



Society of Fire Protection Engineers  
Canada/ Association des ingenieurs en  
protection incendie Canada

(SFPE CANADA)

Governance & Policies Manual  
**Revision 1 - ADOPTED 8th April 2025**

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1	April 8, 2025	Initial document

## **A. ORGANISATION NAME**

The name of the organisation is the Society of Fire Protection Engineers Canada or Association des ingénieurs en protection incendie Canada, in abbreviation 'SFPE Canada'.

Where the term 'SFPE' rather than SFPE Canada is used, it refers to the Society of Fire Protection Engineers (international organisation).

## **B. ROLE**

The role of SFPE Canada is to advocate for the interests of fire protection engineers and a fire safe Canada through the promotion of principles and practice of fire protection engineering (FPE) across Canada at various levels of the industry.

The Role of SFPE Canada and its activities shall not infringe on the provincially incorporated SFPE Canadian Chapters association mission, roles and activities.

## **C. MISSION**

To define, develop, and advance the use of fire protection engineering best practices; educate the fire safety community to reduce fire risk, and be the leaders in the fire protection engineering profession across Canada.

## **D. GOALS**

- To advance the science and practice of fire protection engineering in Canada.
- To promote and enable relations and collaboration between SFPE Chapters within Canada.
- To support SFPE Canada Chapters in their engagement with regional bodies, authorities, and other stakeholders, and work in close collaboration with the regional SFPE Chapter member and leadership.
- To engage with Canadian institutions and universities on FPE educational programs and support SFPE Canada Chapter members in engaging with their local educational institutions in collaboration with the regional Chapter leadership.
- To engage with national authorities, codes and standards development bodies, and other stakeholders, and provide input on national issues relating to FPE in Canada.
- To advocate for high ethical standards, professionalism, and competency in the practice of FPE in Canada.
- To foster and promote FPE education in Canada.
- To leverage SFPE educational content and adapt to the needs of the Canadian FPE community.
- To support and collaborate with SFPE Canadian chapters and SFPE to develop bilingual symposia, conferences, webinars, and educational events.
- To provide input into the development and adaptation of SFPE standards and guides for use in national Canadian regulatory frameworks.
- To promote bilingual SFPE technical information to the FPE community in Canada.

- To encourage development of new & existing SFPE Canadian Chapters and SFPE members by promoting SFPE across Canada.
- To provide a national online bilingual networking platform, leveraging the existing SFPE online platform, for SFPE Canadian Chapters, fire protection engineers, and other interested parties to share expertise and experience related to the above.
- To lead and / or support SFPE Canada member chapters in promoting recognition of FPE as a category of practice within all their respective provincial associations and within national and territorial engineering and related associations.

## E. TERMS

Protected terms such as ‘Engineer’ or ‘Ingénieur’ shall only be used as permitted by the appropriate legislation and in accordance with the provincial or territorial governing body. SFPE Canada will not ‘practice’ engineering that would warrant registration with one or more of the aforementioned governing bodies.

## F. MEMBERSHIP

### 1. SFPE Canada Membership Categories

SFPE Canada has two categories of members:

#### **Voting members**

- (a) Organisational Member: SFPE is the founding organisation member and is a 501 c6 international organisation with a similar purpose to that of SFPE Canada. SFPE is incorporated in the State of Massachusetts in the United States of America. SFPE’s membership shall be presented by either the Chief Executive Officer of SFPE or a representative designated by the SFPE Board of Directors.
- (b) Member Chapters: Chapters which are Chapters of SFPE in Canada. These Chapters must fulfil and have met the conditions of the SFPE for either a Networking Chapter, an Incorporated Chapter, or an Affiliate Chapter.

#### **Non-Voting Members**

- (a) SFPE Student Chapters in Canada and external parties/organisations that support the SFPE Canada Mission and Goals.

### 2. Membership Admission & Membership Requirements

The admission of new SFPE Canada Member Chapters and Non-Voting Members is subject to review and approval by the SFPE Canada Board of Directors and is subject to the terms in the categories of members described above.

The following provides the requirements for Member Chapters of SFPE Canada:

- Designate one person and an alternate to represent the Chapter as necessary in correspondence with SFPE Canada and attendance at meetings where required. This shall be updated as necessary following elections or changes in Chapter leadership. The designated person and alternate shall also be members of SFPE.
- Actively engage with, support, and promote the Mission and Goals of SFPE Canada.

- Participate in the Annual General Meeting (AGM) of SFPE Canada
- Participate in, and support SFPE Canada events, and initiatives as required.

Members of SFPE Canada shall have their membership in SFPE Canada terminated immediately upon formal dissolution of the Chapter through SFPE. Chapters in SFPE Canada may also be terminated by the SFPE Canada Board of Directors where the Chapter is deemed no longer active by the SFPE Canada Board of Directors.

### 3. Membership Fees

The SFPE Canada Board reserves the right to implement membership fees in SFPE Canada at its discretion. Membership fees will be subject to review and approval by the SFPE Canada Members.

## **G. SFPE CANADA MEETINGS / ANNUAL GENERAL MEETING**

There shall be an Annual General Meeting (AGM) of SFPE Canada, held at a time and location/format to be determined by the SFPE Canada Board of Directors.

The location, date and time of the meetings shall be announced at least 3 months before the meeting.

In order to transact business at any meeting of the SFPE Canada voting members, a quorum shall be 80% SFPE Canada voting members.

The following matters are reserved for the competence of the Annual General Meeting:

- Election and dismissal of SFPE Board Members
- Approval of the budget, annual accounts, determination of membership fees, their adjustment and other sources of revenue.
- Discharge of board members as the end of the fiscal year or when their term is ended if earlier than the closing of the fiscal year.
- Admission of SFPE Canada new members.
- Adoption of internal regulations and policies.
- Such other matters as the general assembly may decide.

Special meetings of SFPE Canada may be called by the Board of Directors or by written application of at least fifteen percent (15%) of the SFPE Canada voting members or at the discretion of the SFPE Canada Board. Notice of such meetings shall be sent to members at least thirty (30) days in advance, stating the business to be transacted. Only the business on the agenda shall be considered.

The following matters are reserved to the competency of a special meeting:

- Exclusion of a member chapter
- Reinstatement of a member chapter
- Amendments to Governance document and policies
- Adoption and amendments to articles of association or incorporation
- Dissolution of SFPE Canada

The SFPE Canada Board shall report on its activities.

Motions from the floor may be made to add new items to the AGM agenda which may be put through by vote by the Voting Members or at the discretion of the Chair.

The AGM agenda and meeting minutes recorded by the Secretary, and other relevant documents shared or presented during the AGM shall be shared for access by SFPE Canada members.

## **H. BOARD OF DIRECTORS**

SFPE Canada will be governed by the SFPE Canada Board of Directors which will consist of officer positions and at least three (3) directors-at-large. The officer positions shall consist of the Chair, Chair-Elect, Immediate Past Chair, and Secretary.

### **1. Standing Rules**

It is the responsibility of the SFPE Canada Board to establish and implement Standing Rules to implement SFPE Canada Board approved policies.

### **2. SFPE Canada Board Meetings**

The SFPE Canada Board of Directors shall meet as often as may be necessary and at least twice each year, at such location/platform as the Chair shall designate with concurrence from the SFPE Canada Board. Notices of all meetings shall be sent to the SFPE Canada Board of Directors at least fourteen (14) days before the date of the meeting unless a shorter notice period is unanimously agreed by all members of the SFPE Canada Board. A quorum shall be a majority of the elected members of the SFPE Canada Board at the time of the meeting. Except as otherwise provided, the vote of a majority of the Directors present and voting, shall be considered a directive of the Board of Directors.

### **3. Qualifications for Board Members**

Individuals serving on the SFPE Canada Board of Directors, and candidates for the SFPE Canada Board, will meet the following general qualifications.

- a. A current and active membership to of SFPE and in good standing is mandatory.

- b. A current and active Professional Member of SFPE (PMSFPE) in good standing is preferable.
- c. Demonstrated leadership in the fire safety industry. This should be demonstrated clearly through professional experience, and involvement with the fire protection industry through SFPE and/or related organisations.
- d. Demonstrate contributions and involvement in SFPE and/or SFPE Canada beyond their local Chapter.
- e. Knowledge of the fire protection engineering profession at a national and/or international level.
- f. Commitment to participate in SFPE Canada meetings both in-person and online as necessary.
- g. Commitment to actively engage in SFPE Canada Board initiatives, and tasks as required by the SFPE Canada Board.
- h. Commitment to a term of service of two years.
- i. Positive leadership attributes, and ability to work collaboratively and engage in appropriate debate and discussion.
- j. A visionary and strategic thinker with a demonstrated ability in developing and implementing new and innovative programs within their sphere of influence.

The SFPE Canada Board may also specify additional qualifications desired for nominees in any given election cycle to acquire special expertise on the Board, or to provide additional diversity on the Board in relation to experience, expertise in particular areas (e.g., SFPE Chapter leadership, finance, law, fundraising, exterior relationships), geographically, and demographically.

#### **4. Nominations and Elections**

SFPE Canada shall hold elections every two years to elect a Chair-Elect, Director-at large positions, and elect members of the Nominating Committee.

The Immediate Past-Chair shall serve as the Chair of the Nominating Committee. If they are not in a position to serve, the Board will appoint a Chair of the Nominating Committee

#### **5. Call for Nominations**

The Secretary shall issue a call to SFPE Canada voting members for nominations of Chair-Elect, and Directors-at-large.

SFPE Canadian Chapters are to, where desired, nominate one (1) candidate for an elected position.

The Call for Nominations shall set forth the information and documentation required to be submitted by the public and chapter nominated applicants to document their qualifications and suitability for the position sought.

An applicant may seek nomination and run for only one office in an election cycle.

The nominations period shall close 30 days after the Call for Nominations is issued, though this period may be extended by the Nominating Committee if necessary.

The appointed SFPE Canada representative from either SFPE Canada or SFPE staff shall submit all applications and supporting documentation to the Nominating Committee.

The Nominating Committee shall conduct interviews of all persons that have submitted valid applications. The interview process should be transparent and consistent.

The Nominating Committee shall propose at least one (1) candidate for each position to be filled.

Upon finalization of the Nominating Committee's nominations, the Chair of the Nominating Committee shall advise the Secretary of the Nominating Committees' candidate list.

## **6. Balloting Process**

These ballot procedures shall be used for election of Chair-Elect, Secretary, Directors, and Nominating Committee members:

- a. The Secretary shall be responsible for preparation and distribution of ballots to the SFPE Canada voting membership.
- b. Ballots shall be sent out to the SFPE Canada voting members. Balloting shall open immediately upon distribution of the ballots and shall close 30 days after the balloting opens.
- c. The use of electronic ballots is permitted.
- d. In order to provide continuity of operations, the Board at its discretion may instruct the Nominating Committee to stagger the balloting process for the appointment of Directors.

## **7. Certification of Election and Publication of SFPE Canada Board Listing**

The Chair of the Nominating Committee shall certify the results and announce the results to the SFPE Canada membership in not more than ten days following the closure of voting. The current listing of the SFPE Canada Board of Directors will always be published on the SFPE Canada communications platform.

## **8. Filling Vacancies for Unexpired Terms**

In the case of an unexpired term on the SFPE Canada Board of Directors being vacated, the vacancy can be filled by a vote of the Board of Directors. The process for filling a mid-term Board vacancy shall be as follows:

- a. When a vacancy occurs in a term that has less than one year remaining, the Board shall have the choice of filling the remaining term of that vacancy or leaving the position open till the next regularly scheduled election.
- b. When a vacancy occurs in a term that has more than one year left, the Board shall fill the open position, and that individual shall fill that position until the regular expiration of that term.
- c. The Board shall vote on individuals to fill vacant Board terms at a duly constituted meeting of the Board. The individual who receives the most votes shall be appointed to the open Board seat. The ballot may be an open ballot, or a secret ballot, as decided by the Chair at the meeting.
- d. The SFPE Canada membership shall be notified of the Board actions to fill the vacant

position within 10 days of such action being taken.

## **9. Position Descriptions**

### **a. Chair**

The Chair of the SFPE Canada Board of Directors is the Chief Elected Officer and agrees to:

- Assume responsibility for SFPE Canada consistent with achievement of its mission, role, and financial objectives.
- Give direction to the formulation and leadership for the achievement of SFPE Canada's Mission and Goals.
- Assure that the Board of Directors fulfills its responsibilities for the governance of SFPE Canada.
- Optimise as a partner with the members of the SFPE Canada Board of Directors, the relationship between the SFPE Canada Board and the SFPE Board.
- As an officer, serve in the official capacity to represent and speak on behalf of SFPE Canada as authorized by the SFPE Canada Board of Directors.
- Preside over meetings of the members and the SFPE Canada Board of Directors.
- Subject to confirmation by the Board, the Chair shall be empowered to appoint from the Board or the membership at-large, all standing and special committees as the need arises.
- The Chair shall be an ex-officio member of all Board committees, except for the Nominating Committee.
- As the Chair of the Board of Directors and the Chief Elected Officer, serve for a term of two years or until a successor is elected.
- As an officer, may serve for a renewable term of two years (for a total of six years) or until a successor is elected.
- Ensure that the SFPE Canada Board functions effectively, interacts with SFPE optimally, and fulfills all its duties.
- Focus the attention of the Board of Directors on matters of organisational governance which relate to its own structure, role, and relationship to the management of SFPE Canada.
- Visit and speak at chapter and other events to promote SFPE Canada's mission, when possible.
- Fulfill such other assignments as the Board of Directors agree are appropriate and desirable for the Chair to perform.

### **b. Chair-Elect**

The Chair-Elect is the second-ranking elected officer in SFPE Canada and shall automatically succeed to the office of Chair at the conclusion of their term. The Chair-Elect supports the Chair in fulfilling the goals and objectives of the Board of Directors by providing continuity to established programs and formulating future programs. Specific duties of the Chair-Elect include:

- As an officer, the Chair-Elect is in the official capacity to represent and speak on behalf of SFPE Canada as authorized by the Board of Directors.

- The Chair-Elect shall assist the Chair in fulfilling the duties of their office.
- As the Chair-Elect, shall serve for a term of two years. As an officer, shall serve for a renewable term of two years or until a successor is elected.
- In case of a vacancy in the office of Chair, the Chair-Elect shall assume the office of Chair for the unexpired term plus the next two-year Chair's term.
- Maintain knowledge of SFPE Canada and a personal commitment to its goals and objectives.
- Accepts responsibilities delegated by the Chair, such as representing the Chair at allied organisation meetings, and other duties as appropriate.
- Visits and speaks at chapter events to promote SFPE Canada's mission, when possible.

c. **Secretary**

The SFPE Canada Secretary is an elected officer in SFPE Canada. Duties of the Secretary, include:

- As an officer, the Secretary is in the official capacity to represent and speak on behalf of SFPE Canada as authorized by the SFPE Canada Board of Directors.
- The Secretary shall cause to be recorded all official actions of SFPE Canada and perform the duties usual to the office. The Secretary shall cause to be issued all notices of meetings, assure that a register is kept of the members of SFPE Canada, and be responsible for causing the preparation of regular financial statements as requested by the SFPE Canada Board and an annual report at the Annual General Meeting (AGM).
- When a proposed amendment to the SFPE governance rules or any articles of SFPE Canada is submitted to ballot, the Secretary shall call an Extraordinary General Assembly Meeting of the voting members at which the proposal will be discussed and voted on within sixty days of authorization for the ballot by the SFPE Canada Board of Directors. The Secretary will send to each SFPE Canada voting member, the convocation and the agenda for the Extraordinary General Assembly Meeting as well as the proposal of amendment including a motivation at least four weeks in advance on the day on which the meeting shall take place. The Secretary shall notify all members as soon as possible of the results.
- Prepares and amends as required SFPE Canada Board meeting minutes.
- Maintains records of SFPE Canada Board business for access on a shared online site by the SFPE Canada Board.
- Maintains records of SFPE Canada for access on a shared online site by the SFPE Canada Voting Members.
- Ensures the safety and accuracy of all SFPE Canada Board records.
- Attends the Annual General Meeting and presents a financial report where applicable
- Understands financial accounting for non-profit organizations.
- Manages the SFPE Canada Board's review of and action related to the Board's financial responsibilities.
- Ensures that the annual financial report is made available to all SFPE Canada members.
- Presents the annual budget to the Board for approval.

d. **Members of the SFPE Canada Board of Directors**

The Board of Directors has overall responsibility for the activities of SFPE Canada. Board members may be elected for renewable two-year terms. Specific duties of the Members of

the Board of Directors include:

- Attend all Board meetings.
- Attend the Annual and other General Assembly Meeting(s).
- Maintains knowledge of SFPE Canada and has a personal commitment to its Mission and Goals.
- Annually assesses the ever-changing environment in which SFPE Canada functions and approves its strategy, plans, and programs in relation to it.
  
- Annually reviews and approves SFPE Canada's plans for funding its strategy, including an annual budget.
- Reviews SFPE Canada Board meeting minutes and provides feedback as required.
- Assures that the organization has adequate resources to meet the requirements of SFPE Canada's programs and plans.
- Annually reviews the performance of the Board of Directors and takes steps (including recommendations for its composition, organization, and responsibilities) to improve its performance.
- Selects the award and honour recipients, where applicable.
- Establishes and updates SFPE Canada's policies as needed.
- Assures that the SFPE Canada Board of Directors and SFPE Canada membership are adequately and currently informed about SFPE Canada activities through reports and other methods.
- Assures that published reports properly reflect operating results and the financial condition of the association.
- Reviews compliance with relevant laws affecting the association.

## **I. PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern SFPE Canada in all cases to which they are applicable and in which they are not inconsistent with this document and any special rules of SFPE Canada may adopt.

## **J. SFPE CANADA BOARD MEETING QUORUM AND VOTING**

SFPE Board meetings quorum shall be achieved with a majority of the SFPE Canada Board members (in-person or virtually).

Motions may be raised by any member of the SFPE Canada Board of Directors.

Approval of motions raised during the SFPE Canada Board of Directors meetings shall be via vote.

Motions shall be carried by majority voting in favor of the motion.

In the event of a tie vote of those SFPE Canada Board members in attendance, the Chair shall have the deciding vote.

## **K. COMMITTEES**

The SFPE Canada Board of Directors may establish committees and appoint participants to those committees to assist in the delivery of SFPE Canada programs and events, and the furtherance of the SFPE Canada mission.

### **1. Nomination, Appointment, and Reappointment**

SFPE Canada shall periodically make a call for nominations for members for SFPE Canada Committees.

All other Committee member's nominations and committee appointments shall be approved by the SFPE Canada Board.

Committees shall include at least one member of the SFPE Canada Board. Criteria considered for initial committee appointment include but are not limited to competency and experience in the area of committee responsibility and demonstrable commitment and ability to actively participate in the activities of the committee. Diversity is desired and will also be considered in appointment decisions.

All committee appointments, including the Chair(s) and committee members, shall be based on two-year terms and each member shall be eligible to apply for reappointment. Appointment to more terms will be based on prior active participation and individual contributions towards achieving the aims and deliverables of the committee. Considerations for reappointment to a committee include but are not limited to an established record of productive and consistent contribution and service to the work and activities of the Committee during the member's immediate prior term.

### **2. Chair(s)**

The committee chair guides the committee in its work as outlined by the scope of work and from the SFPE Canada Board of Directors. Specifically:

- Develop a work plan that will allow the committee to discharge its responsibilities effectively and efficiently for the year.
- Develop agendas and conduct committee meetings.
- Approve minutes/reports of committee meetings before their distribution.
- Work with the committee members to ensure that the work of the committee is conducted between meetings.
- Approve reports on SFPE Canada committee activities, including requests to the Board of Directors for action.
- Report to the committee on decisions of the Board of Directors that affect the committee's work or activities.
- Make policy recommendations related to the scope of the committee to the Board of Directors.

### **3. Committee Member Responsibilities**

Committee members shall actively take part in the work of the committee; provide thoughtful input to the deliberations of the committee; focus on the best interests of SFPE Canada and the committee rather than on personal or constituent interests; and work toward fulfilling the committee's goals. Specific responsibilities:

- Review all relevant material before committee meetings. Make contributions and voice objective opinions on issues.
- Participate in committee meetings.
- Fulfill established objectives of the committee, such as review, product development, etc.
- Carry out individual assignments made by the committee Chair.
- Provide feedback on minutes of meetings.
- Work as part of the committee to ensure that the committee proposes policies and/or develops products and services that help association members who are responsible for programs within the scope of interest of the committee.
- Represent the committee in meetings of other association groups, as requested.
- Disclose real or perceived conflicts of interest, and refrain from voting in those instances.
- Refrain from discussion or activities that may violate antitrust laws.

#### **4. Committee Charge**

At the conclusion of each year, the chair will make recommendations to the SFPE Canada Board of Directors about the future work of the committee.

#### **5. Committee Accountability**

The committee shall not commit to expenditures of funds unless expressly authorized by the SFPE Canada Board. If proposing a program or activity that may involve an expenditure of funds, committees must give a program description and budget to the SFPE Canada Board of Directors (via the Secretary) for inclusion in SFPE Canada's budget. The committee shall not express opinions or represent positions in the name of the SFPE Canada unless specifically authorized by the Board.

#### **6. Committee Reports**

The committee chair is responsible for ensuring the Board is fully informed of committee activities. A written report of goals, adherence to budget objectives and achievements shall be provided to the Board of Directors at least once per year.

#### **7. Committee Meetings**

The committees shall meet as needed. Meetings may be face-to-face or virtual.

Committees are encouraged to schedule face-to-face meetings in conjunction with the SFPE and SFPE Canada's conferences and other industry events where committee members are gathered.

### **L. NOMINATING COMMITTEE**

The Nominating Committee is charged with facilitating the annual nominations process for the SFPE Canada Board of Directors. Participants serving on the Nominating Committee, and candidates for

the Nominating Committee, will meet the following general qualifications.

- Demonstrated commitment to and involvement with SFPE Canada.
- Sufficient experience and skill to competently evaluate new Board candidates consistent with the qualifications established by the Board.
- A keen understanding of SFPE Canada's Mission, Role, Goals, and strategic initiatives.
- General awareness of leading Canadian fire protection industry and other industry professionals that could be recruited as nominees for the Board.
- Commitment to participate in committee meetings including up to one face-to-face meeting and several virtual meetings per year. Terms of service are for one year and begin on January 1.
- Ability to work collaboratively and engage in proper debate and discussion as needed.
- The Board may also specify additional qualifications for nominees of the Nominating Committee in any given election cycle.

#### **M. SFPE CANADA EVENTS COMMITTEE**

The SFPE Canada Board shall establish an SFPE Canada Events Committee. The SFPE Canada Events Committee is charged with developing the educational content for the SFPE Canada events including identifying speakers, topics, panels, and experiential learning opportunities. The committee members issue and review presentation proposals.

#### **N. CODE OF ETHICS**

SFPE Canada participants are expected to act in accordance with the [SFPE Code of Ethics](#), including all applicable laws, and actively encourage others to do so.

#### **O. BANKING**

##### **1. Signature Authority**

The SFPE Canada Chair and the SFPE Canada Secretary have signature authority and online access to SFPE Canada's bank account. The secretary shall arrange following an election that impacts on signatories to change the signing authorities with the bank.

#### **P. AWARDS**

SFPE Canada Board may establish awards including, if necessary, an awards committee to recognize SFPE Canada members and/ or individuals that have made significant contributions to the fire protection industry in Canada or to SFPE Canada. If award recognition is separate from Board service, an SFPE Canada Board member can be considered for an award.

#### **Q. PARTICIPATION IN PUBLIC AFFAIRS**

SFPE Canada participants are urged to actively participate in and lend their talents to public issues while adhering to [SFPE's policy on Participation in Public Affairs](#).

## **R. REPRESENTATION WITH CANADIAN BODIES**

From time to time, the SFPE Canada Board of Directors may appoint individuals to represent SFPE Canada to other Canadian national organizations.

SFPE Canada Board shall collaborate with SFPE Canada Chapter leadership on representation on regional or provincial organizations.

Individuals representing SFPE Canada must follow the guidelines and expectations outlined in the [SFPE policy on Representation Outside the Society](#).

## **S. POSITION STATEMENTS AND ENDORSEMENTS**

Purpose: Position statements and endorsements of positions by other organizations by SFPE Canada shall be related to matters of significant importance and that have broad Canadian concerns. Topics should be of relevance and significance to the profession. There shall be no positions taken on partisan political matters.

Origin: Position Statements or Endorsements of positions by other organizations shall be developed and approved by the SFPE Canada Board of Directors. All proposed SFPE Canada position statements and endorsements shall be submitted for review and comments by SFPE Canada members for consideration by the SFPE Canada Board of Directors.

Review: In addition to creating new statements, the SFPE Canada Board of Directors shall biannually review all existing resolutions for relevance and new information. The Board of Directors shall reaffirm, amend or rescind such statements in consultation with SFPE Canada Members.

Availability: Statements shall continue to be on record and available on the SFPE Canada website until rescinded by the Board of Directors.

## **T. BILIGUALISM POLICY**

Accommodations shall be provided to ensure SFPE Canada activities are conducted in English & French to the greatest extent feasible.

SFPE Canada documents that are made available to the membership or issued to the public, shall be made available in both languages.

## **U. ANTI-HARASSMENT POLICY**

It is the policy of SFPE Canada that all participants who are involved with SFPE Canada activities will

enjoy an environment free from all forms of harassment and adhere and follow the [SFPE Anti-Harassment Policy](#).

## **V. ANTITRUST POLICY**

SFPE Canada is committed to promoting free and open competition and requires all participants adhere to the [SFPE Antitrust Policy](#).

## **W. NON-DISCRIMINATION POLICY**

It is the policy of SFPE Canada that it does not and shall not discriminate in any of its activities or operations and all participants shall adhere to the [SFPE Non-Discrimination Policy](#).

## **X. DIVERSITY POLICY**

SFPE Canada recognizes our talented and diverse workforce as a key competitive advantage and requires all participants to adhere to the [SFPE Diversity Policy](#).

## **Y. WHISTLEBLOWER POLICY**

SFPE Canada encourages the reporting of suspected illegal practices or serious violations of adopted policies and follows the [SFPE Whistleblower Policy](#).

## **Z. EVENT CONDUCT POLICY**

SFPE Canada is committed to providing harassment-free events and participants agree to adhere to the [SFPE Event Conduct Policy](#).

## **AA. [PRIVACY POLICY](#)**

## **BB. IDENTITY AND USE OF INSIGNIA POLICY**

### **1. Official Logo**

The logo pictured below is the official logo of SFPE Canada.



### **2. Use of Logo and Name of SFPE CANADA**

Use of the SFPE Canada letterhead or official logo is expressly prohibited for any purpose other than official business or events of SFPE Canada or its member chapters. SFPE Canada committees shall use the SFPE Canada logo as authorized by SFPE.

Use of the SFPE Canada logo and/or name by any other company, organization, or entity, without the prior written permission of the SFPE Canada Board is expressly prohibited except as indicated below.

Colour, or black and white reproductions of the logo or official letterhead, should be high-resolution replications of the primary artwork authorized by the organization. Use of the logo should be in good taste and limited to documents, literature, publications, merchandise, advertising, and ceremonial applications connected with sanctioned SFPE Canada activities.

Use of the logo shall not imply endorsement of any product, service, or opinion of SFPE Canada. Use of the logo shall not be included in any promotional materials outside of SFPE Canada activities.

## **CC. POLICY AMENDMENTS**

SFPE Canada policies may be amended by the SFPE Canada Board of Directors by a two-thirds vote of the Board Members present and voting provided advance written electronic notice of the proposed amendment has been given to the Board of Directors at least 14 days prior. Any change in policies that affect members, chapters, or operations shall specifically set forth the effective date. Notice shall be provided to the members within 10 days of the proposed amendments by the Secretary for review and comment prior to their adoption by the board.

Amendments and adoption of SFPE Canada governance document and policies shall be subject to SFPE Canada member vote.

## **DD. GOVERNANCE AMENDMENTS**

Amendments to the governance of SFPE Canada shall be made by two-thirds vote of the SFPE Canada Voting Members provided advance written electronic notice of the proposed amendment has been given to the voting members at least 14 days prior. Any change in policies that affect members, chapters, or operations shall specifically set forth the effective date.

Notice shall be provided by the secretary to the members within 10 days of their adoption.