



Dear Association Officer,

RE: 2025/2026 TERM

**NOTICE REGARDING APPOINTMENT OF REPRESENTATIVE TO
THE CANADIAN NATIONAL EXHIBITION ASSOCIATION (CNEA) MEMBERSHIP**

The Canadian National Exhibition Association (CNEA) is a not-for-profit organization and agricultural society that was founded in 1879 for the purpose of fostering the development of agriculture, industry and the arts. The CNEA has a long history of planning and executing the 18-day Canadian National Exhibition, often referred to as the 'Ex', and is one of the top agricultural fairs in North America and one of the largest community events in Canada. The 2024 Ex summer event was a success with about 1.5 million visitors attending the 145th edition. More information about the CNE Association has been included in the enclosure and information about the event can be found at www.theex.com.

Your organization is a member organization of the CNEA and is eligible to appoint / re-appoint a member representative ("Appointee") to the CNE Association for the upcoming term. **There is no cost for membership.** If you do not know who your last appointee was or your current status with the CNEA, please contact the Corporate Secretariat office for a status update. We have also enclosed pertinent information and a benefits summary document.

This year the CNEA will hold its Annual Meeting during the business day on Friday, June 6th, please see the enclosed page with full details. You have an opportunity to appoint or reappoint your representative. **We would appreciate your appointee (communication for re-appointments or completed form for new appointees) prior to the Annual Meeting.** As always, at any time that is convenient for your organization, you may change your Appointee to meet your organization's needs and timelines. *That being said, should your appointee be appointed at another point in the CNEA term, they will not be eligible to be elected to the CNEA Board of Directors (unless an applicable vacancy arises which can be filled by a CNEA appointment process) and they may not receive the Ex event credentials access package.*

For those organizations who have may have already recently appointed their Member to the CNE Association, please disregard this communication.

Kindly find the appointment process instructions below for various scenarios that may apply to your organization and appointee.

APPOINTMENT PROCESS

Re-appointing / Returning your current member representative

- **Re-appointments (returning) Appointees can be communicated by email.**

If your organization will be re-appointing your current appointee, **an email communication confirming that to the CNEA Corporate Secretariat office is sufficient.** Please include key contact information confirming the name of the returning appointee to CNEA@theex.com

If the CNEA does not hear back from your organization, the current appointee representative will be automatically considered to be continuing.

New Appointees to Represent Your Organization

- **Please complete the enclosed Appointment Form.**

If your organization is appointing a new individual “Appointee” (representative), we ask that a senior officer of your Association and the appointee completed the enclosed two-page form. *[Available in a fillable PDF upon request.]*

The Appointee is asked to consent to the appointment, acknowledge and agree to support the CNEA mandate, vision and values and authorize the release of their contact information by signing the ‘Authorization, Consent and Acknowledgement’ section of the form.

For new appointees, we request a short background about the person (such as a bio or C.V.) to accompany the form so we can get to know the Appointee.

This term will commence on the date of the Annual Meeting (see details below and enclosed). The CNEA term will continue until the 2026 spring Annual Meeting.

The appointment form must be signed by an officer of your association. If the officer of your association and the representative are the same person, please ensure another officer or executive member from your association signs the form.

Please have the ‘Notice of Appointment’ form authorized by the proper authority, signed by the member, and returned prior to the Annual Meeting. **Should your appointee wish to consider running for (or seeking re-election) to the CNEA Board of Directors, paperwork should be submitted as early as possible before the deadline. A communication about the election process will be sent out to all representatives.**

No Appointment for This Term / Year or at this time

- **If there is currently no Appointee available at this time (or you are working on one), this update can be communicated by email to CNEA@theex.com .**

If your organization has decided to not appoint any representative to the CNEA at this time, kindly send an email confirming that no appointment will be made.

As always, your organization can change your Appointee or, if there is a vacancy, make the appointment at any time. However, the Board of Directors is elected at the Annual Meeting and therefore your appointee will not be eligible until the next Annual Meeting (unless a vacancy becomes available).

We thank you for your continued support of the CNEA and the participation of your Member Appointee over the last term. We look forward to continuing to engage with your organization and your Member Appointee.

Membership Withdrawal

- **Can be communicated by email.**

If your organization decides to withdraw membership with the CNE Association, feel free to send us a communication of withdrawal. Membership withdrawal is applicable from the date we receive the withdrawal letter which terminates your affiliation with the CNEA.

2025 Annual Meeting

- **Date:** **Friday June 6th**
- **Time:** **11 AM** (registration desk will open at 10 AM).
CNEA Member Organizations are also welcome and encouraged to send additional non-voting guests.
- **Location:** Exhibition Place, Automotive Building, Toronto, Ontario – see enclosed.
- **Format:** In-person
There are no proxy or online voting options.
Incoming appointees once confirmed by the organization.

The CNEA term is one (1) year in length until the spring 2026 Annual Meeting. Please ask your organization Appointee to take note of the above Annual Meeting information.

Do not hesitate to be in touch should you have any questions. Contact CNEA@theex.com or by phone to 416-263-3841 including opportunities to get more involved in the CNEA and to discuss Member Organization / Member Appointee benefits (see enclosed).

Let's go to the Ex!

Enclosures:

- Notice of Appointment Form (in word format) – to be completed only for **new** Appointees to represent your organization.
- Annual Meeting details for June 6th.

- Association member benefits infographic (from 2024 – an updated version will be circulated as part of the 2025 Annual Meeting package).
- Further information about the CNE / CNE Association.

**Elections to the Board are only applicable for CNEA Member Sections 2, 3 and 4. Section 1/Municipal section Appointees to the CNEA Board are set in the CNEA Act and appointed by City of Toronto Council.*

