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**THE GOOD COMPANIONS**

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**GENERAL OPERATING BY-LAW NO. 3**

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**GENERAL OPERATING BY-LAW NO. 3**

A by-law relating generally to the conduct of the affairs of

**THE GOOD COMPANIONS**

(an Ontario corporation)

(the “Corporation”)

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## **GENERAL OPERATING BY-LAW NO. 3**

A By-law relating generally to the conduct of the affairs of

### **THE GOOD COMPANIONS** (the “Corporation”)

**WHEREAS** the Corporation was granted Letters Patent by the Government of Ontario under Part III of the *Corporations Act* (Ontario) on the 21st day of March, 1958 and Supplementary Letters Patent on the 31<sup>st</sup> day of May, 1982;

**AND WHEREAS** the Directors and Members approved a General Operating By-law on April 21, 2020 and September 21, 2020 respectively, which for convenience is referred to as General Operating By-law No. 1;

**AND WHEREAS** the Directors and Members approved By-law No. 2, which amended General Operating By-law No. 1 to provide a provision for quorum for Members meetings, on April 27, 2023 and June 12, 2023 respectively;

**AND WHEREAS** as a result of the *Not-for-Profit Corporations Act, 2010* (Ontario) being proclaimed into force on October 19, 2021, it is necessary to replace the General Operating By-law No 1 and By-law No. 2 with General Operating By-law No. 3 herein;

**NOW THEREFORE BE IT ENACTED** as General Operating By-law No. 3 of the Corporation as follows:

### **SECTION I** **INTERPRETATION**

#### **1.01 Definitions**

In this By-law and all other By-laws and resolutions of the Corporation, unless the context otherwise requires:

- (a) “Act” means the *Not-for-Profit Corporations Act, 2010*, S.O. 2010, Chapter 15, including any regulations made pursuant to the Act and any statute or regulations that may be substituted, as amended from time to time.
- (b) “Articles” means the original or restated articles of incorporation or articles of amendment, amalgamation, continuance, reorganization, arrangement or revival of the Corporation.
- (c) “Board” means the board of directors of the Corporation.
- (d) “Board Policies” mean the board policies described in section 2.03.

- (e) “By-law” or “By-laws” means this by-law and all other by-laws of the Corporation as amended and which are, from time to time, in force and effect.
- (f) “Chair” means the officer described in Subsection 8.02 (a).
- (g) “Director” means a member of the Board.
- (h) “Immediate Past Chair” is the Director who most recently completed their term as Chair of the Board.
- (i) “Member” means a member of the Corporation.
- (j) “Members” or “Membership” means the collective membership of the Corporation.
- (k) “Officer” means an officer of the Corporation.
- (l) “Ordinary Resolution” means a resolution that is submitted to a meeting of the Members and passed at the meeting, with or without amendment, by at least a majority of the votes cast, or consented to by each Member entitled to vote at a meeting of the Members or the Member’s attorney.
- (m) “Regulations” means the regulations made under the Act, as amended, restated or in effect from time to time.
- (n) “Special Resolution” means a resolution that is submitted to a special meeting of the Members duly called for the purpose of considering the resolution and passed at the meeting, with or without amendment, by at least two-thirds of the votes cast, or consented to by each Member entitled to vote at a meeting of the Members or the Member’s attorney.
- (o) “Vice-Chair” means the Officer described in Subsection 8.02 (b).

## 1.02 **Interpretation**

In the interpretation of this By-law, unless the context otherwise requires, the following rules shall apply:

- (a) except where specifically defined herein, all terms contained herein and which are defined in the Act shall have the meanings given to such terms in the Act;
- (b) words importing the singular number only shall include the plural and *vice versa*;
- (c) the word “person” shall include an individual, sole proprietorship, partnership, unincorporated association, unincorporated syndicate, unincorporated organization, trust, body corporate, and a natural person in his capacity as trustee, executor, administrator, or other legal representative;
- (d) 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; and

- (e) if any of the provisions contained in the By-laws are inconsistent with those contained in the Articles or the Act, the provisions contained in the Articles or the Act, as the case may be, shall prevail.

## **SECTION II** **GENERAL**

### **2.01 Registered Office**

The registered office of the Corporation shall be situated in Ontario at the location specified in the Articles. The Directors may change the location of its registered office within a municipality or geographic township by resolution. The Members may change the municipality or geographic township in which its registered office is located to another place in Ontario by Special Resolution.

### **2.02 Execution of Documents**

Deeds, transfers, assignments, contracts, obligations and other instruments in writing requiring execution by the Corporation may be signed by any two (2) of its Officers. Notwithstanding the foregoing, the Board may from time to time direct the manner in which and the person or persons by whom a particular document or type of document shall be executed. Any person authorized to sign any document may affix the corporate seal thereto. Any signing Officer may certify a copy of any instrument, resolution, By-law or other document of the Corporation to be a true copy thereof.

### **2.03 Board Policies**

The Board may adopt, amend, or repeal such Board Policies that are consistent with the By-laws of the Corporation relating to the management and operation of the Corporation as the Board may deem appropriate from time to time. Any board policy adopted by the Board shall continue to have force and effect until amended, repealed, or replaced by a subsequent resolution of the Board.

## **SECTION III** **FINANCIAL MATTERS**

### **3.01 Financial Year**

Unless otherwise changed by resolution of the Board and approved by the Canada Revenue Agency, the financial year end of the Corporation shall be the 31<sup>st</sup> day of December in each year.

### **3.02 Banking Arrangements**

The banking business of the Corporation shall be transacted at such bank, trust company or other firm or corporation carrying on a banking business in Canada or elsewhere as the Board may designate, appoint or authorize from time to time. The banking business or any part thereof shall be transacted by any two (2) Officers of the Corporation and/or other persons as the Board may from time to time designate, direct or authorize.

### **3.03 Auditor and Financial Review**

- (a) Unless otherwise permitted by the Act, the Members shall, by Ordinary Resolution at each annual meeting, appoint an auditor to hold office until the next following annual meeting to conduct an audit in respect of the Corporation's financial year. If the Corporation's annual revenue in a financial year is more than \$100,000 (or such other prescribed amount in the Regulations) and less than \$500,000 (or such other prescribed amount in the Regulations), the Members may vote by extraordinary resolution, to have a review engagement instead of an audit in respect of that financial year. If the Corporation's annual revenue in a financial year is \$100,000 or less (or such other prescribed amount in the Regulations); the Members may, by extraordinary resolution, not appoint an auditor and not have an audit or a review engagement in respect of that financial year. Extraordinary resolution means a resolution that is, (a) submitted to a special meeting of the members of a corporation duly called for the purpose of considering the resolution and passed at the meeting, with or without amendment, by at least 80 per cent of the votes cast, or (b) consented to by each member of the corporation entitled to vote at a meeting of the members or the member's attorney.
- (b) The auditor must meet the qualifications in the Act, including being independent of the Corporation and its affiliates, as well as the Directors and Officers of the Corporation and its affiliates. The Directors may fill any casual vacancy in the office of the auditor to hold office until the next following annual meeting. The remuneration of the auditor may be fixed by Ordinary Resolution of the Members, or if not so fixed, shall be fixed by the Board.

### **3.04 Annual Financial Statements**

The Corporation shall send copies of the annual financial statements and other documents referred to in subsection 84(1) of the Act to all Members who have informed the Corporation that they wish to receive a copy of those documents not less than 21 days before the day, or such other period as required by the Act or the Regulations, on which an annual meeting of Members is held or before the day on which a written resolution in lieu of an annual meeting is signed.

### **3.05 Borrowing**

#### **(a) Borrowing Powers**

Subject to the limitations set out in the Act, the Articles and this By-law, the Board may:

- (i) borrow money on the credit of the Corporation;
- (ii) issue, reissue, sell or pledge debt obligations of the Corporation;
- (iii) give a guarantee on behalf of the Corporation to secure performance of an obligation of any person; and
- (iv) mortgage, pledge or otherwise create a security interest in all or any property of the Corporation, owned or subsequently acquired, to secure any obligation of the Corporation.

#### **(b) Authorization**

From time to time, the Board may authorize any Director or Officer or other persons of the Corporation to make arrangements with reference to money borrowed or to be borrowed 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 may authorize and generally to manage, transact and settle the borrowing of money by the Corporation.

## **SECTION IV** **MEMBERS**

### **4.01 Classes and Conditions of Membership**

Pursuant to the Articles, there shall be one (1) class of Members in the Corporation. Membership in the Corporation shall be available only to individuals who submit a written application for membership, pay the requisite Membership fee and meet the following conditions as determined in the sole discretion of the Board or in such other manner as may be determined by the Board.

- (a) Agree to further the purposes of the Corporation as contained in the Articles; and
- (b) Agree with the provisions in the Articles, By-laws and Board Policies of the Corporation.

### **4.02 Rights of Members**

A Member of the Corporation shall have the right to receive notice of, attend, participate in and cast one (1) vote at all meetings of Members.

#### **4.03 Term of Membership**

The term of Membership shall be annual and subject to renewal provided that the Member continues to meet the conditions in Section 4.01 as determined in the sole discretion of the Board or such other manner as may be determined by the Board and there are no outstanding Membership dues.

#### **4.04 Termination of Membership**

Membership in the Corporation is terminated when:

- (a) the Member dies;
- (b) the Member ceases to maintain the conditions for Membership set out in Section 4.01 above;
- (c) the Member resigns;
- (d) the Member's term of Membership expires and is not renewed;
- (e) the Member is removed as a Member of the Corporation in accordance with Section 4.06, or
- (f) the Corporation is liquidated or dissolved under the Act.

Pursuant to the Act, Membership in the Corporation is not transferable except to the Corporation. Subject to the Articles, upon any termination of membership, all rights of the Member automatically cease to exist.

#### **4.05 Membership Dues**

- (a) The Directors may determine the amount and the manner in which Membership dues are to be paid. Members shall be notified in writing of the dues payable at any time by them and, if any are not paid within one (1) calendar month of the Membership renewal date, the Members in default shall thereupon cease to be Members of the Corporation. Members may be reinstated in the sole discretion of the Board upon payment of any unpaid membership dues. Members in good standing are those Members who fulfill the conditions of Membership in Section 4.01 and whose Membership dues are fully paid up to date.
- (b) Members who have fully paid their Membership fee for a consecutive 25 years shall be exempt from payment of dues and remain entitled to all rights of Membership.

#### **4.06 Discipline of Members**

The Board may suspend or remove any Member from the Corporation for any one or more of the following grounds:

- (a) violating any provision of the Articles, By-laws, or policies of the Corporation;

- (b) carrying out any conduct which may be detrimental to the Corporation as determined by the Board in its sole discretion;
- (c) for any other reason that the Board in its sole and absolute discretion considers to be reasonable, having regard to the purposes of the Corporation.

In the event that the Board determines that a Member should be expelled or suspended from Membership in the Corporation, the process shall be done in good faith and in a fair and reasonable manner. The Chair of the Board shall provide fifteen (15) days notice of suspension or removal to the Member and shall provide reasons for the proposed suspension or removal. The Member may make written submissions to the Chair of the Board in response to the notice received within such fifteen (15) day period. In the event that no written submissions are received by the Chair of the Board, he or she may proceed to notify the Member that the Member is suspended or removed from Membership in the Corporation. Where written submissions are received in accordance with this Section, the Board will consider such submissions in arriving at a final decision and shall notify the Member concerning such final decision within a further fifteen (15) days from the date of receipt of the submissions. The Board's decision shall be final and binding on the Member, without any further right of appeal.

## **SECTION V**

### **MEETINGS OF MEMBERS**

#### **5.01 Meeting of Members**

A "meeting of Members" or "Members' meetings" shall include an annual meeting of Members and a special meeting of Members.

#### **5.02 Annual Meetings**

An annual meeting of Members shall be held at such time in each year, as the Board may from time to time determine, provided that the annual meeting must be held not later than eighteen (18) months after the Corporation comes into existence and thereafter, not later than 15 months after holding the preceding annual meeting but no later than six months after the end of the Corporation's preceding financial year. The annual meeting shall be held for the purpose of considering the financial statements and reports of the Corporation required by the Act to be presented at the meeting, electing Directors, appointing the auditor and transacting such other business as may properly be brought before the meeting or is required under the Act.

#### **5.03 Special Meetings**

The Board may at any time call a special meeting of Members for the transaction of any business which may properly be brought before the Members. The Board shall call a special meeting on written requisition of not less than ten percent (10%) of the votes that may be cast at a meeting of Members sought to be held for any purpose connected with the affairs of the Corporation that does not fall within the exceptions listed in the Act or is otherwise inconsistent with the Act, within 21 days from the date of the deposit of the requisition.

#### **5.04 Place of Meetings**

Meetings of Members may be held at any place within Ontario as the Board may determine or outside Ontario if all of the Members entitled to vote at such meeting so agree. A Member who attends a meeting of Members held outside Ontario is deemed to have agreed to it being held outside Ontario except when the Member attends the meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting is not lawfully held.

#### **5.05 Special Business**

All business transacted at a special meeting of Members and all business transacted at an annual meeting of Members are special business, except the following: consideration of the financial statements; consideration of the audit or review engagement report, if any; an extraordinary resolution to have a review engagement instead of an audit or to not have an audit or a review engagement; election of directors; and reappointment of the incumbent auditor or person appointed to conduct a review engagement.

#### **5.06 Notice of Meetings**

- (a) Notice of the time and place of a meeting of the Members shall be not less than 10 days and not more than 50 days before the meeting, to each Member entitled to receive notice of the meeting, each Director and the auditor of the Corporation or the person appointed to conduct a review engagement of the Corporation in accordance with the manner provided in Section 10.01 of this By-law.
- (b) Notice of a meeting of Members at which special business is to be transacted shall state the nature of that business in sufficient detail to permit a Member to form a reasoned judgment on the business; and state the text of any Special Resolution to be submitted to the meeting.

#### **5.07 Waiving Notice**

A Member and any other person entitled to notice of a meeting of Members may in any manner and at any time waive notice of a meeting of Members, and attendance of any such person at a meeting of Members is a waiver of notice of the meeting, except where such person 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.

#### **5.08 Persons Entitled to be Present**

The only persons entitled to be present at a meeting of Members shall be those entitled to vote at the meeting, the Directors, the auditor of the Corporation (or the person who has been appointed to conduct a review engagement, if any) and such other persons who are entitled or required under any provision of the Act, Articles or By-laws of the Corporation to be present at the meeting. Any other person may be admitted only on the invitation of the chair of the meeting or by resolution of the Members.

### **5.09 Chairperson of the Meeting**

The chairperson of Members' meetings shall be the Chair of the Board, or a Vice-Chair of the Board if the Chair of the Board is absent or unable to act. In the event that the Chair of the Board and the Vice-Chairs of the Board are absent, the Members who are present and entitled to vote at the meeting shall choose one of their number to chair the meeting.

### **5.10 Quorum**

- (a) A quorum at any meeting of the Members (unless a greater number of Members is required to be present by the Act) shall be forty (40) of the Members entitled to vote at the meeting. If a quorum is present at the opening of a meeting of Members, the Members present may proceed with the business of the meeting even if a quorum is not present throughout the meeting. If a quorum is not present at the opening of a meeting of Members, the Members present may adjourn the meeting to a fixed time and place but may not transact any other business.
- (b) For the purpose of determining quorum, a Member may be present in person, or, by telephonic and/or by other electronic means.

### **5.11 Meetings by Telephonic or Electronic Means**

If the Corporation chooses to make available a telephonic or electronic means that permits all persons entitled to attend a meeting of Members to reasonably participate, then the said meeting of Members may be held entirely by one or more telephonic or electronic means or by any combination of in-person attendance and by one or more telephonic or electronic means. A meeting of Members held by these methods must enable all persons entitled to attend the meeting to reasonably participate. A person who, through telephonic or electronic means, votes at or attends a meeting of the Members is deemed for the purposes of the Act to be present in person at the meeting. A meeting of the Members held by these methods is deemed to be held at the place where the registered office of the Corporation is located.

### **5.12 Voting at Meetings**

- (a) Show of Hands - Any question at a meeting of Members shall be decided by a show of hands unless a ballot has been demanded by a Member entitled to vote at the meeting or otherwise is required. Unless a ballot is demanded, a declaration by the chair of the meeting as to whether or not the question or motion has been carried and an entry to that effect in the minutes of the meeting shall, in the absence of evidence to the contrary, be evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the motion.
- (b) Ballots - On any question proposed for consideration at a meeting of Members, and whether or not a show of hands has been taken thereon, the chair of the meeting may require a ballot or any Member entitled to vote on such question at the meeting may demand a ballot. A ballot so demanded shall be taken in such manner as the chair shall direct. A demand for a ballot may be withdrawn at any time prior to the

taking of the ballot. The result of the ballot so taken shall be the decision of the Members on the question.

- (c) Voting by telephonic or electronic means - If the Corporation chooses to make available a telephonic or electronic means for voting, a vote at a meeting of the Members may be conducted entirely by one or more telephonic or electronic means or by a combination of one or more telephonic or electronic means and voting in person.

#### **5.13 Absentee Voting by Mailed-In Ballot or Telephonic or Electronic Means**

A Member entitled to vote at a meeting of Members but who is unable to attend may vote by mail or by telephonic or electronic means provided that the Corporation makes the applicable absentee voting mechanism available as determined in the sole discretion of the Board.

#### **5.14 Votes to Govern**

At any meetings of the Members, every question shall, unless otherwise provided by the Articles or By-laws or by the Act, be determined by a majority of the votes cast on the question. In case of an equality of votes, the chairperson of the meeting, in addition to an original vote, shall have a second or casting vote.

#### **5.15 Resolution in Lieu of Meeting**

A resolution in writing signed by all the Members entitled to vote on that resolution at a meeting of Members is as valid as if it had been passed at a meeting of the Members, unless a written statement is submitted to the Corporation by a Director in relation his/her resignation or removal or by the public accountant in relation to his/her resignation, removal or replacement. A copy of every resolution of the Members shall be kept with the minutes of meetings of Members.

#### **5.16 Adjournment**

- (a) The chair of any meeting of Members may with the consent of the meeting adjourn the same from time to time.
- (b) If the meeting is adjourned by one or more adjournments for an aggregate of less than thirty (30) days, no notice of such adjournment need be given other than by announcement of all of the following at the time of the adjournment:
  - (i) the time of the continued meeting;
  - (ii) if applicable, the place of the continued meeting; and
  - (iii) if applicable, instructions for attending and participating in the continued meeting by the telephonic or electronic means that will be made available

for the meeting, including, if applicable, instructions for voting by such means at the meeting.

- (c) If a meeting of Members is adjourned by one or more adjournments for an aggregate of thirty (30) days or more, notice of the adjourned meeting shall be in the manner as if it is an original meeting.
- (d) 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.

## **SECTION VI** **DIRECTORS**

### **6.01 Powers**

Subject to the Act and the Articles, the Board shall manage or supervise the management of the activities and affairs of the Corporation.

### **6.02 Number**

The Board shall consist of the minimum and maximum number of directors specified in the Articles. The precise number of Directors on the Board shall be determined from time to time by the Directors by resolution.

### **6.03 Qualifications**

Each Director shall be an individual who is at least 18 years of age, has not been found under the *Substitute Decisions Act, 1992* or under the *Mental Health Act* to be incapable of managing property; has not been found to be incapable by any court in Canada or elsewhere, does not have the status of a bankrupt, is in full agreement with the governing documents of the Corporation, is a Member of the Corporation and is not an ineligible individual as defined in the *Income Tax Act* (Canada). A Director is no longer qualified as a Director if he or she misses three consecutive meetings of the Board. Directors must not be employees of the Corporation and not more than one-third (1/3) of the Directors may be employees of the Corporation's affiliates.

### **6.04 Election and Term**

- (a) Subject to the Articles, Directors shall be elected by the Members by Ordinary Resolution at each annual meeting of Members at which an election of Directors is required.
- (b) The elected Directors' term of office as Directors shall be three years (3) years calculated from the date of the meeting at which they are elected until the close of the third (3<sup>rd</sup>) annual meeting next following or until their successors are elected.

- (c) The maximum number of terms for each Director is three (3) terms of three (3) years. A Director will be eligible for re-election to the Board at the end of his or her term up to the maximum number of terms provided that such Director continues to meet the qualification requirements to be a Director.
- (d) The Immediate Past Chair shall be an *ex officio* Director for a term of (3) three years commencing on the conclusion of his or her term as Past Chair.
- (e) If Directors are not elected at a meeting of Members, the incumbent Directors shall continue in office until their successors are elected.
- (f) As much as possible, the Directors shall be elected and shall retire in rotation as determined by the Members when the Directors are elected.

#### **6.05 Consent**

An individual who is elected or appointed to hold office as a Director is not a Director, and is deemed not to have been elected or appointed to hold office as a Director, unless:

- (a) the individual consented in writing to hold office as a director before or within ten (10) days after the election or appointment, or
- (b) the individual elected or appointed consents in writing at any time after ten (10) days after the election or appointment; or
- (c) the individual elected or appointed is re-elected or reappointed where there is no break in his or her term of office.

#### **6.06 Ceasing to Hold Office**

A Director ceases to hold office when the Director dies, resigns, is removed from office by the Members in accordance with Section 6.08, or no longer fulfils all of the qualifications to be a Director set out in Section 6.03 as determined in the sole discretion of the Board.

#### **6.07 Resignation**

A resignation of a Director becomes effective at the time a written resignation is received by the Corporation or at the time specified in the resignation, whichever is later. A Director who has resigned may not submit to the Corporation a written statement pursuant to section 27 of the Act.

#### **6.08 Removal**

The Members may, by Ordinary Resolution passed at a special meeting of Members, remove any Director from office before the expiration of the Director's term and may elect a qualified individual to fill the resulting vacancy for the remainder of the term of the Director so removed, failing which such vacancy may be filled by the Board. A Director

who is being removed or has been removed may not submit to the Corporation a written statement pursuant to section 27 of the Act.

#### **6.09 Filling Vacancies**

Subject to the Act and the Articles, a quorum of the Directors may fill a vacancy in the Board. If there is not a quorum of Directors or if there has been a failure to elect the number or minimum number of Directors provided for in the Articles, the Directors then in office shall without delay call a special meeting of the Members to fill the vacancy and, if they fail to call a meeting or if there are no Directors then in office, the meeting may be called by any Member. Notwithstanding the foregoing, a vacancy among the Directors is not required to be filled if the vacancy results from an increase in the number or the minimum number of directors provided for in the Articles or from a failure to elect that increased number or minimum number of Directors. A Director appointed or elected to fill a vacancy holds office for the unexpired term of their predecessor.

#### **6.10 Remuneration of Directors**

No Director shall receive remuneration for services provided in the capacity as a Director, although they may be paid reasonable expenses incurred by them in the performance of their duties. Unless otherwise prohibited by the corporation, a Director may be compensated for services other than as a Director pursuant to the regulation made under the Charities Accounting Act, or with court approval or an order made under section 13 of the Charities Accounting Act.

#### **6.11 Remuneration of Officers, Agents, Employees**

Subject to the Articles, the Directors of the Corporation may fix the reasonable remuneration of the Officers, committee members and employees of the Corporation and may delegate any or all of this function as it determines to be appropriate. However, no Officer who is also a Director shall be entitled to receive remuneration for acting as such. Any Officer, committee member or employee of the Corporation may receive reimbursement for their expenses incurred on behalf of the Corporation in their respective capacities as an Officer, committee member or employee, subject to any policy in this regard that may be adopted by the Board from time to time.

#### **6.12 Executive Committee**

Subject to the Act, the Board may appoint an Executive Committee composed of the Officers who are Directors and other Directors as needed. During the intervals between meetings of the Board, the Executive Committee shall possess and may exercise all the powers of the Board in the management and direction of the affairs of the Corporation except the following matters which are prohibited by subsection 36(2) of the Act to be delegated by the Board:

- (a) To submit to the Members any question or matter requiring the approval of the Members;

- (b) To fill a vacancy among the Directors or in the position of auditor or of a person appointed to conduct a review engagement of the Corporation;
- (c) To appoint additional Directors;
- (d) To issue debt obligations except as authorized by the Directors;
- (e) To approve any financial statements under section 83 of the Act;
- (f) To adopt, amend or repeal By-laws; or
- (g) To establish contributions to be made, or dues to be paid, by Members under section 86 of the Act.

Unless otherwise determined by the Board, the Executive Committee shall have the power to fix its quorum at not less than a majority of its members, to elect its chair and to otherwise regulate its procedure. The Executive Committee shall keep minutes of its meetings which shall be provided to the Board as soon as practicable.

### **6.13 Nominating Committee**

Each year the Board shall appoint a Nominating Committee of five people composed of: the Immediate Past Chair who shall chair the committee, two other Directors and two Members of the Corporation who are not Directors. If the Immediate Past Chair is unable to act, the Board shall appoint another Director to the committee and to chair the committee.

- (a) The Nominating Committee shall be responsible for nominating members of the Board of Directors and the Officers of the Corporation other than the Immediate Past Chair.
- (b) At least sixty days prior to the annual meeting, the nominating committee shall seek recommendations for nominations to the Board of Directors and for the Officers of the Corporation from Members, the community at large and employees of the Corporation. All submissions to be considered must be made in writing, provide reasons for the nomination, have the consent of the nominee and be signed by the nominator. The nominee must be a Member in good standing of the Corporation.
- (c) The Nominating Committee shall submit the names of prospective nominees to the Board for approval before contacting the nominees or circulating their names to the Membership.
- (d) The report of the Nominating Committee shall be available to the Members thirty days prior to the Annual General Meeting. The report shall include a brief description of the nominees. Any further nominations of Directors or Officers must be received by the chair of the Nominating Committee at least fifteen (15) days prior to the Annual General meeting, have the consent of the nominee, be signed

by at least five (5) Members of the Corporation in good standing and approved by the Board.

- (e) The notice periods set out in Section 6.13 may be abridged or extended in the sole discretion of the Board.

#### **6.14 Finance Committee**

The Board shall establish a finance committee.

- (a) The finance committee shall consist of the Treasurer and at least two (2) other Directors and be chaired by the Treasurer.
- (b) All decisions and recommendations by the finance committee shall be subject to review and approval by the Board.
- (c) The finance committee shall:
  - (iv) review and recommend the annual budget to the Board for approval;
  - (v) review the detailed financial statement for the month prior to the date of the meeting of the Board and advise the Board accordingly;
  - (vi) make recommendations to the Board on capital expenditures not foreseen in the approved annual budget;
  - (vii) advise the Board with respect to the donations, bequests, endowments and investments;
  - (viii) recommend to the Board insurance coverage and review the policies annually;
  - (ix) consider short-term financial planning and make recommendations to the Board;
  - (x) regularly review all financial policies; and
  - (xi) inform and advise the Board on financial matters as requested.

#### **6.15 Other Committees**

The Board may from time to time appoint any committee or other advisory body, as it deems necessary or appropriate for such purposes and, subject to the Act, with such powers as the Board shall see fit. Any committee member may be removed by the Board. Unless otherwise determined by the Board, a committee shall have the power to fix its quorum at not less than a majority of its members, to elect its chair and to otherwise regulate its procedure. The Chair of the Board may attend and participate in all committee meetings but shall not vote or be considered a member of the committee unless specifically assigned to the committee. The staff of the Corporation may be assigned to committees or invited to

attend and participate in committee meetings as resource persons but shall not be members of the committee or entitled to vote.

## **SECTION VII** **MEETINGS OF DIRECTORS**

### **7.01 Place of Meetings**

Meetings of the Board may be held at the head office of the Corporation or at any other place within or outside of Canada, as the Board may determine.

### **7.02 Calling of Meetings**

Meetings of the Board may be called by the Chair of the Board, a Vice-Chair of the Board or any two (2) Directors at any time.

### **7.03 Notice of Meeting**

Notice of the time and place for the holding of a meeting of the Board shall be given in the manner provided in Section 10.01 of this By-law to every Director of the Corporation not less than 48 hours before the time when the meeting is to be held. Notice of an adjourned meeting is not required if the time and place of the adjourned meeting is announced at the original meeting. No notice of meeting need specify the purpose or the business to be transacted at the meeting, except that a notice of a meeting of Directors shall specify any matter referred to in subsection 36(2) of the Act that is to be dealt with at the meeting.

### **7.04 Waiving Notice**

A Director may waive notice of a Board meeting, and attendance of a Director at a Board meeting is a waiver of notice of the meeting, except if the Director attends a Board meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting is not lawfully called.

### **7.05 First Meeting of New Board**

Provided that a quorum of Directors is present, a newly elected Board may, without notice, hold its first meeting immediately following the meeting of Members at which such Board is elected.

### **7.06 Regular Meetings**

The Board may appoint a day or days in any month or months for regular meetings of the Board at a place and hour to be named. A copy of any resolution of the Board fixing the place and time of such regular meetings of the Board shall be sent to each Director forthwith after being passed, and no other notice shall be required for any such regular meeting, except that a notice must be provided to specify any matter referred to in subsection 36(2) of the Act that is to be dealt with at the meeting. For greater certainty, the list of matters referred to in subsection 36(2) are set out in Section 6.12 above.

#### **7.07 Quorum**

A majority of the number of Directors specified in the Articles constitutes a quorum at any meeting of the Board; provided that where there is a minimum and maximum number of Directors specified in the Articles, a quorum shall be a majority of the number of Directors determined in accordance with Section 6.02. For the purpose of determining quorum, a Director may be present in person, or, if authorized under this By-law, by teleconference and/or by other electronic means.

#### **7.08 Meeting by Telephonic or Electronic Means**

A meeting of Directors may be held entirely by one or more telephonic or electronic means or by any combination of in-person attendance and by one or more telephonic or electronic means. A meeting of Directors held by these methods must ensure that all persons attending the meeting are able to communicate with each other simultaneously and instantaneously. A person who, through telephonic or electronic means, attends a meeting of Directors is deemed for the purposes of the Act to be present in person at the meeting.

#### **7.09 No Alternate Directors**

No person shall act for an absent Director at a Board meeting.

#### **7.10 Chairperson of the Meeting**

The chairperson of Board meetings shall be the Chair of the Board, or a Vice-Chair of the Board if the Chair of the Board is absent or unable to act. In the event that the Chair of the Board and the Vice-Chairs of the Board are absent, the Directors who are present shall choose one of their number to chair the meeting.

#### **7.11 Votes to Govern**

Each Director may exercise one (1) vote. At all meetings of the Board, every question shall be decided by a majority of the votes cast on the question. In case of an equality of votes, the chairperson of the meeting in addition to an original vote shall have a second or casting vote.

#### **7.12 Dissent at Meeting**

Subject to the Act, a Director who is present at a Board meeting or a meeting of a committee of Directors is deemed to have consented to any resolution passed or action taken at the meeting unless:

- (a) the Director's dissent is entered in the minutes of the meeting;
  - (b) the Director requests that his or her dissent be entered in the minutes of the meeting;
- or

- (c) the Director gives his or her dissent in writing to the secretary of the meeting before the meeting is terminated; or
- (d) the Director submits (in such manner required by the Act and the Regulations) his or her dissent immediately after the meeting is terminated to the Corporation;

provided that a Director who votes for or consents to a resolution may not dissent.

### **7.13 Dissent of Absent Director**

A Director who was not present at a meeting at which a resolution was passed or action taken is deemed to have consented to the resolution or action unless, within seven (7) days after becoming aware of the resolution or action, the Director:

- (a) causes his/her dissent to be placed with the minutes of the meeting; or
- (b) submits (in such manner required by the Act and the Regulations) his or her dissent to the Corporation.

### **7.14 Resolutions in Writing**

A resolution in writing, signed by all the Directors entitled to vote on that resolution at a meeting of the Board or committee of Directors, shall be as valid as if it had been passed at a Board meeting. A copy of every such resolution in writing shall be kept with the minutes of the proceedings of the Board or committee of Directors.

### **7.15 Meetings In Camera**

Where matters confidential to the Corporation are to be considered at a meeting of the Board, the part of the meeting concerning such matters may be held in camera. In addition, where a matter of a personal nature concerning a person may be considered at a meeting of the Board, the part of the meeting concerning the person shall be held in camera, unless there is mutual agreement to the contrary by the Board and such person.

### **7.16 Disclosure of Interest**

#### **(a) Prohibition**

Save and except where permitted by law and as approved by the Board, a Director and his or her family members shall not enter into a contract, business transaction, financial arrangement or other matter with the Corporation in which the Director or any of his or her family members, or any person closely connected to the Director, has any direct or indirect pecuniary or personal interest, gain or benefit. In this Section 7.16, “family members” means a person’s spouse, children, parents, siblings, or the spouses of such children, parents or siblings, or the children or parents of such person’s spouse(s), who are living with and/or financially supporting or supported by the person.

(b) Disclosure

- (i) Pursuant to the Act, a Director of the Corporation shall disclose, at the time and in the manner required by the Act, in writing to the Corporation or request to have entered in the minutes of Board meetings, the nature and extent of any interest that the Director has in any material contract or transaction or proposed material contract or transaction with the Corporation if the Director:
- (1) is a party to such material contract or transaction or proposed material contract or transaction with the Corporation; or
  - (2) is a director or an officer of, or has a material interest in, any person who is a party to such material contract or transaction or proposed material contract or transaction with the Corporation.
- (ii) In addition to the disclosure made under Section 7.16(b)(i), any Director who has any material direct or indirect pecuniary or personal interest, gain or benefit in an actual or proposed contract, business transaction, financial arrangement or other matter with the Corporation as described in Section 7.16(a) above, whether permitted by law or not, shall declare their interest therein at the first opportunity at a meeting of the Board.

(c) Material Interest

In this Section, “material” shall mean that the Director in question, directly or indirectly, is personally receiving a material benefit or gain of some kind, either financially or otherwise, with the determination of materiality in such circumstances to be made by the Board from time to time.

(d) Procedure Where Disclosure

The chairperson of Board meetings shall request any Director who has made a disclosure referred to in Section 7.16(b) to absent himself during the discussion of the matter, with such action being recorded in the minutes. The Director shall not vote on any resolution to approve such contract except as provided by the Act.

(e) Consequences of Contravention

In the event that the Board proceeds with a contract, business transaction, financial arrangement, or other matter, in which a Director has a direct or indirect pecuniary or personal interest, gain or benefit in contravention of this Section, save and except where permitted by law and approved by the Board, such Director shall be required to immediately resign from the Board, failing which he shall be deemed to have resigned from the Board upon the passing of a Board resolution to that effect.

## 7.17 Confidentiality

Every Director, Officer, committee member, employee and volunteer, shall respect the confidentiality of matters brought before the Board or before any committee of the Board, or any matter dealt with in the course of employment or involvement of such person in the activities of the Corporation.

## **SECTION VIII** **OFFICERS**

### 8.01 Designation of Offices

The Board may designate the offices of the Corporation, specify the duties of Officers and, subject to the Act, delegate to such Officers the power to manage the affairs of the Corporation. A Director may be elected or appointed to any office of the Corporation. An Officer may, but need not be, a Director unless this By-law otherwise provides. Two or more offices may be held by the same person.

### 8.02 Description of Offices

Unless otherwise specified by the Board, the offices of the Corporation, if designated and if Officers are appointed thereto, shall have the following duties and powers associated therewith, as well as such other duties and powers as the Board may specify from time to time:

- (a) **Chair of the Board** - The Chair of the Board shall be a Director. The Chair of the Board, shall, when present, preside at all meetings of the Board, and the Members.
- (b) **Vice-Chairs of the Board** – Two Vice-Chairs of the Board may be appointed or elected. The Vice-Chairs of the Board shall be Directors. If the Chair of the Board is absent or is unable or refuses to act, a Vice-Chair of the Board, shall, when present, preside at all meetings of the Board and the Members.
- (c) **Executive Director** – The Executive Director shall supervise the day to day operations and administration of the Corporation. The Board may delegate to the Executive Director the power to manage and direct the business and affairs of the Corporation and to employ and discharge agents and employees of the Corporation. The Executive Director shall conform to all lawful orders given by the Board of Directors of the Corporation and shall at all reasonable times give to the Board all information it may require regarding the affairs of the Corporation. The Executive Director may receive notice of and participate in all meetings of the Board, unless expressly excluded by the Board. The Executive Director shall not be a Director and shall not have the right to vote at meetings of the Board.
- (d) **Secretary** – The Secretary shall be a Director and shall attend and be the secretary of all meetings of the Board and Members. The Secretary shall enter or cause to be entered in the Corporation's minute book, minutes of all proceedings at such meetings; the Secretary shall give, or cause to be given, as and when instructed,

notices to Members, Directors and the auditor; the Secretary shall be the custodian of all books, papers, records, documents and other instruments belonging to the Corporation.

- (e) **Treasurer** - The Treasurer shall be a Director and shall be responsible for the maintenance of proper accounting records in compliance with the Act as well as the deposit of money, the safekeeping of securities and the disbursement of funds of the Corporation; whenever required, the Treasurer shall render to the Board an account of all such person's transactions as Treasurer and of the financial position of the Corporation.
- (f) **Immediate Past Chair** – The Immediate Past Chair shall chair the nominating committee and perform such other duties as the Board may determine.

The duties of all other Officers of the Corporation shall be such as the terms of their engagement call for or the Board requires of them. The Board may from time to time and subject to the Act, vary, add to or limit the powers and duties of any Officer.

### **8.03 Delegation of Duties of Officers**

Unless otherwise provided for by the Board, the Officers of the Corporation shall be responsible for the duties set forth in this By-law but are not necessarily required to perform such duties personally, and as such may delegate to other persons the performance of any or all of such duties, provided that such Officer remains accountable to the Board in relation to the duties that have been so delegated.

### **8.04 Election and Appointment of Officers**

- (a) All Officers, with the exception of the Executive Director, shall be elected by the Members at the annual meeting of Members following the election of the Directors from a list of nominations presented by the Nominating Committee.
- (b) The Executive Director shall be appointed by the Board on such terms and conditions of employment as may be determined by the Board.

### **8.05 Term of Office**

Officers who are not employees of the Corporation shall hold their position for a period of one (1) year or in those cases where an Officer is appointed by the Board to fill a vacancy during the year, until the next annual meeting. There is no maximum number of terms of office for an Officer, provided that no Officer may serve in one specific office for more than three years. An Officer will be eligible for re-appointment on a consecutive basis. Officers who are employees of the Corporation shall hold office at the discretion of the Board.

## **8.06 Vacancy in Office**

In the absence of a written agreement to the contrary, the Board may remove, whether for cause or without cause, any Officer of the Corporation. Unless so removed, an Officer shall hold office until the earlier of the Officer's term of office expires, the Officer's successor is appointed, the Officer resigns, the Officer ceases to be a Director (if a necessary qualification of this appointment), or the Officer dies. If the office of any Officer of the Corporation shall be or become vacant, the Board may appoint a person to fill such vacancy.

## **8.07 Remuneration of Officers**

The remuneration of any Officers appointed by the Board shall be determined in accordance with Section 6.11.

## **8.08 Agents and Attorneys**

Subject to the By-laws, the Board may authorize any Officer from time to time to appoint agents or attorneys for the Corporation in or out of Canada with such powers of management, administration or otherwise as the Board considers fit.

## **8.09 Disclosure (Conflict of Interest)**

- (a) An Officer who is a Director shall have the same duty to disclose such Officer's interest in a material contract or transaction or proposed material contract or transaction with the Corporation, as is imposed upon Directors pursuant to the provisions of the Act and the By-laws set out in Section 7.16.
- (b) An Officer who is not a Director shall have the same duty to disclose such Officer's interest in a material contract or transaction or proposed material contract or transaction with the Corporation, as is imposed upon Directors pursuant to the provisions of the Act and the By-laws set out in Subsection 7.16(b)(i), Subsection 7.16(c) and Subsection 7.16(d).
- (c) In all cases, any such contract or proposed contract may be referred to the Board or Members for approval in accordance with the Act, even if such contract is one that in the ordinary course of the Corporation's affairs would not require approval by the Board or Members.

## **SECTION IX**

### **PROTECTION OF DIRECTORS, OFFICERS AND OTHERS**

## **9.01 Duties of Directors and Officers**

Every Director and Officer in exercising such person's powers and discharging such person's duties shall act honestly and in good faith with a view to the best interests of the Corporation and shall exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances. Every Director and Officer of the

Corporation shall comply with the Act, the Regulations, Articles, By-laws and policies of the Corporation.

### **9.02 Limitation of Liability**

No Director or Officer shall be liable for the acts, receipts, neglects or defaults of any other Director or Officer or employee, or for joining in any receipt or other act for conformity, or for any loss, damage or expense happening to the Corporation through the insufficiency or deficiency of title to any property acquired for or on behalf of the Corporation, or for the insufficiency or deficiency of any security in or upon which any of the money of the Corporation shall be invested, or for any loss or damage arising from the bankruptcy, insolvency or tortious acts of any person with whom any of the money, securities or effects of the Corporation shall be deposited, or for any loss occasioned by any error of judgment or oversight on the Director or Officer's part, or for any other loss, damage or misfortune which shall happen in the execution of such person's duties of office, unless the same are occasioned by the Director or Officer's own wilful neglect or default or otherwise result from the Director or Officer's failure to act in accordance with the Act and the Regulations.

### **9.03 Indemnity of Directors and Officers**

Subject to the Act, the Corporation shall indemnify a Director or Officer of the Corporation, a former Director or Officer of the Corporation or another individual who acts or acted at the Corporation's request as a Director or Officer or in a similar capacity of another entity, and such person's heirs and legal representatives, against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment, reasonably incurred by such person in respect of any civil, criminal, administrative or investigative or other action or proceeding in which the individual is involved because of that association with the Corporation or other entity if,

- (a) the individual acted honestly and in good faith with a view to the best interests of the Corporation or, as the case may be, to the best interests of the other entity for which the individual acted as Director or Officer or in a similar capacity at the Corporation's request; and
- (b) in the case of a criminal or administrative proceeding that is enforced by a monetary penalty, the individual had reasonable grounds for believing that his or her conduct was lawful;

provided that due consideration is first given to the requirements under the *Charities Accounting Act* (Ontario) for the purchase of directors and officers liability insurance.

The Corporation shall indemnify such person in all such other matters, actions, proceedings and circumstances as may be permitted by the Act or the law. 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.

#### **9.04 Insurance**

Subject to the Act, the Corporation may purchase and maintain insurance for the benefit of any person entitled to be indemnified by the Corporation pursuant to the immediately preceding Section as the Board may determine from time to time against any liability incurred by the individual:

- (a) in the individual's capacity as a Director or an Officer of the Corporation; or
- (b) in the individual's capacity as a director or an officer, or in a similar capacity, of another entity, if the individual acts or acted in that capacity at the Corporation's request;

provided that due consideration is first given to the requirements under the *Charities Accounting Act* (Ontario) for the purchase of directors and officers liability insurance.

#### **9.05 Advances**

The Corporation may advance money to a Director, Officer or other individual for the costs, charges and expenses of an action or proceeding for which indemnity is provided by the Corporation pursuant to the Act or this By-law. The individual shall repay the money if the individual does not fulfil the conditions set out in Section 9.03(a) and Section 9.03(b).

### **SECTION X** **NOTICES**

#### **10.01 Method of Giving Notices**

Any notice required to be sent to any Member or Director or to the auditor or person who has been appointed to conduct a review engagement shall be provided by telephone, delivered personally, or sent by prepaid mail, facsimile, email or other electronic means to such Member at the Member's latest address as shown in the records of the Corporation; or such Director at his or her latest address as shown in the records of the Corporation or in the most recent notice or return filed under the *Corporations Information Act*, whichever is the more current; or such auditor or the person who has been appointed to conduct a review engagement at its business address; provided that if no address be given then to the last address of such person known to the Secretary; provided further 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. A notice, communication or document so delivered shall be deemed to have been given when it is delivered personally or at the address aforesaid; a notice, communication or document so mailed shall be deemed to have been given when it is deposited in a post office or public letter box; and a notice, communication or document so sent by facsimile, email or other electronic means, shall be deemed to have been given when it is received by the addressee or when the notice enters the information system designated by the addressee, whichever is earlier.

## **10.02 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, the day of service, posting or other delivery of the notice shall not, unless it is otherwise provided, be counted in such number of days or other period.

## **10.03 Undelivered Notices**

If any notice given to a Member is returned on three consecutive occasions because such Member cannot be found, the Corporation shall not be required to give any further notices to such Member until such Member informs the Corporation in writing of his or her new address.

## **10.04 Omissions and Errors**

The accidental omission to give any notice to any Member, Director, Officer, member of a committee of the Board or auditor, or the non-receipt of any notice by any such person where the Corporation has provided notice in accordance with the By-laws or any error in any notice not affecting its substance shall not invalidate any action taken at any meeting to which the notice pertained or otherwise founded on such notice.

## **10.05 Waiver of Notice**

Any Member, Director, Officer, member of a committee of the Board or auditor may waive or abridge the time for any notice required to be given to such person, and such waiver or abridgement, whether given before or after the meeting or other event of which notice is required to be given shall cure any default in the giving or in the time of such notice, as the case may be. Any such waiver or abridgement shall be in writing except a waiver of notice of a meeting of Members or of the Board or of a committee of the Board, which may be given in any manner.

## **SECTION XI** **AMENDMENTS**

### **11.01 Amendment of Articles**

The Articles of the Corporation may only be amended if the amendment is confirmed by a Special Resolution of the Members. Any amendment to the Articles is effective on the date shown in the certificate of amendment.

### **11.02 Amendment of By-laws**

Subject to the Act, the Board may from time to time enact By-laws relating in any way to the Corporation or to the conduct of its affairs, and may from time to time by By-law amend, repeal or re-enact the By-laws but no By-law shall be effective until confirmed by a Special Resolution of the Members.

**SECTION XII**  
**TRANSITION PROVISIONS**

**12.01 Members**

Upon this By-law coming into effect, the Members at the time when this By-law comes into effect shall continue to be the Members under this By-law.

**12.02 Directors and Officers**

- (a) Upon this By-law coming into effect, the Directors and Officers then in office at the time when this By-law comes into effect shall continue to remain in office for the remainder of their respective term until their respective successors are elected in accordance with this By-law.
- (b) The number of terms served by the Directors up to the time of this By-law coming into effect shall be included in the maximum number of terms directors are permitted to be served under this By-law.

**SECTION XIII**  
**IDENTIFICATION AND REPEAL OF FORMER BY-LAWS**

**13.01 Repeal of Former General Operating By-law**

- (a) General Operating By-law No. 1 and By-law No. 2 are hereby repealed and replaced by General Operating By-law No. 3 herein effective immediately upon the enactment of this By-law at the time of confirmation by the Members of the Corporation.
- (b) The repeal of By-laws No. 1 and 2 shall not affect the previous operations of such By-laws so repealed or affect the validity of any act done or right, privilege, obligation or liability acquired or incurred under the validity of any contract or agreement made pursuant to any such By-law prior to its repeal. All Officers and persons acting under such By-laws so repealed shall continue to act as if appointed under the provisions of this By-law. All Board or Members' resolutions, with continuing effect, passed under such repealed By-law shall continue to be valid, except to the extent inconsistent with this By-law, and until amended or repealed.

***SIGNATURE PAGE IMMEDIATELY FOLLOWS***

**ENACTED** by the Directors of the Corporation this 19<sup>th</sup> day of September, 2024.

  
Vice-Chair of the Board, Cathy Collett

  
Director, Leah Canning

**CONFIRMED** by the Members of the Corporation this 25th day of October, 2024.

  
Vice-Chair of the Board, Cathy Collett