2025 Board of Director Nomination Package

Farm & Food Care Ontario

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Memo to Farm & Food Care Ontario voting members

Date: February 3, 2025

To: Farm & Food Care Platinum, Gold & Silver Members

From: Kelly Daynard, Executive Director

Re: 2025-2026 Farm & Food Care Ontario Board of Directors

As Platinum, Gold and Silver members of FFCO, you have the opportunity to submit one nomination for and vote for elected positions for the Board of Directors.

In 2025, there are six Director positions open for election:

- Two in the crop category
- Two in the livestock category
- Two in the at large category

Any Platinum, Gold or Silver member in good standing may make nominations and/or be nominated for the Board of Directors. Each voting member is entitled to nominate one candidate to the Board (or have one elected seat) at any given time. This package includes background information and a nomination form.

Nominations include three components: a nomination form, a biography and questionnaire, and a signed copy of the Director responsibilities and obligations document. **All nominations must arrive at the Farm & Food Care Ontario office by email by Friday, March 21, at 5 p.m. Send via email to info@farmfoodcare.org**

Nominee packages for the six positions on the Farm & Food Care Ontario Board to be voted on at the 2025 Annual Meeting will be sent to all voting members the week of March 24, 2025.

Farm & Food Care Ontario's Annual General Meeting will be held at The GrandWay Event Centre on **April 10, 2025 from 8:30 to 10:15 a.m**. prior to the annual conference that begins immediately after. An online link to the business meeting only will be provided for members not able to attend in person. An agenda for the annual meeting and registration details will be sent in February by email.

We encourage you to review the information in this package and nominate individuals whom you recognize as dedicated and committed champions towards the objectives Farm & Food Care Ontario works for on your behalf. Please contact me with any questions or more information.

We look forward to receiving your nominations.

Nomination check list

When submitting a nomination for the 2025/2026 Farm & Food Care Ontario Board of Directors, please ensure you including the following:

- ☐ Nominee biography and questionnaire (page 6) returned in Microsoft Word format.
- ☐ Signed copy of the Director responsibilities and obligations (page 9).
- ☐ Nomination form (page 10).
- ☐ Picture of nominee

All documents are to be returned by March 21, 2025 to the Farm & Food Care Ontario office, attention Kelly Daynard. Documents can be returned by email (info@farmfoodcare.org).

Elections Information

2024/2025 Board of Directors

Names with two asterisks after them (**) have terms ending in April, 2025. Non-highlighted names continue automatically for another year.

Name:	Nominated By:	Category:	Term Expiration:
Janelle Cardiff**	Egg Farmers of Ontario	Livestock	Expires April 2025
Crispin Colvin	Ontario Federation of Agriculture	At Large	Expires April 2026
Kelly Gubesch**	Maple Leaf Foods	At Large	Expires April 2025
Joe Hickson	Ontario Seed Growers' Association	Crop/Hort	Expires April 2026
Steve Lake	Grain Farmers of Ontario	Crop/Hort	Expires April 2026
Quintin McEwen**	Ontario Sheep Farmers	Livestock	Expires April 2025
Jennifer Mitchell**	Ontario Canola Growers	Crop/Hort	Expires April 2025
Nadine Schwandt	New-Life Mills, a division of Parrish & Heimbecker, Ltd.	At Large	Expires April 2026
Nicki Scott**	OFVGA/Ontario Potato Board	Crop/Hort	Expires April 2025
John Taylor**	Ontario Mutual Insurance Association	At Large	Expires April 2025
Joost van der Heiden	Beef Farmers of Ontario	Livestock	Expires April 2026
Andrea Veldhuizen	Chicken Farmers of Ontario	Livestock	Expires April 2026

Positions Available

In 2025, there are six vacancies on the Board of Directors. The six Directors elected in 2023 were elected to a two-year term of office which is now ending.

The six seats that are now open for election to the Board of Directors will be divided as follows:

- 2 representatives of the crop/horticultural sectors*
- 2 representatives of the livestock sector*
- 2 representatives at large (agribusiness and general farm organization members)

**Note: Crop and livestock sector seats are designated for producer-based organizations.*

Eligibility for the Board of Directors

To be eligible for nomination to the Board of Directors, an individual must be:

- Nominated by a member in good standing at the Platinum, Gold or Silver level of membership; (Note: The nominee does not have to be a Director of the nominating organization);
- Supportive of and committed to Farm & Food Care Ontario's objectives;
- At least 18 years of age;
- Not an undischarged, bankrupt nor a mentally incompetent person.

Nomination process

Platinum, Gold and Silver members may nominate **one** candidate for a spot on the Board of Directors **and may hold one elected seat on the Board of Directors at any given time**. The nomination form must be signed by the nominator and the nominee. A complete nomination will include a biography and a copy of the Director responsibilities and obligations document, signed by the nominee. Nominations may be delivered to Farm & Food Care Ontario by email to info@farmfoodcare.org and must arrive by **March 21, 2025** at 5 p.m.

Voting

Each Platinum, Gold and Silver member is entitled to one vote. Voting will take place in person at the Annual General Meeting on April 10, 2025. Each voting member may vote for all six positions on the provided ballots, two in each of the three categories.

Proxy

Platinum, Gold and Silver members may vote at the meeting by proxy if they are not attending in person or online. Notice of proxy must be in writing and delivered to the FFCO office no later than forty-eight (48) hours prior to the meeting.

Confidentiality of Membership

Names of Platinum, Gold and Silver organizations/companies/farms eligible to vote in the FFCO Board of Director elections are posted to the Farm & Food Care website (where members have given permission to do so). Contact names for the membership list are confidential and cannot be given out to candidates for campaigning purposes.

Scrutineers

Scrutineers will be appointed by the members at the Annual General Meeting for the purpose of counting votes in the election.

Term of Office

The regular term of office will be two years. Each year, six of the twelve seats will expire. Directors hold the elected positions by their own names (not the name of the member organization/company that nominated them). As such, directors can't be interchanged with another if the nominating member organization/company makes changes in the year that a director isn't up for re-election.

Nominee biography and questionnaire form

This form is also available in Microsoft Word format (see original email).
This information will be distributed to Farm & Food Care Ontario voting members the week of March 24.
Candidates are encouraged to ensure its thoroughness; this is the document that members use when making their voting decisions.

Name: _____

Title (if appropriate): _____

Phone: _____

Email: _____

Mailing Address: _____

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1. **A brief biography of the nominee (background, community involvement, etc.):**

2. **What has been your involvement with Farm & Food Care Ontario to date? Volunteer roles? Committee roles? Attendance at events?**

3. **Explain, in 150 words or less, why you would like to be a Director of Farm & Food Care Ontario?**

4. **List your involvement with other Boards for similar organizations to Farm & Food Care Ontario.**

5. **What skills and/or strengths would you bring to the Farm & Food Care Ontario Board of Directors?**

6. **What are some of the opportunities and challenges facing Farm & Food Care Ontario?**

Director responsibilities and obligations

This document will assist members in their deliberation as they consider making and/or accepting a nomination to the Board of Directors.

In general, Directors have the responsibility to ensure effective governance of the organization and to ensure the effectiveness, credibility and viability of Farm & Food Care Ontario. They are integrally involved in the decision-making process.

Commitment to the objectives

Directors should share a passion for and support these stated objectives:

- To proactively communicate factual information on farm practices and food production;
- To provide proactive leadership from a grassroots level on agricultural issues;
- To advance and promote responsible farm animal care and environmental stewardship;
- To deliver specialized expertise and training on communications and the issues in agriculture.

Basic responsibilities

- Attend all Board meetings (estimated six per year);
- Participate in the organization in ways other than attending Board meetings, such as committee work, industry functions, community events and membership recruitment;
- Determine the organization's mission, purpose and strategy;
- Select the Executive Director;
- Support the Executive Director and review their performance;
- Enhance the organization's brand;
- Ensure effective organization and business planning;
- Ensure and effectively manage financial resources;
- Determine and monitor the organization's programs and services;
- Ensure that appropriate policies and procedures are in place, including assessing their own performance on an ongoing basis.

Knowledge of current events

Keeping up to date with current affairs and issues, especially as they relate to the agriculture sector, is an important part of being a Director.

Commitment of time & attendance

One important qualification in the role as Director is mandatory attendance at the Board meetings, held either in Guelph or online approximately six times per year. A director can expect to devote approximately 6 - 10 hours per month of their time to preparing for and attending meetings, programs, and duties. This time commitment is the minimum to be expected, and depending on the individual and their appointments, can be more extensive.

Committee work

A Director is encouraged to have committee responsibilities and attend meetings of the Member Forum. Directors will choose committee members at the first Board meeting following the annual meeting. Committees include: Executive, Governance, Human Resources, Finance, Membership/Sponsorship/Marketing, and Strategic Planning.

Member Forum

Members of the Member Forum will be consulted in program development and issue-based discussions around public trust work done by FFCO. Member organizations may choose to appoint different individual(s) to sit on the Member Forum based on agenda topics and based on participants' knowledge and interest.

Discretion and confidentiality

Directors will be exposed to confidential information during in camera sessions at Board meetings, during committee meetings, or in conversation with members, officials, other Directors, etc. Directors are required to sign a confidentiality agreement, be aware of the confidential nature of some information and to respect that confidentiality at all times.

Remuneration

There will be no direct or indirect remuneration for Directors paid by Farm & Food Care Ontario.

Farm & Food Care Ontario Board of Directors' Code of Conduct (reviewed 2024)

1. Directors must represent the interests of the entire membership.
2. Directors shall maintain the confidentiality of the details and dynamics of Board discussions, as well as those items designated as confidential.
3. Regardless of personal viewpoint, Directors shall not speak against or in any way undermine Board solidarity once a Board decision has been made.
4. Directors are expected to attend all Board meetings. Directors shall be prepared to commit sufficient time and energy to attend to Board business.
5. Directors shall avoid, in fact and in perception, conflicts of interest and will disclose to the Chair, in a timely manner, any possible conflicts.
6. Directors' contributions to discussions and decision making shall be positive and constructive.
7. Directors' interactions in meetings shall be courteous, respectful and free of animosity.
8. Directors shall be prepared for meetings, having read pre-circulated material in advance of the meeting.
9. Directors shall participate in the organization in ways other than attending Board meetings, such as committee work, industry functions, community events and membership recruitment.
10. The Executive Director is responsible to the entire Board. Consequently, no single Director or committee has authority over the Executive Director.
11. Directors shall not attempt to exercise individual authority or undue influence over the organization, other Directors or staff.
12. Directors shall conduct themselves in an ethical and professional manner at all times.
13. When the Director leaves the employer or board of the member who nominated them, they should resign their seat if there is more than six months remaining in their term (or until the next AGM) unless said nominator supports them staying on the board. In the event of refusal to resign, the board has the ability to remove directors and will review the issue on a case-by-case basis.

I have read and understand the duties and obligations of a Farm & Food Care Ontario Director as outlined in this document.

_____ _____

Signature of nominee Date

_____

Printed name of nominee

Please return a signed, scanned copy by email:
Attention: Board of Director Nominations Email: info@farmfoodcare.org

Nomination for Farm & Food Care Ontario's Board of Directors

This nomination is submitted by: _____,
(Name of company/organization)

a **Platinum** **Gold** **Silver** member in good standing.
(select one)

I/we nominate: _____
(Name of nominee)

The Board will consist of four seats in each of three categories. In 2025, there will be two seats elected in each of the crop, livestock and at large categories.

The crop and livestock seats are for producer associations in those categories. The 'at large' section is open to all voting level member organizations and companies.

Please circle one category for this nominee (select one):

Crop **Livestock** **At Large**

Signature of Nominator: _____ **Date: _____**

Signature of Nominee: _____ **Date: _____**

Nomination deadline is March 21, 2025

Nominations may be delivered to Farm & Food Care Ontario by email and must arrive by March 21, 2025, at 5 p.m. Original copies should be provided to ensure authentic signatures and may follow electronic submissions after the deadline.

Please email the nominee biography and picture to info@farmfoodcare.org. Signed copies of the nomination form and the signed Director responsibilities and obligations document can be scanned and emailed to info@farmfoodcare.org.