



**ENDORSED NOMINATION FORM  
NATIONAL BOARD OF DIRECTOR APPLICATION**

This nomination form is being submitted, subsequent to the presentation of the Proposed Slate of 2023-2025 National Board of Directors, put forward by the Nominating Committee. This nominee will stand for election and will be voted for by members.

**APPLICANT NAME:** \_\_\_\_\_ **EMPLOYER:** \_\_\_\_\_

**JOB TITLE:** \_\_\_\_\_ **YEARS OF EXPERIENCE IN SECTOR:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**CANASA POSITION CURRENTLY APPLYING FOR (Check one box only):**

- BC Representative
- Alberta Representative
- Prairie Representative (MB, SK & Thunder Bay)
- Ontario Representative (excluding Thunder Bay)
- Quebec Representative
- Atlantic Representative (PEI, NS, NL, NB)
- Monitoring Community Representative
- Vendor Community Representative
- Director "At large" (4 positions)

**APPLICANT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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**5 MEMBER ENDORSEMENTS ARE REQUIRED (Primary contact)**

**NAME:** \_\_\_\_\_ **COMPANY:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_ **COMPANY:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_ **COMPANY:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_ **COMPANY:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_ **COMPANY:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

Application must be received by May 1, 2023 at 5:00 p.m., EST Email *Don Budden, Chair of the Nominating Committee* at [nomination@canasa.org](mailto:nomination@canasa.org)



**PROPOSED SLATE OF NATIONAL BOARD OF DIRECTORS  
2023 - 2025 TERM**

<b>Alberta Representative</b>	Scott Young, GardaWorld Security Systems
<b>Atlantic Representative</b>	Roger Miller, Northeastern Protection Service Inc.
<b>British Columbia Representative</b>	Stuart Armour, Affordable Security Systems
<b>Ontario Representative</b>	Anna De Jager, TAG Dispatch Inc.
<b>Prairie Representative</b>	Helen Perry-Raycraft, Brigadier Security Systems
<b>Quebec Representative</b>	Dan Cyr, Sirix
<b>Monitoring Representative</b>	Brahm Ptack, Corporation Centrale de Sécurité B.P.G. Ltée
<b>Vendor Representative</b>	Luke Raymond, Inaxsys Security Systems Inc.

**Directors at Large:**

Tracy Chamzuk, Best Built In

Neil Jones, Johnson Controls

Bob Smith, Alliance Security Team

Shelley McQuigge, Paladin Technologies



## CALL FOR NATIONAL BOARD OF DIRECTOR NOMINATIONS

For more details on the nominating process please consult the by-law section 5 located [here](#):

### **National Board Composition (By-law 4.2)**

The Board of Directors shall be comprised of:

- 4.2.1 Six directors representing the regular members, one from each region. These regional directors shall be elected by all members in the applicable region. If regional director positions cannot be filled by regular members, nominations from the associate member class can be considered. Individuals may only hold one position on the Board of Directors.
  - One director from the British Columbia region
  - One director from the Alberta region
  - One director from the Prairie region (MB, SK & Thunder Bay)
  - One director from the Ontario region (excluding Thunder Bay)
  - One director from the Quebec region
  - One director from the Atlantic region (PEI, NS, NL, NB)
- 4.2.2 Four directors elected “at large” (candidates may be from any class of membership and shall be elected via ballots cast by all members)
- 4.2.3 One director representing the monitoring community (elected by associate members)
- 4.2.4 One director representing the vendor community (elected by associate members)
- 4.2.5 Up to four directors may be appointed at the discretion of the Board of Directors (i.e. Past President)

### **Role of a National Board Director:**

CANASA relies on volunteer leadership to help advance its goal to promote CANASA as the voice of the security industry. Specifically, the role as a National Board Director is to:

- Determine organizational priorities and strategic objectives by constantly monitoring internal and external trends and member needs
- Establish and monitor policies on executive authority and governance processes to ensure accountability
- For additional information consult the by-law located [here](#):

Board members are expected to:

- Participate on other committees or councils
- Give National Board updates to their local Regional Councils
- Be visible at/attend CANASA events
- Attend all meetings. Board members can be removed if they are absent for more than two consecutive meetings

National Directors' time commitments for the two-year term are as follows\*

DATE	FORMAT/LOCATION	FOCUS/SCHEDULE
<b>2023</b>		
June 14, 2023 9am – 5pm PDT	Annual General Meeting, Richmond, BC / Virtual (Security Canada West – June 14)**	<b>AGM</b> <b>5:10 am to 5:45 pm Pacific Time</b> <ul style="list-style-type: none"> <li>• 2023-2025 Election Affirmation</li> <li>• Appointment of Board of Directors</li> <li>• Approval of financial statements &amp; auditors</li> <li>• Award presentations</li> </ul> <b>Joint Transition Past/New Board Meeting</b> <b>5:45 am to 6:30 pm Pacific Time</b> <ul style="list-style-type: none"> <li>• Transition discussion for new board</li> <li>• New Board Training- TBD based on turn over</li> <li>• Election of Executive Committee (new board only)</li> <li>• Appoint Committee Chairs for 2023-2024</li> </ul>
August 24, 2023 11am – 1pm EDT	Videoconference	<ul style="list-style-type: none"> <li>• Update meeting</li> </ul>
October 24, 2023 11am – 1pm EDT	Videoconference	<ul style="list-style-type: none"> <li>• Approve 2024 business plan</li> <li>• Review 2024 draft budget</li> </ul>
December 7, 2023 11am – 1pm EST	Videoconference	<ul style="list-style-type: none"> <li>• Approve 2024 budget</li> </ul>
<b>2024</b>		
February 22, 2024 11am – 1pm EDT	Videoconference	<ul style="list-style-type: none"> <li>• Approval of financial statements – note date for approval of 2024 audited financial statements TBD based on the audit timeline, will be determined by January 2024.</li> </ul>
Audit Financial meeting TBD – will be before the AGM	Annual General Meeting & Security Canada East, Laval, QC** (April, date TBD)	<b>Board Meeting day before Security Canada East</b> <ul style="list-style-type: none"> <li>• Approval of financial statements</li> <li>• Approval of auditors</li> </ul> <b>AGM 9am day of Security Canada East</b> <ul style="list-style-type: none"> <li>• Approval of financial statements</li> <li>• Approval of auditors</li> <li>• Award presentations</li> </ul>
July 24, 2024 11am – 1pm EDT	Videoconference	<ul style="list-style-type: none"> <li>• Update meeting</li> <li>• Review Committee Chairs</li> </ul>
October 2024 2:30 pm – 4:30 pm EDT	Toronto (Security Canada Central – October, date TBD)**	<ul style="list-style-type: none"> <li>• Approve 2025 business plan</li> <li>• Review 2025 draft budget</li> </ul>
December 5, 2024 10am – 2pm EST	Videoconference	<ul style="list-style-type: none"> <li>• Approve 2025 budget</li> </ul>
<b>2025</b>		
February 20, 2025 11am – 1pm EDT	Videoconference	<ul style="list-style-type: none"> <li>• Approval of financial statements</li> </ul>
June 2025 9am – 5pm PDT	Annual General Meeting, Richmond, BC / Virtual (Security Canada West – June, date TBD)**	<b>AGM</b> <b>5:10 am to 5:45 pm Pacific Time</b> <ul style="list-style-type: none"> <li>• 2025-2027 Election Affirmation</li> <li>• Appointment of Board of Directors</li> <li>• Approval of financial statements &amp; auditors</li> <li>• Award presentations</li> </ul> <b>Joint Transition Past/New Board Meeting</b> <b>5:45 am to 6:30 pm Pacific Time</b>

		<ul style="list-style-type: none"><li>• Transition discussion for new board</li><li>• New Board Training - TBD based on turn over</li><li>• Election of Executive Committee (new board only)</li><li>• Appoint Committee Chairs for 2023-2024</li></ul>
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\*Schedule is subject to change based on the demands of the Association.

\*\*The hosting of in-person meetings will be discussed by the Board on an ongoing basis, a virtual option will always be provided. Board travel is not currently included in the Association's budget.

## **Nomination Process:**

The Nominating Committee is responsible for presenting a Board of Directors slate to members to ensure the Canadian Security Association (CANASA) is governed with excellence and vision and has begun the process.

On February January 31, 2023 the National Board appointed the following individuals, all of whom have accepted the mandate, of participating as members of the Nominating Committee (for a one-year term):

- Don Budden (Chair), Atlantic Security Automation Partners Canada, Inc.
- Francis Dugré, Kantech (Johnson Controls)
- Valerie Michetti, HID Global
- Chris Welling, SecurTek Monitoring Solutions.

CANASA's By-law states that these individuals may not stand for election onto the National Board (but they may be appointed).

## **Nominating Procedure:**

- a) No later than *February 15, 2023*, the Nominating Committee shall seek in writing to Members, the names of eligible Members to consider for possible nomination as Directors for the available positions. This notice will include an application for potential Directors.
- b) Applications to the Board of Directors must be signed by the applicant and received before *March 17, 2023* at 5pm ET.
- c) The Nominating Committee shall consider all applications and the proposed slate of Directors will be circulated to all Members, no later than *April 14, 2023*.
- d) After the slate has been circulated, should a Member wish to stand for election for a position, they shall obtain a nomination form from CANASA. The nomination form, signed by at least five voting Members, may be submitted to the Nominating Committee within 15 days of the date of the slate announcement.

## **Questions?**

At any time throughout this process, you can contact Nominating Committee Chair Don Budden by calling +1-902-482-1213 or emailing [nomination@canasa.org](mailto:nomination@canasa.org)