



**CANADIAN COAST
GUARD AUXILIARY**
CENTRAL AND ARCTIC REGION

C/O 1700-2 St. Clair Ave, W, Toronto, ON M4V1L5 T: 416-463-7283|F: 416-463-7285

Notice of Annual General Meeting

Notice is hereby given in accordance with the bylaws of the Canadian Coast Guard Auxiliary (Central & Arctic) Inc. that the 44th Annual General Meeting shall be held on Saturday September 30th, 2023, commencing at 0900, at the Sandman Toronto Airport, 55 Reading Court, Toronto, ON M9W 7K7

At the Annual General Meeting, in addition to any other business that may be transacted, the report of the Directors, the Financial Statements and the report of the Auditors shall be presented; a Board of Directors shall be named; and the Auditors shall be appointed for the ensuing year.

Norm Dashwood, Secretary

The following information is presented to inform members concerning procedures related to;

Voting
Change of Bylaws
Nominations for Election
Elections of Directors
Election of Officers
Election of Managers
Proxies
Payment of eligible expenses to attend the AGM – **23TSK300**

IMPORTANT INFORMATION FOR ALL MEMBERS

ANY MEMBER, UNIT LEADER, DIRECTOR OR EXECUTIVE OFFICER WISHING TO ATTEND THE AGM MUST RSVP TO THE OFFICE NO LATER THAN MONDAY AUGUST 28TH, 2023 VIA EMAIL office@ccga-ca.com.

[Unit Leaders, Members and Invited Guests are responsible for making their own hotel reservations.](#)

Special Rate is offered through online booking link only:

<https://reservations.sandmanhotels.com/113121?groupID=3918717>

Room rate is: \$169/night, single room rate plus \$15/night for overnight parking. Taxes are extra.

Breakfast and Lunch will be served in the meeting room for all members attending and that have RSVP'd to the office by the deadline in this notice.

****Only those eligible for reimbursement will have the single occupancy rate reimbursed. Room upgrades, incidentals and additional occupants will **not** be reimbursed.***

[Reservations must be made by end of business day on Friday August 25th, 2023 to receive these rates.](#)

For more detailed information please consult your Member's Manual or refer to the SMS Library.

Voting:

A unit leader is eligible to vote to elect the slate of Directors and vote on Auxiliary business. A unit leader is entitled to only a single vote regardless of the number of actual vessels or facilities offered to the Auxiliary.

General membership does not entitle an active member to vote on Auxiliary business unless that person is recognized as the unit leader or carrying a proxy on behalf of a unit leader. **Some exceptions do apply and will be noted when applicable.**

Bylaws:

The bylaws may be revised or amended at an Annual General Meeting provided that:

1. The amendment is proposed and seconded by any members in good standing and given in writing to the Secretary within 60 days of the Annual General Meeting.

Amendments must be submitted individually with clear motions to be voted on. Amendments that are not clearly stated will be returned to the proposer.

2. Notice of an amendment to the bylaws to be considered at an Annual General Meeting and the proposed amendment will be made available to the members eligible to vote at least thirty (30) days before the meeting. ([SMS Document Library – 44TH AGM section](#))

*(To facilitate this distribution and provide an opportunity for the Board of Directors to review any proposed changes, proposed amendments should be received by the Secretary at secretary@ccga-ca.com and the Executive Director shannon@ccga-ca.com no later **Monday July 31, 2023**)*

Nominations for District Director

District Directors shall be nominated and elected based on the nine (9) geographic divisions of the Region, known as Districts, as may be determined by the Board and which may be amended from time to time. Districts shall be uniquely identified in accordance with a system approved by the Board, and which may be amended from time to time.

Each District may nominate one (1) candidate for District Director in the year specified in section 4.05. The Nominating Committee will present a slate of all such candidates at each Annual General Meeting for approval. Only voting Members in good standing may vote.

The following Directors positions are up for Election this year;

District 1 Director (current Director is at maxed term.)

District 3 Director

District 5 Director (current Director is at maxed term.)

District 7 Director

Arctic Director

The name of any member wishing to be considered together with the qualifications of that member in less than 200 words, **must** be sent to the Head Office of the CCGA (C&A) not later than **August 30th, 2023, four (4) weeks**, before the scheduled date for

the General Meeting of the Association.

No later than, **September 15th, 2023, two (2) weeks** before the scheduled date for the General Meeting of the Association, the Head Office of the CCGA (C&A), shall send to each member electronically the slate of candidates up for election.

Nominations of Executive Officers:

Executive Officers, other than the President and the Past President, shall be elected by the Board at a meeting held by the Board immediately after the Annual General Meeting as per the order prescribed for the respective positions.

The following Executive Officers are up for Election this year:

Vice President

Treasurer - 2-year term

Nominations of Managers:

Manager positions shall be elected by the Directors at a meeting held by the Board immediately after the Annual General Meeting as per the order prescribed for the respective positions.

The Manager positions are 2-year terms. The following Manager positions are up for Election this year:

Manager of Operations – Central

Manager of Training - Arctic

Proxy:

Members entitled to vote on the election of a director or on amendments to bylaws may do so by Proxy. A proxy will be available two weeks prior to the AGM.

AGM Package:

A complete package will be available on the SMS in the Document library for members **September 15th, 2023, two (2) weeks** prior to the AGM. It will include the agenda, minutes from last year, Audit report and any bylaw changes received.

If you have questions, please contact the office at shannon@ccga-ca.com.