



OPERATIONS POLICY MANUAL

TABLE OF CONTENTS

Alberta Chicken Producers Policy Development and Administration Philosophy	Page 3
Agricultural & Corporate Social Responsibility Events: Volunteer Compensation & Recognition Program	Page 4
Animal Care Program	Page 7
Assurance of Supply	Page 14
Custom Kill & On-Farm Processing Reporting	Page 15
Direct Marketing Lease Program	Page 17
Financial	Page 22
Information Package – New Producer	Page 29
Information Package – New Quota Holder(s)	Page 30
Inspections Related to Hatchery & Plant Reporting	Page 31
Interest Charges on Overdue Accounts	Page 33
Invoicing Procedure	Page 34
Leadership Development	Page 36
Leasing of Quota	Page 37
License Application Fee	Page 43
Live Price	Page 44

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Market Development	Page 45
Newsletter	Page 50
Non-Controversial Matters	Page 52
On-Farm Food Safety Program (OFFSAP)	Page 54
Organic Leasing	Page 58
Over & Under Production	Page 63
Privacy of Information	Page 64
Producer Change of Name	Page 65
Producer Change of Processor	Page 67
Producer Cycles	Page 69
Producer Numbers	Page 71
Promotion and Sponsorship	Page 73
Reallocation of Quota	Page 75
Social Media & Website Policy and Procedure	Page 78
Specialty Chicken Lease Program	Page 90

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ALBERTA CHICKEN PRODUCERS POLICY DEVELOPMENT AND ADMINISTRATION PHILOSOPHY

Policy is developed as a guideline for the Board to conduct its business. As such, the Board establishes Policies to make clear the requirements and expectations of the Board, Producers and industry stakeholders in administering Alberta Chicken Producers' programs, conducting its business operations, and upholding Alberta Chicken Producers' Regulations.

POLICY DEVELOPMENT AND AMENDMENT GUIDELINES:

Developing Policy:

- The Board must uphold its legal responsibilities: Board Policy is developed within scope of current legislation.
- Board Policy is developed in a manner that serves the needs of our producers and industry.

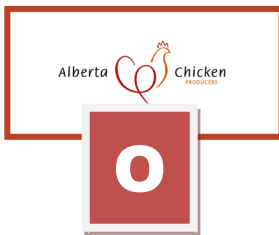
Amending Policy:

- Amendments to Alberta Chicken Producers' Operations Policies and Regulations involve consultation with Producers, Industry Stakeholders, and Alberta Agricultural Products Marketing Council.
- Amendments to Alberta Chicken Producers' Governance Policies are established by the Board and may involve consultation with Producers in the case of significant amendments that have direct impact on Producers.
- Should Alberta Chicken Producers identify potential amendments to its Regulations, apart from timeframe for standard review, to support the legal and fiduciary responsibilities of the Board and / or to support the governance culture of the organization, a regulation review and amendment process may be initiated through consultation with the Alberta Agricultural Products Marketing Council, Producers and Industry Stakeholders.
- All amendments to Alberta Chicken Producers Regulations and its Operational Policies are communicated to producers and industry stakeholders upon implementation.

Reviewing of Policy:

- The Board has the authority to establish internal processes for reviewing policy decisions.
- Under the Marketing of Agricultural Products Act (MAPA), an external Review and Appeal Process may be filed in regard to the Board's interpretation and administration of Policy and Regulations.

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AGRICULTURAL & CORPORATE SOCIAL RESPONSIBILITY EVENTS - Volunteer Compensation & Recognition Program

1) COORDINATION:

POLICY:

Alberta Chicken Producers will compensate those who have dedicated their time to volunteering at Agricultural and / or Corporate Social Responsibility Events as follows.

EVENTS (include but not limited to):

- Lethbridge and Calgary Aggie Days
- Rocky View Aggie Days
- Calgary Stampede
- Edmonton & Calgary Premier's Breakfasts
- Stony Plain City Slickers
- Producer Farm Tours
- Classroom Agriculture Program
- Stollery Teddy Bear Fun Fest
- Food Banks Alberta
- AMA Backyard BBQ & Associated Events
- Open Farm Days
- Red Deer Westerner Days
- Brooks Outstanding in the Field
- Other Board approved agriculture/consumer events

SET-UP COORDINATOR:

The Coordinator should be a current or retired producer and who is not a Board Director. The Coordinator is responsible to set-up the chick pen and display booth, arrange for delivery or pick up of chicks from a Hatchery, and arrange for feed, shavings, etc., for the Event.

An honorarium of \$300 per event is paid to the Coordinator to manage, set-up, and take-down the Alberta Chicken Producers' (ACP) display booth at Events throughout the province, and the Coordinator may claim up to \$75/day for meals with supporting detailed receipts (including GST). An additional \$100 honorarium will be paid for each shift approved to be worked by the Coordinator.

2) VOLUNTEER RECOGNITION PROGRAM:

PURPOSE:

The Volunteer Recognition Program is in place to encourage and reward producers, producers' immediate family, and individuals who volunteer at events.

DEFINITIONS: ✓ Producer: A registered producer
 ✓ Producers' Immediate Family: A registered producer's son, daughter or grandchildren
 ✓ Other Individuals: include AHEP producers, retired producers

CRITERIA:

- At the beginning of each shift worked, each volunteer must sign in on the Attendance Sheet in order to be compensated.
- Time Slots are typically scheduled in 6-hour increments, but may vary depending on the event.

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- Volunteers must be 16 years of age to qualify for compensation, the Recognition Program, and Annual General Meeting (AGM) Draw.
- ACP Staff, and individuals who are on contract and paid by Alberta Chicken Producers are not eligible for the Recognition Program or AGM Draw.
- Board Directors who volunteer at the same level as a producer are eligible for the Recognition Program and the AGM Draw.

COMPENSATION:

Volunteers will each receive an honorarium of \$100 to offset their meal expenses. This amount will be payable for up to four individuals per shift, providing they are 16 years of age or older, and have initially signed up through the ACP office in advance of the event. Reimbursement for mileage, parking and public transportation will be contingent upon submitting an Alberta Chicken Producers' Expense Claim Form including detailed receipts (with GST if applicable).

Within 30 days of the event, ACP's Communications and Marketing staff will:

1. Ensure all Expense Forms are completed correctly and submitted to the Bookkeeper for payment
2. Provide a volunteer list to Office Manager to purchase gift cards
3. Write out and mail thank you cards; include gift cards

DRAW:

- A producer or producer's immediate family will be eligible to have their name entered into the AGM Draw for each shift he/she volunteers for within the course of the current year.
- Producers who are approached by the ACP Board Office to host a farm tour are also recognized by having their name entered into the AGM Draw.
- Other Individuals who volunteer will be eligible to have their names entered into the AGM draw and will receive an honorarium provided they sign the Attendance Sheet.
- Draws will be conducted at the AGM for all eligible shifts worked throughout the year.
- If not present at the AGM to accept the prize, winners will be contacted by telephone within a week of the AGM and arrangements will be made for accepting the prize.

1st	GRAND PRIZE	<ul style="list-style-type: none"> • A Weekend Getaway for two people (Banff, Jasper, or Waterton Park) <ul style="list-style-type: none"> ◦ Two evenings shared accommodations for two people ◦ \$500 Cash Voucher for Meals and Parking ◦ Gondola or Carriage Ride (depending on the season and if available) • Transportation is at the expense of the producer.
2nd	SECOND PRIZE	<ul style="list-style-type: none"> • \$250 Restaurant Gift Certificate
3rd	THIRD PRIZE	<ul style="list-style-type: none"> • Alberta Chicken Producers Corporate Promotional Item: jacket, golf shirt, etc.

FOLLOWING THE AGM; PLEASE ALLOW SIX-EIGHT WEEKS TO MAKE ARRANGEMENTS FOR YOUR PRIZE; TO BE TAKEN IN THE YEAR IN WHICH THE PRIZE WAS WON.

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REWARDS PROGRAM:

Following each individual Event, producers, producer's immediate family and individuals who are eligible (meeting the criteria above) will receive the following reward, in addition to the above compensation, based on the number of shifts he/she has worked for that specific event:

Tier 1	One shift worked	Mileage
Tier 2	Two shifts worked	Mileage plus a \$100 gift card of his/her choice
Tier 3	Three or more shifts worked	Mileage, plus a \$250 gift card of his/her choice

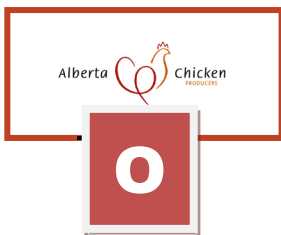
*Gift Card Choices: Costco, VISA, Mastercard, Tim Horton, Starbucks

NOTE: The Calgary Stampede admission passes are limited. Additional family member passes will only be distributed to volunteer families if available. ACP will do their best to request a suitable amount for distribution to our volunteers.

Reference Minutes of:

June 21, 2010	January 18, 2012	June 5, 2012	October 13, 2016	September 6, 2017
October 13, 2016	July 5, 2022			

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ANIMAL CARE PROGRAM

PURPOSE:

Alberta Chicken Producers requires compliance with the requirements of the Chicken Farmers of Canada's (CFC) Animal Care Program by all producers as of December 1, 2011, with a phase-in of the Stocking Density requirements in the Animal Care Program (ACP) until December 1, 2013.

DEFINITIONS:

Corrective Actions (CARs): The Auditor will assign a Corrective Action(s) for deficiencies in each of the mandatory components of the Animal Care Program Audit.

Stocking Density Requirements: Please reference Appendix 1 for a detailed description of the mandatory Stocking Density requirements.

GUIDELINES:

1. Prior to December 1, 2011, Animal Care Certification will not impact a producers' License to market chicken.
2. Certificate Classifications:
"BASIC CERTIFICATION": Granted to producers who meet all of the requirements of the Animal Care Program, with the exception of any one or more of the mandatory Stocking Density requirements in the Animal Care Program audit. Basic Certification enables a producer to grow up to 31 kg/m² as of December 1, 2013 onward, as verified through the Audit Process.
"FULL CERTIFICATION": Granted to producers who meet all of the requirements of the Program, including the mandatory Stocking Density requirements in the Animal Care Program Audit. Full Certification enables a producer to grow up to 38 kg/m² as of December 1, 2013 onward, as verified through the Audit Process.
3. To move from Basic to Full Certification, the producer must meet all requirements, as defined in the Animal Care Program, in his or her annual Animal Care Program Audit.
4. Assessment of Compliance with the Stocking Density component of the Animal Care Program: Producers must demonstrate intent to comply with the Stocking Density requirements of the Animal Care Program, as verified through chick placement numbers that consider barn space, target weights, number of feeders and waterers, and average mortality (*Recorded in Record Sheet 1*); and maintain the additional records required to meet the Stocking Density components of the Audit (*as outlined in Appendix 1*).

Process:

- a. The Auditor will review 3 cycles of records from the past year at random for the Audit;
- b. If the Stocking Density exceeds the Program requirements in any one of the cycles reviewed, without adequate reason and documentation by the producer, the Auditor will review records for all cycles within the Audit period.

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- c. A producer must demonstrate to the Auditor that he/she has made the corrective actions to bring the Stocking Density into compliance, as documented by the producer in the Flock Specific Records and evidenced through chick placements in subsequent cycles.
 - d. The Auditor will assign CARs to a producer who has more than two(2) cycles of "non-compliance with Stocking Density" without making a correction in production practices as per (4)c. above.
5. The Stocking Density component of the Program, effective December 1, 2013 is established as follows: 31 kg/m² for producers with Basic Certification and 38 kg/m² for producers with Full Certification; these Stocking Densities will remain in effect indefinitely and may only be amended by the Board upon consultation with the registered chicken producers in Alberta.

PROCEDURES:

1. **INITIAL CERTIFICATION UNDER THE ANIMAL CARE PROGRAM:**
Applicable to Audits conducted between January 1, 2010 and November 30, 2011:
 - a. All producers will receive a Full Audit under the Animal Care Program, including the Stocking Density components of the Audit, in conjunction with the On-Farm Animal Care Program (OFFSAP) Audits prior to December 1, 2011.
 - b. Certification under the Animal Care Program will be granted to producers who meet the requirements of the Program as per the Certification Classifications in Guideline (2) above.
 - c. Certification status will be recorded in the Grower Program and communicated to the producer through the cover letter accompanying the Certificate.
 - i) The letter will state that Certification is being granted due to the phase-in period of the Program, and for Audits conducted on December 1, 2013 onward, the producer must demonstrate compliance with the Stocking Density requirements for chick placements to maintain certification.
 - d. CARs, including CARs for Stocking Density, will be documented in the Audit report to inform producers of the corrections required to achieve Full Certification under the Animal Care Program.
2. **AUDITS BETWEEN DECEMBER 1, 2011 AND NOVEMBER 30, 2013**
 - a. Certification under the Animal Care Program will be granted to producers who meet the requirements of the Program as per the Certification Classifications in Guideline (2) above.
 - b. Certification status will be recorded in the Grower Program and communicated to the producer through the cover letter accompanying the Certificate.
 - i) The letter will state that Certification is being granted due to the phase-in period of the Program, and for Audits conducted on December 1, 2013 onward, the producer must demonstrate compliance with the Stocking Density requirements for chick placements to maintain certification.
 - c. Compliance with the requirements of the Animal Care Program, with the exception of the Stocking Density requirements of the Animal Care Program, will be enforced as per the OFFSAP Policy:
 - i) Producers who have been Audited and have outstanding Corrective Action(s)-(CARs) that are not corrected by the agreed upon date outlined in the Audit Report, will be allowed to place chicks for one(1) cycle. If CAR(s) are not completed, the producer License will be suspended at the end of the cycle, as per Alberta Chicken Producers Marketing Plan Regulation, Section 7.
 - ii) The producer may Lease out all production for the duration of the suspension.

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- iii) The producer will not be eligible for Market Development for the duration of the suspension.
- iv) The Alberta Chicken Producers Board Office will provide written notification to the producer of the decision to suspend the License.
- v) The Alberta Chicken Producers Board Office will provide written notification to the Processor of the decision to suspend the License.
- vi) Once a Certificate has been suspended, the Certificate and signage cannot be displayed or otherwise used to indicate that the premise is certified under the Animal Care Program.
- d. CARs for the Stocking Density requirements of the Animal Care Program will be documented in the Audit Report; however, CARs issued for Stocking Density will not impact a producers' Certification or License between December 1, 2011 and November 30, 2013.

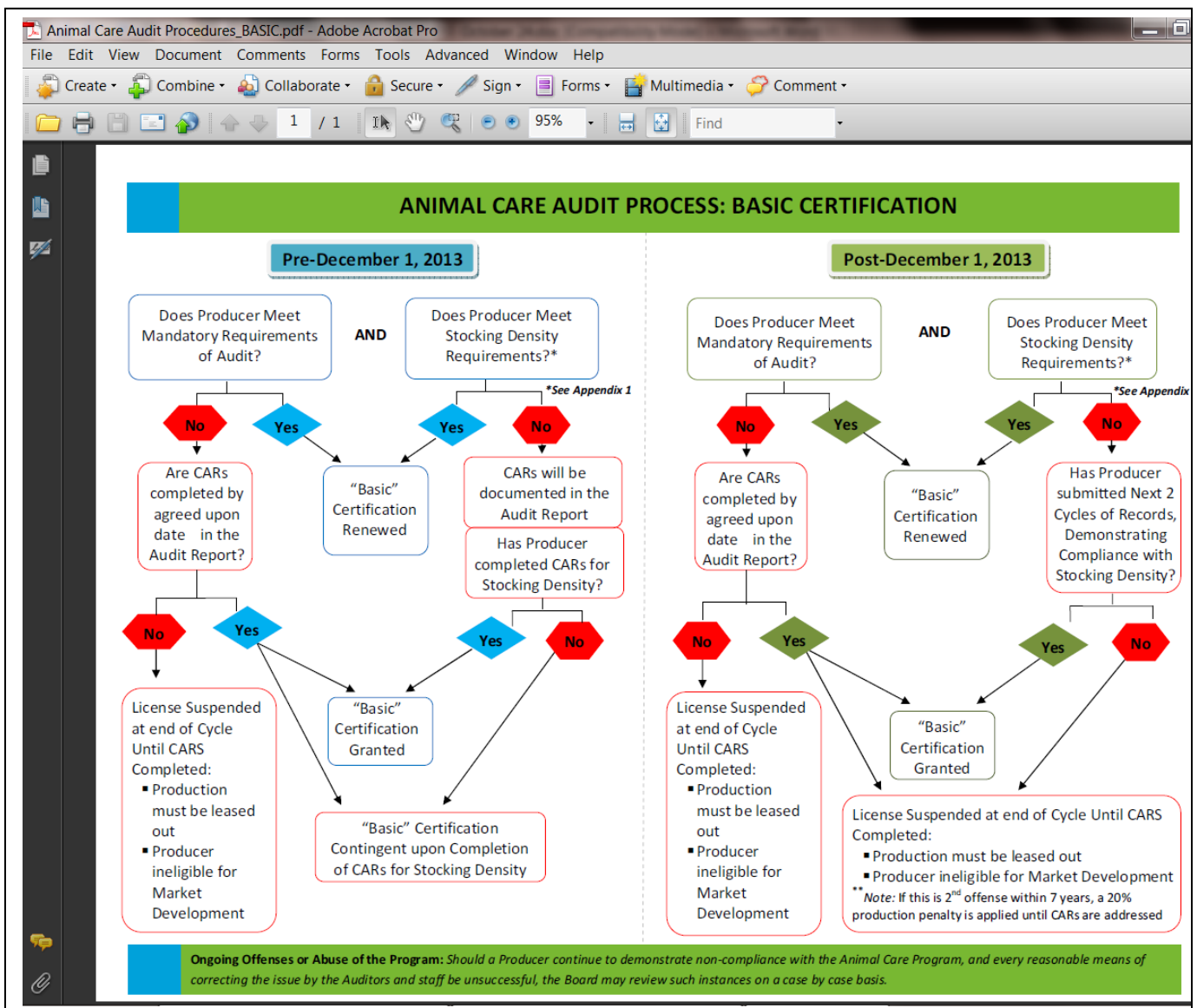
3. AUDITS COMMENCING ON DECEMBER 1, 2013 ONWARD

- a. Certification under the Animal Care Program will be granted to producers who meet the requirements of the Program as per the Certification Classifications in Guideline (2) above.
- b. Certification status will be recorded in the Grower Program and communicated to the Producer through the cover letter accompanying the Certificate.
- c. Compliance with the requirements of the Animal Care Program, including the Stocking Density requirements of the Animal Care Program, will be enforced as per the OFFSAP Policy:
 - i) Producers who have been Audited and have outstanding Corrective Action(s)-(CARs) that are not corrected by the agreed upon date outlined in the Audit Report, will be allowed to place chicks for one(1) cycle. If the Corrective Action(s) are not complete, the producer License will be suspended at the end of that cycle, in compliance with Alberta Chicken Producers Marketing Plan Regulation, Section 7.
 - ii) The producer will not be eligible for Market Development for the duration of the suspension.
 - iii) The Alberta Chicken Producers Board Office will provide written notification to the producer of the decision to suspend the License.
 - iv) The Alberta Chicken Producers Board Office will provide written notification to the Processor and Hatchery of the decision to suspend the License.
 - v) Once a Certificate has been suspended, the Certificate and signage cannot be displayed or otherwise used to indicate that the premise is certified under the Animal Care Program.
- d. CARS FOR THE STOCKING DENSITY:
Corrective Actions will be assigned as follows:
 - i) Producers with "FULL CERTIFICATION":
 - A. As per Guideline (4), the Auditor will assign a Corrective Action(s) to a producer who has more than two(2) cycles of "non-compliance with the Stocking Density requirements of the Animal Care Program" and has not demonstrated a correction in production to the Auditor.
 - B. One-time excessive over-placement: Should the Auditor note an excessive over-placement in any one(1) cycle, as verified through comparison of Hatchery Placement Reports, Market Development allocations, and Record Sheet 1, a Corrective Action may be assigned.

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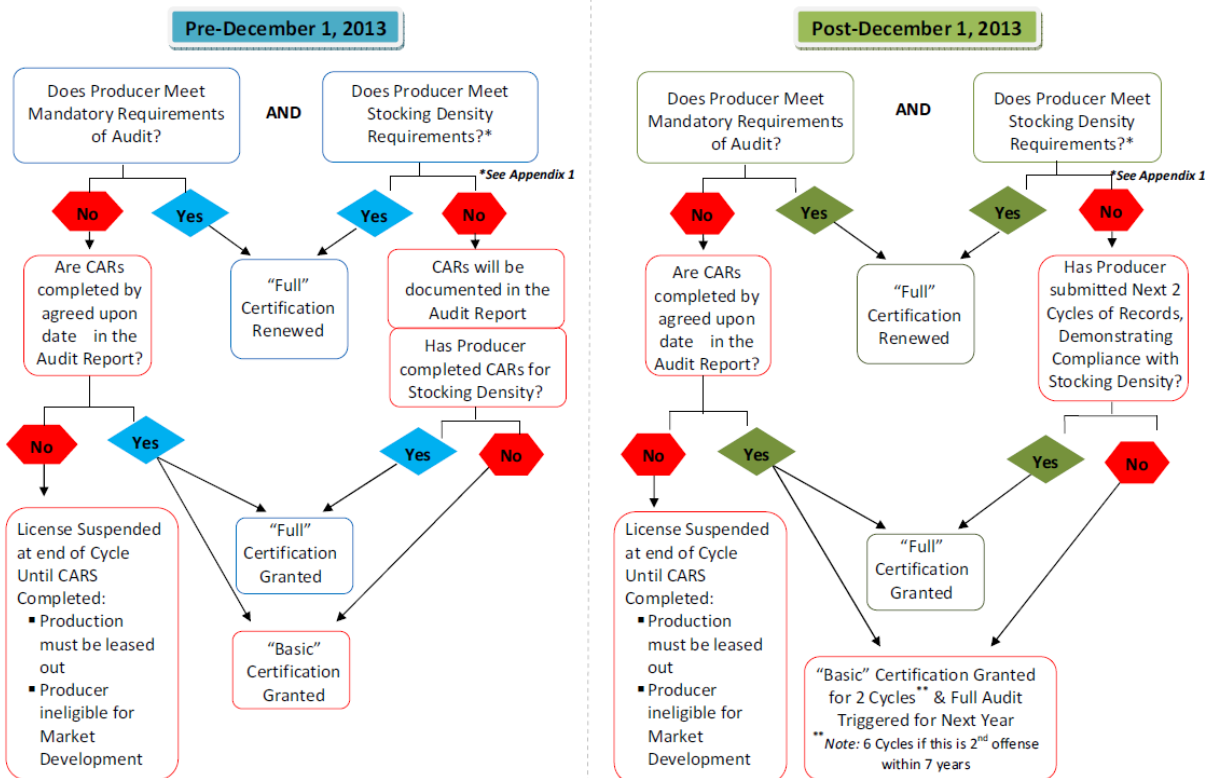
- C. The Corrective Action(s) assigned by the Auditor will require the producer to submit his or her records for the next two(2) cycles to the Auditor to ensure Stocking Density is within the requirements of the Program:
 - 1. Should the producer demonstrate compliance with the Stocking Density requirements, full certification will continue to be granted.
 - 2. Should the producer continue to exceed the Stocking Density requirements or should the producer not submit the records for the next two(2) cycles to the Auditor, the Producer's Certificate will be reduced to Basic Certification for two(2) cycles; and a full Audit will be triggered for the next year.
 - D. Second time offense: Where a producer has demonstrated a repeat offense of CARs previously assigned by the Auditor within the course of the seven(7)-year Audit Schedule, the producer's Certificate will be reduced to Basic Certification for six(6) cycles; and a Full Audit will be triggered for the next year.
- ii) PRODUCERS WITH "BASIC CERTIFICATION":
- A. As per Guideline (4), the Auditor will assign a Corrective Action(s) to a producer who has more than two(2) cycles of "non-compliance with the Stocking Density requirements of the Animal Care Program" and has not demonstrated a correction in production to the Auditor.
 - B. One-time excessive over-placement: Should the Auditor note an excessive over-placement in any one cycle, as verified through comparison of Hatchery Placement Reports, Market Development allocations, and Record Sheet 1, a Corrective Action may be assigned.
 - C. The Corrective Action(s) assigned by the Auditor will require the producer to submit his or her records for the next two(2) cycles to the Auditor to ensure Stocking Density is within the requirements of the Program:
 - 1. Should the producer demonstrate compliance with the Stocking Density requirements, Basic Certification will be granted.
 - 2. Should the producer continue to exceed the Stocking Density requirements or should the producer not submit the records for the next two(2) cycles to the Auditor, the Producer's Certificate will be cancelled and the producer's License may be suspended.
 - D. Second time offense: Where a producer has demonstrated a repeat offense of CARs previously assigned by the Auditor within the course of the seven(7)-year Audit Schedule, a production penalty of 20% will be applied until the Corrective Actions are brought into compliance.
- e. ONGOING OFFENSES OR ABUSE OF THE PROGRAM:
- Should a producer continue to demonstrate non-compliance with the Animal Care Program, and every reasonable means of correcting the issue by the Auditors and staff be unsuccessful, the Board may review such instances on a case-by-case basis.
4. ADMINISTRATION OF STOCKING DENSITY & PRODUCTION PENALTIES:
- Where a producer receives a production penalty or production is restricted due to Certificate Re-classification, the producer is required to "Lease-out" the production to another certified producer(s), in accordance with Alberta Chicken Producers Leasing of Quota Policy; and the producer is ineligible to apply for Market Development production.

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ANIMAL CARE AUDIT PROCESS: FULL CERTIFICATION



Ongoing Offenses or Abuse of the Program: Should a Producer continue to demonstrate non-compliance with the Animal Care Program, and every reasonable means of correcting the issue by the Auditors and staff be unsuccessful, the Board may review such instances on a case by case basis.

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CHECKLIST: Requirements to Meet Stocking Density Requirements of the Animal Care Program

- ☐ Feeders available must be appropriate for $\frac{1}{2}$ of birds in the barn. Chickens must not have to travel any farther than 3-4 m (10-13ft) to reach feed.
- ☐ Drinkers available must be appropriate for $\frac{1}{2}$ of birds in the barn. Chickens must not have to travel any farther than 3-4 m (10-13ft) to reach water.
- ☐ Water meters must be available
- ☐ Water intake recorded daily to monitor for changes
- ☐ Record Sheet 1 Must be updated by Producers and maintained as parameters change Chick Placement Numbers, including Market Development, reflect the following data entered into Record Sheet 1:
 - barn space
 - target weight(s)
 - number of feeders and waterers
 - average mortality

Note: Auditors will Compare Placement Reports and Market Development Against Record Sheet 1.

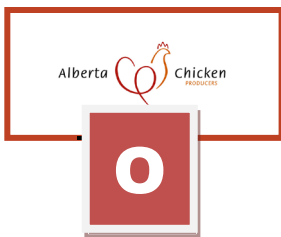
- ☐ Flock Sheets updated and maintained daily
- ☐ Producer has *documented* Corrective Actions made each cycle on his / her flock sheet for each of the following occurrences:
 - Stocking density exceeds 38kg/m² for Producers with Full Certification or 31 kg/m² for Producers with Basic Certification
 - ammonia and/or humidity levels outside of the acceptable ranges
 - temperature outside of the acceptable range
- ☐ Minimum and maximum temperatures must be *recorded* daily¹
- ☐ Humidity or ammonia meters *must be available* to ensure that air quality is sufficient
- ☐ Minimum and Maximum levels of humidity or ammonia must be *measured* on each floor of the barn over each 24hr period and must be *recorded* on Flock Sheets daily¹
- ☐ Mortality, euthanasia and condemn records must be maintained for each flock, and must not be higher than would be expected at a stocking density of less than 31 kg/m²

¹ Extra Records Keeping requirements if stocking density is between 31 kg/m² and 38 kg/m²

Helpful Tips:

- Use the Density Calculator to assist you in determining chick placement numbers that account for barn space, target weight(s), number of feeders and waterers, and average mortality.
- Document any deviations from stocking density on your Flock Sheets and change production practices to prevent re-occurrences
- Inform your Hatchery and Processor of any issues or concerns as soon as possible
- Contact the Board Office if you have any questions

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ASSURANCE OF SUPPLY

BACKGROUND:

The Board will implement the Assurance of Supply Form beginning Period A-07, (June 9, 1996).

PURPOSE:

1. The intent of the Assurance of Supply Form is to get the right product to the right plant at the right time.

SAMPLE OF FORM:

PROCEDURE:

1. The Assurance of Supply Forms must be completed when chicks are placed:
 - a. Original Assurance of Supply Forms must be completed in full by the Processor and signed by the producer and Processor at the time of chick placement.
 - b. The fully completed original (white copy) Assurance of Supply Form (including planned marketing date(s) and targeted production) must be signed by both the producer and the Processor, and filed with the producer at the time of placement.
 - c. The carbon copy (yellow copy) of the Assurance of Supply Form must be filed with the Alberta Chicken Producers office within seven (7) days of chick placement.
 - d. The second carbon copy (pink copy) of the Assurance of Supply Form is for the Hatchery.
 - e. The third carbon copy (goldenrod copy) of the Assurance of Supply Form is for the Processor.

Reference Minutes of:

March 19, 2004	April 25, 2005	September 1, 2010	June 23, 2014	October 8, 2015
February 22, 2017	May 30, 2023			

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CUSTOM KILL & ON-FARM PROCESSING REPORTING

Effective Period A-125

PURPOSE:

The Custom Kill and On-Farm Processing Reporting is to ensure the timely, accurate and complete reporting of marketings and Levy payment to the Board Office by producers who Custom Kill and by producers who process chickens on-farm; and, to uphold the integrity of the data, in the Alberta Chicken Producer's Grower Program database.

GUIDELINES:

1. This Policy applies to:
 - a. All registered producers engaged in Custom Killing; and
 - b. All registered producers who process broiler chickens on-farm.
2. Custom Kill is defined as "processing by a processor of chicken owned by a person, other than the processor, on a fee-for-services basis".
Source: [*Alberta Chicken Producers Marketing Regulation AR 3/2000*]
3. As per Alberta Chicken Producers Marketing Regulation AR 3/2000:
 - a. A Processor must,
 - i) For each week during which chicken is processed, prepare a report on Friday regarding the amount and categories of chicken processed and submit the report(s), with Levy payment to the Board office no later than Wednesday of the following week.
 - ii) At the end of each day during which chickens are custom killed, prepare a report regarding the amount and categories of chicken custom killed and submit the report to the Board office within 15 days.
 - b. An authorized producer must,
 - i) For each week during which chicken is marketed by the producer to a person other than a Processor, prepare a report on Friday regarding the sale, the categories and the amount of chicken sold and submit the report(s), with Levy payment, to the Board office no later than Wednesday of the following week.
4. The Board office will allow one(1) grace occurrence to each producer and will provide coaching and assistance to the producer to ensure the reporting requirements and Levy payment process are understood.

PROCEDURES:

1. All registered producers are engaged in Custom Kill are required to remit the following Processing Reports to the Board Office, in compliance with the timeframe identified in the Regulation above:
 - a. Alberta Chicken Producers *Custom Kill/On-Farm Processing Report Form*
2. All registered producers engaged in processing broiler chickens on-farm are required to remit the following slaughter reports to the Board Office, in compliance with the timeframe identified in the Regulation above:

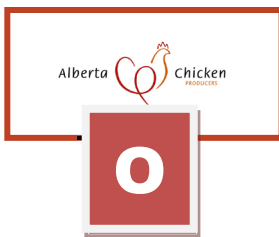
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- a. Alberta Chicken Producers *Custom Kill/On-Farm Processing Report Form*, and
 - b. Copies of all the Government of Alberta Regulatory Services Inspector's Daily Reports – MIA4 or MIA 5 must be submitted with the Alberta Chicken Producers *Custom Kill/On-Farm Processing Report Form*.
3. Where a registered producer fails to report marketing(s) and/or fails to submit the required Levy to the Board Office within the timeframe permitted under Alberta Chicken Producers Marketing Regulation AR 3/2000, the Board Office will contact the producer, via telephone, to coach the producer in the requirements of submitting the required reports and Levy payment.
4. LATE REPORTING OCCURRENCE:
- a. As per Guideline (3), the Board Office will allow one grace occurrence and provide coaching to the farm Manager/Owner responsible for the chicken operations.
 - b. During the coaching telephone call with the Board Office, the producer will be informed that he/she will be provided five(5) business days to submit the report and Levy payment to the Board office; and failure to provide accurate reports from the date of the letter, will result in the producer being assessed for marketing's and Levy payments for the producers eligible marketing's for that A-Period.
 - c. Board Office will send the producer a letter the same day as the coaching call is made, via Registered Mail, informing the producer that a \$250 Administration Fee will be charged should the report and payment not be received within five(5) business days; and, also stating that the producer will be charged for 100% of the producer's eligible marketings (based on the producers' Cycle Report).
 - d. Should the report and payment not be completed within five(5) business days, from the date of the letter:
 - (i) The \$250 Administration Fee is charged to the producer,
 - (ii) The producer is charged for 100% of the producer's eligible marketings (based on the producer's Cycle Report),
 - (iii) A letter will be sent with an Invoice, via Registered Mail, stating that should the slaughter reports and payment not be received within five(5) business days from the date of the letter, the producer License will be suspended until the required report and full payment are received.

Reference Minutes of:

August 19, 2010	April 24 & 25, 2014	February 22, 2017		

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DIRECT MARKETING LEASE PROGRAM

Marketing of Agricultural Products Act RSA 2000 (Current as of June 12, 2013)

Alberta Chicken Producers Plan Regulation 70/93 (Current as of May 9, 2018)

Alberta Chicken Producers Marketing Regulation 3/2000 (Current as of October 22, 2021)

Alberta Chicken Producers Board Directive: Decision Rendered March 7, 2012

PURPOSE:

To assist Direct Marketers in developing a sustainable business through the provision of production quota for Direct Marketing purposes.

DEFINITIONS:

"Direct Marketing Lease Program" means a Program under which the Board will make available chicken production quota for the purpose of assisting Direct Marketers in developing a sustainable business.

"Direct Marketing Production Quota" means a quota that may be Leased by the Board to an authorized producer permitting that producer to produce and Direct Market chicken in accordance with this section.

"Direct Marketing" means the production and sale of chicken from the primary producer directly to the End User of the product through the producer's own supply chain of purchasing, production, promotion, transportation and distribution.

"Direct Marketer" means an authorized producer who is engaged in the production and Direct Marketing of chicken and whose Direct Marketing activity accounts for a minimum of 7,000 kilograms of live-weight production annually.

"End User" means the consumer, as defined in Alberta Chicken Producers Marketing Regulation.

GUIDELINES:

1. Direct Marketing Quota Pool:
 - a) On an annual basis, the Board makes available, for Lease, Lease prices determined by the Board, a pool of 300,000 kilograms of live-weight domestic chicken per year for Direct Marketers.
 - b) The maximum amount of domestic chicken production quota that may be Leased by the Board to any one Direct Marketer is 60,000 kilograms of live-weight per year, on the basis of one unit of Direct Marketing Production Quota for every one unit of quota owned by that producer at the time the application is made to the Board.
2. Lease Price:

As defined in the Alberta Chicken Producers Marketing Regulation, the Board is authorized to establish the Lease price per kilogram of live-weight chicken that is to be paid to the Board for Direct Marketing Production Quota.

 - a. On an annual basis, the Board will set the Lease price for production and marketing commencing in the next calendar year.
 - b. The Lease price is effective from January 1 to December 31st.

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- c. When setting the Lease price, the Board will consider:
 - i) The current Lease price per kilogram of live-weight for Market Development Quota; or if the current Lease price per kilogram of live-weight for Market Development Quota is not available, the Board will consider the current weighted average price of domestic production Lease.
 - ii) The Board will apply a price differential of \$0.10/kilogram live-weight to the price in c.(i) or c.(ii) above to establish the Lease price for Direct Marketing Production Quota.
3. Application Requirements:
- a. Application Timelines: Applications must be submitted no later than September 1st or as stated on the Application Form in the year proceeding the year in which Direct Marketing Production Quota will be allocated.
 - i) Applications must be submitted each year for production in the following calendar year; this applies to both current participants in the Program and new applicants as per Section (b) below.
 - b. Application Content: Applications must include the following information to be eligible for consideration by the Board:
 - i) Applications must be submitted in writing to the Board Office and signed by the applicant.
 - ii) The written request must indicate the full amount of Direct Marketing Production Quota the producer is requesting in the upcoming calendar year.
 - iii) First-time applicants must also submit with the Application a Business Plan specifying:
 - A. The premises and production facilities at which the applicant intends to carry out the chicken production.
 - B. Written confirmation to the Board that a Licensed Provincially or Federally inspected Processor will process the chicken.
 - C. A description of the applicant's catching and transportation arrangements;
 - D. A description of the producer's customer base, channels of distribution; and projected annual production.
 - E. A description of how the producer intends to meet the requirements for quota ownership as defined in Alberta Chicken Producers Marketing Regulation.
4. Applicant Eligibility:
- The Board will assess applications for Direct Marketing Lease Program and will allocate Direct Marketing Production Quota to applicants that meet the definition of a "Direct Marketer" and who will comply with the following criteria:
- a. The application meets the criteria established by the Board.
 - b. Producer must be engaged in both the production and Direct Marketing of chicken to the End User; third party involvement may only include hatching, slaughtering, catching, and transportation.
 - c. The product must be slaughtered by Provincial and/or Federally inspected facilities.
 - d. The product received directly by the End User must be for the purposes of personal use and not resold to traditional channels in the food industry.
 - e. Producers must demonstrate intent to Direct Market a minimum of 7,000 kilograms of live-weight per year to be eligible for the Direct Marketing Lease Program.

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- f. With the exception of first-time applicants, the applicant has complied with all responsibilities identified under this Program.
 - g. The Board may refuse to grant a Lease of Direct Marketing Production Quota to an applicant if, in the Board's opinion:
 - i) The applicant lacks the experience, equipment or financial responsibility to properly engage in chicken production.
 - ii) The applicant fails to comply with any one or more of the technical requirements of the On-Farm Food Safety Assurance and Animal Care Programs.
 - iii) The applicant has outstanding service charges/levies payable to the Board.
 - iv) The applicant fails to make payment to the Board office prior to the start of the applicant's producer cycle for which the Board has issued an invoice for the direct marketing Lease kilograms.
5. Allocation of Direct Marketing Production Quota:
- a. The Board is to consider all the applications and determine which applications, if any, meet the criteria above.
 - b. If the Board determines that the total amount of Direct Marketing Production Quota being applied for by all the acceptable applicants exceeds the pool of 300,000 kilograms of live-weight domestic chicken that is available for Leasing, the Board is to distribute Direct Marketing Production Quota in rounds of one kilogram of live-weight domestic chicken to each eligible applicant until all of the available Direct Marketing Production Quota is distributed.
 - c. Producers who receive Direct Marketing Production Quota will be granted Direct Marketing Production Quota on the basis of one unit of Direct Marketing Production Quota for every one unit of quota owned by that producer at the time the application is made to the Board if the Utilization Factor in effect in the period is 100%, up to a maximum of 60,000 kilograms of live-weight annually.
 - d. On determining that an application is acceptable, the Board is to advise the applicant by September 15th or as stated on the Application Form of the following:
 - i) That the application has been accepted by the Board; and the applicant is eligible to Lease Direct Marketing Production Quota.
 - ii) The amount of Direct Marketing Production Quota that is being offered to the applicant for Leasing.
 - iii) The Lease price for Direct Marketing Production Quota being offered to the applicant.
 - iv) The time within which the applicant must advise the Board as to whether the applicant will in fact Lease all or any of the Direct Marketing Production Quota being offered to the applicant.
 - e. The approved applicant must respond to the Board in writing stating the amount of Direct Marketing Production Quota he/she intends to purchase for the full upcoming calendar year at the stated Lease price no later than September 30th or as stated on the Application Form.
 - f. The allotment of Direct Marketing Production Quota will commence in the first available production period of the upcoming calendar year, or any production period(s) identified by the producer for the upcoming calendar year:
 - i) The Board Office will work with producers to establish production cycles that meet the needs of the producer and fall within the calendar year.

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- ii) Producers must confirm the volume of Direct Market Lease by the dates specified on the approval letter for each cycle in which they intend to produce the Direct Marketing Quota Production Quota.
 - iii) Producers must provide payment to the Board prior to the start of each cycle.
- 6. Where a person Leases Direct Marketing Production Quota, the following applies:
 - a. That person becomes the Lessee of that quota;
 - b. The Lease of that quota expires on December 31st of the year in which the Lease was granted;
 - c. The production of chicken under that quota must take place at certified production facilities and premise as specified in the application submitted to the Board by that person;
 - d. If the production facilities and premises at which the production of the chicken under the Direct Marketing Production Quota takes place are sold, transferred, assigned, sub-Leased or otherwise divided or disposed of, the Lease of that Direct Marketing Production Quota is cancelled unless otherwise directed by the Board;
 - e. The producer shall assume all responsibility and liability for costs associated with catching and transportation;
 - f. All of the chicken that is produced, or that is authorized to be produced under the Direct Marketing Production Quota, is to be produced and marketed within the production cycles established by the Board;
 - g. That person must submit the following information to the Board Office as defined in Alberta Chicken Producers Marketing Regulation:
 - i) Where chicks are purchased from a source other than a Licensed Alberta Hatchery, weekly records of the placement of chicks, and
 - ii) Processor receiving records identifying the live-weight of chicken received at the plant and records relating to payment for processing;
 - h. Sales receipts or invoices showing proof of sale and the amount of chicken sold by the Direct Marketer to the End User must be kept for a minimum of two years:
 - i) Date of Sale
 - ii) Customer Name (optional on orders picked up in person by the consumer)
 - iii) Customer Location (optional on orders picked up in person by the consumer)
 - iv) Weight of Chicken Sold (kilograms)
 - v) Type of customer (individual, restaurant etc.)
 - vi) Sales report for farmers market sales when individual sales receipts are not issued to the end user. Sales report must include the total dollar sales, quantity sold in kilograms, product description and period date of report.
 - i. In the case of any under-production that is existing at the time of the termination of that Lease of production of chicken under that quota,
 - i) That producer's allowed marketing of chicken must be increased in a subsequent production cycle by the Lesser of
 - A. The marketing deficit, or
 - B. 5% of the producer's marketing quota in effect at the time of the marketing deficit.
 - j. That person is not to produce Direct Marketing Production Quota in excess of the amount permitted to be marketed under that quota.
 - k. Notwithstanding clause (j), in the case of that person marketing chicken in excess of that which is permitted under that quota,

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- i) The Board must in a subsequent production cycle, without permanently reducing the authorized quota allocated to that producer, reduce the weight of chicken that the producer may market by an amount equal to the weight of the chicken that was marketed in excess of that producer's marketing quota; and, that person must pay to the Board a Levy that is equal to:
 - A. \$0.44 a kilogram for each kilogram of chicken marketed in excess of the lower range of the over-production sleeve, but less than the upper range of the over-production sleeve established by the Board through a Board Order or Directive, as defined in Alberta Chicken Producers Marketing Regulation.
 - B. \$0.88 for each kilogram of chicken marketed in excess of the upper range of the over-production sleeve established by the Board through a Board Order or Directive, as defined in Alberta Chicken Producers Marketing Regulation.
 - l. That producer cannot Direct Market to a Processor, any agent or subsidiary of a Processor, or to a person with a valid Federal or Provincial Meat Inspection License who slaughters chicken.
 - m. That producer cannot collectively Direct Market his or her chicken with other producers;
 - n. That producer solely assumes the risk and expense of Direct Marketing and that producer shall at all times retain responsibility for the Direct Marketed product including assuming the risk of non-payment.
 - o. That producer is responsible for any claims arising from the Direct Marketing of chicken, including, but not limited to, product liability claims.
 - p. That producer agrees that the Board, its employees, officers, directors and agents are not responsible for and accept no liability respecting any claims, charges, damages costs and expenses that may arise out of or in connection with the Direct Marketing of chicken by that producer.
7. The Direct Marketing Lease Program is subject to the following conditions:
- a. After the Program has been in operation for three(3) years, the Board is to present a Report in respect of the Program at the Annual General Meeting that takes place following the conclusion of that third year for the purposes of reviewing the Program's effectiveness in assisting Direct Marketers in developing a sustainable business.
 - b. A person may only be granted Leases of Direct Marketing Production Quota one year at a time.
 - c. If the Program is terminated by the Board, the maximum amount of time for which a person may be granted one year Leases of Direct Marketing Production Quota is restricted to that shorter period of time.
 - d. Producers must demonstrate intent to Direct Market a minimum of 7,000 kilograms of live-weight per year to be eligible for the Direct Market Lease Program.
 - e. Approval to Direct Market and receipt of Lease of Direct Marketing Production Quota is not an entitlement.

Reference Minutes of:

October 1, 2014	August 13, 2014	June 22, 2014	February 22, 2017	July 11, 2017

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FINANCIAL

POLICY:

Alberta Chicken Producers is committed to prudent financial management, investment practices and transparency in reporting.

PROCEDURES:

1. Financial Reporting:

- a. The Finance Committee will review monthly Financial Statements prior to each Board Meeting.
- b. Financial Statements are reviewed at each Board Meeting.
- c. Financial Statements are approved by the Board Quarterly.
- d. Audited Financial Statements will be presented to producers at the Annual General Meeting by the Finance Director.
- e. Director(s) Per Diems are published in the Annual Audited Financial Statements.

2. Budgeting:

- a. Prior to the Finance Committee preparing the Budget each year, the Board will provide direction to the Committee in terms of the Budgeting Strategy for the upcoming fiscal year with consideration for the cash and capital resources of the organization.
- b. Principles:
The Budget will:
 - a. Be prepared on a cash basis, based on conservative estimates of revenues and expenses.
 - b. Provide sufficient current assets to meet the organization's current liabilities.
 - c. Uphold contractual commitments and obligations of Alberta Chicken Producers.
 - d. Be based upon all known sources of revenue and planned/forecasted expenditures at the time of Budgeting.
 - e. Consider the Strategic Priorities of the organization and funding required to deliver the organization's annual Strategic Work Plan.
 - f. Detail the relevant assumptions used in its preparation.
 - g. Consider the Reserve requirements of Alberta Chicken Producers.
- c. The Finance Committee will develop the One-year and Three-year Budget Projection annually, based on the Budgeting Principles.
- d. The Board approves the Budget prior to presenting to producers.
- e. The Finance Director is responsible for presenting an Annual Budget and Three-Year Budget Projection to the Board in October of each year.
- f. Respond to opportunities, unforeseen events, and exceptional circumstances 'as' and 'if' required. The Budget is subject to amendment by the Board within the parameters of the Board's fiduciary responsibilities and Budgeting Principles.

3. Accounting Practices:

Alberta Chicken Producers' accounting practices follow Canadian accounting standards for not-for-profit organizations.

- a. Revenue Recognition:
 - i) The Board follows the deferral method of accounting for contributions.
 - ii) Restricted contributions are recognized in revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

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- iii) Service charges, monetary penalties, and other fees are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.
 - iv) Investment income includes interest, dividends and realized and unrealized investment gains and losses. Unrealized gains and losses on held-for-trading financial assets are included in investment income and recognized as revenue in the statement of operations, deferred or reported directly in net assets, depending on the nature of any external restrictions imposed on the investment income. Restricted investment income is recognized as revenue in the year in which the related expenses are incurred. Other unrestricted investment income is recognized as revenue when earned
- b. Financial Instruments:
Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, portfolio investments are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and testing for impairment at each reporting date. Transactions costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.
- c. Capital Assets:
 - i) Assets with a purchase price of more than \$1,000 and expected to provide a benefit for more than one year will be classified as a 'capital purchase'. All other expenditures will be classified as 'operating expenses'.
 - ii) Capital assets are carried at cost.
 - iii) Amortization is recorded using the following methods and annual rates:
Asset Basis Rate:
 - Condominium unit: declining balance 5%
 - Furniture and equipment: declining balance 20%
 - Computer hardware: declining balance 30%*
 - Computer software: declining balance 50%
 - Equipment under capital lease 20%

** Computers are amortized using straight-line over three years to more accurately reflect the economic life of these assets.*
- d. A Fixed Asset Inventory must be maintained by the Office Manager, providing a detailed description of the asset, date of purchase, book value, depreciation rate, serial number, and asset description. The list must be maintained electronically, with a hard copy on file with the Bookkeeper and Executive Director, updated as assets are purchased and disposed.
- e. Accounting records are maintained on a Project Basis.

4. Internal Controls:

- a. Conflict of Interest Declaration:
 - i) Directors, Staff and Contract Individuals are required to sign a *Conflict of Interest Declaration Form* yearly, within 30 days of the Annual General Meeting.
- b. Cheque Signing Authority:
Cheque signing authority is vested to the Executive Director and designated Staff member for amounts up to \$8,000*. Cheques greater than \$8,000 require the signature of any designated Board of Director (two will be designated), in addition to the Executive Director or designated Staff member.
**Signing authority is granted to the Executive Director and designated Staff member beyond the \$8,000 maximum to ensure monthly CFC payments and Alberta Poultry Health Services are submitted in a timely manner.*
- c. Bank Reconciliations:
The Executive Director, or Office Manager in the absence of the Executive Director, must sign all Bank Reconciliations monthly.

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- d. Payroll:
Bi-monthly payroll must be reviewed and signed by the Executive Director, or Office Manager in the absence of the Executive Director, prior to submission to the Payroll Service Provider.
- e. Journal Entries:
The Executive Director, or Office Manager in the absence of the Executive Director, must review all Journal Entries with the Bookkeeper.
- f. The Finance Director audits adherence to internal controls on a quarterly basis.

5. Funds:

In addition to maintaining a Chequing and Savings Account with a designated Financial Institution for regular business operations, the Board maintains the following funds, invested as per the Investment Strategy in Section 6:

- a. Chicken Farmers of Canada:
 - i) Chicken Farmers of Canada (CFC) and the Board have established levy and service fee arrangements to defray the administrative and marketing costs of the orderly marketing system for chicken in the Province of Alberta.
 - ii) As a member of CFC, pursuant to the Liquidated Damages Resolution, the Board is required to post security in the amount of \$165,068 to secure the CFC's position should the marketing in Alberta exceed the allocation.
- b. Investments:
Alberta Chicken Producers invests funds in reserve for emergency and extraordinary purposes. All funds are invested according to the Investment Strategy in Section 6. The combined total of the Reserve Fund shall not exceed \$2 million plus one month's operating budget.
 - i) Reserve Fund:
 - A. Alberta Chicken Producers maintains approximately \$2 million in marketable securities. The fund provides interest income, financial stability, and, serves as a contingency in the event of emergencies, extenuating circumstances, or unexpected expenses.
 - B. The Reserve Fund may be accessed in one or more of the following instances:
 - (1) In the event of an emergency, which may include any one or more of the following circumstances:
 - (a) The Alberta Poultry Industry Emergency Response Plan is declared operational;
 - (b) A federally reportable disease is confirmed in Alberta; or
 - (c) The ACP Board deems a situation to be serious enough to declare an emergency.
 - (2) An Extraordinary Circumstance identified by the Board.
 - C. The Reserve Fund may be used to cover the following expenses:
 - (1) In the case of Federally or Provincially Reportable diseases (outlined in Appendix 1):
 - a. Emergency-related expenses, which may include:
 - i. Security Services
 - ii. Communication Services
 - iii. Equipment and Personnel
 - iv. Transportation
 - v. Cleaning and Disinfection
 - vi. Compensation if an early intervention was decided in advance of Canadian Food Inspection Agency (CFIA) destruction order
 - vii. Disposal
 - b. Any other cost approved by the Alberta Chicken Producers Board

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- (2) In the case of non-reportable diseases where a Destruction Order has been issued by a Certified Veterinarian:
 - a. Emergency-related expenses, which may include:
 - i. Security Services
 - ii. Communication Services
 - iii. Equipment and Personnel
 - iv. Transportation
 - v. Cleaning and Disinfection
 - b. Any other cost approved by the Alberta Chicken Producers Board
- (3) In the case of other Emergencies declared by the Board, emergency-related expenses shall be determined by the Board on a case-by-case basis in keeping with Section 5.D.(2) of this Policy.

D. Accessing the Fund:

- (1) When the fund is required to be accessed, the Board will divest the required portion of the marketable securities.
- (2) Principles for Reserve Fund Disbursement:
The Board will endeavor to use the following Principles in considering the dispersal of the Reserve Funds:
 - 1. Treats producers fairly.
 - 2. Does not apply to costs covered through other sources, including but not limited to insurance plans, government programs, relief aid, etc.
 - 3. As best as possible, without limiting the ability to support emergency response, funding decisions will be made once the emergency has been contained.
 - 4. Decision is without prejudice and is made:
 - 4.1 Considering the unique circumstances of the situation, and
 - 4.2 Considering the risk of both the situation and the impact to fund reserves, endeavoring to make every effort to maintain sufficient level of reserves in the fund to cover potential recurrence and / or future emergency.

- E. If the cost of divesting all or a portion of the fund is greater than that of obtaining a loan, a loan for the required amount may be acquired.
- F. Invoices and loans (if required) will be paid in a timely manner.
- G. In cases where the Alberta Poultry Industry is impacted, wherever possible, the invoices will be jointly paid by the Alberta Poultry Industry Emergency Management Team (the Parties); however, to ensure invoices are paid in a timely manner, they may be paid by Alberta Chicken Producers and the Parties invoiced accordingly. In this instance, funds recovered from other Boards will be returned immediately to the Reserve Fund.
- H. Fund Regeneration:
As soon as possible after the accessing of the Fund, the Board will re-build the fund to the prescribed limit. To provide for fund re-generation, all operating surplus will be diverted to investments in the Reserve Fund. A levy adjustment may be implemented to restore reserves, depending upon the nature of the situation.

6. Investment Strategy:

- a. The Finance Committee is responsible for the management of the Alberta Chicken Producers' investment funds. The Finance Committee, in fulfillment of its regular functions, will:
 - i) Recommend to the Board the Investment Manager to be used and evaluate the performance of the Investment Manager for compliance with this policy in its annual report to the Board.
 - ii) Finance Committee reviews ACP's investment performance quarterly and makes decisions regarding the reinvestment of income generated from investments.
 - iii) Review the performance of investments and report to the Board annually.
 - iv) Recommend policy revisions to the Board.
 - v) Determine the asset allocation of the Board's investments funds.
- b. The Board authorizes the Board Chair, Finance Director and Executive Director to act on its behalf in managing its investment portfolio within the parameters of this policy.
 - i) Any change that results in a shift among asset classes requires Board approval prior to such change being made.
- c. Investment Philosophy and Criteria: A conservative philosophy will be followed in all aspects of the management of all funds of the Alberta Chicken Producers.
 - i) The preservation of capital is the paramount criteria followed by liquidity and then yield. All investments must be evaluated against these criteria.
 - ii) The Finance Committee ensures a balance between maintenance of ACP's Reserve Fund and prudence to not grow ACP's asset base beyond the combination of its Reserve Fund and capital asset base.
- d. Conflict of interest guidelines contained in Board Policy shall be adhered to when considering investments alternatives. No member of the Board, employee of Alberta Chicken Producers or agent of the Board shall benefit from knowledge of or participation in investment decision making.
- e. Eligible Investments:
 - i) For the purpose of this policy, eligible investments are:
 - A. Bank Cash Deposits
 - B. Bank Term Deposit
 - C. Guaranteed Investment Certificates
 - D. Treasury Bills
 - E. Government of Canada and Provincial Bonds
 - F. Corporate Bonds (AA or higher rating)
 - G. Income Trusts (SR-1 rating)
 - H. Preferred Shares (AA or higher rating)
 - I. Large Cap Equity, Income, High Grade Bond Mutual Funds
 - J. Canadian or US Common Shares (High quality, blue chip companies with potential for long term total returns from dividends and capital appreciation). Dividend payout history should be considered with a preference for dividend stability.
 - K. Real Property Assets
 - i) Investments must be compliant with the Prudent Investment Rule under Section 3 of the Trustee Act.
 - ii) Any investment not included in the above listing must be presented to the Finance Committee which will make a recommendation to the Board of Directors.
- f. Asset Allocation:
 - i) The investment portfolio asset allocation must strike a conservative balance between risk and reward. Acceptable asset allocation is as follows:
 - A. Minimum 10% of assets shall be held in cash or cash equivalent.

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- B. Minimum 10% of assets shall be invested in short term (1 year or less) liquid assets.
 - C. Minimum of 10% of assets shall be held in longer term GIC's (2 years or more).
 - D. GIC's should be laddered, with approximately 20% of the GIC's maturing each year.
 - E. Equity Investments – Not more than 35% of total portfolio.
 - F. Common shares should be diversified among industry sectors so as to avoid excessive exposure to one industry.
 - G. Total investment cost in any one investment is not to exceed \$100,000 (with the exception of GIC's and Mutual Funds).
 - H. Corporate Bonds – Not to exceed 40% of total bonds.
 - I. US investments – Not to exceed 25% of total investments.
 - J. Other foreign currency investments – Not to exceed 10% of total investments.
 - K. Real Property Assets – Not to exceed 20% of total investments.
- g. Other:
- i) The ability to borrow against an investment will be a key consideration. This is particularly important when the cost of borrowing against the investment is less than the loss of the interest or bond yield, should the investment be terminated.
 - ii) The level of investment in any given year will take into consideration the three-year cash projection to determine the amount available for each of the three investment categories.

7. Refund of Levies Paid:

- a. Each year when the audited financial statements are complete, the Board will assess its overall financial position as of November 30th of the prior year. Any amount deemed to be in excess of Section 5(b) of this Policy will be refunded to qualifying Producers in proportion to the amount of levy paid by each Producer during the prior fiscal year.
- b. In order to qualify for a refund, a Producer must be in good standing with the Board at the time the Board declares a refund of levies paid to be refunded to Producers. This means:
 - i) The producer maintains current OFFSAP and Animal Care Certification, and,
 - ii) The producer has no outstanding invoices or debts payable to the Board; and,
 - iii) Producers who retire prior to the time the Board declares a Refund of Levies Paid will not qualify to receive a refund.
- c. The formula for calculating the Board's Refund of Levies Paid will be:
 (Cash + Term Deposits) – Investment Income + (Accounts Receivable + Accrued Interest) – (Accounts Payable + Accruals) – (1 month budgeted operating expenses for following fiscal year)
- d. This is the maximum amount available for a refund to qualifying Producers; however, the Board maintains its discretion with regard to any all refunds.
- e. The formula for calculating the refund to qualifying producers will be:
 Total annual Refund of Levies x Producer's %share of levy paid during ACP's prior fiscal year.
- f. The Finance Committee Chair will declare a Refund of Levies Paid at the Annual General Meeting as part of the presentation of the Audited Financial Statements.

Reference Minutes of:

February 21, 2013	June 7, 2013	January 10, 2014	June 22, 2015	August 20, 2015
December 4, 2015	September 1, 2016	February 22, 2017		

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APPENDIX 1

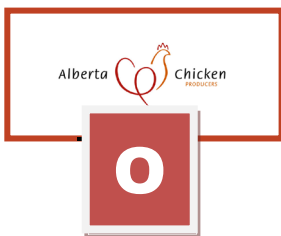
Federally Reportable Diseases:

- Notifiable Avian Influenza
- Fowl Typhoid
- Newcastle Disease
- Pullorum Disease

Provincially Reportable Diseases:

- Highly Pathogenic Avian Influenza or Low Pathogenic H5 or H7 Influenza Virus
- Infectious Laryngotracheitis
- Newcastle Disease
- Salmonella Interitidis, Heidelberg & Typhimurium
- Salmonella Gallinarum & Pullorum
- Toxic Substances

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INFORMATION PACKAGE – *New Producer*

The following is a list of items the Board office sends to NEW producers, along with a welcome letter.

- ✓ Regulation 3/2000 and any amendments
- ✓ Plan Regulation 70/93
- ✓ Most recent ACP Annual Report (if available)
- ✓ Poultry Mortality Disposal Guidelines for Alberta
- ✓ Board of Directors Contact Directory
- ✓ Alberta Poultry Industry’s Emergency Response Plan (APIEMT) Producers Manual
- ✓ Strategic Plan Map
- ✓ Alberta Chicken Producers Executive Summary
- ✓ Poultry from Hatchery to Processing Plant
- ✓ Alberta’s Catching Industry Procedures Manual
- ✓ Broiler Chick Quality Manual and Letter
- ✓ Producer Toolkit
- ✓ On-Farm Hiring Practices & Employee Farm Protocols (2 Documents)
- ✓ Management Tips for Winter Weather Conditions
- ✓ Livestock Transport Requirement in Canada
- ✓ Responsible Antimicrobial Use
- ✓ Disease Information
- ✓ Premise ID Brochure
- ✓ Brochures, Recipes, Promo Items as per Inventory
- ✓ Executive Director’s Business Card
- ✓ Newsletter (last two issues)

Reference Minutes of:

May 22, 2002	July 3, 2002	February 22, 2017		

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INFORMATION PACKAGE – *New Quota Holder(s)*

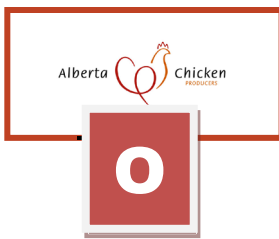
The following is a list of items which need to be sent out to a NEW Quota Holder(s). Be sure to include a welcome letter.

- ✓ Laminated License
- ✓ Regulation 3/2000 and any amendments
- ✓ Plan Regulation 70/93
- ✓ Most recent ACP Annual Report
- ✓ Board of Directors Contact Directory
- ✓ Strategic Plan Map
- ✓ Alberta Chicken Producers Executive Summary
- ✓ Brochures, Recipes, Promo Items as per Inventory
- ✓ Executive Director's Business Card
- ✓ Newsletter (last two issues)

Reference Minutes of:

May 22, 2002	July 3, 2002	February 22, 2017		

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INSPECTIONS Related to Hatchery & Plant Reporting

BACKGROUND:

Alberta Chicken Producers is committed to ensuring the timely and accurate reporting of data related to the production, marketing and processing of chicken.

Under Section 44(1)* of the Marketing of Agricultural Products Act (MAPA), Alberta Chicken Producers, as Board under the MAPA, is authorized to conduct inspections.

POLICY:

1. The Board may authorize an individual (Inspector) to inspect the premises and/or any records, objects or things related to the production, marketing, or processing of chicken.
 - a. Hiring of Inspector:
 - i) The Board may authorize a staff member or contract a third party (i.e. auditing firm, consultant, etc.) to conduct inspections on its behalf.
 - ii) In selecting the Inspector, the Board will consider the individual's or firm's skills, experience, and any potential liabilities or conflicts of interest.
 - iii) The Board is responsible for covering the costs of inspections.
 - iv) The Board approves the scope of the audit for the Inspector prior to commencement of the audit.
2. Hatchery records inspections are conducted on a regular basis in consultation and cooperation with the hatchery.
 - a. Frequency:
 - i) Inspections will occur at least every four years for each hatchery in Alberta.
 - ii) The Board reserves the right to conduct an inspection at any time.
 - b. Scheduling: Inspections will be scheduled with consideration for the hatchery's schedule:
 - i) The Board Office will notify the hatchery, in writing, of an upcoming inspection. The notification will include the following:
 - A. Name of the Inspector;
 - B. Expected duration of the inspection.
 - ii) The hatchery will select dates for the inspection to be completed within 60 days from the time the written notification was provided from the Board office.
 - iii) The Board office will book the inspection and confirm the date(s) with the hatchery.
 - iv) Once the inspection has been booked,
 - A. The Inspector will provide the details, including scope of the inspection, to the hatchery and the Board office.
 - c. Records Assessed:
 - i) Notwithstanding the Board's authority to conduct inspections under Section 44(1) of the Marketing of Agricultural Products Act, a sample of twelve (12) weekly placement reports from the hatchery to the Board office will be compared to the hatchery's invoices and general ledger entries for all broiler chick placements for the corresponding timeframe.
 - ii) The hatchery will provide the Inspector with access to its accounting records for the broiler chick placement invoices identified above.

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- iii) The Board office will provide the Inspector with the weekly placement reports received by the hatchery for sample weeks.
- 3. Where a hatchery is non-cooperative in the conducting of a routine inspection, an inspection may be initiated at a time and scope that is determined by the Board. In this instance, the Inspector authorized by the Board will visit the hatchery or processing plant during normal business hours.
- 4. Inspector's Report:
 - a. The Inspector's report will be reviewed by the Board office.
 - b. The Board office will supply a copy of the Inspector's report to the hatchery and/or processor.
 - c. Any issues cited in the Inspector's report will be brought forward by the Executive Director to the Board.
 - d. In the case of (c) above, the Board will discuss the issue(s) and determine any further action required.

***Inspection**

44(1) For the purpose of ensuring that this Act, a plan or the regulations are being complied with, a member of the Council or of a board or a commission, or a person authorized by any one or more of them, may during ordinary business hours enter the business premises of any person engaged in the production, marketing or processing of a regulated product or an agricultural product, and do one or more of the following:

(a) inspect

(i) those premises, and

(ii) any record, object or thing that relates to the production, marketing or processing of that regulated product or agricultural product;

(b) make copies or take photographs of any record, object or thing referred to in clause (a)(ii);

(b.1) remove the record, object or thing referred to in clause (a)(ii) for the sole purpose of making copies of it or taking extracts from it;

(b.2) take any quantities of any lot of an agricultural product that may be reasonably required for the purpose of testing and analysis;

(b.3) determine and audit the source and ultimate use of agricultural products used in the processing or production of additional agricultural products;

(c) make inquiries of any person with respect to the production, marketing or processing of that regulated product or agricultural product;

(d) receive information under oath or by affidavit with to the production, marketing or processing of that regulated product or agricultural product;

(e) administer oaths for the purposes of clause (d).

"record" includes

(i) any document, agreement, account, book, return, statement, report or other memorandum of financial or non-financial information whether in writing or in electronic form or represented or reproduced by any other means, and

(ii) the results of the recording of details of electronic data processing systems to illustrate what the systems do and how they operate;

"regulated product" means any agricultural product in respect of which a plan is established.

Reference Minutes of:

January 25, 2017	September 4, 2019			

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INTEREST CHARGES on OVERDUE ACCOUNTS

BACKGROUND:

To ensure that Alberta Chicken Producers treats all producers in a fair and equitable manner, it is necessary to apply interest to all overdue accounts. Failure to collect accounts receivable may result in borrowing to cover the cost of the debt.

Borrowing costs are shared by all producers, therefore, should be confined to matters that serve the interests of all producers.

POLICY:

All overdue accounts will have interest applied to the outstanding balance every thirty(30) days, until the account is paid.

GUIDELINE:

1. All accounts overdue by thirty(30) days will have an interest applied at the rate of 1.25% on the outstanding balance until the account is paid.

PROCEDURE:

1. Interest will be calculated on the total invoice amount, including G.S.T.
2. Notices of invoices will be served on producers or other customers within two(2) working days of recording the debt. This allows customers to a minimum of twenty(20) days, after receipt of notice, to make payment.
3. 'Accounts Receivable' collections will NOT be pursued for amounts less than \$25.

Reference Minutes of:

October 13, 2004	June 14, 2005	May 4, 2007		

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INVOICING PROCEDURE

DEFINITIONS:

"Outstanding Invoice" means the payment that has not been received by the Board Office by the date payable, as indicated on the invoice.

GUIDELINES:

1. Invoices that are overdue by 90 days or more will be pursued by collection.
2. Outstanding Invoices of less than \$25 will not be pursued by Staff or Legal Counsel.
3. This Policy pertains to all invoices issued by the Board Office, including but not limited to: marketing levies, diagnostic service fees, and audit fees.
4. Producers will be advised of the changes to this Policy.

INVOICE MAILING:

1. All invoices will be sent out via regular mail.
2. For accounts that are overdue by 30 days, invoices, with applicable interest charges, will be sent via regular mail for the first notice.
3. For accounts that are overdue by 60 days, invoices with the applicable interest charges will be sent via registered mail, with a letter from the Alberta Chicken Producers Board Office requesting full payment within 30 days, stating that failure to make the payment within the specified timeframe will initiate collection procedures.

COLLECTION PROCEDURES:

PROCESS:

1. Producer Invoices Between \$25 to \$999:
 - a. The Alberta Chicken Producers Board Office will request that the full invoice amount, including interest accrued, be deducted from the Processor's PPV to the Producer and remitted to the Board Office.
 - b. A letter requesting the transaction will be written by the Executive Director and sent via registered mail to both the Processor and Producer.
 - c. If the Producer is no longer producing, rendering payment through the Processor impossible, the Board may choose to suspend or cancel the Producer License, as authorized under Part 1, Section 7(1) of Alberta Chicken Producers Marketing Regulation.
2. Producer Invoices Greater Than \$1,000:
 - a. The Alberta Chicken Producers Board will review outstanding invoices greater than \$1,000 on a case by case basis.
 - b. The Executive Director will contact the Producer by phone call and provide a written letter mailed by registered mail, offering the Producer the option to make the full payment in monthly installments.
 - c. Should the Producer fail to make the payments by installment or not agree to an installment payment structure, the Board may choose to:
 - i) Pursue legal action to obtain the funds, and/or
 - ii) Suspend or cancel the producer License, as authorized under Part 1, Section 7(1) of Alberta Chicken Producers Marketing Regulation.

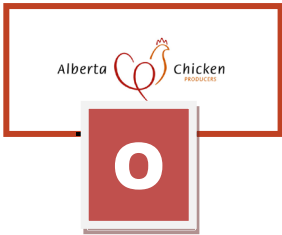
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3. Invoices issued to entities or persons other than Authorized Producers
 - a. The Executive Director will contact the entity/person by phone call and provide a written letter mailed by registered mail, offering the entity/person the option to make the full payment in monthly installments.
 - b. Should the entity/person fail to make the payments by installment or not agree to an installment payment structure, the Board may choose to pursue legal action to obtain the funds.

Reference Minutes of:

October 16, 2009	June 22, 2015			

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LEADERSHIP DEVELOPMENT

The Alberta Chicken Producers provides Leadership Development Training to producers interested in taking a leadership role in our industry. Courses are held every other year, providing a minimum of eight people register. Each individual is required to pay \$100 to register, and will be responsible for their travel expenses. Meals and accommodations will be paid for by the Alberta Chicken Producers.

Reference Minutes of:

October 26, 1999	September 19, 2000	February 22, 2017		

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LEASING OF QUOTA

PURPOSE:

Leasing of quota* serves as a management tool for producers to maximize use of production facilities, respond to production issues, and to ensure quota is fully utilized.

Production planning, quota utilization and the amount of chicken marketed is the responsibility of each individual producer.

The Board has a responsibility to ensure, as much as possible, that quota is allocated to producers who will produce adequate amounts of quality chicken to fulfill the market.

This policy seeks to provide for a steady supply of chicken to Processors.

It is expected that a producer who has quota and certified production facilities will utilize them each and every cycle.

*Quota, as defined in Alberta Chicken Producers Plan Regulation, is *"the privilege granted by the Board to a producer to produce and market chicken."* Quota includes quota units owned and/or leased-in by a producer.

POLICY:

1. GENERAL LEASING OF QUOTA PROVISIONS:

- a. An authorized producer may lease-in quota from another authorized producer(s) for one or more cycles.
- b. The producer leasing-in quota is the "Lessee" and the producer leasing-out quota is the "Lessor".
- c. A producer may lease-out up to 50% of his/her/the corporation's quota to another authorized producer(s) for one or more cycles. Lease applications for greater than 50% of a producer's quota will not be approved by the Board.
- d. Notwithstanding Section 1c above, the Board may allow an authorized producer to lease all or part of that authorized producer's quota to another authorized producer(s) under the following criteria:
 - (i) For the Period A-145, which starts on August 6, 2017, through to the end of Period A-210, the Board may allow an authorized producer who was leasing more than 50% of his/her/the corporation's quota prior to August 6, 2017 for two or more consecutive cycles to lease all or part of that quota to another authorized producer(s). In this instance, the producer suffix (tied to a producer number) will be retired and the Board Office will issue a letter identifying the date on which his/her/the corporation's exception under this Section expires;
 - (ii) Entry into or exit from the industry, as per Sections 5 and 6 of this Policy;

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- (iii) The quota is leased to his/herself, his/her/their corporation, or a relative. For the purpose of this Policy, relative is defined as "a spouse or common-law partner, birth or adopted child(ren) and their spouses, and grandchild(ren)"; this includes leases to corporations where the corporate shareholder(s) is/are a relative(s). In the case of leases to corporations, an exception will only apply where a producer leases to a corporation with 100% of its shares owned by relative(s) of the lessor;
- (iv) Force Majeure: an event that (a) renders adherence to this Policy to be impossible not just difficult; (b) is not reasonably foreseeable; and (c) is beyond the producer's control (i.e. death, natural disaster, etc.);
- (v) Emergency as per Section 8;
- (vi) Suspension of a license under the On-Farm Food Safety Assurance Program or Animal Care Program; or,
- (vii) Board prior-approval of a special request for a major barn renovation, and/or construction, in accordance with Section 7.

2. LEASE IN/LEASE OUT:

- a. Leasing-In Quota: The Lessee must file the application to Lease-in quota within 49 days of last chick placement to the Lessee's registered facility;
- b. Leasing-Out Quota: The Lessor must file the application to Lease-out quota within 49 days of last chick placement to the Lessee's registered facility;
- c. The producer to whom the 49-day time limit is applicable is the Lessee in the first instance.
- d. To be eligible for approval, the Lessor and Lessee involved in a Lease-in/Lease-out arrangement must have cycles within the same A-period.
- e. Both the Lessor and Lessee are accountable for signing the Lease Application Form and ensuring the Form is filed with the Board Office within 49 days of last chick placement to the Lessee's registered facility(ies).
- f. Incomplete Lease Application Forms or Forms submitted to the Board Office later than 49 days from the last date of chick placement to the Lessee's registered facility(ies) will not be approved.
- g. A Lease will not be approved if the producer has outstanding service charges or levies.
- h. A Lessee who is approved to Lease-in quota and experiences production difficulties may apply to Lease-out quota. The application to Lease-out must be filed with Alberta Chicken Producers within 49 days of last chick placement to the Lessee's registered facility.

3. MORE THAN ONE FARM:

- a. A producer with more than one farm, with registered facility(ies), may 'Lease in' quota to one of his/her owned farms from one of his/her owned farm(s) and subsequently 'Lease out' to his/her other owned farm(s) with registered facilities in the same A-Period.
- b. A producer with more than one farm (certified premises) who has all quota units assigned to one location, must 'Lease out' to other certified premises, to ensure there is quota to cover marketings on each certified premise. This may be accomplished through an open Lease, an individual cycle Lease, or a combination thereof.

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4. DIFFERENT PROCESSOR:

- a. A producer who applies to the Board to Lease 15,000 kg or more of quota to a producer who will market birds to a different Processor, will provide written notice to the Processor, as well as Alberta Chicken Producers, pursuant to the Producer Processor Relationship Policy.
 - i. Exemption: Producer numbers with suffix QPP (i.e. 125QPP) may lease 15,000 kg or more of quota to producers who hold the same License QPP license status.
- b. The notification period referred to in this Policy is two (2) weeks prior to the set of eggs of the last period in which the producer markets, and the Processor purchases chicken from that producer. The period extends five (5) weeks prior to the placement date of the cycle immediately preceding that of the intended Lease.
- c. The Processor may waive the notification period by providing written notice to the producer and Alberta Chicken Producers.

5. ENTERING THE INDUSTRY:

- a. A producer entering the industry must start producing the quota in registered production facilities no later than 5 years (260 weeks) from the date of purchase of the producer's first quota unit.
 - i. The Board Office will issue a letter to the producer identifying the date on which he/she/the corporation is required to commence production.
- b. Should a producer entering the industry be unable to commence production within the required 5-year timeframe, the producer must:
 - i. Submit in writing to the Board a request for extension, accompanied by a copy of the producer's Natural Resources Conservation Board (NRCB) permit, or explaining in detail the producer's plans for the commencement of production.
 - ii. The request must be received by the Board no later than eight weeks prior to the date on which the producer is required to commence production.
 - iii. Approval and duration of approved extension requests are at the discretion of the Board.
- c. Where a producer entering the industry is unable to commence production by the required date and either fails to submit a written request for extension to the Board, or is not approved for an extension, that producer is no longer exempt and will be subject to Sections 1a-c of this Policy.

6. EXITING THE INDUSTRY:

- a. A producer exiting the industry must sell all quota within 5 years (260 weeks) from the last day of the Producer's last production cycle; and that producer is permitted to lease out 100% of his/her/the corporation's quota during that timeframe, in accordance with Section 1dii of this Policy.
 - i. The Board Office will issue a letter to the producer identifying the date on which his/her/the corporation's exception under Section 1dii expires; and
 - ii. The Board Office will immediately retire the producer's number in this instance.

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- b. Where a producer exiting the industry does not sell all of his/her/the corporation's quota within the required timeframe:
 - i. That producer is no longer exempt and will be subject to Sections 1a-c of this Policy;
 - ii. Should that producer choose to commence production of a minimum of 50% of his/her/the corporation's quota, in this instance and subject to a pre-placement audit, that producer may be issued a conditional producer license under the same producer number and would not be eligible for an exception under Section 1dii of this Policy.
- c. Where a producer who has exited the industry and sold all of his/her/the corporation's quota seeks to commence production in the future, he/she/the corporation will receive a new producer number and will not be eligible for an exception under Section 1dii.

7. SPECIAL REQUEST FOR MAJOR BARN RENOVATION AND/OR CONSTRUCTION:

- a. A Special Request for an exception for a Major Barn Renovation, and/or construction, may be made by a producer as follows:
 - i. The request must be submitted to the Board Office in writing and accompanied by the Natural Resources Conservation Board (NRCB) permit; or, in the case of renovations where an NRCB permit is not required, the producer must provide a written description of the work being done and any substantiating documentation that may be required by the Board.
 - ii. The request must be received by the Board no later than eight weeks prior to the start date of the proposed exception.
 - iii. Exceptions that are approved by the Board are put into effect for a limited timeframe, not to exceed six eight week cycles (48 weeks).
 - iv. The Board will communicate its decision to the producer in writing, identifying the duration of time for which the Special Request is approved.
 - v. Where a producer who has been granted a Special Request under this section fails to commence production of his/her/the corporation's quota within the required timeframe, that producer is no longer exempt and will be subject to Sections 1a-c of this Policy, unless the matter is a result of an Emergency or a Force Majeure event. In the case of an Emergency, the provisions of Section 8 apply; and, in the case of a Force Majeure event, the provisions of Section 9 apply.

8. EMERGENCY LEASE:

In the event of production loss due to an emergency, which may include any one or more of the following circumstances:

- The Alberta Poultry Industry Emergency Response Plan is declared operational;
- A federally reportable disease is confirmed in Alberta;
- A Destruction Order is declared by a certified veterinarian; or
- The Board deems a situation to be serious enough to declare an emergency.
- a. A producer may lease-out up to 100% of his/her production at any time during his/her production cycle.
- b. When leasing out within the cycle is not an option, the live weight production losses incurred may be carried forward to the next unallocated cycle(s).

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- c. Eligibility: To be eligible for Emergency Lease, a producer must submit a request to the Board in writing, specifying:
 - i. The nature of the emergency, supported by evidence such as veterinary reports, photos, etc.; and/or
 - ii. The remedy being sought.
- d. The Board will evaluate an application on its own merit and will communicate the decision to the producer within 3 business days of its submission.

9. **FORCE MAJEURE:**

- a. Force Majeure is defined as: an event that (a) renders adherence to this Policy to be impossible, not just difficult; (b) is not reasonably foreseeable; and (c) is beyond the producer's control (i.e. death, natural disaster, etc.).
- b. In the event of a Force Majeure, a producer is required to submit a written request to the Board for an Exception as early as possible. The request must include a description of the producer's plans for recovery and future production.

10. **POLICY EVALUATION:**

- a. The Board identifies a set of metrics to evaluate the effectiveness of this Policy in achieving its Purpose. The current metrics include:
 - i. A minimum threshold of kilograms available for lease on a periodic basis:
 - 1) The current minimum threshold is an average of 2,500,000 lease kilograms per A-period.
 - 2) The Board evaluates the threshold on an annual basis taking into account the historic average volume of kilograms leased per A-period.
 - ii. Provincial quota utilization:
 - 1) The target is 100% quota utilization averaged over two A-periods
- b. At least once per year, the Board evaluates actual performance compared to these metrics.
- c. Should the provincial quota utilization fall above or below the target, the Board will evaluate additional factors contributing to production performance. The Board may also consult with stakeholders and, if warranted, identify amendments to Policy (i.e. timeframe for leasing, amendments to Production Sleeve Policy, etc.)
- d. Should the average volume of kilograms leased periodically fall below the minimum threshold, the Board will conduct a review of the Leasing of Quota Policy that may include, but is not limited to:
 - i. Evaluation of additional factors, including but not limited to:
 - over/under production
 - any structural changes in the industry that may impact lease availability (i.e. provincial barn space capacity, etc.)
 - ii. Evaluation of other Board Policies that may impact quota leasing (i.e. Production Sleeves)
 - iii. Evaluation of the impact of lease availability on the ability to meet the Purpose of the Leasing of Quota Policy.
 - iii. If warranted, amendments to the Leasing of Quota Policy or quota management practices may be identified by the Board for consultation with producers and stakeholders.

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Reference Minutes of:

October 26, 1999	November 14, 2003	August 28, 2006	December 8, 2006	February 13, 2007
July 9, 2007	September 24, 2007	April 1 & 2, 2009	December 2, 2011	January 10, 2014
December 12, 2014	June 9, 2016	September 1, 2016	February 22, 2017	September 6, 2017
October 13, 2017	January 23, 2018	July 23, 2019	September 4, 2019	December 3, 2021
August 31, 2023				

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LICENSE APPLICATION FEE

PURPOSE:

As per Alberta Chicken Producers’ Marketing Regulation AR 3/2000, Section 4(1.2), an application for a license to market chicken as an authorized producer must be accompanied by a fee established by the Board.

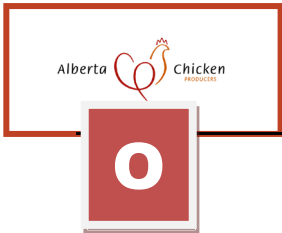
POLICY:

- 1. Prior to December 1, 2018, the fee for an application for a license to market chicken as an authorized producer is set at \$25.00.
- 2. Effective December 1, 2018, the fee for an application for a license to market chicken as an authorized producer is set at \$50.00.
- 3. This fee shall remain in effect until such time the fee is amended by Order of the Board.

Reference Minutes of:

October 10, 2018				

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LIVE PRICE

PRICING OBJECTIVES:

- 1. We need to assure a stable market place for producers and processors.
- 2. We want to price in such a way as to not destabilize the Canadian market.
- 3. We need to move toward setting price and volume at the same time in order to ensure more effective planning in our industry.
- 4. We need to find ways to work together to:
 - a. Continue to drive out unnecessary cost.
 - b. Look at ways to improve profitability (quality product at the right size, time and volume)

FOB THE FARM:

The Board changed its policy of 'FOB the Plant' pricing to that of 'FOB the Farm' pricing. This price will mean that processors will pay for the transportation of live birds from the farm to the plant, pay for DOA's and trimmed/condemned parts.

WEIGHT RANGE:

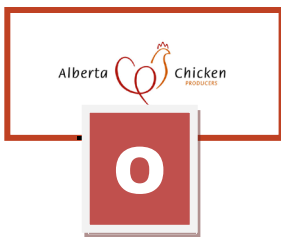
The Board Minimum Price List be adjusted to reflect the weight range requirements of each processor.

The Live Price MOU is referenced in **TAB 13**

Reference Minutes of:

July 5, 1995	July 3, 2002			

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MARKET DEVELOPMENT

BACKGROUND:

The Market Development Policy is coordinated with that of Chicken Farmers of Canada. Under the CFC Policy, Licenses are limited to Federally inspected primary Processors.

The Policy provides an opportunity for Alberta producers to grow and Alberta Processors to process and market chicken for export into international markets in conjunction with Chicken Farmer of Canada’s (“CFC”) Market Development Policy.

The terms New Market Development and Market Development are used interchangeably and have the same meaning.

POLICY:

- 1. Increase chicken production and processing in Alberta.
- 2. Maximize the opportunities provided for by Chicken Farmers of Canada Policy.
- 3. Provides profitable production opportunities.
- 4. Facilitate sustainable and orderly export market conditions.
- 5. The Program does not adversely affect Alberta Chicken Producers or the Alberta chicken domestic market.
- 6. The Program applies equally to all Federally inspected Processors.

GUIDELINES:

- 1. There are three separate and distinct Market Development Programs:

Generic	Available to all chicken producers at all Processors
Plant Specific	Available to all producers at a designated Processor
Product Specific	Available to only those producers selected by the Processor and only the product specific program requires a supply agreement

- 2. The Program is available to all authorized chicken producers.
- 3. Supply agreements between the producer and Processor for the ‘product specific program’ may be made to supply chicken with specific market characteristics, such as, but not limited to chicken grown without antibiotics or organic chicken.
- 4. Supply agreements between the producer and Processor for ‘product specific program’ must be at the same price for the same time period for the same product.

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5. Processors who participate in the 'product specific program' will export the majority of the product grown in this program, recognizing that market conditions may vary from time to time. Processors will maintain records supporting the actual type of product exported.
6. A Processor may apply for Market Development allocation up to CFC Market Development provincial cap. If the sum of all Processor requests exceeds CFC Market Development provincial cap, the amount available to each Processor will be determined by the formula set out in the procedures contained in the Policy.
7. A Processor who is not currently participating in the program may apply for an allocation. The amount of allocation available is contingent upon the conditions at the time of the application:
 - a. Up to the full amount of the provincial Market Development quota is available when there are no other Processors requesting Market Development Lease;
 - b. When two or more Processors requesting an allocation of Market Development Lease Kg the amount available will be determined by the formula set out in the procedures contained in this Policy.
8. When two or more Processors are participating in the program and the maximum provincial Market Development allocation is requested. If a Processor wishes to increase their share, the increase will be determined by the formula set out in the procedures contained in this policy.
9. Processors will ensure the United States Department of Agriculture (USDA) and the Canadian Food Inspection Agency (CFIA) approves the export of the chicken products.
10. Over-marketing will be applied to the domestic production calculation for producers who exceed the eligible kilograms available to them during any cycle.
11. The combination of all programs will determine the amounts available to a processor.
12. Producer allocation of Market Development Lease for the generic program and the plant specific program will follow the procedure outlined in S 28(1) (12) of the Alberta Chicken Producers Marketing Regulation.
13. Producers must submit bids for Market Development by the deadline stated in the advertisement from the Board office to qualify for Market Development Lease.
14. Producers must be fully licensed to apply for Market Development.

PROCEDURE:

1. Producers must be fully licensed to apply for Market Development.
2. Plant-specific Program:
 - a. Processor Requests: Processors will advise Alberta Chicken Producers of the amount of production required for each respective A-Period and the Lease price for the Market Development Lease.
 - i) Should a Processor wish to reduce its requested volume of Market Development kilograms at any time after 6 weeks prior to the A-Period, the Processor must submit a

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written request to the Board, providing justification for the revision. If approved, the Processor is responsible for communicating the change to its respective producer(s).

- b. Alberta Chicken Producers will advertise the offer to producers:
 - i) Producers will be advised to contact the Board office to obtain the amount of Market Development Lease kilograms the individual producer is eligible to apply for (as per 2.2.b. below)
 - ii) Eligible kilograms are calculated as follows:
#Quota units* x conversion factor x 8 x 100% = ?? eligible kg
*Units assigned to producer during A-Period in which the Lease is applicable
 - iii) Should the producer market to more than one Processor: the producer will be deemed to have quota assigned to each respective Processor, based on the Assurance of Supply Form information, and the quota units assigned to the Processor for which Market Development is being applied will be used in the calculation above.
 - iv) Alberta Chicken Producers will provide the Processor(s) with a summary (spreadsheet) of Market Development Lease kilograms that individual producers shipping to that Processor are eligible to apply for.
- c. Producers who are interested and qualify will indicate the number of kilograms they want to Lease. Submissions will be returned to the Board office no later than the date identified in the Market Development letter from the Board office.
 - i) Should a producer plan to acquire, Lease, or sell quota units in the period in which Market Development is being applied, a written request for Market Development based on this reallocation, along with the applicable reallocation documentation, signed by both parties, must be submitted to the Board Office before the deadline date for the Market Development request to be approved.
- d. Alberta Chicken Producers will enter producer requests into the Market Development Report and allocate requests in rounds of one quota unit to each eligible bidder until all available Leased quota is distributed, as per S 28(1) (12) of the Alberta Chicken Producers Marketing Regulation:

Calculation:

Total Processor request / # eligible bidders = # kg's allocated to each eligible producer
Should a producer request less than they are eligible to grow, they will be allocated their full request, and the remaining kg's will be added to the total pool of remaining kilograms.

All remaining kg's will be allocated in rounds of one kilogram to each remaining eligible bidder (remaining kg's / # remaining eligible bidders = # kg's allocated to each remaining eligible bidder).

This process will be followed until all kg's are allocated.

The Report will include notes to explain any pending reallocations that will apply during the A-Period and any accompanying documentation submitted by producers as per 2.3.a.

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- e. The report is submitted to the Executive Director and to the Board for approval via non-controversial motion.
 - f. On approval by the Board, the Board office will issue the report to the Processor.
 - g. On receipt of confirmation from the designated Processor that the authorized producer has agreed to the amount payable for the Market Development Lease, the Board will Lease to that producer, Market Development quota.
3. Freight is negotiated as part of the supply agreement.
 4. Product Specific Program:
 - a. Processors will supply Alberta Chicken Producers the criteria used to select individual producers to grow chicken under the 'product specific' program.
 - b. When a Processor chooses to use a 'product specific program', the Processor will select those authorized producers who will grow chicken under a supply agreement. The selection criteria filed with the Board is the one that needs to be followed in selecting producers for participation.
 - c. Alberta Chicken Producers will approve or deny the supply agreement; therefore, it is not to be construed as a permanent entitlement under any circumstance.
 5. The price paid to the producer is the Minimum Live Price set by the Board. The Market Development Quota Lease Price is recommended by each respective Processor and set by the Board. Producers pay the Market Development Quota Lease Price directly to their Processor.
 6. Alberta Chicken Producers will match all supply agreements that start in the same A-Period and end in the same A-Period to ensure the same price is paid to all producers.
 7. Individual producers who may be marketing at 2 or more plants will be deemed to have quota assigned to each respective Processor, based on the Assurance of Supply Form information.
 8. Market Development Lease kilograms expires with the supply agreement; therefore it is not to be construed as a permanent entitlement under any circumstance.
 9. Production must occur in the period covered by the allocation.
 10. Alberta Chicken Producers will audit to ensure that all producers receive the same treatment as other producers in the same circumstance, and that Processors follow the program.
 11. When the sum of Processor requests exceeds the provincial Market Development quota allocation, the amount available to each Processor is determined by the following formula:
 - a. The Board will set aside 25% of the provincial Market Development kilogram Lease to be shared among all participants (Market Development Lease pool);
 - b. Processors will share the Market Development quota pool proportional to the share of the total provincial marketing, averaged over the two most recent period for which the information is available;

DISCLAIMER: The Alberta Chicken Producers' Regulation will prevail the Policies contained herein

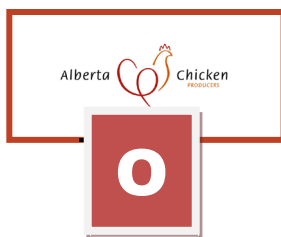
- c. The balance of the Market Development Lease will remain with the participants in the same proportion as was allocated in the previous period;
- d. If the provincial Market Development Lease is not all allocated after steps, a) through c), the remainder will first be made available to those Processors who were previously participating in the program on a proportionate basis; and second, to all remaining participants in proportion to the share of total provincial marketing, averaged over the two most recent periods for which the information is available.

NOTE: By using this formula, assuming the Processor requests all exceed the maximum, the respective allocation will equal the proportional share of the provincial domestic market; therefore, producers will have equal opportunity to participate regardless of the Processor to whom they market birds.

Reference Minutes of:

October 28, 2003	March 1, 2005	October 16, 2009	August 22, 2015	February 15, 2016
February 22, 2017	August 31, 2023			

DISCLAIMER: The Alberta Chicken Producers' Regulation will prevail the Policies contained herein



NEWSLETTER

APPENDIX A – Newsletter Advertising

Alberta Chicken Producers publishes a bi-monthly Newsletter with the purpose of keeping chicken producers, industry and government partners informed of issues that affect the chicken industry. Privacy legislation has imposed limits on the information that was previously contained in the Newsletter.

POLICY:

The Alberta Chicken Producers Newsletter will be available to all chicken producers, processors, feed industry, hatcheries, government, service industry, key stakeholders and Boards and Commissions on a nil-fee subscription basis. The Newsletter is circulated electronically, with the exception of producers who do not have email and request paper copies.

GUIDELINES:

The Newsletter will be published bi-monthly. This allows producers and industry to have access to timely utilization, allocation and price information.

PROCEDURES:

1. When industry sponsors a meeting by paying for coffee/donuts or lunch, which is also open to all producers, they will receive one(1) free advertising spot in the Newsletter.
2. A summary of over-marketing kgs, dollar amount, and number of producers will be published in the Newsletter for each A-Period.
3. Advertisements will be included in the Newsletter at the cost identified in the attached Appendix A. The Associated Party will designate the size of advertising to be included as part of the Newsletter. The Associated Party will be invoiced accordingly; payable within 30 days of invoice date. Payment to be received at the ACP office prior to Newsletter distribution, preferably two weeks allowing sufficient time for cheque clearance. Alternatively, the Associated Party may pay via credit card by contacting the Alberta Chicken Producers office.
4. Producers may advertise free-of-charge their equipment, quota for sale, Lease requirements, etc. Advertisements will be listed in the Newsletter 'one time' only. It is the producer's responsibility to renew their advertisement prior to the next Newsletter send-out.
5. Non-commercial industry-related information, inserts, bulletins or pamphlets are distributed free-of-charge with the Newsletter.
6. Colonies that pay \$250 annual fee for the 6,000 bird exemption will be included in the electronic Newsletter distribution mailing list.

Reference Minutes of:

June 12, 1996	March 5, 1997	February 16, 1999	February 26, 1999	October 3, 2000
December 10 & 14, 2004	June 14, 2005	June 17, 2009	February 20, 2014	April 20, 2015

DISCLAIMER: *The Alberta Chicken Producers' Regulation will prevail the Policies contained herein*

APPENDIX A

ASSOCIATED PARTY NEWSLETTER ADVERTISING

1. ASSOCIATED PARTY WILL PROVIDE ALBERTA CHICKEN PRODUCERS WITH A PDF AND WORKABLE FILE (.JPG, .TIF, .EPS)
2. ASSOCIATED PARTY SELECTS THE SIZE APPROPRIATE FOR ADVERTISING:
 - ☐ Full Page (8½ X 11) - \$800 & GST
 - ☐ Half Page (8½ X 5½)- \$450 & GST
 - ☐ Quarter Page (5½ X 4½) - \$325 & GST
 - ☐ Business Card (3 X 2) - \$200 & GST(Sizing is approximate and will allow for marginization)
3. Alberta Chicken Producers will include an Advertising Disclaimer within the Newsletter:

** Advertising Disclaimer: The enclosed advertisement(s) have been approved for distribution and have been paid for by the associated party. Alberta Chicken Producers does not endorse, in whole or in part, any product(s) or service(s) offered or promoted in these advertisements.*



NON-CONTROVERSIAL MATTERS

POLICY:

Alberta Chicken Producers will use the non-controversial motion procedures to expedite dealing with issues that require Board approval and do not warrant a meeting.

GUIDELINES:

1. All matters that may be controversial, require debate, require presentations by third parties or are required to be dealt with in person under the Act must be dealt with at a Board meeting, (which may be either in person or by telephone conference).
2. Matters that do not fall within those described in (1), and where there is likely to be unanimity of the Board, may be dealt with under the procedures set out in this policy.
3. If a Director finds himself/herself in a 'conflict of interest' situation, re: non-controversial issues, he/she should declare the conflict and abstain from signing. The motion will be deemed to be carried, providing all the other Directors have agreed to the motion by way of signing and delivering it to the Board office.
4. Non-Controversial Matters will be administered according to Policy and will be reported to the Board to ensure openness and transparency.

PROCEDURES:

1. A proposed Directors' Resolution will be emailed, or otherwise made available, to each Board Director. It should make reference to the Policy for dealing with Non-Controversial matters and provide a note at its foot to the following effect.

"If you are in agreement with this Resolution, please sign, date and respond to the Alberta Chicken Producers office within three(3) business days. Unless there is approval by three Board Directors, this Resolution will be deemed NOT to be carried."

2. Each Board Director must sign or indicate approval via phone, email, or fax to the Alberta Chicken Producers office, within three(3) business days from the date the resolution request was sent, notwithstanding a conflict of interest or unavailability of a Director.
3. Non-Controversial motions will be emailed to the Board on an Ad Hoc basis. Directors are encouraged to ask questions to ensure full understanding. Issues associated with any of these topics may be placed on the next Board agenda at the request of a Director.
4. If three(3) Directors have not signed or indicated approval as per (2) above, within three(3) business days from the date the resolution was sent, or if any Director voices a concern, it will not be carried. The item will then be placed on the agenda of the next Board meeting.

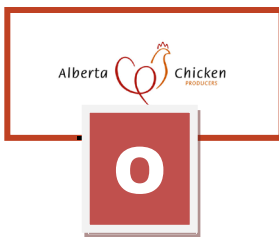
DISCLAIMER: The Alberta Chicken Producers' Regulation will prevail the Policies contained herein

5. In the event the proposed Resolution is signed by three Board Directors and communicated to the Board office, it will still be subject to the Board ratification at the next Board Meeting under the terms of an omnibus motion. The ratification motion should be placed on the agenda and the Resolution included in the agenda package.

Reference Minutes of:

April 23, 2001	April 20, 2001	May 22, 2002	July 3, 2002	January 7, 2008
June 22, 2008	September 3, 2009	February 22, 2017		

DISCLAIMER: *The Alberta Chicken Producers' Regulation will prevail the Policies contained herein*



ON-FARM FOOD SAFETY PROGRAM (OFFSP)

PURPOSE:

Alberta Chicken Producers is a strong proponent of the National On-Farm Food Safety Program, "Safe, Safer, Safest". The program brings benefits to individual chicken producers and the industry in total. Alberta Chicken Producers requires compliance with the requirements of the On-Farm Food Safety Program, by all producers, as of April 1, 2004; and the Free Range On-Farm Food Safety Program as of January 1, 2009.

DEFINITIONS:

"Corrective Actions (CARs)": The Auditor will assign a Corrective Action(s) for deficiencies in each of the mandatory components of the On-Farm Food Safety Program Audit.

GUIDELINES:

1. The Alberta Chicken Producers staff will work with each producer to coach and train them on the Program requirements.
2. Alberta Chicken Producers will contract with and/or employ qualified auditors to visit each farm and audit the producer's compliance with the Program.
 - a. Auditors are screened by a Committee of the Board and the Executive Director.
 - b. The *Safe, Safer, Safest* On-Farm Food Safety Program Audit Booklet and associated forms will be used by auditors.

PROCEDURES:

1. NEW PRODUCERS: Effective January 1, 2004, the procedures for a new producer are as follows:
 - a. Following receipt of the License fee, a Pre-Audit must be conducted, and a conditional License and producer number must be issued prior to egg setting
 - b. Records and facilities are reviewed after two cycles to ensure producer is ready for the Auditor.
 - c. A Full Audit is conducted during the third cycle.

If certified, a License will be issued.

If not certified, a License will not be issued until there is compliance with the On-Farm Food Safety Program.

2. CURRENT PRODUCERS: Effective January 1, 2004, the procedures for a Licensed producer are as follows:
 - a. An annual audit will be scheduled within two months of the Producer's anniversary date and an auditor will be assigned.

If certified, the License will continue.

If not certified, the Procedures in Section 8. (below) will apply.

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3. ORGANIC PRODUCERS: Effective January 1, 2008, Organic quota will not be Leased to a producer unless that producer is certified under the Free Range On-Farm Food Safety Program.
 - a. Organic producers who raise more than 2,000 birds per year require a License and certification under the On-Farm Food Safety Program.
4. MULTIPLE BARNS ON TWO LAND LOCATIONS: A producer who has one or more barns on two separate land locations is required to have a separate producer number, On-Farm Food Safety Certificate and License for each land location.
5. NEW BARN OR BARN CONVERSION ON EXISTING CERTIFIED PREMISES: Where an OFFSP certified producer with an existing certified facility builds a new barn and/or converts a barn on the original certified premises and the management remains the same, the new/converted barn will be added to the existing certification without having to undergo an audit. This barn must be included during the next on-farm Audit.
 - a. Should the new and/or converted barn(s) be under different management, then a full audit must take place.
6. PURCHASE OF NEW PREMISE: Where an OFFSP certified producer purchases another farm (premise) that has been certified with no change in management, a new OFFSP certificate, producer number and License may be granted without having to undergo a full audit.
 - a. If the new farm is not certified, or if there will be a new farm/barn manager at the farm, a pre-audit must take place prior to egg setting, with a full-audit during the third cycle.
7. ONE BARN ON A MULTIPLE BARN FARM: Effective January 1, 2004, a producer who has one or more barns on a multiple facility farm, that does not meet the On-Farm Food Safety Program criteria, will be issued a conditional License. The License will specify that chicken may not be grown in the non-compliant facility. The conditional License will be replaced with a regular License once the facility meets the On-Farm Food Safety Program and/or the Free Range On-Farm Food Safety Program standards.
8. CORRECTIVE ACTION REQUESTS (CARs): Producers who have been audited and have outstanding CARs that are not corrected by the agreed upon date outlined in the audit report, will be allowed to place chicks for one cycle. If the Corrective Action Requests are not complete, the producer License will be cancelled at the end of that cycle, in compliance with Alberta Chicken Producers Marketing Plan Regulation.
 - a. The Alberta Chicken Producers Board Office will provide written notification to the Producer of the decision to cancel the License.
 - b. The Alberta Chicken Producers Board Office will provide written notification to the Processor of the decision to cancel the License.
 - c. Once a Certificate has been cancelled, the Certificate and signage cannot be displayed or otherwise used to indicate that the premise is certified under the On-Farm Food Safety Assurance Program.
9. PRODUCERS WITHOUT CONTINUOUS PRODUCTION: Effective January 1, 2004, a producer who has an interruption of production of 3 cycles will be treated as a "New Producer" regarding the procedures to issue and retain a License and On-Farm Food Safety certificate.

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10. **NON-PRODUCTION:** Where an existing producer has quota tied to a producer number and certified premises with an existing barn(s) and stops producing birds in those barns, that producer must retire the License and OFFSP Certification. The producer must also remove the Certificate and any signage displayed or otherwise used to indicate that the premise is certified under the On-Farm Food Safety Program.
11. **RE-CERTIFICATION AFTER A CERTIFICATE IS CANCELLED:** If a Producer intends to become certified after having a Certificate Cancelled or Retired, the Producer will be treated as a "New Producer" regarding the procedures to issue a License and On-Farm Food Safety Program certificate.
12. **A 'TRIGGERED' AUDIT:** May be initiated by the Certification Agent based on advice from Field Service Staff, auditors, or information gained from the industry.
13. **APPEAL PROCESS:** As of April 1, 2004, producers who wish to change the Program or challenge the interpretation of the Program standards must:
 - a. Document the issue and propose a solution, and submit in writing to Alberta Chicken Producers Board Office.
 - b. Alberta Chicken Producers will then evaluate and respond to the proposal
 - c. If appropriate, the proposal will be sent to the Chicken Farmers of Canada for action.
14. **AUDIT FEES:** Audit fees are administered according as per attached Appendix I.

Reference Minutes of:

March 8, 2003	February 11, 2003	December 12, 2003	February 3, 2004	February 25, 2004
September 26, 2006	September 24, 2007	October 16, 2009	February 7, 2011	May 11, 2016
Notice from CFC September 2018				

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Standardized Audit Billing

A review of the On Farm Food Safety Program and Animal Care Program audit billing structure was undertaken by the board office to align the standardized auditing framework with the new auditing schedule requirements of CFC. The previous years invoicing of on-farm audits, CARs audits, and elevated audits were analyzed to determine if standardized audit prices remained appropriate. Obsolete audit types were removed and the audit frequency schedule updated. The updated standardized billing framework effective November 1, 2018 will be as follows:

First Full Audit (New Producers) - \$100
Full Audit - \$550
CARs follow up - \$400

Second Full Audit (New Producers)- \$415
Records Audit - \$150
*Elevated Audit - \$350

*note as per CFC OFFSP-ACP management program, each province is required to elevate a minimum of 5% of Records Audits to an on-farm Full Audit randomly. Unless otherwise noted, Elevated Audits are billed at a reduced rate of \$350.

**If a producer requests that an auditor complete a Records Audit on-farm as opposed to by phone audit, the producer will be charged the true cost of the audit (auditor time plus mileage fees) or \$150, whichever is greater. The above billing schedule coupled with the following audit frequency (as per CFC) can be utilized by producers for forecasting yearly auditing costs.

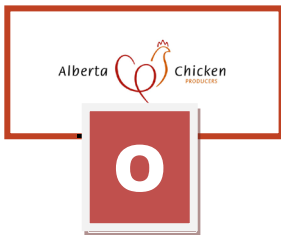
New Producers:

- Year 1 – First Full Audit (\$100 subsidized)
- Year 2 – Second Full Audit (25% covered by board)
- Year 3 – Records Audit
- Year 4+ – Alternate between Full and Records Audits

Existing Producers:

- Year 1 – Full Audit
- Year 2 – Records Audit
- Years 3+ – Alternate between Full and Records Audits

Please be advised that this framework will be monitored and evaluated annually. If there are any questions or concerns, feel free to contact Karen Kirkwood at the Board office at (780) 488-2125.



ORGANIC LEASING

The Organic Lease opportunities must be applied for annually by completing the ACP **Organic Lease Program Application Form**. Form can be requested by contacting the ACP office.



ALBERTA CHICKEN PRODUCERS ORGANIC CHICKEN LEASE PROGRAM APPLICATION PROCESS

Alberta Chicken Producers Marketing Regulation AR 3/2000 - Reference: 41.3

PROGRAM BACKGROUND:

The Purpose of this Program is to assist organic chicken producers through the provision of production quota for organic chicken production purposes.

DEFINITIONS:

“Organic Chicken Lease Price” means the amount payable to the Board for the opportunity to lease organic chicken production quota in accordance with this section.

“Organic Chicken Lease Program” means a program under which the Board will make available, distribute and manage organic chicken production quota for the purpose of assisting certified organic chicken producers in developing a market for organic chicken;

“Organic Chicken Production Quota” means a quota that may be leased by the Board to an authorized producer permitting the production and marketing in live weight kilograms of organic chicken in accordance with Marketing Regulation AR 3/2000.

PROGRAM GUIDELINES:

1. Organic Chicken Quota Pool:

- a. For the period March 1st to the last day in February of each year, the Board makes available for lease, at lease prices determined by the Board, a pool of 200,000 kilograms of live weight organic chicken per year for lease at the organic chicken lease prices determined by the Board under this section.
- b. The maximum amount of organic chicken production quota that may be leased by the Board to any one producer is 30,000 kilograms of live-weight organic chicken for the period March 1st to the last day in February of each year.

2. Lease Price:

- a. On or before March 1st of each year, the Board will set the organic lease price for production and marketing of organic chicken.

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- b. The lease price is effective from March 1st to the last day in February.
- c. In setting the lease price, the Board will consider:
 - vi) The current lease price per kilogram of live weight for Market Development Quota; or
 - vii) If the current lease price per kilogram of live weight for Market Development Quota is not available, the Board will consider the current weighted average price of domestic production lease;

3. Application Requirements:

- a. Application Timelines: Applications must be submitted no later than January 1st, or a date as stated on the Application Form.
- b. Application Content: applications must be submitted annually as per below to be eligible for consideration by the Board:
 - i) Applications must be submitted in writing to the Board Office and signed by the applicant.
 - ii) The written request must indicate the planned volume of organic chicken lease production quota required by the producer on an annual basis.
 - iii) Proof of a valid Organic Certificate must be provided with each annual submission.
- c. New applicants must submit an Application to the Board and be approved by the Board before leasing organic chicken production quota
 - i) New applicants must also submit with the application a business plan specifying:
 - A. Proof of valid Organic Certification by a recognized third party;
 - B. The premises and production facilities at which the applicant intends to carry out the organic chicken production;
 - C. Written confirmation to the Board that a licensed provincially or federally inspected processor will process the chicken; and,
 - D. A description of the applicant's catching and transportation arrangements.

4. Applicant Eligibility:

The Board will assess applications for organic chicken production quota and will allocate organic chicken production quota to applicants that meet the definition of an "Organic Chicken Producer" and comply with the following criteria:

- a. The application meets the criteria established by the Board;
- b. The applicant must be engaged in the production of organic chicken as proven by an Organic Certificate; and
- c. The product must be slaughtered by provincial and/or federally inspected facilities;

5. Refusal to Grant Organic Chicken Production Quota:

The Board may refuse to grant a lease of organic chicken production quota to an applicant if, in the Board's opinion:

- a. The applicant lacks the experience, equipment or financial responsibility to properly engage in chicken production,
- b. The applicant fails to comply with any one or more of the technical requirements, of the On-Farm Food Safety Assurance and Animal Care Programs,
- c. The applicant has outstanding service charges or levies payable to the Board,
- d. The applicant fails to demonstrate that he / she holds a valid organic certification, or
- e. The applicant has reached the seven-year maximum timeframe for organic lease quota.

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6. Allocation of Organic Chicken Production Quota:

- a. Organic chicken production quota is allocated on the first available A-period in which allocation has not been set.

7. Allocation of Organic Chicken Production Quota:

- a. The Board is to consider the applications, as received from time to time and determines which applications, if any, meet the criteria above.
- b. If the Board determines that the total amount of organic chicken production quota being applied for by all the acceptable applicants exceeds the pool of 200,000 kilograms of live-weight domestic chicken that is available for leasing for the period of March 1 to the last day of February each year, the Board is to distribute organic chicken production quota in rounds of one kilogram of live-weight domestic chicken to each eligible applicant until all of the available organic chicken production quota is distributed.
- c. On determining that an application is acceptable, the Board is to advise the applicant of the following:
 - i) That the application has been accepted by the Board; and the applicant is eligible to lease organic chicken production quota;
 - ii) The amount of organic chicken production quota that is being offered to the applicant for leasing;
 - iii) The lease price for organic chicken production quota being offered to the applicant; and
 - iv) The time within which the applicant must advise the Board as to whether the applicant will in fact lease all or any of the organic chicken production quota being offered to the applicant.
- d. The approved applicant must respond to the Board in writing stating the amount of organic chicken production quota he / she intends to purchase for the 12 months between March 1 to the last day of February, or within the dates that coincide with the national production year.
- e. The allotment of organic chicken quota will commence in the first available production period of March 1 and any production period(s) identified by the producer for the upcoming calendar year up to the last day of February as follows:
 - i) The Board Office will work with producers to establish production cycles that meet the needs of the Producer and fall within the calendar year; and,
 - ii) Producers must confirm the volume of organic chicken production quota by the dates specified on the approval letter for each cycle in which they intend to produce the Organic Chicken Production Quota.
 - iii) Producers must provide payment to the Board prior to the start of each cycle

8. Where a person leases organic chicken production quota, the following applies:

- a. That person becomes the lessee of that quota;
- b. The lease of that quota expires on the last day in February following the year in which the lease was granted;
- c. The production of organic chicken under that quota must take place at certified production facilities and premise as specified in the application submitted to the Board by that person;
- d. If the production facilities and premises at which the production of the chicken under the organic chicken quota takes place are sold, transferred, assigned, sub-leased or otherwise divided or disposed of, the lease of that organic chicken quota is cancelled unless otherwise directed by the Board;

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- e. All of the chicken that is produced, or that is authorized to be produced under the organic chicken quota, is to be produced and marketed within the production cycles established by the Board;
- f. In the case of any underproduction of organic chicken under the quota that is existing at the time of the termination of the lease, the underproduction is not eligible to be carried over and produced under any new lease of organic chicken production quota that is granted to the person;
- g. That person shall not produce organic chicken that is in excess of the quota of the amount permitted to be marketed under that quota;
- h. Notwithstanding clause (g), in the case of that person marketing chicken that is in excess of that which is permitted under that quota, where that person is not an owner of quota, that person must pay to the Board a levy that is equal to:
 - i) The current lease rate per kilogram for each kilogram of chicken that is marketed in excess of 100% but not in excess of the lower range of the overproduction sleeve;
 - ii) \$0.44 a kilogram for each kilogram of chicken marketed in excess of the lower range of the over-production sleeve but less than the upper range of the over-production sleeve; and,
 - iii) \$0.88 for each kilogram of chicken marketed in excess of the upper range of the over-production sleeve.
- i. Where that person is an owner of quota, the Board must in a subsequent production cycle, without permanently reducing the authorized quota allocated to that producer, reduce the weight of chicken that the producer may market by an amount equal to the weight of the chicken that was marketed in excess of that producer's marketing quota; and, that person must pay to the Board a levy that is equal to:
 - i) \$0.44 a kilogram for each kilogram of chicken marketed in excess of the lower range of the over-production sleeve but less than the upper range of the over-production sleeve; and,
 - ii) \$0.88 for each kilogram of chicken marketed in excess of the upper range of the over- production sleeve.
- j. That person must maintain a valid organic certification throughout the term of his/her/the corporation's organic chicken production lease.

PROGRAM CONDITIONS:

The Organic Chicken Lease Program is subject to the following conditions:

1. A person may only be granted leases of organic chicken production quota one year at a time for a maximum of 7 years;
2. Any production facilities and premises;
3. Should a person who leases organic chicken production lease quota fail to maintain a valid organic certification, the Board may revoke the lease of organic chicken production quota;
4. If the program is terminated by the Board before the conclusion of the 7-year period referred to in clauses(a) and (b), the maximum amount of time:
 - i) For which a person may be granted 1-year leases of organic chicken production quota; and
 - ii) That the production facilities and premises may be used to produce organic chicken under an organic chicken production quota, is restricted to that shorter period of time.
5. Approval to for the receipt of lease of organic chicken production quota is not an entitlement.

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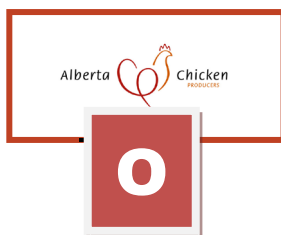
ORGANIC PRICING LOG:

YEAR	LEASE PRICE	EFFECTIVE DATE	REFERENCE MINUTES
2017	\$0.30 per kg	April 1, 2017	April 6, 2017
2016	\$0.30 per kg	April 1, 2016	March 7, 2016
2015	\$0.35 per kg	April 1, 2015	March 4, 2015
2014	\$0.38 per kg	April 1, 2014	March 12, 2014
2013	\$0.41 per kg	April 1, 2013	March 6, 2013
2012	\$0.41 per kg	April 1, 2012	April 17, 2012
2011	\$0.32 per kg	April 1, 2011	March 17, 2011
2010	\$0.30 per kg	April 1, 2010	March 22, 2009

Reference Minutes of:

January 25, 2017	April 6, 2017			

DISCLAIMER: *The Alberta Chicken Producers' Regulation will prevail the Policies contained herein*



OVER & UNDER PRODUCTION

POLICY:

Pursuant to Alberta Chicken Producers Marketing Regulation AR3/2000, Section 23.01, *Marketing in excess of or less than marketing quota*, for the purpose of regulating variations from authorized marketings to respond to market changes in a timely manner and to assist in achieving 100% quota utilization, the Board is authorized to establish and to amend production sleeves from time-to-time through a Board Order or Directive.

GUIDELINES:

1. The Production Sleeves established by Board Order remain in effect indefinitely.
2. The Production Sleeves may be adjusted from time to time to respond to market changes in a timely manner and to assist in achieving 100% quota utilization
3. The Production Sleeves may only be amended through a Board Order passed by motion of the Board.
4. The Board will provide sufficient notification to producers, processors and hatcheries of a change in the production sleeves.

BOARD ORDER:

Effective Period A-161, the Production Sleeves for Under-Production and Over-Production are established as follows:

Under-Production Sleeve	5% (95% of marketing quota)
Over-Production Lower Range Sleeve	5% (105% of marketing quota)
Over-Production Upper-Range Sleeve	10% (110% of marketing quota)

OVER-MARKETING PENALTIES:

Producers who over-market in a cycle will be assessed a penalty, as per ACP's Marketing Regulation AR 3/2000, calculated as:

Sleeve Range	Penalty
100% to 104.99%	No Penalty
105% to 109.99%	\$0.44 a kilogram
110% +	\$0.88 a kilogram

Reference Minutes of:

July 26, 2011	September 15, 2011	January 10, 2014	February 22, 2017	July 23, 2019

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PRIVACY OF INFORMATION

Alberta Chicken Producers wants to operate as openly and transparent as possible while respecting the applicable privacy legislation.

POLICY:

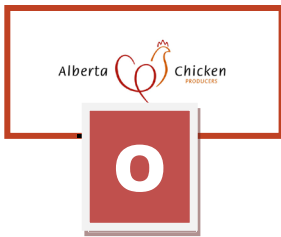
Alberta Chicken Producers will not release the names and addresses of Alberta's chicken producers. The producer list is considered 'CONFIDENTIAL'. The Policy shall be strictly enforced with three exceptions; that of Board Directors, Producer Representatives, and the Provincial Veterinarian.

1. Producer names may be released to interested parties; however, addresses and phone numbers will be withheld.
2. Producer names and phone numbers will be provided to Directors and Producer Representatives to facilitate volunteer activities and communication between producers and the Board.
3. Producer names and addresses will be provided to the Chief Provincial Veterinarian or Canadian Food Inspection Agency in the case of a disease outbreak.

Reference Minutes of:

February 4, 1994	January 31, 2000	July 3, 2002	February 22, 2017	

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PRODUCER CHANGE OF NAME

PURPOSE:

To reduce administrative time and costs associated with Producer name changes; where a change of name is not the result of a Reallocation of Quota, a purchase/sale of land, or a new producer entering the industry.

GUIDELINES:

This Producer Name Change Policy applies to any Producer change of name that is **NOT** the result of one of the following criteria:

- 1. Producer name changes associated with a Reallocation of Quota.
- 2. Producer name changes associated with purchase/sale of land.
- 3. New producers.

POLICY:

- 4. Where a Producer requests a Change of Name that does not meet the criteria identified in the guidelines above, an administrative fee of \$25 (plus GST), as set by the Board, will be charged to the Producer prior to administering the Change of Name.
- 5. Producers are required to submit a request for a Change of Name on the Change of Name Form, which is available on the ACP Website and can be distributed by fax, e-mail or regular mail by contacting the Board office.
- 6. Upon receipt of the Change of Name Form and the administration fee of \$25 (plus GST), the Board office will administer the Change of Name and will contact the associated Hatchery(ies) and Processor(s) to inform them of this change.
- 7. Effective September 1, 2010

Reference Minutes of:

June 21, 2010	February 22, 2017			

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PRODUCER CHANGE OF NAME FORM

Date: _____ 20 _____

I wish to update the information in my files at the Alberta Chicken Producers office. I understand that an Administration Fee of \$25 (plus GST) will apply to this request and payment is enclosed.

NOTE: The name change will occur upon processing payment.

CURRENT NAME

Producer #: _____

Company / Farm Name: _____

First Name: _____

Last Name: _____

Address: _____

Phone: (____) _____

Cell: (____) _____

Fax: (____) _____

Email: _____

NEW NAME

Producer #: _____

Company / Farm Name: _____

First Name: _____

Last Name: _____

Address: _____

Phone: (____) _____

Cell: (____) _____

Fax: (____) _____

Email: _____

Producer Signature

cc: Hatchery(ies)
Processor(s)

February 22, 2017



DISCLAIMER: This 'Producer Change of Name Form' contains proprietary (Alberta Chicken Producers) information. Unauthorized distribution, manipulation, copying or disclosure is strictly prohibited.

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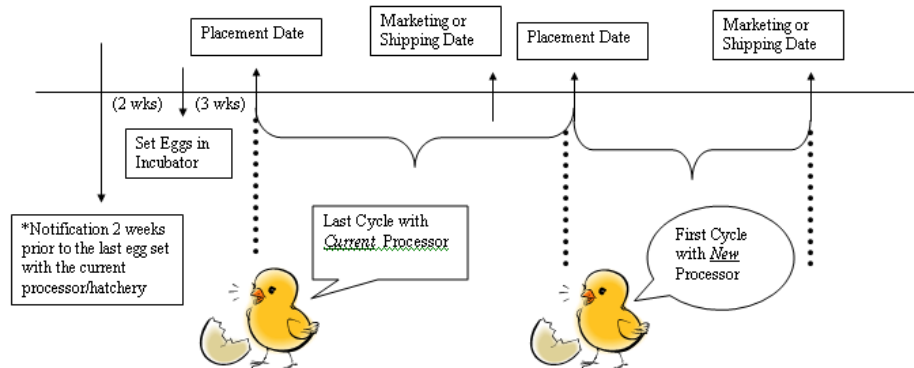
PRODUCER CHANGE OF PROCESSOR

POLICY:

Producers and Processors are required to provide adequate notice if there are to be changes that affect production and supply relationships.

GUIDELINES:

1. A producer who intends to reallocate (sell), all or part of his quota, is required to notify the processor as well as Alberta Chicken Producers.
2. A producer who intends to change from one processor to another is required to notify and receive acceptance from the processor, to whom marketing will commence, as well as Alberta Chicken Producers.
3. A processor who wishes to terminate the relationship with a producer is required to notify the producer, as well as Alberta Chicken Producers.
4. In respect of Section (1), (2), and (3), the notification period will be '2 weeks prior to the set of eggs of the last period in which the producer markets and the processor purchases chicken from that producer.'



5. The Processor or producer may waive the notification period.

PROCEDURES:

1. A producer who intends to reallocate (sell) all or part of his quota, will provide written notice to the processor, as well as Alberta Chicken Producers. Alberta Chicken Producers will use this notice to support the quota reallocation.
2. A producer who intends to make a change from his current processor to a new processor is required to provide written notice to the new processor to whom marketing will commence. The new processor will, in turn, provide written confirmation to the producer, the current processor and Alberta Chicken Producers, that their plant agrees to accept the product.

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3. Notwithstanding Procedure (2) above, where a shipment(s) from a producer's premise has DOAs (Dead-On-Arrivals) of 1% or greater within the past 4 cycles, as verified through the Producers' PPVs, and the cause of the DOA's is attributable to factors within the producer's control, the producer may only switch processors upon written consent and sign-off from both the current and new processor. Should the request not be waived, the producer must then demonstrate four consecutive cycles of production with Dead on Arrivals (DOAs) of less than 1%, as verified through the producer's PPVs, in order to proceed with the change of processor request provided for under Section (2) above.
4. Notwithstanding Section (2) above, where a facilitated process involving a producer is in progress under the Conflict Resolution Process of Alberta's Catching Industry Manual, that producer may only switch processors upon written consent and sign-off from both the current and new processor.
5. A processor who wishes to terminate the marketing relationship with a producer must provide written notice, and the reasons for the termination, to both the producer and Alberta Chicken Producers.
6. The written notice provided in (2) above, may be reconsidered if the issues cited are adequately dealt with.
7. Alberta Chicken Producers may facilitate open dialogue between the two parties by offering a mediated meeting between the concerned parties.

Reference Minutes of:

January 4, 1995	May 7, 1999	July 5, 2000	March 16, 2005	October 12, 2006
July 2, 2011	October 19, 2011	February 22, 2017		

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PRODUCER CYCLES

POLICY:

A producer must market birds within the National eight-week A-Period. The Board maintains the discretion and authority to change a producer's cycle for any reason it deems necessary to uphold the orderly marketing of chicken and the standards for food safety, biosecurity and animal care.

GUIDELINES:

1. All producers are required to have one cycle length per legal land location.
2. Cycle lengths are set to accommodate the growth period, plus sufficient time to clean, disinfect, and prepare the facility for a new flock
3. For all periods, allocation is set based on the National eight-week A-Period.
4. With the exception of guideline 4(a) below, producers who grow broiler chickens are set on a National eight-week cycle.
 - a. A seven-week cycle may be established for individual producers on a voluntary basis under the following terms:
 - i) The producer grows broiler chickens.
 - ii) The Request for Cycle Realignment must be made prior to % Utilization for the A-Period being set.
 - iii) With the exception of producers who Custom Kill, the producer must have the support from his/her Processor in order to request a change to a seven-week cycle, as evidenced by sign-off from the Processors on the Request for Cycle Realignment Form
 - iv) The producer is in compliance with the On-Farm Food Safety Assurance and Animal Care Programs.
 - v) Each year, the producer must commit to the seven-week cycle for a minimum of a block of 56 weeks that is broken down into the following 7 periods:
 - Six (6) Periods that are 7-weeks in length
 - One (1) Period that is 14-weeks in length
 The producer and Processor will work with the Board Office to establish the cycles.
 - vi) The producer must commit to the start and end dates for the 7 periods, as set at the time the change to the 7-week cycle is made, while respecting the production needs of the Processor within the national eight-week A-Period.
 - vii) The producer demonstrates ongoing compliance with the requirements for downtime (Section 4.3) under the *On-Farm Food Safety Assurance Program*.
 - A. Demonstrate that mortality and condemnation rates are maintained at similar to or better than previous rates. Auditors will review condemnation and mortality rates as part of the Audit.
 - B. Auditors will check records to verify:
 - Cleaning & Disinfection procedures,
 - Timing of Cleaning & Disinfection
 - viii) The scheduling of a 7-week cycle(s) must not impact the ability of any producer to maintain ongoing compliance with the requirements for downtime under the *On-Farm Food Safety Program*.
 - viv) If a producer violates any one or more of the guidelines under 4a) above and guidelines below, the producer's cycle will be amended to an 8-week cycle effective in the next allocated A-Period.
5. Producers who ship thin-out loads must work with their Hatchery and Processor to ensure allocated production for each A-Period is marketed within the prescribed National eight-week A-Period.

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PROCEDURES FOR ESTABLISHING AND ADMINISTERING PRODUCER CYCLES:

- 1) Producer cycle lengths are set in the Grower Program as per the Guidelines above.
- 2) Producers are informed of the cycle dates.
- 3) A cycle may be realigned by the Board, provided that the following requirements are met:
 - a) The producer must remit a Request for Cycle Realignment Form, signed by both the producer and the Processor, to the Board Office prior to the date on which allocation is set for the A-Period in which the cycle change is requested to take effect.
 - b) In the case of producers requesting a 7-week cycle, all requirements under Guideline 4a above must be met.

PROCEDURES FOR ADMINISTERING PLACEMENTS AND MARKETINGS:

- 1) Producers, Hatcheries and Processors will ensure that marketings occur within the National eight-week A-Period.
- 2) With the exception of producers on a 7-week cycle, producers who wish to delay chick placement for more than one week from the original week must apply to the Board for permission by completing a Request for Cycle Realignment Form.
- 3) The Assurance of Supply forms are signed to ensure both parties are protected with respect to marketings, supply and levies.
- 4) Quota sales, transfers, Leases, cycle changes, placements and marketings are maintained in the Grower Program.
- 5) Credits and debits from previous marketings are calculated and applied to a producer's cycle 6 A-Periods later or one year later depending on the cycle length.

Reference Minutes of:

June 25, 2004	July 8, 2004	August 18, 2004	June 22, 2015	August 20, 2015
June 9, 2016	October 6, 2022			

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PRODUCER NUMBERS

POLICY:

Alberta Chicken Producers assigns a unique producer number to each authorized producer.

GUIDELINES:

1. Each new producer is required to complete a New Producer Stakeholder Form and submit the perpetual license fee of \$50.00 to the Board office prior to commencing production.
2. One Producer Number is assigned to each premise (legal land location).
3. The Producer Number will indicate status of the License, with suffix:

C	Conditional License to produce and market chicken; issued to New Producers until Full Audit is conducted
L	Full License to produce and market chicken
LL	Full License to producer and market chicken with 100% Lease Kg
LS	Added to the status of a Licensed Producer to denote Specialty Production
QB	Board Approved: License to hold quota and lease out beyond 50% of quota for a period of time approved by the Board as per the Leasing of Quota Policy
QE	Exiting Industry License to hold quota and lease out 100% for 32 A-Periods
QN	New Entrant License to hold quota and lease out 100% for up to 32 A-Periods
QP	License to hold quota and lease out beyond 50% of quota (under prior 100% rules expires A-210)
QPP	Board Approved License for Processors to manage their Leasing pool
QR	License to hold quota and lease out 100% to a relative as per the Leasing of Quota Policy
R	Retired/Cancelled License; producer cannot produce chicken; must apply to the Board as a “New Producer” to produce chicken in the future
S	Suspended License; producer cannot produce chicken for the duration of the suspension

4. Premises with multiple facilities (barns): Each barn may be uniquely identified with a suffix tied to the Producer number.
5. Quota Holders, as denoted by the suffix above, may be assigned one producer number that is not tied to a legal land location.
6. Producers who purchase a new legal land location will be assigned a new Producer Number.

PROCESS:

1. NEW PRODUCERS:
 - a. Producers will be assigned one Producer Number per legal land location, as per the above Guidelines.
 - b. Barns (facilities) may be identified with a numeric suffix in the Grower Program:

i.e. Producer Number is 333:

"333" (barn 1)

"333" (barn 2)

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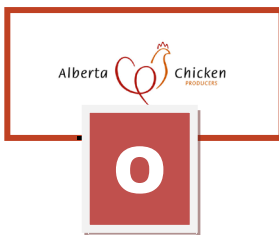
- c. Quota Holders will be assigned one producer number (that is not tied to a legal land location), identified with the suffix "QN, QE, or QB" in the Grower Program.
 - d. Quota Holders identified with a suffix "QP" in the Grower Program has been grandfathered under the prior lease out rules of 100%. QP Holders grandfather clause expires at the end of Period A-209 (July 24, 2027).
2. PRODUCERS WITH PLACEMENT DATES MORE THAN 2 WEEKS APART ON ONE LEGAL LAND LOCATION: Producers whose placement dates are scheduled more than two weeks apart for facilities on the same legal land location may be assigned a unique suffix and cycles in the Grower Program; and quota will be assigned to the unique producer suffix as follows:
- a. The producer will be assigned one producer number, as per the Guidelines of this Policy
 - b. The producer number will be assigned unique suffixes:
 - i.e. XXX
XXX
 - c. Quota units will be assigned to the Producer Number Suffix:
 - i.e. "XXX" assigned 1,000 units and
"XXX" assigned 5000 units
 - a. Producer Numbers "XXX" and "XXX" will be assigned cycles in the Grower Program that coincides with the National A Period.
3. LEASING:
Producers are permitted to Lease quota and / or marketing kilograms between facilities on one legal land location without incurring transaction fees.

Exemption: Producer numbers with suffix QPP (i.e. 125QPP) may lease 15,000 kg or more of quota to producers who hold the same License QPP license status.

Reference Minutes of:

January 22, 2010	February 22, 2017	July 17, 2018	May 30, 2023	August 31, 2023

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PROMOTION and SPONSORSHIP

A large number of sponsorship requests and promotional opportunities require Alberta Chicken Producers to establish a Policy that will fairly evaluate each opportunity, while meeting the goals of Alberta Chicken Producers. A few Key Messages that can be supported through promotional efforts, with targeted audiences, will achieve the greatest possible results.

POLICY:

Participation in sponsorship or promotional activities must meet the objective of enhancing and supporting the Alberta chicken industry grow, be profitable and satisfy consumers by providing safe, high quality chicken products.

GUIDELINES:

1. Participation will:
 - a. Promote Alberta chicken;
 - b. Sell more chicken;
 - c. Positively influence attitudes toward chicken consumption;
 - d. Promote public or government relations.
2. Participation is targeted to one or more priority areas:
 - a. School Programs;
 - b. Consumer information programs;
 - c. Value chain enhancement;
 - d. Industry-government relations
3. Priority will be given to cost-shared programs.
4. Evaluation criteria are established and implemented.
5. The event is provincial in nature.
6. The event generates exposure to the largest possible or key audience.

PROCEDURES:

1. Requests will be evaluated against the criteria check list and budget.
2. Other opportunities such as providing brochures or merchandise should be considered an alternative to monetary support.
3. Request for sponsorship of coffee breaks or meals will not be supported.
4. Community requests will not be supported.

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5. Large city opportunities such as the Calgary Stampede or Klondike Days qualify for consideration.
6. Agriculture education will be considered in relation to staff time and the size and age of the audience.
7. Sporting events or athletic or team sponsorship will be declined.
8. Television sponsorship will automatically be declined.
9. Requests to supply chicken producers will be referred to a Processor or retail establishment.

SPONSORSHIP ANALYSIS:

PRE-REQUISITE ELEMENTS (MUST BE PRESENT):

1. Alberta based
2. Edmonton/Calgary or most major Alberta Centers or rural Alberta
3. Chicken product or supply management related

STRENGTH OF APPLICATION:

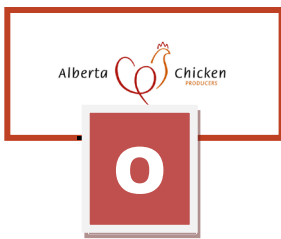
- Builds industry/government relationships (10 points)
- Enhances value chain (10 points)
- Educational programs (10 points)
- Cost-shared program (10 points)
- Cost per person (5 points)
- Enhances attitudes toward chicken (10 points)
- Features chicken over other commodities (5 points)
- Credibility of individual/organization (10 points)

To be accepted, the score must exceed 40/70.

Reference Minutes of:

April 17, 2002				

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REALLOCATION OF QUOTA

POLICY:

Quota units may be reallocated from one authorized producer to another eligible producer providing the provisions of the Alberta Chicken Producers Marketing Regulation 3/2000 are complied with, and the Board has approved the Reallocation of Quota.

DEFINITIONS:

1. Reference Alberta Chicken Producers Marketing Regulation 3/2000:
 - a. Section 2(3): Ownership Interest – a change in Ownership Interest occurs when there is:
 - i. A change in the individual quota holder;
 - ii. A change in the individuals of a partnership; or
 - iii. A change in the shareholders of a corporation
 - b. Section 18: Requires the Reallocation of Quota application be submitted to the Board for approval.
 - c. Section 32: Provides for a reduction and cancellation of quota due to varying circumstances.

2. Reallocation of Quota may occur between an/a:

✓ Individual to Individual	✓ Individual to Partnership	✓ Individual to Corporation
✓ Partnership to Individual	✓ Partnership to Partnership	✓ Partnership to Corporation
✓ Corporation to Individual	✓ Corporation to Partnership	✓ Corporation to Corporation

Stat

utory Declarations are available from the Board office for the following transactions:

- ✓ Corporate Buyer ✓ Individual Buyer ✓ Partnership Buyer ✓ Transfer of Ownership Interest
- ✓ Transfer of Ownership Interest to Spouse ✓ Transfer of Ownership Interest to a Family Member

★ The Statutory Declaration must be notarized by a *Commissioner of Oaths*

GUIDELINES:

Quota units will be reallocated when: (1) all documentation is provided to the Board office; (2) the Seller and the Buyer meet the requirements and are in compliance with Alberta Marketing Regulation 3/2000; and (3) Board approval is granted.

1. A Statutory Declaration must be submitted for each Reallocation of Quota and for each time there is a Change in Ownership Interest.

NOTE: It is the Producer's responsibility to report to the Board any change in 'share structure' within a Corporation or Partnership.

2. Approval in Principle will take place by the Board when all documentation is provided to the Board office and any outstanding fees and levies are paid in full. Upon approval by the Board, the Seller's quota units will be removed and reallocated to the Buyer after the Seller has fully utilized his/her quota units in their final production cycle.

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3. Following the Board's approval of the Reallocation of Quota, if the Seller is selling all quota units, the Over/Underproduction balance forwards will be assumed by the Buyer; kilograms will be applied to the Buyer in the next six(6) cycles and/or may be adjusted in cycles where provincial allocation has not been set.
4. The Board will communicate to the Seller and the Buyer the effective start date of the Reallocation of Quota to correspond with the final production cycle of the Seller. The Seller will disengage any further production of the sold quota units when those quota units are reallocated to the Buyer. The Buyer then has the option to Lease Out the newly acquired quota units back to the Seller or other interested producers should the Buyer not be poised to assume production on the effective start date provided by the Board.

PROCEDURES:

The authorized producer (Seller) must make an application to the Board for approval to reallocate quota units prior to completion of the sale of any authorized quota.

1. If you are a NEW producer purchasing quota for the first time, or if you are an existing producer purchasing another facility, you are required to complete an *ACP New Producer/Stakeholder Information Form* to be set up as a Licensed producer with an authorized producer number. The Board will cancel and issue new Producer Licenses; A limit of one(1) Producer License per Legal Land Location will be issued.
2. The application for Board approval must include the following documentation:

SELLER	BUYER
<ul style="list-style-type: none"> ✓ Written notice to reallocate X quota units, with or without facilities ✓ <i>ACP Sales Agreement</i> (signed by both parties) ✓ \$300 (plus GST) Reallocation Administration Fee (fee is usually paid by the Seller, but the Buyer may also agree to pay, or the amount can be split 50/50; fee is waived if transaction is within family members) ✓ <i>ACP Processor Notification of Quota Reallocation Form</i> (signed by Seller & Processor) ✓ A letter addressed to Alberta Chicken Producers Board requesting <i>Approval in Principle</i> ✓ <i>Financial Institution Release Letter</i>: (If a producer has a registered Financial Interest or Appointment of Attorney on file, the Financial institution must release the assignment on the quota and facilities by providing a Release letter to the Board office) ✓ On the day, the final payment is received from the Buyer, the Seller must send a letter addressed to Alberta Chicken Producers Board requesting <i>Final Approval</i> 	<ul style="list-style-type: none"> ✓ <i>ACP Sales Agreement</i> (signed by both parties) ✓ \$300 (plus GST) Reallocation Administration Fee (fee is usually paid by the Seller, but the Buyer may also agree to pay, or the amount can be split 50/50; fee is waived if transaction is within family members) ✓ Send your Processor the <i>ACP Processor Acceptance of Quota Reallocation Form</i> for signature and provide to ACP office ✓ <i>Statutory Declaration</i>; notarized by a Commissioner of Oaths ✓ Site Plan of your property outlining where your barns are located in proximity to your house and yard layout ✓ Legal Land Location Certificate ✓ APIEMT – 4 page document & Premise ID ✓ If you are a new producer entering the chicken industry, has the Producer Programs Manager been in contact with you to set up an appointment for a farm visit; must be done prior to placement

NOTE: Blank document templates are available from the Producer Services Coordinator at the Board office or ACP's website www.chicken.ab.ca

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3. The Board will notify the Financial Institution if the Seller has a registered Financial Interest or Appointment of Attorney is on file requesting a discharge of assignment on the quota and/or facilities before Approval in Principle is granted.
4. The Board will consider the Seller's application for Reallocation of Quota; a decision will be rendered via a Board Non-Controversial Motion or a Board resolution.
5. The Board will notify the Seller and the Buyer of the Board's decision to ensure timely execution of closing documents.
6. The Board will notify Hatcheries and Processors of the approved Reallocation of Quota by means of the *ACP Producer Cycle Summary Weekly Report*.
7. The Board will cancel and/or issue new producer Licenses reflecting the approved Reallocation of Quota; a limit of one(1) producer License per Legal Land Location will be issued.
8. Following the Board's Approval in Principle of the Reallocation of Quota, when an authorized producer sells the remainder of his/her quota, the Over and Under-production Balance Forwards are assumed by the Buyer.

An accurate 'Balance Forward' of kg must be confirmed with the Board office once the Seller's 'final marketings' are received i.e. the current Balance Forwards at the time of sale plus the Balance Forward from the final marketing cycle are added together to be applied to the Buyers next six(6) cycles.

The Buyer must notify the Board office within fourteen(14) days of chick placement, of the kilogram credit (Balance Forward) to be used in any future six(6) cycles where provincial allocation has not been set; however, if provincial allocation has been set and reported to CFC, the Balance Forward will be applied as per the Seller's original cycle.

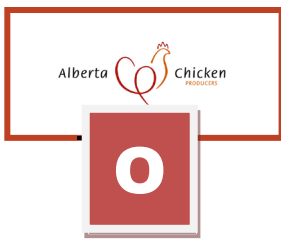
9. If there is non-activity for two months on any application from an authorized producer for Reallocation of Quota, the file will be considered in-active.
10. Prior to approval from the Board, the Buyer and the Seller are to allow the Board office 4 weeks for processing the paperwork for a Reallocation of Quota. Following the Board's Approval in Principle, the Seller provides the Board Office with a request for Final Approval.

Allow the Board office two(2) weeks to: (1) Transfer the Quota from the Seller to the Buyer; (2) Transfer the Balance Forwards from the Seller to the Buyer of the remainder of his/her Balance Forwards (this may be split via percentage of total Quota Units purchased if more than one Buyer); and (3) Confirmation letter is sent to the Seller with a cc: to the Buyer and other parties involved.

Reference Minutes of:

March 22, 1993	October 7, 1999	November 9, 1999	December 10, 1999	February 22, 2017
October 10, 2018	July 5, 2000	August 28, 2002	November 19, 2003	December 2, 2011
July 5, 2023				

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SOCIAL MEDIA

APPENDIX A: Social Media Strategy
APPENDIX B: Facebook Policy & Procedure
APPENDIX C: Twitter Policy & Procedure
APPENDIX D: Pinterest Policy & Procedure
APPENDIX E: Hootsuite Policy & Procedure
APPENDIX F: YouTube Policy & Procedure

POLICY:

Alberta Chicken Producers (ACP) will maintain an active Social Media presence, as a means of extending all marketing activities, to reach and engage more Albertans than would be possible via traditional channels. ACP will maintain a single official account on each Social Media platform.

FOCUS:

1. Social Media will be utilized to enhance the positive profile of ACP and the Alberta chicken industry. Posts should be educational, inspirational, and entertaining, with an aim to encourage two-way interaction with followers.
2. Posts should proactively cover a wide array of pertinent topics, including: farmer profiles/family farming, animal care, food safety, quality, nutrition, cooking, and supply management.
3. ACP should also support the Social Media efforts of our industry partners, including Chicken Farmers of Canada, provincial chicken marketing boards, and other industry associations, to extend the reach of other positive messaging.
4. The Administrative Assistant is responsible for ensuring that ACP's official Social Media accounts remain active and engaging, by following regular posting schedules. Ideally, scheduled posts should be fully prepared at least one week in advance, for effective planning and ease of posting.

OUR COMMITMENTS:

When engaging and interacting with the public via Social Media, ACP is committed to honesty and transparency. ACP is also committed to protect the privacy of participants, in compliance with applicable policies, laws, rules and regulations.

RULES OF ENGAGEMENT:

ACP encourages all staff, Directors, and chicken producers to engage and support ACP's social media platforms, to help spread our messages.

1. **CONDUCT:** Everyone participating in Social Media, whether using official ACP or personal accounts, is expected to conduct themselves in a manner that reflects positively on ACP and the chicken industry. All Social Media activity should represent ACP's values.
2. **PERSONAL RESPONSIBILITY:** We encourage you to get online and participate, but remind you to use good judgment and common sense. You are responsible for everything you publish, which should be considered public and permanent. Follow the law (i.e.: legal, copyright and privacy), which fully applies to Social Media. When in doubt, do not post.

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3. **YOU REPRESENT ACP:** We encourage you to promote and share content about chicken, chicken farming and the chicken industry. Disclose who you are and who you work for, and stay true to ACP's Standards of Leadership. Do not publish or release information that is considered confidential. Be respectful, courteous, honest and diplomatic.
4. **ALERT ACP:** When you see posts/comments on topics that require subject matter expertise, or posts/comments that are negative or defamatory towards ACP or the chicken industry, alert the Board Office or Executive Director immediately.
5. **EDUCATE AND ENGAGE:** Social Media is much more personal, conversational and dynamic than more formal marketing initiatives and corporate communications. Engage and interact with your audience in two-way dialogue; do not just speak to/at your audience. Add value to ongoing conversations; provide worthwhile and factual information and perspective.

PROCEDURE:

1. Procedures for each Social Media platform are outlined for the individual platform.
 - APPENDIX A: Social Media Strategy (Version 2 – January 31, 2015)
 - APPENDIX B: Facebook Policy & Procedure
 - APPENDIX C: Twitter Policy & Procedure
 - APPENDIX D: Pinterest
 - APPENDIX E: Hootsuite Policy & Procedure (to come)
 - APPENDIX F: YouTube Policy & Procedure (to come)
2. **DEACTIVATING ACCOUNTS:** In a timely manner, ACP will de-active access to the website account for any Staff, Directors, and Producers who are no longer associated with ACP.

Reference Minutes of:

April 20, 2015				

DISCLAIMER: *The Alberta Chicken Producers' Regulation will prevail the Policies contained herein*

APPENDIX A:

SOCIAL MEDIA STRATEGY – V.2 for Alberta Chicken Producers

Revised January 31, 2015

SOCIAL MEDIA OBJECTIVES:

- To develop successful communication streams that provide accurate, credible information about chicken to the general public
- To increase engagement and conversations with consumers
- To direct traffic to the Alberta Chicken Producers website
- To support partnerships and industry activities (ex: Taste Alberta)

BACKGROUND:

With the development of a new website in 2014, the Alberta Chicken Producers (ACP) launched a social media presence on Twitter, Facebook and Pinterest. The initial effort was to establish profiles and begin to connect with consumers and industry. The approach has been to move slowly into social media space and learn along the way.

Facebook, Twitter, Pinterest and YouTube profiles were created. Hootsuite was used to schedule posts ahead of time. Post content and themes were quite varied in order to test out what followers were interested in and what was popular. Posts on recipes, cooking instructions, farming practices, industry news and key messages were shared. Based on analytics, it appears that posts on farming practices and the poultry industry had the most engagement. Recipes and food related posts followed in popularity.

User engagement and obtaining new followers has been slow but steady. The focus has been on a localized audience in Alberta and a bit broader to Canadian followers. On Facebook, we have 161 followers in Canada and 70 from Alberta. Analytics from twitter followers is more difficult to decipher but it is clear that we are engaging in the industry network as well as the 'foodie' network in Twitter.

KEY LEARNINGS FOLLOWING START UP:

- Need to create more focused social media content. Rather hitting many content themes, need to narrow in on one or two strategic themes to meet objectives.
- 'Listen' better to the target audience on Social Media more and track their conversations and interests.
- Building on existing individual and organizational relationships can easily translate into social media relationships (ex: AFAC)
- There is an opportunity to participate in events through Social Media (ex: Open Farm Days)
- Having a budget for social media marketing can help build an audience through targeted marketing campaigns.
- More content being posted more often is always a need.

TACTICS:

Facebook, Twitter and Pinterest will continue to be utilized for the ACP Social Media Strategy. Each medium offers different opportunities and challenges so a specific strategy for each will be developed.

TWITTER:

The purpose of this channel is to increase conversations with consumers and industry by sharing links and stories.

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TACTIC #1 – PARTICIPATE IN EVENTS THROUGH TWITTER:

Whether ACP has a presence on the ground at these events or not, participation should include the Twitter platform. This involves monitoring, engaging in conversation and posting related content. The tactic will be to target agriculture education events, as it is easy to provide good quality content that engages followers in learning about the chicken industry and quickly answer questions.

Events to Target:

- K-Days
- Calgary Stampede
- Aggie Days
- FarmFair

Action during these events	Details	Frequency	Tracking	Time/day	Means
Ongoing follow & follow back	Follow our new followers and refine our follow list.	Ongoing	# Following	0.5 hour/day	Twitter
Tweet	Tweet content	Ongoing	# Clicks # Retweets & replies	0.5 to 1 hour/day	Hootsuite
Engage in conversations	Respond to questions, start new conversations or engage in ongoing ones.	Ongoing	# of Tweets	0.5 to 1 hour/day	Twitter

FACEBOOK:

The purpose of this channel is to increase recognition of the organization with consumers. It also helps with search-ability as this page will come up in google searches.

TACTIC #2 –

Create longer Facebook-only stories such as producer profiles or posts about chicken production. Continue linking the Facebook account to the Twitter account so that content will be pushed through both channels, maximizing viewership.

TACTIC #3 –

Develop monthly contests and giveaways. For example, have followers post recipes and draw to win an ACP recipe book.

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Action	Priority Level	Details	Frequency	Tracking	Time/wk	Means
Link Facebook and Twitter accounts	3	Link so posts can be pushed through twitter	One-time	% complete	20 mins	Facebook
Create posts	2	Utilize website and other SM content to produce posts	Ongoing	# of posts	30 mins	Facebook
Add 'share this' facebook links to website	3	Ensure that relevant content on website has a share button.	One-time		15 mins	WordPress
Contest creation	3	Create and post contest details. Monitor and respond to contestants	Monthly	# of contest entries	1 hr.	Facebook

PINTEREST:

The main activity with Pinterest will be to provide 'Pin This' links on the ACP website. to promote chicken recipes and point consumers to the health benefits of chicken. This can be done, prior the ACP setting up a Pinterest account and profile.

TACTIC #4 –

Integrate Pinterest into other social media streams so that content is automatically posted to Pinterest.

Action	Priority Level	Details	Frequency	Tracking	Time/wk.	Means
Add 'pin' link to recipes on ACP website	1	Ensure that visitors can pin recipes on the ACP website.	One-time		15 mins	WordPress
Develop boards	4	Create boards that are in line with recipes categories.	Ongoing	# of boards	30 mins	Pinterest
Pin recipes on ACP website	4	Pin recipes to our account.	Ongoing	# of recipes	15 mins	Pinterest

YOUTUBE:

The purpose of this account will be to hold our videos and provide an easy platform to promote links to videos. Little audience engagement will occur directly through YouTube, it will be indirectly through links from the website and other social media platforms. Recent videos produced by ACP will be uploaded when they are ready. The YouTube platform will be explored further in the next review of the social media strategy (See Work-Plan).

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TACTIC # 5 –

Development of more YouTube video content: Create a farmer-focused video with live on-farm footage explaining chicken production.

Action	Priority Level	Details	Frequency	Tracking	Time/wk.	Means
Push videos through other SM tools	3	Schedule videos to be sent through Twitter and Facebook	Ongoing	# of hits	30 mins	Hootsuite

MEASURING SOCIAL MEDIA OUTCOMES:

TACTIC #6 –

More frequent monitoring of social media. Produce reports monthly to gather information and gain insight on trends and future strategies for engaging the audience. Track keywords such as 'poultry' and 'supply management'.

TRACKING TOOLS:

- Google Analytics from ACP Website
- Facebook Insights
- Hootsuite Summaries
- YouTube Analytics

MANAGING SOCIAL MEDIA:

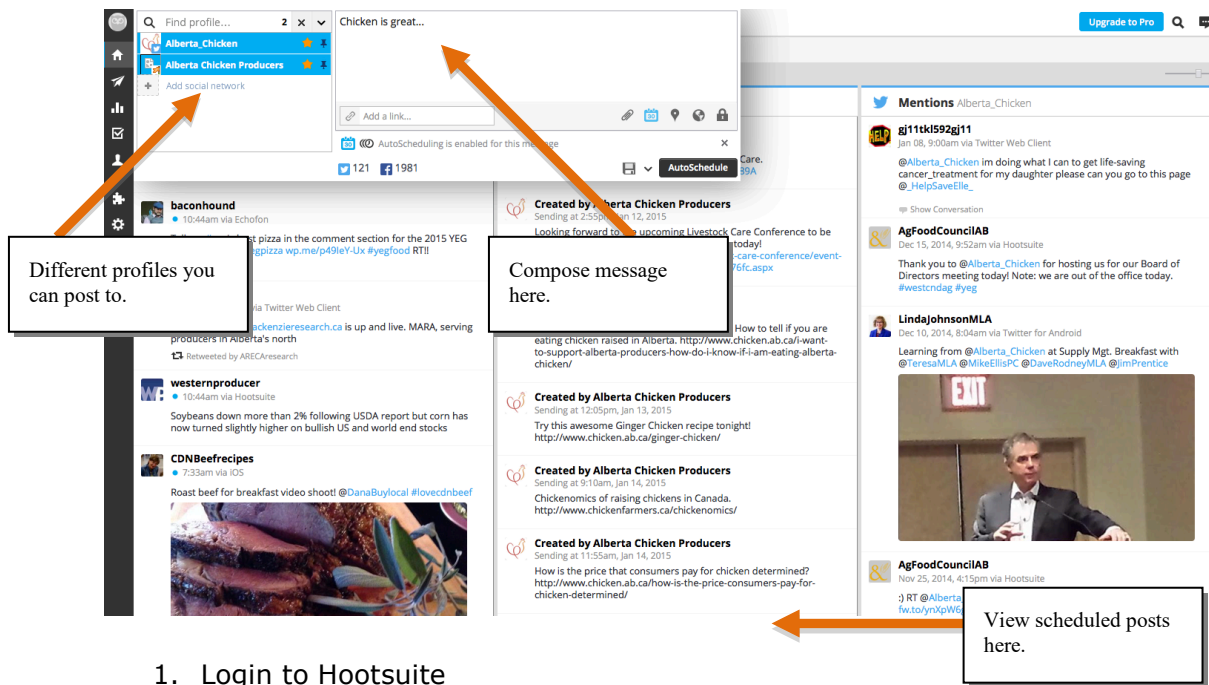
Weekly Post Scheduling Objective: Create a week's worth of posts in an hour or two.

Content focus:

1. Highest Priority: Links to ACP website
 - focus on consumer info & industry info
 - FAQ
 - recipes
 - ACP videos and Info-graphs
2. Mid Priority:
 - Links to CFC website - animal care, food safety, videos, Info-graphs, etc.
 - Relevant industry partner events or announcements
3. Low Priority: Other interesting or fun stuff from the web (typically scheduled on Fridays)

How to Schedule:

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1. Login to Hootsuite

Hootsuite Account Info:

www.hootsuite.com

Username:

Password:

2. Compose Social Media message

Note: Pay attention to the number of characters for twitter. If a negative number showing use the shrink URL feature.

3. Check which profile being posted to

Note: The dACPult is to post to both twitter and facebook. Generally, post to both but there may be times when one is preferred.

4. Click Auto-schedule

Note: DACPult set to schedule two posts per day Monday to Friday. Automatically selects times when posts which have the most impact. Schedules posts in order of how you enter them. System can be over ridden to select a specific date and time by turning the auto-schedule off.

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APPENDIX B: FACEBOOK POLICY & PROCEDURE

POLICY:

Alberta Chicken Producers has established an official account and will maintain an active presence on Facebook, to help enhance the positive image of ACP and the Alberta chicken industry. Posts should be educational, inspirational, and entertaining, with an aim to encourage engagement among followers.

The Administrative Assistant is responsible for ensuring that ACP's official Facebook account remains active and engaging. The Administrative Assistant will support the activities identified on the Social Media Content Calendar.

PROCEDURES:

ACP Facebook Account:

Website: www.facebook.com
Account:
Username:
Password:

The Administrative Assistant, Office Manager and Executive Director each have access to the Alberta Chicken Producers account and may post appropriate/timely information. Other ACP Staff may forward any information, deemed appropriate, to be posted on the ACP Facebook Account to any of these three individuals.

General Usage – Posting:

- Click 'Alberta Chicken Producers' from list on left side of welcome screen.
- Click 'What have you been up to?' box at top of timeline to create a new post (click the camera icon to include a picture with the post).
- Paste a link in the 'What have you been up to?' box at top of timeline to create a "shared a link" type post - the link can then be deleted and replaced with other text (click '+Upload Image' to include a picture to replace one of the dACPult pictures that became available when the initial link was pasted).
- Posts should be of interest to followers (i.e.: talk about the 'why', not simply the 'what', in terms of making a post matter to consumers) and/or should initiate a call to action by followers.
- Posting from industry events and promoting positive 3rd party coverage (i.e.: media stories, blog posts, etc...) make for good additional, complimentary posts.
- ACP staff, Directors and producers are encouraged to recommend content to ACP Administrative Assistant to help monitor Facebook for other related activity.

General Usage – Monitoring & Responding:

- Click 'Alberta chicken Producers from list on left side of welcome screen.

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- Check the 'Posts to Page' section in the bottom left side of the Page screen, to review any posts that are made by other people to the ACP Facebook page.
- Click 'Activity' on the top menu bar ('Page' is dACPult view) to review all activity and engagement on the ACP Facebook page, and click 'Messages' on the menu on the left ('Notifications' is dACPult view) to review private messages received by ACP Facebook account.
- Administrative Assistant will monitor ACP's Facebook account and post messages as follows:
 - ✓ Tier-1: basic FAQ type questions/comments in keeping with ACP's Social Media Strategy (see appendix 1)
 - ✓ Tier-2: questions/comments that require input from topical experts – will be directed by Administrative Assistant accordingly. Note: Topical experts are expected to further engage experts outside ACP, whenever necessary.
 - ✓ Tier-3: more detailed and/or potentially controversial questions/comments – Administrative Assistant will escalate to appropriate Executive Director
- Negative messages should be responded to as they would be if received via email. A response should be posted, ideally with a link to the ACP website for further information. Escalating public back-and-forth exchanges should be avoided; encourage additional private interaction if necessary.
- Followers who are abusive (i.e.: disrespectful, rude, bullying) will be managed in accordance with a '3 strike' rule, with warnings sent via private message to follower:
 - ✓ Strike #1: 1 casual warning – polite reminder
 - ✓ Strike #2: 1 forceful warning – stern reminder and warning of potential banning
 - ✓ Strike #3: banned – removed and blocked
- Spammers (i.e.: posting ads, repetitive posts) will be banned immediately – removed and blocked.

Responding – Topical Experts:

- A list of topics/experts will be maintained, to help respond to Tier-3 messages in a timely manner:
 - ✓ PR (Marketing & Communications) & Government Relations → Geoff Brown
 - ✓ Nutrition & Culinary → Vera Ward
 - ✓ Animal Care → Rob Renema/Geoff Brown
 - ✓ Food Safety → Rob Renema/Geoff Brown
 - ✓ Environment → Rob Renema/Geoff Brown
 - ✓ Research → Rob Renema
 - ✓ Market Info/Stats → Karen Miller
 - ✓ Supply Management → Geoff Brown
 - ✓ ACP Corporate Info → Geoff Brown
- Internal topical experts should create and maintain a list of external topical experts for each category/sub-category of topic(s) they are responsible for.

APPENDIX C: TWITTER POLICY & PROCEDURE

POLICY:

Alberta Chicken Producers has established an official account and will maintain an active presence on Twitter, to help enhance the positive image of ACP and the Alberta chicken industry. Posts should be educational, inspirational, and entertaining, with an aim to encourage engagement and re-Tweets among followers.

The Administrative Assistant is responsible for ensuring that ACP's official Twitter account remains active and engaging. The Administrative Assistant will support the activities identified on the Social Media Content Calendar.

PROCEDURE:

ACP Twitter Account:

Website: www.twitter.com

Account:

Username:

Password:

The Administrative Assistant, a Staff Member and Executive Director each have access to the Alberta Chicken Producers account and may post appropriate/timely information. Other ACP Staff may forward any information, deemed appropriate, to be tweeted ACP Twitter Account.

General Usage – Posting:

- Click 'Compose new Tweet...' box on left side to create a new Tweet – 140 character limit (click the camera icon to include a picture with the Tweet).
- ACP will post according to maintained posting schedule and Social Media Strategy (see appendix 1)
- Posts should be of interest to followers (i.e.: talk about the 'why', not simply the 'what', in terms of making a post matter to consumers) and/or should initiate a call to action by followers.
- When posting, hashtags (#) can be used to increase exposure.
- Posting from industry events and promoting positive 3rd party coverage (i.e.: media stories, blog posts, etc...) make for good additional, complimentary posts.
- ACP staff, Directors and producers are encouraged to recommend content to ACP Administrative Assistant to help monitor Twitter for other related activity.

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Posting – Hashtag Listing:

Hashtags are used to increase visibility of Tweets beyond just your own followers, and are not case sensitive. Common hashtags to use:

- Official hashtag for ACP
 - ✓ #.....
- Official hashtag for agriculture
 - ✓ #AbAg
 - ✓ #CdnAg
- Official hashtag for Taste Alberta
 - ✓ #tasteab
- Chicken
 - ✓ #chicken
 - ✓ #chicken101
 - ✓ #chickenfact
 - ✓ #chickentip
- Recipes
 - ✓ #recipe
 - ✓ #recipeoftheday
 - ✓ #foodie
 - ✓ #foodies
 - ✓ #foodiefriday
 - ✓ #foodporn (desserts)

General Usage – Monitoring & Responding:

- Click 'Notifications' from top menu bar ('Home' is dACPult view) and then click 'Mentions' in the secondary menu list to read Tweets that ACP's Twitter Handle was mentioned in.
- Administrative Assistant will monitor ACP's Twitter account and post messages as follows:
 - ✓ Tier-1: basic FAQ type questions/comments, in keeping with ACP's Social Media Strategy (see appendix 1)
 - ✓ Tier-2: questions/comments that require input from topical experts – will be directed by Administrative Assistant accordingly. Note: Topical experts are expected to further engage experts outside ACP, whenever necessary.
 - ✓ Tier-3: more detailed and/or potentially controversial questions/comments – Administrative Assistant will escalate to appropriate Executive Director
- Negative messages should be responded to as they would be if received via email. A response should be posted, ideally with a link to the ACP website for further information. Escalating public back-and-forth exchanges should be avoided; encourage additional private interaction if necessary.
- Followers who are abusive (i.e.: disrespectful, rude, bullying) will be managed in accordance with a '3 strike' rule, with warnings sent via private message to follower:
 - ✓ Strike #1: 1 casual warning – polite reminder
 - ✓ Strike #2: 1 forceful warning – stern reminder and warning of potential banning
 - ✓ Strike #3: banned – removed and blocked
- Spammers (i.e.: posting ads, repetitive posts) will be banned immediately – removed and blocked.

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Responding – Re-Tweeting:

- When industry partners have posted Tweets that may be of interest to ACP followers, and add to the positive discussion about ACP and the Alberta chicken industry, they should be Re-Tweeted:
 - ✓ Posts from ACP about national campaigns or online contests, etc...
 - ✓ Posts from Alberta chicken farmers, or ACP staff members
 - ✓ Posts from industry groups ACP is partnered with (i.e.: Taste Alberta's weekly Gastropost challenges)
 - ✓ Any 3rd party post that favorably references to ACP's Twitter Handle

Responding – Topical Experts:

- A list of topics/experts will be maintained, to help respond to Tier-3 messages in a timely manner:
 - ✓ PR (marketing & communications) & Government Relations → Karen Kirkwood
 - ✓ Nutrition & Culinary → Vera Ward
 - ✓ Animal Care → Rob Renema/Karen Kirkwood
 - ✓ Food Safety → Rob Renema/Karen Kirkwood
 - ✓ Environment → Rob Renema/Karen Kirkwood
 - ✓ Research → Rob Renema
 - ✓ Market Info/Stats → Karen Miller
 - ✓ Supply Management → Karen Kirkwood
 - ✓ ACP Corporate Info → Karen Kirkwood
- Internal topical experts should create and maintain a list of external topical experts for each category/sub-category of topic(s) they are responsible for.

General Usage – Analytics:

- Click 'Notifications' from top menu bar ('Home' is dACPult view) to see all activity related to ACP's Twitter account (i.e.: new followers, ReTweets, Favourites).
- Click 'Me' from top menu bar ('Home' is dACPult view) to see all of ACP's Tweets and ReTweets.



SPECIALTY CHICKEN LEASE PROGRAM

Administered under Section 41.5 of the Alberta Chicken Producers Marketing Regulation AR 3/2000
Implementation effective Period A-132

► Specialty Chicken Lease Program Regulation attachment

PURPOSE:

As per Section 41.5 (2), the Board may establish and operate a Specialty Chicken Lease Program, under which eligible authorized specialty chicken producers may apply for Leases of *Specialty Production Quota*, at Lease prices determined by the Board.

1. DEFINITIONS:

- a. **"Specialty Chicken"** means chicken belonging to any category listed in Schedule 4 of the Canadian Chicken Licensing Regulations, Registration SOR/2002-22.
- b. **"Specialty Production Quota"** means the live weight kilograms of specialty chicken quota allotted on behalf of Chicken Farmers of Canada to the Alberta Chicken Producers Board to Lease to an authorized specialty chicken producer holding a valid specialty chicken License.
- c. **"Specialty Chicken Commitment Form"** means the form set out in Schedule 5 of the Canadian Chicken Licensing Regulations, Registration SOR/2002-22.
- d. **"Specialty Lease Price"** means the Lease price per kilogram of live-weight chicken that is to be paid to the Board for *Specialty Production Quota* by an authorized specialty chicken producer
- e. **"Specialty Chicken License"** means the License issued by Chicken Farmers of Canada.
- f. **"Specialty Chicken Certificate"** means the Certificate issued by Alberta Chicken Producers to authorized producers certified annually to place and market specialty chicken in Alberta.
- g. **"Authorized Specialty Chicken Producer"** means an authorized producer who holds a valid specialty chicken License and a valid specialty chicken Certificate.
- h. **"A-Period"** means the National Allocation Period as published in the Chicken Farmers of Canada's Allocation Calendar.

2. ELIGIBILITY TO BECOME AN AUTHORIZED SPECIALTY CHICKEN PRODUCER:

- a. Prior to becoming eligible to participate in the *Specialty Chicken Lease Program*, interested applicants must make an application to the Board. Applications must include a Business Plan specifying the following information to be eligible for consideration by the Board:
 - i) The premises and production facilities at which the applicant intends to carry out the specialty chicken production, including clear designation of each facility in which the specialty chicken will be grown;
 - ii) Written confirmation providing proof of the applicant's ownership of the land, premise, and facilities suitable for the production of specialty chicken;
 - iii) The breed(s) which the applicant intends to produce,
 - iv) Written confirmation to the Board that a Licensed Hatchery and/or breeder will supply the chicks;
 - v) Written evidence and confirmation that the specialty chicken will be processed by a Provincially or Federally inspected primary Processor that holds a valid Provincial and/or Federal Processing License, as well as a Processor License issued by the Alberta Chicken Producers Board;

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- vi) A description of the applicant's catching and transportation arrangements;
- vii) Written confirmation, in the form of a Marketing Plan that identifies the applicant's: customer base, channels of distribution, and projected annual production for each breed
- viii) Any additional information requested by the Board.
- b. Applications must be signed by the applicant, dated, and submitted to the Board Office.
- c. The *Specialty Production Committee* will review applications on an ad hoc basis and make a recommendation to the Board at the next scheduled meeting of the Board.
- d. Following the decision of the Board, the Board Office will inform the applicant of the Board's decision in writing within five(5) business days of the decision being rendered.
- e. The applicant is required to apply for a *Specialty Chicken License* through the Chicken Farmers of Canada.
- f. The applicant is required to undertake a *Pre-Placement Audit* under the *On-Farm Food Safety and Animal Care Programs*.
- g. Upon confirmation that the applicant holds a valid *Specialty Chicken License*, the Board Office will issue a *Conditional Producer License* and *Specialty Chicken Certificate* to the applicant for the first production cycle.
- h. Upon successful completion of the *Specialty Bird Audit* and the *On-Farm Food Safety and Animal Care Full Audit*, the producer will be issued a *Full Producer License*.

3. AUDITING:

- a. New authorized specialty chicken producers must have an *On-Farm Food Safety and Animal Care Pre-Placement Visit* conducted prior to receiving *Specialty Production Quota*.
- b. During the first cycle of production, a *Specialty Bird Audit* must be conducted of the premise to demonstrate compliance with all criteria contained in the *Alberta Chicken Producers' Specialty Bird Audit Checklist*.
- c. A Full On-Farm Food Safety and Animal Care Audit will be conducted as per the Alberta Chicken Producers On-Farm Food Safety and Animal Care policies.
- d. With the exception of Section 4b, below, all authorized specialty chicken producers will have at a minimum one(1) *Specialty Bird Audit* conducted each year as a requirement to maintain a Specialty Production Certificate.

4. SEGREGATION OF SPECIALTY CHICKEN:

In situations where a producer is growing both specialty chicken and domestic broiler or roaster chicken,

- a. The specialty chicken must be grown under a separate producer number and in distinctly separate facilities from broiler or roaster chicken:
 - i) The producer must indicate in the application to the Board which facilities on the premise are designated to house the specialty chicken;
 - ii) Should the producer designate new facilities or remove designated facilities, the producer must notify the Board Office; and, an audit of the premise will be required in order for the producer to maintain its *Specialty Chicken Certificate*;
 - iii) The producer may own domestic broiler quota and designate the domestic broiler quota for specialty production purposes to the designated facilities approved by the Board office and maintained under a separate producer number as per 4a. i-ii. above; and,

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- iv) That producer is not permitted to Lease-in domestic broiler quota or market development quota for specialty production purposes under any circumstances;
- b. That producer may be subject to semi-annual *Specialty Bird Audits* and *Triggered Audits*, as required, to verify use of designated facilities.
- c. If that producer is found to be using non-designated facilities for specialty chicken, that producer will have its License suspended by the Board.

5. APPLICATIONS FOR PERIODIC SPECIALTY PRODUCTION QUOTA:

- a. In order to apply for periodic *Specialty Production Quota*, applicants must:
 - i) Maintain *Certification under the On-Farm Food Safety Assurance and Animal Care Programs*.
 - ii) Maintain a valid *Specialty Chicken License*.
 - iii) Maintain a valid *Specialty Chicken Certificate* and *Producer License*, issued by the Alberta Chicken Producers.
- a. The Board may refuse to grant a Lease of *Specialty Production Quota* to an applicant if, in the Board's opinion,
 - i) The applicant lacks the experience, equipment or financial responsibility to properly engage in chicken production, or
 - ii) The applicant fails to comply with any one or more of the technical requirements of the *On-Farm Food Safety Assurance and Animal Care Programs*, or
 - iii) The applicant fails to comply with the *Canadian Chicken Licensing Regulations* or *Alberta Chicken Producers Marketing Regulation AR 3/2000*,
 - iv) The applicant has outstanding Lease payments, service charges or levies payable to the Board.
- c. Periodic Specialty Production Application Process
 - i) Alberta Chicken Producers will advertise the Lease rate to eligible authorized specialty chicken producers on a periodic basis, at the time the *Specialty Chicken Commitment Form* is available for the Allocation A-Period being set.
 - ii) Producers who are interested and eligible to apply will submit the total volume of live weight kilograms for each category of specialty chicken they plan to market for that National A-Period on the Chicken Farmers of Canada *Specialty Chicken Commitment Form*. The completed Form and payment for the specialty chicken Lease must be received by the ACP Board Office by the dates specified in the communication from the ACP Board Office.
 - iii) Eligible producers who own domestic quota and plan to apply the domestic quota to specialty production, and who also request specialty production will submit the additional volume of live weight kilograms for each category of specialty chicken they require, over and above their owned quota used for specialty purposes, they plan to market for that National A-Period on the Chicken Farmers of Canada *Specialty Chicken Commitment Form*. The completed Form and payment for the specialty chicken Lease must be received by the ACP Board Office by the dates specified in the communication from the ACP Board Office.
 - iv) Alberta Chicken Producers will submit the requests made by eligible authorized specialty chicken producers for the A-Period to the Chicken Farmers of Canada.
 - v) Changes to *Specialty Production Quota Allocation* requests made after the submission date deadline will only be accepted for a request to decrease the volume requested and

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must be made a minimum of two(2) weeks prior to placement of chicks for the production cycle to which the request pertains.

- vi) Upon Chicken Farmers of Canada Board approval of the specialty production for the A-Period, the ACP Board Office will Lease each of the authorized specialty chicken producers their respective volumes approved for the Period.
- vii) If amount payable for the specialty quota is not received in the timeframe communicated by the Board Office, the specialty production request will not be approved or Leased by Alberta Chicken Producers.
- viii) Leases of *Specialty Production Quota* expire at the end of the A-Period for which they are granted; therefore, a Lease of *Specialty Production Quota* is not to be construed as a permanent entitlement under any circumstance and is not tradable, assignable, rentable, or otherwise transferrable and may not be pledged as security for indebtedness.
- ix) Marketing must occur in the period covered by the Lease.

6. LEASE PRICE:

As per *Alberta Chicken Producers Marketing Regulation AR 3/2000*, the Board is authorized to establish the Lease price per kilogram of live-weight chicken that is to be paid to the Board for *Specialty Production Quota*.

- a. The Board will set the Lease price no later than 22 weeks prior to the start of the A-Period
- b. The Board set the *Specialty Lease Price* will be equal to:
 - i) The current Lease price per kilogram of live weight for Market Development Quota; or, if the current Lease price per kilogram of live weight for Market Development Quota is not available, the Board will consider the current weighted average price of domestic production Leases;
 - ii) Less a discount of 10 cents/live kilograms.
- c. The Lease price will be effective for the A-Period to which the specialty production is allocated, as advertised by the Board to eligible authorized specialty chicken producers.

7. LIVE PRICE:

- a. The price paid to the producer is the Minimum Live Price established by the Board for each breed of *Specialty Chicken*.
- b. In setting the Minimum Live Price for each breed of *Specialty Chicken*, the Board will use the published Minimum Live Price for similar breed(s) in British Columbia and apply a discount of the % of the Alberta broiler live price, divided by the BC broiler live price for that A-Period to establish the Alberta Minimum Live Price for specialty breeds.

TC's up to 82 days of age	BC Price x (AB Broiler Live Price / BC Broiler Live Price)
TC's up 83 to 110 days of age	BC Price x (AB Broiler Live Price / BC Broiler Live Price)
TC's over 110 days of age	BC Price x (AB Broiler Live Price / BC Broiler Live Price)
Silkie	BC Price x (AB Broiler Live Price / BC Broiler Live Price)

Should the BC Specialty Live Price not fluctuate from one(1) period to the next, no new calculation of the Alberta Live Price will apply.

- c. Catching costs are borne by the producer.
- d. Freight is at the producer's expense.

8. RESPONSIBILITIES OF THE PRODUCER:

Where an authorized producer Leases *Specialty Production Quota*, the following applies:

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- a. That producer must maintain an eight(8)-week production cycle, as established by the Board Office; all of the chicken that is produced, or that is authorized to be produced under the *Specialty Production Quota*, is to be produced and marketed within the production cycles established by the Board;
- b. That producer must remain in compliance with all conditions of the Canadian Chicken Licensing Regulation, including but not limited to:
 - i) The Licensee must submit a *Specialty Chicken Commitment Form* to the Board Office on or before the deadline identified in the communication from the Board Office;
 - ii) The Licensee must report to the Board Office by the Wednesday of the week following the week in which the birds were slaughtered for intra-provincial, inter-provincial and export trade the following information:
 - A. In all cases:
 - (i) The number of head and the aggregate weight of live specialty chicken marketed by the Licensee,
 - (ii) The names and addresses of the persons from whom, and to whom, the live specialty chicken was marketed, and
 - (iii) the product category of specialty chicken that was marketed;
 - B. In the case of interprovincial trade, the province from which, and the province to which, the live specialty chicken was marketed,
 - C. In the case of export trade, the province from which, and the country to which, the live specialty chicken was marketed;
 - iii) The Licensee must comply with all orders, regulations and rules of Chicken Farmers of Canada and the National Farm Products Council and with the provisions of the *Farm Products Agencies Act*;
 - iv) The Licensee may only market chicken of the specialty chicken product category for which they have been Leased a Federal specialty chicken quota;
 - v) The Licensee must not trade, assign, rent, or otherwise transfer, or, give as security for indebtedness, the right to market chicken for which a Federal specialty chicken quota has been Leased to that Licensee;
 - vi) The Licensee must keep complete and accurate books on all matters relevant to the marketing of specialty chicken, live or eviscerated, in intra-provincial, inter-provincial or export trade, and retain them for six(6) years after the date of the last entry in them;
 - vii) The Licensee must not knowingly engage in the marketing of live specialty chicken in intra-provincial, inter-provincial or export trade with persons who do not hold a License issued under these Regulations;
 - viii) The Licensee must not knowingly engage in the marketing, in intra-provincial, inter-provincial or export trade, of live specialty chicken not raised by producers authorized to market live specialty chicken in intra-provincial, inter-provincial or export trade under quotas allotted in accordance with the *Canadian Chicken Marketing Quota Regulations*;
 - ix) The Licensee must not knowingly engage in the marketing of specialty chicken in intra-provincial, inter-provincial or export trade in excess of the specialty chicken quota Leased on behalf of Chicken Farmers of Canada to the Licensee by the Provincial Commodity Board of the province in which the producer's registered production facilities are located;

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- x) The Licensee must not knowingly engage in the marketing of specialty chicken with a producer who is marketing specialty chicken in excess of the specialty chicken quota Leased on behalf of Chicken Farmers of Canada to the producer by the Provincial Commodity Board of the province in which the producer's registered production facilities are located;
- xi) The Licensee must remit any levies imposed on the Licensee under section 5.1 of the *Canadian Chicken Marketing Levies Order*; and
- xii) The Licensee must comply, as determined by the appropriate Board, with the marketing scheme of the Provincial Commodity Board and the orders, Regulations and Rules of the Provincial Commodity Board and the Provincial Supervisory Board.
- c. That person becomes the Lessee of that quota, and is prohibited from being a Lessor of that quota;
- d. The Lease of that quota expires on the last date of the A-Period for which the Lease has been granted;
- e. The production of chicken under that quota must take place in the designated, certified production facilities and premise identified in the application submitted to the Board by that person or otherwise provided to the Board in writing by that person;
- f. If the production facilities and premises at which the production of the chicken under the *Specialty Production Quota* takes place are sold, transferred, assigned, sub-Leased or otherwise divided or disposed of, the Lease of that *Specialty Production Quota* is cancelled unless otherwise directed by the Board;
- g. The producer shall assume all responsibility and liability for costs associated with catching and transportation;
- h. That person must submit the following information to the Board Office as per Sections 8 and 9 of the *Alberta Chicken Producers AR 3/2000 Marketing Regulation*:
 - i) Where chicks are purchased from a source other than a Licensed Alberta Hatchery, weekly records of the placement of chicks for each breed must be submitted to the Board Office by the Wednesday of the week immediately following the week within which chicks were placed;
 - ii) By the Wednesday of the week, immediately following the week within the specialty chicken were slaughtered, Processor(s) receiving records identifying the number of head and the aggregate weight of live specialty chicken marketed for each breed of specialty chicken.
 - iii) By the Wednesday of the week, immediately following the week within the specialty chicken were processed, records showing proof of sale and the amount of chicken sold, including:
 - A. Date of Sale
 - B. Customer Name
 - C. Customer Address
 - D. Weight of chicken sold (kilograms)
 - E. The breed of specialty chicken that was marketed;
- i. Marketing Below Permitted Production: in the case of any underproduction that is existing at the time of the termination of that *Specialty Production Quota*,
 - i) Where that person is not an owner of domestic quota, that underproduction is not eligible to be carried over and produced under any new Lease of *Specialty Production Quota* that is granted to that person; in this instance, the Board office will refund to

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- the producer the cost of the Lease for that A-Period for up to 5% of the producer's Lease of specialty chicken quota in effect at the time of the marketing deficit.
- (ii) Where that person is an owner of domestic quota and that quota is not being used for specialty production, that underproduction is not eligible to be carried over and produced under any new Lease of *Specialty Production Quota* that is granted to that person;
 - (iii) Where that person is an owner of domestic quota and that quota is being used for specialty production, that underproduction is not eligible to be carried over and produced under any new Lease of *Specialty Production Quota* that is granted to that person nor applied to any future marketing cycles; in this instance, the Board office will refund to the producer the cost of the Lease for that A-Period for up to 5% of the producer's Lease of specialty chicken quota in effect at the time of the marketing deficit.
- j. That person is not to produce *Specialty Production Quota* in excess of the amount permitted to be marketed under that Lease of *Specialty Production Quota*;
 - k. Marketing In Excess of Permitted Production: Notwithstanding clause (j), in the case of that person marketing specialty chicken, in excess of that which is permitted, under that Lease of *Specialty Production Quota*;
 - i) Where that person is not an owner of domestic quota, that overproduction is not eligible to be carried over and applied to any new Lease of *Specialty Production Quota* that is granted to that person; and, that person must pay to the Board a levy that is equal to:
 - A. The current specialty Lease price for the period per kilogram for each kilogram of specialty chicken marketed in excess of 100%, but less than the lower range of the over-production sleeve established by the Board through a Board Order, Policy, or Directive, pursuant to Section 23.1.
 - B. \$0.44 a kilogram for each kilogram of specialty chicken marketed in excess of the lower range of the over-production sleeve, but less than the upper range of the over-production sleeve established by the Board through a Board Order, Policy, or Directive, pursuant to Section 23.1; and,
 - C. \$0.88 for each kilogram of specialty chicken marketed in excess of the upper range of the over-production sleeve, established by the Board through a Board Order, Policy, or Directive, pursuant to Section 23.1;
 - ii) Where that person is an owner of domestic quota, and that domestic quota is not being used for specialty production, that person must pay to the Board a levy that is equal to:
 - A. \$0.44 a kilogram for each kilogram of specialty chicken marketed in excess of the lower range of the over-production sleeve, but less than the upper range of the over-production sleeve established by the Board through a Board Order, Policy, or Directive, pursuant to Section 23.01; and,
 - B. \$0.88 for each kilogram of specialty chicken marketed in excess of the upper range of the over-production sleeve established by the Board through a Board Order, Policy, or Directive, pursuant to Section 23.1;
 - iii) Where that person is an owner of domestic quota and that domestic quota is utilized by that person, in whole or in part, for specialty production, that overproduction is not eligible to be carried over and applied to any new Lease of *Specialty Production*

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Quota that is granted to that person; and, that person must pay to the Board a levy that is equal to:

- A. The current specialty Lease price for the period per kilogram for each kilogram of specialty chicken marketed in excess of 100%, but less than the lower range of the over-production sleeve established by the Board through a Board Order, Policy, or Directive, pursuant to Section 23.1
- B. \$0.44 a kilogram for each kilogram of specialty chicken marketed in excess of the lower range of the over-production sleeve, but less than the upper range of the over-production sleeve established by the Board through a Board Order, Policy, or Directive, pursuant to Section 23.1; and,
- C. \$0.88 for each kilogram of specialty chicken marketed in excess of the upper range of the over-production sleeve established by the Board through a Board Order, Policy, or Directive, pursuant to Section 23.1;
- l. Where that person markets specialty chicken to a Provincially-Inspected Processing facility, neither that person nor the Provincially-Inspected Processing facility is permitted to engage in inter-provincial sales or export of that specialty chicken.
- m. That producer solely assumes the risk and expense of marketing and that producer shall at all times retain responsibility for the marketed product, including assuming the risk of non-payment;
- n. That producer is responsible for any claims arising from the marketing of specialty chicken, including, but not limited to, product liability claims;
- o. That producer agrees that the Board, its employees, officers, Directors and agents are not responsible for and accept no liability respecting any claims, charges, damages costs and expenses that may arise out of or in connection with the marketing of specialty chicken by that producer.

9. RESPONSIBILITIES OF THE PRIMARY PROCESSOR:

The Provincially or Federally inspected primary Processor of specialty chicken must meet certain responsibilities including:

- a. Complying with the Provincial Regulations and Policies applicable to the Specialty Chicken Lease Program;
- b. Retaining, and by the Wednesday of the week immediately following the week within the specialty chicken were slaughtered, submit a report for each breed to the Alberta Chicken Producers Board Office containing the following information:
 - i) Description of Product;
 - ii) Date of Marketing;
 - iii) Eviscerated Weight in Kilograms;
 - iv) Live Weight Equivalent;
 - v) The Certificate of Inspection Covering Meat Products or the Official Meat Inspection Certificate for fresh meat, meat by-products, meat food products and poultry products issued by the Canadian Food Inspection Agency in respect of chicken marketed by the Processor; and
 - vi) Any other information relating to the marketing of specialty chicken by the Processor that the Alberta Chicken Producers may direct.

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10. THE SPECIALTY CHICKEN LEASE PROGRAM IS SUBJECT TO THE FOLLOWING CONDITIONS:

- a. After the Program has been in operation for three years, the Board is to present a report to producers for the purposes of reviewing the Program's effectiveness in supplying Alberta's fresh specialty whole bird markets;
- b. An authorized producer may only be granted Leases of *Specialty Production Quota* for a maximum of one A-Period at a time;
- c. If the Program is terminated by the Board, the maximum amount of time for which a person may be granted Leases of *Specialty Production Quota* is restricted to the A-Period in which the Program is deemed to terminate; and
- d. Approval to produce and market specialty chicken and receipt of a Lease of *Specialty Production Quota* is personal to the producer, is not an entitlement; and, it cannot be Leased out, transferred, sold, or otherwise utilized.

Reference Minutes of:

May 21, 2015	August 20, 2015			

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