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Regional Council Operation Policy

Policy Statement

CANASA empowers all of its Regional Councils to administer, within the structures outlined in the National By-law and in this policy, local advocacy and government relations efforts, member events, activities and sponsorships, in accordance with the organization's mission, vision and strategic objectives.

Background Material

CANASA's By-law was revised in October 2013 to adhere to changes mandated by Canada's Not-for-profit Corporations Act. At that time, the majority of the guidelines around Regional Council structure and operations were removed, with the intent to transfer the details to a policy. Each Regional Council was consulted regarding the structure and operation of their region, and the feedback is consolidated in this document. It is understood that the Regional Councils are not bound by Canada's Not-for-profit Corporations Act as they are not legally incorporated entities and are ultimately under the governance of CANASA's National Board.

1. Regional Council Structure and Operation

Regional Councils shall defer to these conditions unless changes are submitted via motion, to the National Board for approval and ratification.

2. Formation

The following Regional Council names and boundaries were established:

Regional Council Name	Geographic Boundaries
British Columbia	British Columbia
Southern Alberta	Southern Alberta to Penhold
Northern Alberta	Northern Alberta to Red Deer
Prairie	Manitoba, Saskatchewan to Thunder Bay, Ontario.
Central Ontario	Toronto east to Peterborough, north to Penetanguishene, west to Orangeville
Golden Horseshoe	Port Dover northwest to Kitchener, east to Oakville and Lake Ontario, south to the US border (includes Guelph, Kitchener, Niagara, St. Catharines and Burlington)
Eastern Ontario	Belleville east to QC border, north to Ottawa & Pembroke
South Western Ontario	South Western Ontario, east including Woodstock, south to Brantford, north to Hanover, west to the Windsor-Detroit border.
Québec	Québec
Atlantic	Nova Scotia, PEI, New Brunswick, Newfoundland and Labrador

3. Accountability

Regional Councils agree to submit all minutes of Regional Council meetings to the National office in order to maintain communication on National matters and to request assistance from staff.

Regional Councils have the authority to create regional committees and to recommend representatives to act as its liaison in other Provincial organizations. Regional Councils must define its committee mandates, terms, transition rules and responsibilities.

Committee Chairs must submit reports at every Regional Council meeting, either in writing, on the phone or in person.

Reimbursement of personal expenses for Regional Council representatives must comply with the National Expense Policy. Regional Councils, at their discretion, may limit the allowable reimbursement for personal expenses (meals, mileage etc.) provided such limitations are approved and documented by the Regional Council and are communicated to all regional Council members prior to their election or appointment to the Regional Council.

4. Regional Council Composition, Eligibility, Elections and Term

Composition: The size of the Regional Councils shall fall within the following ranges:

Regional Council Name	Minimum # of Regional Council Representatives	Maximum # of Regional Council Representatives
British Columbia	5	Maximum of up to 10% of membership at time of election
Southern Alberta	5	8
Northern Alberta	5	9
Prairie	4	10
Central Ontario	9	16
Golden Horseshoe	3	10
Eastern Ontario	3	8
South Western Ontario	5	7
Québec	8	14
Atlantic	4	10

Regional Councils, at their discretion, may allocate member representation based on industry segment and/or by geography (e.g. installers, monitoring stations, associates, based in Province or Regional Council area etc.) Such designations shall be duly approved and documented by the Regional Council and are subject to compliance with CANASA National By-Law and policies.

Eligibility: Regular and Associate Members of the Association are eligible for election to a Regional Council.

Elections: CANASA staff will invite all members to submit Regional Council nominations. If more nominations than Regional Council positions are received, CANASA staff will facilitate an election to be held no later than 120 days prior to the National Annual General Meeting. Members within the relevant region will vote for the maximum # of Regional Council representatives, and those collecting the most votes shall be considered elected. Elections must be completed within 30 days.

Term: Regional Council representatives shall hold office for a period of two years from the date of the Annual General Meeting with no limit to the number of consecutive terms served. Should a vacancy occur mid-term, Regional Council representatives may elect or appoint a replacement. This decision is final and without appeal.

Quorum: During Regional Council meetings, quorum is reached with a simple majority (50 % +1).

5. Regional Council Executive Positions

All Regional Council executive positions are elected by majority vote by all INCOMING Regional Council representatives. The executive positions for each Regional Council are indicated below:

Regional Council Name	Executive Positions
British Columbia, Southern Alberta, Northern Alberta, Prairie, Central Ontario, Golden Horseshoe, Eastern Ontario, SWO, Atlantic	President, Vice President, Past President
Quebec	President, Vice President1, Vice President2, Treasurer, Secretary

The length of the executive position terms for each Regional Council are indicated below:

Regional Council Name	Length of Term of Executive Positions
British Columbia, Southern Alberta, Prairie, Golden Horseshoe, Eastern Ontario, SWO, Quebec, Atlantic	No limit to # of consecutive terms served
Northern Alberta and Central Ontario	2 term cap (4 years) on # of consecutive terms served

6. National Board Representation

Regional Councils differ in their desire for the local Director elected to the National Board to attend Regional Council meetings, as indicated below:

Regional Council Name	Director Attendance Requirement at Regional Council Meetings
Central Ontario Golden Horseshoe Eastern Ontario South Western Ontario	Optional – By invitation of Regional Council.
Prairie	80% of meetings mandatory
Southern Alberta	Invited to all meetings, attendance at 1 meeting per year mandatory.
Northern Alberta Atlantic British Columbia Quebec	Invited to all meetings, attendance required with an allowance for 1 missed meeting per year.

Regional Councils are permitted to make recommendations for the Nominating Committee, in support of a nominee.

7. Funding for Activities

Per section 8.3.3 of CANASA's National By-law, the organization shall allocate 55 per cent of membership dues for the administration and support of regional councils, their programs and activities, on a consolidated basis. Whenever possible, Regional Council events should aim for revenue neutral results, using sponsorship and registration fees to cover expenses. Although a formal budget is not required, Regional Councils must submit an annual business plan outlining the proposed activities and estimated expenses in order to secure funding and staff resources.

8. Rules of Engagement

A Regional Council representative may be removed at the discretion of the majority of the remaining Regional Council representatives before the expiration of his or her term for cause or if he or she has been absent from two consecutive meetings without reason.

9. Policy Review

This policy will be reviewed biennially (every two years), at a minimum, to ensure it remains relevant to the Regional Council structure and reflects both Association expectations and legal requirements. In an effort to improve transparency with regards to changes made to all policies a version code has been implemented as of January 2020.
