

## AMENDED AND RESTATED BY-LAW NO. 1

being the General By-law of

### ZONE 6 REGIONAL TOURISM ORGANIZATION (hereinafter referred to as the "Corporation")

#### INTERPRETATION

1. **Definitions** - In this By-law, unless the context otherwise specifies or requires:
  - (a) "Act" means the *Corporations Act* (Ontario), as from time to time amended and every statute that may be substituted therefor and, in the case of any such amendment or substitution, any references in the By-laws of the Corporation to provisions of the Act shall be read as references to the amended or substituted provisions therefor either in the Act or in the new statute or statutes, as the case may be;
  - (b) "By-law" means any by-law of the Corporation from time to time in force and effect;
  - (c) "Director member" has the meaning attributed thereto in paragraph 47;
  - (d) "DMO" means the destination marketing organization or such other person, entity, department or council, howsoever constituted, that administers the promotion of tourism in each Region;
  - (e) "Letters Patent" means the Letters Patent and any supplementary letters patent of the Corporation;
  - (f) "Ministry" means the Ontario Ministry of Tourism, Culture and Sport or any successor thereto, or the Ministry responsible for regional tourism in the Province of Ontario, as the case may be;
  - (g) "Region" means each of the Region of York ("York Region"), the Region of Durham ("Durham Region"), and The Hills of Headwaters (Dufferin County, Town of Caledon, Town of Erin) ("Headwaters Region");
  - (h) "Regulations" means the regulations made under the Act as from time to time amended and every regulation that may be substituted therefor and, in the case of

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any such amendment or substitution, any references in the By-laws of the Corporation to provisions of the regulations shall be read as references to the amended or substituted provisions therefor either in the regulations or in the new regulations, as the case may be;

- (i) "Special Resolution" means a resolution passed by the directors of the Corporation and confirmed with or without variation by at least two thirds (2/3rds) of the votes cast a general meeting of the Voting members of the Corporation duly called for that purposes or at an annual meeting, or, in lieu of such confirmation and if authorized under the Act, by the consent in writing of at least two-thirds (2/3rds) of the Voting members entitled to vote at such meeting;
- (j) "Tourism member" has the meaning attributed thereto in paragraph 46; and
- (k) "Voting member" means a member that is entitled to vote at a member meeting.

2. **Interpretation** - This By-law shall be, unless the context otherwise requires, construed and interpreted in accordance with the following:

- a. all terms which are contained in the By-laws of the Corporation and which are defined in the Act or the Regulations made thereunder shall have the meanings given to such terms in the Act or such Regulations;
- b. words importing the singular number only shall include the plural and vice versa; words importing gender shall include the masculine, feminine and neuter genders; and the word "person" shall include individuals, bodies corporate, corporations, companies, partnerships, syndicates, trusts, unincorporated associations and any number or aggregate of persons; and
- c. the headings used in the By-laws are inserted for reference purposes only and are not to be considered or taken into account in construing the terms or provisions thereof or to be deemed in any way to clarify, modify or explain the effect of any such terms or provisions.

### **HEAD OFFICE**

3. **Head Office** - The head office of the Corporation shall be in the Central Counties Region, as the Voting members shall approve by Special Resolution.

## **SEAL**

4. **Seal** - The seal, an impression of which is stamped in the margin hereof, shall be the seal of the Corporation.

## **DIRECTORS**

5. **Duties** - The affairs of the Corporation shall be managed by a board of directors who may be known and referred to as directors.
6. **Qualifications** - Every director shall be eighteen (18) or more years of age and shall be a Director member of the Corporation, or shall become a Director member of the Corporation within ten (10) days after election or appointment as a director, and no undischarged bankrupt or mentally incompetent person shall become a director.
7. **Number** - The board of directors of the Corporation shall consist of at least sixteen (16) directors and up to eighteen (18) directors, or such other number of directors as may be determined from time to time by Special Resolution.
8. **Right to Attend Meetings** - The Staff Leader (or holder of an equivalent office) of the Corporation shall, by virtue of his office, be entitled to receive notice of, attend and be present at all meetings of directors and meetings of members of the Corporation, held from time to time, provided that he/she shall not be entitled to vote thereat.
9. **Elected Directors** - Save and except as provided for in paragraph 11, directors of the Corporation shall hold office for a term of three (3) years calculated from the date of the annual meeting at which they are elected until the third annual meeting following such annual meeting, or until their successors have been elected and qualified, and shall retire in rotation.
10. **Nomination Process**

The directors of the Corporation shall be nominated as follows:

- (a) A nominating committee of the Corporation shall be appointed and approved by resolution by the board of directors.
- (b) The nominating committee shall nominate sixteen (16) and up to eighteen (18) board members including three (3) DMO board members to be elected on a pan-regional basis.

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- (c) The nominating committee shall establish from time to time qualifications and criteria, in addition to the qualifications set out in the Act and the By-laws, to be applied to each applicant equally (including the applicants nominated by each DMO), which must be satisfied by an applicant in order for such applicant to be included in an election for a director's office, provided that such qualifications and criteria established by the nominating committee must be ratified by resolution by the board of directors;
- (d) The nominating committee shall circulate to Voting members of the Corporation not less than thirty (30) days prior to the annual meeting of members the names of the applicants (including any applicant nominated by a DMO for election to the board of directors at such annual meeting; and
- (e) notwithstanding the foregoing, any applicant nominated for office as a director by either a DMO or the nominating committee must nonetheless be approved and elected by the Voting members in accordance with paragraph 14.

11. **Re-election**

- a. A director, if otherwise qualified, is eligible for re-election to the board of directors of the Corporation upon the expiration of such director's term provided that no director can serve for more than two (2) consecutive terms.
- b. The Past Chair will serve in a voluntary non-voting capacity for a period of up to two (2) years from the date of the Annual General Meeting.

12. **Elections** – Subject to paragraph 11, at each annual meeting of members a number of directors equal to the number of directors retiring shall be elected for terms of three (3) years by the members eligible to vote from among the applicants for office proposed as contemplated in paragraph 12.

13. **Election Method** - Where:

- a. the number of candidates nominated is equal to the number of offices to be filled with, the Secretary of the meeting shall cast a single ballot electing that number of candidates for the offices on the board of directors to be so filled; and
- b. the number of candidates nominated is greater than the number of offices to be filled, the election to fill such offices shall be by ballot.

14. **Ballot Forms** - The board of directors may prescribe from time to time the form of ballot to be used for the election of directors.
15. **Vacancies** - The office of a director shall automatically be vacated:
  - a. if the director does not within ten (10) days after election or appointment as a director become a Director member, or ceases to be a Director member of the Corporation;
  - b. if the director fails to attend at least eighty percent (80%) of the meetings of directors held in any year during such director's term of office;
  - c. if the director becomes bankrupt or suspends payment of debts generally or compounds with creditors or makes an authorized assignment or is declared insolvent;
  - d. if the director is found to be a mentally incompetent person or becomes of unsound mind;
  - e. if the director by notice in writing to the Corporation resigns office, which resignation shall be effective at the time it is received by the Secretary of the Corporation or at the time specified in the notice, whichever is later;
  - f. if a Special Resolution is passed by the Voting members at a general meeting removing the director before the expiration of the director's term of office; or
  - g. if the director dies.
16. **Filling Vacancies** - A vacancy occurring in the board of directors shall be filled as follows:
  - b. if the vacancy occurs as a result of the removal of any director by the members in accordance with paragraph 17(f) above, it may be filled upon the vote of a majority of the Voting members and any director elected to fill a removed director's place shall hold office for the remainder of the removed director's term;
  - c. any other vacancy in the board of directors may be filled for the remainder of the term by the directors then in office, if they shall see fit to do so, so long as there is a quorum of directors in office, provided that if there is not a quorum of directors, the remaining directors shall forthwith call a meeting of the members to fill the vacancy, and, in default or if there are no directors then in office, the meeting may be called

by any member; or

- d. otherwise such vacancy shall be filled at the next annual meeting of the members at which directors are elected.

If the number of directors is increased between the terms, a vacancy or vacancies, to the number of the authorized increase, shall thereby be deemed to have occurred, which may be filled in the manner above provided.

17. **Committees**. In addition to the nominating committee contemplated in paragraph 12, the board of directors may from time to time appoint any committee or committees, as it deems necessary or appropriate for such purposes and with such powers as the board shall see fit. Any such committee may formulate its own rules of procedure, subject to such regulations or directions as the board may from time to time make. Any committee member may be removed by resolution of the board of directors. The board of directors may fix any remuneration for committee members who are not also directors of the Corporation.
18. **Remuneration of Directors** - The directors shall serve as such without remuneration and no director shall directly or indirectly receive any profit from occupying the position of director; provided that a director may be reimbursed for reasonable expense incurred by the director in the performance of the director's duties.

### **MEETINGS OF DIRECTORS**

19. **Place of Meeting** - Meetings of the board of directors may be held either at the head office or at any place within any of the Regions.
20. **Notice** - A meeting of directors may be convened by the Chairperson, the Vice-Chairperson or any four directors at any time. The Secretary, when directed or authorized by any of such officers or any four directors, shall convene a meeting of directors. The notice of meeting convened as aforesaid need not specify the purpose of or the business to be transacted at the meeting. Notice of any such meeting shall be served in the manner specified in paragraph 67 of this By-law not less than two (2) days (exclusive of the day on which the notice is delivered or sent but inclusive of the day for which notice is given) before the meeting is to take place; provided always that a director may in any manner and at any time waive notice of a meeting of directors and attendance of a director at a meeting of directors shall constitute a waiver of notice of the meeting except where a director attends a meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting is not lawfully called; provided further that meetings of directors may be held at any time without notice if all the directors are present (except where a director attends a

meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting is not lawfully called) or if all of the absent directors waive notice before or after the date of such meeting.

If the first meeting of the board of directors following the election of directors by the members is held immediately thereafter, then for such meeting or for a meeting of the board of directors at which a director is appointed to fill a vacancy in the board, no notice shall be necessary to the newly elected or appointed directors or director in order to legally constitute the meeting, provided that a quorum of the directors is present.

21. **Error or Omission in Giving Notice** - No error or accidental omission in giving notice of any meeting of directors shall invalidate such meeting or make void any proceedings taken at such meeting.
22. **Adjournment** - Any meeting of directors may be adjourned from time to time by the chairperson of the meeting, with the consent of the meeting, to a fixed time and place. Notice of any adjourned meeting of directors is not required to be given if the time and place of the adjourned meeting is announced at the original meeting. Any adjourned meeting shall be duly constituted if held in accordance with the terms of the adjournment and a quorum is present thereat. The directors who formed a quorum at the original meeting are not required to form the quorum at the adjourned meeting. If there is no quorum present at the adjourned meeting, the original meeting shall be deemed to have terminated forthwith after its adjournment. Any business may be brought before or dealt with at any adjourned meeting which might have been brought before or dealt with at the original meeting in accordance with the notice calling the same.
23. **Regular Meetings** - The board of directors may appoint a day or days in any month or months for regular meetings of the board of directors at a place or hour to be named by the board of directors and a copy of any resolution of the board of directors fixing the place and time of regular meetings of the board of directors shall be sent to each director forthwith after being passed, but no other notice shall be required for any such regular meetings. There shall be at least six (6) board meetings annually.
24. **Quorum** - The number of directors which shall form a quorum for the transaction of business shall be that which is set out in the Letters Patent or a Special Resolution of the Corporation and, in the event of no such provision, two-thirds (2/3rds) of the number of directors determined in accordance with paragraph 8 shall form a quorum for the transaction of business. Notwithstanding any vacancy among the directors, a quorum of directors may exercise all the powers of directors.

25. **Voting** - Each director is authorized to exercise one (1) vote. Questions arising at any meeting of directors shall be decided by a majority of votes. In case of an equality of votes the chairperson of the meeting shall not have a second or casting vote and the motion will be considered to be defeated. For avoidance of doubt, provided that the chairperson is a voting director, the chairperson is entitled to an original vote notwithstanding his or her position as chairperson.
26. **Telephone and Electronic Participation** –
- (a) If all the directors of the Corporation consent, a meeting of directors may be held by means of such telephone or other communication facilities as permit all persons participating in the meeting to hear each other simultaneously and instantaneously, and a director participating in such meeting by such means is deemed to be present at that meeting;
  - (b) The directors of the Corporation may meet by other electronic means that permits each director to communicate adequately with each other, provided that:
    - (i) the board of directors of the Corporation has passed a resolution addressing the mechanics of holding such a meeting and dealing specifically with how security issues should be handled, and the procedure for establishing quorum and recording votes;
    - (ii) each director has equal access to specific means of the communication to be used; and
    - (iii) each director has consented in advance to meeting by electronic mean using the specific means using the specific means of communication proposed for the meeting.

### **POWERS OF DIRECTORS**

27. **Administer Affairs** - The board of directors of the Corporation may administer the affairs of the Corporation in all things and make or cause to be made for the Corporation, in its name, any kind of contract which the Corporation may lawfully enter into and, save as hereinafter provided, generally, may exercise all such other powers and do all such other acts and things as the Corporation is by its Letters Patent or otherwise authorized to exercise and do.
28. **Expenditures** - The board of directors shall have power to authorize expenditures on behalf of the Corporation from time to time and may delegate, by resolution, to an officer or



officers of the Corporation, the right to employ and pay salaries or other remuneration to assistants, clerks, agents, representatives and employees and to procure, equip and maintain such offices and other facilities, and to incur such reasonable expenses as may be necessary. The board of directors shall have the power to make expenditures for the purpose of furthering the objects of the Corporation.

29. **Board Authorized Signatories** - From time to time the board of directors may authorize any director, officer or employee of the Corporation or any other person to make arrangements with reference to the money borrowed or to be borrowed and as to the terms and conditions of the loan thereof, and as to the security to be given therefor, with power to vary or modify such arrangements, terms and conditions and to give such additional security as the board of directors may authorize, and generally to manage, transact and settle the borrowing of money by the Corporation.
30. **Agents and Employees** - The board of directors may appoint such assistants, clerks, agents and representatives and engage such employees as it shall deem necessary from time to time and such persons shall have such authority and shall perform such duties as shall be prescribed by the board of directors at the time of such appointment.

### **OFFICERS**

31. **Appointment** - The board of directors shall annually or more often as may be required, elect a Chairperson, Vice-Chairperson and Secretary, from among themselves. The board of directors may from time to time appoint such other officers and agents as it shall deem necessary who shall have such authority and shall perform such duties as may from time to time be prescribed by the board of directors.
32. **Vacancies** - Notwithstanding the foregoing, each incumbent officer shall continue in office until the earlier of:
  - (a) that officer's resignation, which resignation shall be effective at the time the written resignation is received by the Secretary of the Corporation or at the time specified in the resignation, whichever is later;
  - (b) the appointment of a successor;
  - (c) that officer ceasing to be a director;
  - (d) the meeting at which the directors annually appoint the officers of the Corporation;

- (e) that officer's removal; and
- (f) that officer's death.

If the office of any officer of the Corporation shall be or become vacant the board of directors by resolution may appoint a person to fill such vacancy.

- 33. **Remuneration of Officers** - The remuneration of all officers (other than those that are also directors of the Corporation) appointed by the board of directors shall be determined from time to time by resolution of the board of directors. All officers shall be entitled to be reimbursed for reasonable expenses incurred in the performance of their duties.
- 34. **Removal of Officers** - All officers, in the absence of agreement to the contrary, shall be subject to removal by resolution of the board of directors at any time, with or without cause.
- 35. **Duties of Officers may be Delegated** - In case of the absence or inability to act of any officer of the Corporation or for any other reason that the board of directors may deem sufficient, the board of directors may delegate all or any of the powers of any such officer to any other officer or to any director for the time being.
- 36. **Powers and Duties** - All officers shall sign such contracts, documents or instruments in writing as require their respective signatures and shall respectively have and perform all powers and duties incident to their respective offices and such other powers and duties respectively as may from time to time be assigned to them by the board of directors. The duties of the officers shall include:
  - (a) **Chairperson** - The Chairperson shall be a director and shall be vested with and may exercise all of the powers and perform all of the duties of a chairperson of the board including, without limitation, chairing all meetings of the board of directors and members.
  - (b) **Vice-Chairperson** - The Vice-Chairperson shall be a director and, shall be vested with all the powers and shall perform all the duties of the Chairperson in the absence or inability or refusal to act of the Chairperson.
  - (c) **Secretary** - The Secretary shall be a director and shall give or cause to be given notices for all meetings of the board of directors and members when directed to do so and have charge of the corporate seal of the Corporation, the minute books of the Corporation and the documents and registers referred to in section 300 of the Act.

## **FOR THE PROTECTION OF DIRECTORS AND OFFICERS**

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37. **For the Protection of Directors and Officers** - Except as otherwise provided in the Act no director or officer for the time being of the Corporation shall be liable for the acts, receipts, neglects or defaults of any other director or officer or employee or for any loss, damage or expense happening to the Corporation through the insufficiency or deficiency of title to any property acquired by the Corporation or for or on behalf of the Corporation or for the insufficiency or deficiency of any security in or upon which any of the moneys of or belonging to the Corporation shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortious act of any person including any person with whom any moneys, securities or effects shall be lodged or deposited or for any loss, conversion, misapplication or misappropriation of or any damage resulting from any dealings with any moneys, securities or other assets belonging to the Corporation or for any other loss, damage or misfortune whatever which may happen in the execution of the duties of the director's or officer's respective office or trust or in relation thereto unless the same shall happen by or through the director's or officer's own wilful neglect or default.

#### **INDEMNITIES TO DIRECTORS AND OTHERS**

38. **Indemnities to Directors and Others** - Every director or officer of the Corporation or other person who has undertaken or is about to undertake any liability on behalf of the Corporation or any corporation controlled by it and their heirs, executors, trustees and administrators, and estate and effects, respectively, shall from time to time and at all times, be indemnified and saved harmless out of the funds of the Corporation, from and against;
- (a) all costs, charges and expenses whatsoever which such director, officer or other person sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against the director, officer or other person for or in respect of any act, deed matter or thing whatever, made, done or permitted by them, in or about the execution of the duties of such office or in respect of any such liability; and
  - (b) all other costs, charges and expenses which the director, officer or other person sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by their own wilful neglect or default.

The Corporation shall also indemnify any such person in such other circumstances as the Act or law permit or requires. Nothing in this By-law shall limit the right of any person entitled to indemnity to claim indemnity apart from the provisions of this By-law to the extent permitted by the Act or law.

39. **Insurance** – Unless prohibited by the Act, the Corporation may purchase and maintain

insurance for the benefit of any person referred to this paragraph 41 against such liabilities and in such amounts as the board of directors may from time to time determine.

### **INTERESTED DIRECTOR CONTRACTS**

40. **Conflict of Interest** - A director who is in any way directly or indirectly interested in a contract or proposed contract with the Corporation shall make the disclosure required by the Act. Except as provided by the Act, no such director shall vote on any resolution to approve any such contract. In supplement of and not by way of limitation upon any rights conferred upon directors by Section 71 of the Act and specifically subject to the provisions contained in that section, it is declared that no director shall be disqualified by any such office from, or vacate any such office by reason of, holding any office or place of profit under the Corporation or under any corporation in which the Corporation shall be a shareholder or by reason of being otherwise in any way directly or indirectly interested or contracting with the Corporation as vendor, purchaser or otherwise or being concerned in any contract or arrangement made or proposed to be entered into with the Corporation in which the director is in any way directly or indirectly interested as vendor, purchaser or otherwise. Subject to compliance with the Act, no contract or arrangement entered into by or on behalf of the Corporation in which any director shall be in any way directly or indirectly interested shall be voided or voidable and no director shall be liable to account to the Corporation or any of its members or creditors for any profit realized by or from any such contract or arrangement by reason of any fiduciary relationship.
41. **Submission of Contracts or Transactions to Members for Approval** - The board of directors in its discretion may submit any contract, act or transaction with the Corporation for approval or ratification at any annual meeting of the members or at any general meeting of the members called for the purpose of considering the same and, subject to the provisions of Section 71 of the Act, any such contract, act or transaction that shall be approved or ratified or confirmed by a resolution passed by a majority of the votes cast at any such meeting (unless any different or additional requirement is imposed by the Act or by the Letters Patent) shall be as valid and as binding upon the Corporation and upon all the members as though it had been approved, ratified or confirmed by every member of the Corporation.

### **MEMBERS**

42. **Members** - There shall be two (2) classes of members in the Corporation, namely, Tourism members and Director members, and shall be admitted into membership in the Corporation in accordance with the provisions of the By-laws and the rules for membership in the Corporation which have been approved by resolution of the board of directors of the Corporation.

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43. **Tourism Members** - A Tourism member shall:
- (a) be a private industry tourism provider, related supplier or other partner, association or stakeholder (including a government organization) located or operating within one or more Regions; and
  - (b) subject to paragraph 54, shall be entitled to attend any annual meeting of members, provided he/she shall have no vote thereat.
44. **Director Members** - A Director member shall:
- (a) be either an elected or ex-officio director of the Corporation; and
  - (b) be entitled to receive notice of and attend all meetings of members; and
  - (c) each Director member that is an elected director will be entitled to one (1) vote per member or such other number of votes as shall be determined in accordance with the rules for membership in the Corporation.
45. **Termination of Membership** - The interest of a member in the Corporation is not transferable and lapses and ceases to exist:
- (a) upon death or dissolution of the member;
  - (b) when the member's period of membership expires (if any); or
  - (c) in respect of a Director member, when such member ceases to be a director for any reason whatsoever.
46. **Dues**
- (a) Members shall be required to pay to the Corporation membership dues and assessments as are from time to time fixed and prescribed by the board of directors.
  - (b) The Secretary or Board Director designate shall notify the members of the dues or fees at any time payable by them by bill or account and, if any are not paid within thirty (30) days of the date of such bill or account, the Secretary shall provide a written notice of default to such members. If such dues or fees are not paid within

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sixty (60) days of the date of such bill or account, the Secretary shall notify the members in default of his intention to terminate membership and voting privileges, if applicable. If any such dues or fees are not paid within ninety (90) days of the date of such bill or account, the members in default shall thereupon automatically cease to be members of the Corporation, but any such members may on payment of all unpaid dues or fees be reinstated by vote of the board of directors.

- (c) Each Member is responsible for any dues which are assessed up to the effective date of the termination of any member's membership in the Corporation.
  - (d) Notwithstanding the provisions contained in subparagraph (b) above, the board of directors may from time to time prescribe rules or procedures for extending the timely payment of due or fees and continuation of membership privileges for one or more members.
47. **Membership Cards and Certificates** - The Corporation may from time to time issue to its members such cards, certificates and other forms of identification, in such form, as the board of directors may from time to time approve by resolution.

### **MEMBERS' MEETINGS**

48. **Annual Meeting** - Subject to compliance with Section 293 of the Act, the annual meeting of the members shall be held on such day in each year and at such time as the directors may by resolution determine at any place within Ontario or, in the absence of such determination, at the place where the head office of the Corporation is located, for the purpose of:
- (a) hearing and receiving the reports and statements required by the Act to be read at and laid before the members at an annual meeting, including, without limitation, the Corporation's annual report;
  - (b) electing such directors as are to be elected at such annual meeting;
  - (c) appointing the auditor and fixing or authorizing the board of directors to fix the remuneration therefor; and
  - (d) transacting any other business properly brought before the meeting.
49. **General Meetings** - Other meetings of the members may be convened by order of the Chairperson or Vice-Chairperson or by the board of directors at any date and time and at

any place within any Region or, in the absence of such determination, at the place where the head office of the Corporation is located.

50. **Electronic Meetings**. Notwithstanding anything contained in this By-law to the contrary, Voting members may participate in any vote contemplated by these By-laws by electronic means that allow Voting members to communicate adequately with each other provided that:
- (a) the board of directors has passed a resolution addressing the mechanics of holding such a vote and dealing specifically with how security issues should be handled and the procedures for establishing quorum and recording votes;
  - (b) each Voting member has reasonable access to the specific means of communication to be used; and
  - (c) each Voting member has consent in advance to the specific means of communication proposed for use in the connection with vote through the receipt of a copy of this By-law.
51. **Notice** - Thirty (30) days' written notice shall be given in the manner specified in paragraph 67 to each Voting member of any annual or general meeting of members. Notice of any meeting where special business will be transacted should contain sufficient information to permit the member to form a reasoned judgment on the decision to be taken. Reasonable efforts will also be made to provide non-voting members with notice of the time, place and date of any annual meeting of the members of the Corporation, which may include, without limitation, public broadcasts, notices in newspapers and/or trade and other magazines or on the internet.
52. **Waiver of Notice** - A Voting member and any other person entitled to attend a meeting of members who is entitled to vote thereat may in any manner waive notice of a meeting of members and attendance of any such person at a meeting of members shall constitute a waiver of notice of the meeting except where such person attends a meeting for the express purposes of objecting to the transaction of any business on the grounds that the meeting is not lawfully called.
53. **Error or Omission in Giving Notice** - No error or omission in giving notice of any annual or general meeting or any adjourned meeting of the members of the Corporation shall invalidate any resolution passed or any proceedings taken at any meeting of members.
54. **Quorum** - A quorum at any meeting of the Voting members (unless a greater number of members and/or proxies are required to be present by the Act, the Letters Patent or a By-

law) shall be persons present being or representing by proxy not less than two-thirds (2/3<sup>rds</sup>) of the Voting members. No business shall be transacted at any meeting unless the requisite quorum be present at the time of the transaction of such business. If a quorum is not present at the time appointed for a meeting of members or within such reasonable time thereafter as the voting members present may determine, the persons present and entitled to vote may adjourn the meeting to a fixed time and place but may not transact any other business and no notice of such adjournment need be given to the members.

55. **Chairperson of the Meeting** - In the event that the Chairperson is absent and there is no Vice-Chairperson present, the persons who are present and entitled to vote shall choose another director as chairperson of the meeting and if no director is present or if all the directors present decline to take the chair then the persons who are present and entitled to vote shall choose one of their number to be chairperson.
56. **Adjournment** - The chairperson of any meeting may with the consent of the meeting adjourn the same from time to time to a fixed time and place and no notice of such adjournment need be given to the members. Any business may be brought before or dealt with at any adjourned meeting which might have been brought before or dealt with at the original meeting in accordance with the notice calling the same.
57. **Voting of Members** - Every question submitted to any meeting of Voting members shall be decided in the first instance on a show of hands by a majority of votes unless otherwise specifically provided by the Act or by these By-laws. In the case of an equality of votes the chairperson of the meeting shall not have a second or casting vote (in addition to the vote or votes to which the chairperson may be otherwise entitled in both on a show of hands and at a poll) and the question shall be considered defeated.

No Voting member shall be entitled either in person or by proxy to vote at meetings of members of the Corporation unless the member has paid dues or fees, if any, then payable by the member to the Corporation.

At any meeting unless a poll is demanded a declaration by the chairperson of the meeting that a resolution has been carried or carried unanimously or by a particular majority or lost or not carried by a particular majority shall be conclusive evidence of the fact.

A poll may be demanded either before or after any vote by show of hands by any person entitled to vote at the meeting. If at any meeting a poll is demanded on the election of a chairperson or on the question of adjournment it shall be taken forthwith without adjournment. If at any meeting a poll is demanded on any other question or as to the election of directors, the vote shall be taken by ballot in such manner and either at once, later in the meeting or after adjournment as the chairperson of the meeting directs. The



result of a poll shall be deemed to be the resolution of the meeting at which the poll was demanded. A demand for a poll may be withdrawn.

58. **Proxies** - Votes at meetings of the members may be given either personally or by proxy provided that any proxyholder must also be a Voting member. At every meeting at which a member is entitled to vote, every member appointed by proxy to represent one or more Voting members who is present in person shall have one vote on a show of hands. Upon a poll and subject to the provisions, if any, of the Letters Patent, every member who is entitled to vote at the meeting and who is present in person or appointed by proxy shall have one vote for each member who is entitled to vote at the meeting and who is represented by such proxyholder.

A proxy shall be in writing, shall be executed by the member entitled to vote or the member's attorney authorized in writing or, if the member is a body corporate or association, by an officer or attorney thereof duly authorized and ceases to be valid one (1) year from its date. A proxy which is lodged by a member with the Corporation or any authorized agent of the Corporation and has not been dated shall be deemed to bear the date on which it is mailed by the Corporation to the member.

A proxy may be in such form as the board of directors may from time to time prescribe by resolution.

In addition to revocation in any other manner permitted by law, a proxy may be revoked by instrument in writing executed by the member and deposited either at the head office of the Corporation at any time up to and including the last business day preceding the day of the meeting, or any adjournment thereof, at which the proxy is to be used or with the chairperson of such meeting on the day of the meeting, or any adjournment thereof, and upon either of such deposits the proxy is revoked.

59. **Persons Entitled to be Present** - The persons entitled to be present at a meeting of the members shall be those entitled to vote thereat, the auditors of the Corporation and others who, although not entitled to vote, are entitled or required under any provision of the Act, the Letters Patent, the By-laws to be present at the meeting. Any other person or persons may be admitted as determined from time to time by the board of directors or on the invitation of the chairperson of the meeting or with the consent of the meeting.
60. **Rules of Order** - All meetings of the members of the Corporation shall be conducted in accordance with the rules of order set out in Robert's Rules of Order, as revised, amended or supplemented from time to time, provided that if any such rule of order conflicts with the provision of the Act, the Letters Patent or the By-laws, the provision set out in the Act, the Letters Patent or the By-laws shall govern and prevail.

## **EXECUTION OF INSTRUMENTS**

61. **Execution of Instruments** - Contracts, documents or instruments in writing requiring the signature of the Corporation may be signed by the Chairperson alone or by any two directors and all contracts, documents and instruments in writing so signed shall be binding upon the Corporation without any further authorization or formality. The board of directors shall have power from time to time by resolution to appoint any officer or officers or any person or persons on behalf of the Corporation either to sign contracts, documents and instruments in writing generally or to sign specific contracts, documents or instruments in writing.

The term "contracts, documents or instruments in writing" as used in this By-law shall include but not be limited to deeds, mortgages, hypothecs, charges, conveyances, transfers and assignments of property, real or personal, immovable or movable, agreements, releases, receipts and discharges for the payment of money or other obligations, conveyances, transfers and assignments of shares, share warrants, stocks, bonds, debentures or other securities and all paper writings.

The seal of the Corporation when required may be affixed to any instruments in writing signed as aforesaid or by any officer or officers appointed by resolution of the board of directors.

## **BANKING ARRANGEMENTS**

62. **Board Designate Bankers** - The board of directors shall designate, by resolution, the officers and other persons authorized to transact the banking business of the Corporation, or any part thereof, with the bank, trust company, or other corporation carrying on a banking business that the board of directors has designated as the Corporation's banker, to have the authority set out in the resolution, including, unless otherwise restricted, the power to:
- (a) operate the Corporation's accounts with the banker;
  - (b) make, sign, draw, accept, endorse, negotiate, lodge, deposit or transfer any of the cheques, promissory notes, drafts, acceptances, bills of exchange and orders for the payment of money;
  - (c) issue receipts for and orders relating to any property of the Corporation;
  - (d) execute any agreement relating to any banking business and defining the rights and powers of the parties thereto; and

*Updated by Board resolution on April 17, 2019.*

- (e) authorize any officer of the banker to do any act or thing on the Corporation's behalf to facilitate the banking business.

- 63. **Deposit of Securities** - The securities of the Corporation shall be deposited for safekeeping with one or more bankers, trust companies or other financial institutions to be selected by the board of directors. Any and all securities so deposited may be withdrawn, from time to time, only upon the written order of the Corporation signed by such officer or officers, agent or agents of the Corporation, and in such manner, as shall from time to time be determined by resolution of the board of directors and such authority may be general or confined to specific instances. The institutions which may be so selected as custodians by the board of directors shall be fully protected in acting in accordance with the directions of the board of directors and shall in no event be liable for the due application of the securities so withdrawn from deposit or the proceeds thereof.

#### **NOTICES**

- 64. **Service** - Any notice or other document required by the Act, the Regulations, the Letters Patent, or the By-laws to be sent to any voting member or director or to the auditor shall be delivered personally or sent by prepaid mail or facsimile or electronic transmission to any such member or director at their latest address as shown in the records of the Corporation and to the auditor at its business address, or if no address be given therein then to the last address of such member or director known to the Secretary; provided always that notice may be waived or the time for the notice may be waived or abridged at any time with the consent in writing of the person entitled thereto.
- 65. **Signature to Notices** - The signature of any director or officer of the Corporation to any notice or document to be given by the Corporation may be written, stamped, typewritten or printed or partly written, stamped, typewritten or printed.
- 66. **Computation of Time** - Where a given number of days' notice or notice extending over a period is required to be given under the By-laws, Letters Patent or supplementary letters patent of the Corporation, the day of service or posting of the notice shall not, unless it is otherwise provided, be counted in such number of days or other period.
- 67. **Proof of Service** - With respect to every notice or other document sent by post it shall be sufficient to prove that the envelope or wrapper containing the notice or other document was properly addressed as provided in paragraph 67 of this By-law and put into a Post Office or into a letter box. A certificate of an officer of the Corporation in office at the time of the making of the certificate as to facts in relation to the sending or delivery of any notice

or other document to any member, director, officer or auditor or publication of any notice or other document shall be conclusive evidence thereof and shall be binding on every member, director, officer or auditor of the Corporation as the case may be.

### **AUDITORS**

68. **Auditors** - The voting members shall at each annual meeting appoint an auditor to audit the accounts of the Corporation for report to members who shall hold office until the next following annual meeting; provided, however, that the directors may fill any casual vacancy in the office of the auditor. If an appointment is not so made, the auditor in office must continue until a successor is appointed. The remuneration of the auditor shall be fixed by the voting members or by the directors if they are authorized to do so by the voting members and the remuneration of an auditor appointed by the directors shall be fixed by the directors. The voting members may by resolution passed by at least two-thirds of the votes cast at a meeting of which notice of intention to pass the resolution has been given, remove any auditor before the expiration of the auditor's term of office and shall by a majority of the votes cast at that meeting appoint another auditor in such auditor's stead for the remainder of the term. Notwithstanding the foregoing, if the board of directors determines at any time that the auditor is either improperly or inadequately performing its duties, the directors may, by resolution, remove such auditor before the expiration of the auditor's term of office and appoint another auditor in such auditor's stead for the remainder of the term.

### **FINANCIAL YEAR**

69. **Financial Year** - The financial year of the Corporation shall terminate on the 31st day of March in each year or on such other date as the directors may from time to time by resolution determine.

### **AMENDMENT OF BY-LAWS**

70. **Enactment** - By-laws of the Corporation may be enacted, repealed, amended, altered, added to or re-enacted in the manner contemplated in, and subject to the provisions of, the Act.
71. Amendment and Restatement – This by-law amends, restates and replaces in its entirety By-law No. 1 of the Corporation enacted September 12, 2011.

**ENACTED AND RESTATED** this 21st day of February, 2018.

*Updated by Board resolution on April 17, 2019.*