & Nominating Committee meeting held annually in October
- candidates are elected by the CNEA Membership at its Annual General Meeting held in October

Exemption is members within the Municipal Section that are appointed by Toronto City Council and not elected by the CNEA

To keep in good standing as a Board member:

- must attend at least half of the Board meetings scheduled for the term which includes special meetings that may be called throughout the year

Exemptions are members within the Municipal Section appointed by Toronto City Council and Ministers or Deputy Ministers

- comply with By-Law 2-10 "Disclosure of Conflict of Interest"
- comply with By-Law 3-10 "Code of Conduct"
- a Director may serve on the Board for six continuous years (term); the Director may be eligible for election as a Director for a further term provided three years has elapsed since serving as a Director

Exemptions are members within the Municipal Section appointed by Toronto City Council, Ministers and Deputy Ministers

- if a Director's continuous years of service is broken before the six years has ended, the member may be eligible for election as a Director for a further term provided one year has elapsed
- a former Director is not eligible for election as an Associate Director unless three years has elapsed since serving as a Director
- there is no limit to the years of service as an Associate Director

Vice Presidents – there is a 4 year maximum term for Vice Presidents; once a member is elected a Vice President, the years of service in office as a Director ceases to continue. The Vice President may be eligible for election as a Vice President for a further 4 year term provided two years has elapsed since serving as a Vice President.

President – may be elected as President for up to two years. No member of the Municipal Section may run as President.

Remuneration - There is no remuneration for participating on the CNEA Membership.