



TransCanada Organic Certification Services

PO Box 3429 ♦ 517 Main St ♦ Humboldt, SK S0K 2A0 ♦ Canada

Phone: (306) 682-3126 ♦ Fax: (306) 682-3127

E-mail: info@tcocert.ca ♦ Website: www.tcocert.ca

2017 Annual General and Special Meeting Notification

In accordance with Article 4.01 of the TCO Cert Bylaws, TCO Cert will convene the 2017 Annual General Meeting on Thursday, February 2nd, 2017 at 10:00 a.m Saskatchewan time at the Humboldt Uniplex (Room 2 & 3), 619, 17th Street, Humboldt, SK.

(Attendance via Teleconference, may be possible, please call 1-306-550-3129 at 9:00 a.m (SK Time) for the Teleconference access info).

The Packet of general information including, a preliminary meeting agenda, registration form, official voting proxy form and Board of Directors nomination form is enclosed. If you are unable to attend this event, please contact a delegate who will be attending and assign your proxy voting rights with clear instructions on your voting intentions as stated in the TCO Cert Bylaws, Article 4.11;

4.11. Absentee Voting by Proxy

Every Member entitled to vote at a meeting of Members may appoint a proxy holder, or one or more alternate proxy holders, who need not be Members, to attend and act at the meeting in the manner and to the extent authorized by the proxy and with the authority conferred by it subject to the following:

- a) a proxy is valid only at the meeting in respect of which it is given or at a continuation of the meeting after an adjournment;
- b) a Member may revoke a proxy by depositing an instrument in writing executed by the Member in accordance with the Regulations;
- c) a proxy holder or an alternate proxy holder has the same rights as the Member by whom they were appointed, including the right to speak at a meeting of Members in respect of any matter, to vote by way of ballot at the meeting, to demand a ballot at the meeting and, except where a proxy holder or alternate proxy holder has conflicting instructions from more than one Member, to vote at the meeting by way of a show of hands;
- d) a proxy shall be in writing, executed by the Member or such Member's attorney and shall conform with the requirements of the Regulations; and
- e) votes by proxy shall be collected, counted and reported in such manner as the chair of the meeting directs.

The proxy form is to be completed and sent to the TCO Cert Board Secretary by fax (306) 781-4701 or email to (lrhamann@yourlink.ca) or by mail to the TCO Cert Board c/o Robyn Hamann RR 1, Zehner, SK S0G 5K0.

Sincerely,

Robyn Hamann
Board of Directors Secretary
TCO Cert



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**ANNUAL GENERAL MEETING
FEBRUARY 1&2, 2016
HUMBOLDT UNIPLEX – ROOM 2 & 3**

AGENDA

➤ *Wednesday, February 1, 2017*

7:00 p.m – 8:00 p.m: Cocktails & Appetizers

8:00 pm – 9:00 pm: Entertainment

➤ *Thursday, February 2, 2017*

9:00 a.m – 10:00 a.m: Registration and Networking

10:00 a.m: TCO Cert Annual Meeting brought to order

1. Establishment of Quorum
2. Election of Elections Committee
3. Approval of Agenda
4. Approval of 2016 AGM Minutes
5. Call for Nominations for Directors
6. Reports
 - a. General Manager
 - b. President
 - c. Committee Reports
 - d. Financials
 - i. Approval of Financial Statement 2015 year (reviewed copies available at meeting)
 - ii. Presentation of 2016 Financial Statement (unaudited)
 - iii. Presentation of 2017 Budget including fee schedule
 - iv. Approval of Auditor for 2016 financials

12:00 noon: Break for lunch

1:00 p.m: Annual meeting continues

7. Election of Directors
8. Setting Next AGM date
9. Adjournment of Annual Meeting

2:00 p.m: General Session

Open Forum for discussion with Management, Board – Question and Answer

3:00 p.m: Coffee Break

3:15p.m: Meeting resumes

4:30 p.m: Adjournment



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2017 TCO CERT BOARD OF DIRECTORS NOMINATION FORM

NOMINATIONS OF Board of Directors: The Board of Directors shall be elected by the Association at the Annual General Meeting (TCO Cert Bylaw 4.03).

Nominations may be made by any certified member of TCO Cert and who has paid TCO Cert membership fees in 2016 (as per TCO Cert Policies and Procedures).

TCO Cert Bylaw

5.04 Qualifications

Each Director shall be an individual who is not less than 18 years of age. Each Director shall be a Member of the Corporation. No person who has been found by a court in Canada or elsewhere to be mentally incompetent, or who has the status of a bankrupt shall be a Director.

Please Print Legibly!

I, _____ nominate _____

as a candidate for the TCO Cert Board of Directors.

Nominator's Signature: _____

Address: _____

Phone: _____ Email: _____

Nominee's Signature: _____

Address: _____

Phone: _____ Email: _____

Candidates should be prepared to give a brief biography prior to the election.

Send the completed form to:

TCO Cert Board of Directors

c/o Robyn Hamann

RR1 Zehner, SK S0G 5K0

Phone/Fax: (306) 781-4701 Email: lrhamann@yourlink.ca



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**2017 TCO CERT ANNUAL GENERAL MEETING (AGM)
VOTING PROXY**

This proxy is only valid for the 2017 Annual General Meeting (AGM), to be held at the time and place specified in the attached Notice of Meeting. All proxies must be signed and dated as follows:

- 1. by the Member assigning proxy rights
- 2. by the delegate receiving proxy rights.

You are encouraged to provide designated proxy holders with instructions on how you want to vote. **Proxied voting rights must be registered prior to the Call to Order of the AGM.** You may register your proxy by faxing or emailing a copy of the signed and dated proxy to the Corporate Secretary. Bring the signed proxy with you to the AGM. If submitting proxy by fax or scanned e-mail, the transmitted document must bear a header line indicating the date of transmission. The Member assigning the proxy and the person receiving the proxy should retain copies of the signed proxy.

PLEASE PRINT THE FOLLOWING INFORMATION COMPLETELY AND LEGIBLY

I, _____ of _____
Name of Member Assigning Proxy Rights *Name of Entity Assigning Proxy Rights*

hereby designate _____
Name of Person Receiving Proxy Rights

to hold my proxy votes for the 2017 AGM.

Signature of Person Assigning Proxy Rights: _____

Date: _____

Signature of Person Receiving Proxy Rights: _____

Date: _____

Completed Proxies may be delivered to the Secretary at the Meeting, sent by fax, email or mail to:

TCO Cert Board Secretary
c/o Robyn Hamann
RR 1 Zehner, SK S0G 5K0
Phone: (306) 781-4701 / Fax: (306) 781-4701
E-mail: lrhamann@yourlink.ca

***** (BELOW) FOR SECRETARY & BOARD USE ONLY *****

Received: _____ Proxy Assignor's Affiliation _____

Number of Proxy Votes Entitled _____ Validated by Canada Board _____

Membership Confirmed: _____

Effective Date: 21 Dec 2015	F-EN-026	AGM Voting Proxy Form	© 2015 by TCO Cert	Page 1 of 1
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AGM Registration Form

February 1&2, 2017

Location: Humboldt, SK

(Uniplex Rooms 2 & 3)

Chapter # _____

Main Contact Person: _____

Phone: _____ Email: _____

Attendee(s): _____

Registration Fees: (includes attendance at Social Evening)

AGM – Early Bird Rate # _____ @ \$ 60.00 = \$ _____

AGM – After January 16th # _____ @ \$ 75.00 = \$ _____

Total: = \$ _____

Do you plan to attend the social evening on February 1st? _____

Social evening: *A “magical” social evening with staff, board members and our members. Appetizers and cocktail hour (beer and wine available) from 7-8pm and entertainment 8-9pm. Don’t miss this opportunity for socializing and fun!*

AGM: *Registration includes lunch, a morning snack and coffee, tea, drinks and water during the day.*

Registrations must be received by January 23, 2017

Make cheque payable to TCO Cert and send to:

TCO Cert

Box 3429

Humboldt SK S0K 2A0



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PLEASE PRINT THE FOLLOWING INFORMATION COMPLETELY AND LEGIBLY

I, _____ of _____
Name of Member Assigning Proxy Rights *Name of Entity Assigning Proxy Rights*

hereby designate _____,
Name of Person Receiving Proxy Rights

to hold my proxy votes for the 2017 AGM.

Signature of Person Assigning Proxy Rights: _____

Date: _____

Signature of Person Receiving Proxy Rights: _____

Date: _____

Completed Proxies may be delivered to the Secretary at the Meeting, sent by fax, email or mail to:

TCO Cert Board Secretary
c/o Robyn Hamann
RR 1 Zehner, SK S0G 5K0
Phone: (306) 781-4701 / Fax: (306) 781-4701
E-mail: lrhamann@yourlink.ca

***** (BELOW) FOR SECRETARY & BOARD USE ONLY *****

Received: _____ Proxy Assignor's Affiliation _____

Number of Proxy Votes Entitled _____ Validated by Canada Board _____

Membership Confirmed: _____

Effective Date: 21 Dec 2015	F-EN-026	AGM Voting Proxy Form	© 2015 by TCO Cert	Page 1 of 1
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