

BY-LAWS
A by-law relating generally to the
transaction of the business and
affairs of the
CANADIAN PUBLIC PROCUREMENT COUNCIL

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BE IT ENACTED as a By-law of the Corporation as follows:

SECTION ONE - INTERPRETATION

1.1 Definitions.

In the By-laws, unless the context otherwise requires:

“**Act**” means the *Canada Not-for-profit Corporations Act*, or any statute that may be substituted therefor, and the regulations to the Act, as from time to time amended.

“**Articles**” means the articles attached to the certificate of continuance of the Corporation, as from time to time amended or restated.

“**Board**” means the board of directors of the Corporation.

“**By-laws**” means This By-law and all other by-laws of the Corporation from time to time in force and effect.

“**Corporation**” means the corporation continued under the Act by the said certificate to which the Articles are attached, and named “**CANADIAN PUBLIC PROCUREMENT COUNCIL**”, otherwise referred to at times as **CPPC**.

“**Meeting of Members**” includes an annual Meeting of Members and a Special Meeting of Members.

“**Special Meeting of Members**” includes a meeting of any class or classes of members and a special meeting of all members entitled to vote at an annual Meeting of members.

Except as provided above, words and expressions defined in the Act have the same meanings when used in This By-law. Words importing the singular number include the plural and vice versa. Words importing a person include an individual, partnership, association, body corporate, trustee, executor, administrator and legal representative.

SECTION TWO - AFFAIRS OF THE CORPORATION

2.1 Registered Office.

The registered office of the Corporation shall be at such location in Canada as the Board may from time to time determine.

2.2 Corporate Seal

The Corporation may, but need not, adopt a corporate seal and if one is adopted it shall be in a form approved from time to time by the Board.

2.3 Financial Year.

Until changed by the Board, the financial year of the Corporation shall end on the last day of March in each year.

2.4 Execution of Instruments.

Deeds, transfers, assignments, contracts, obligations, certificates and other instruments may be signed on behalf of the Corporation by any two (2) of its officers or directors. In addition, 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 (if any) to the document. 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.

2.5 Banking Arrangements.

The banking business of the Corporation, including the borrowing of money and the giving of security therefor, shall be transacted with such banks, trust companies or other bodies corporate or organizations as may from time to time be designated by or under the authority of the Board. Such banking business or any part thereof shall be transacted under such agreements, instructions and delegations of powers as the Board may from time to time prescribe.

2.6 Voting Rights in Other Bodies Corporate.

The signing officers of the Corporation under Section 2.4 may execute and deliver proxies and arrange for the issuance of voting certificates or other evidence of the right to exercise the voting rights attaching to any securities held by the Corporation. Such instruments shall be in favour of such persons as may be determined by the officers executing or arranging for them. In addition, the Board may from time to time direct the manner in which and the persons by whom any particular voting rights or class of voting rights may or shall be exercised.

SECTION THREE - DIRECTORS

3.1 Number of Directors.

Until changed in accordance with the Act, the Board shall consist of not fewer than the minimum number and not more than the maximum number of directors provided in the Articles. The Board may, in its discretion, permit certain individuals to attend and participate in Board meetings, provided however that such individuals shall not be considered Directors and shall not have voting rights.

3.2 Qualification.

No person shall be qualified for election as a director if such person is less than 18 years of age, is incapable and has been so declared by a court in Canada or elsewhere, is not an individual, or has the status of a bankrupt. A director must be an individual from an organization which is a voting member of the Corporation and no more than one director per such organization at a time may serve on the Board.

3.3 Election and Term.

Directors shall be elected by the voting Members for a term of three (3) years. The election of directors shall take place at an annual Meeting of Members and all the directors then in office whose term has expired shall retire but, if qualified, shall be eligible for re-election. The number of directors to be elected at any annual Meeting of Members shall be the number of directors then in office unless the directors otherwise determine. If the members adopt an amendment to the Articles to increase the number or maximum number of directors, the members may, at the Meeting of Members at which they adopt the amendment, elect the additional number of directors authorized by the amendment. The election shall be by ordinary resolution. If an election of directors is not held at the proper time, the incumbent directors shall continue in office until their successors are elected.

3.4 Nominations and Elections Procedure.

(a) Approximately three (3) months prior to the annual Meeting of Members, the staff of the Corporation, under the supervision of the Executive Director, shall:

- (i) confirm the number of Directors to be elected at the next annual Meeting of Members, in order to comply with the composition of the Board set out in section 3.1 above;
- (ii) seek, in writing, the names of eligible and qualified individuals to consider for nomination as Directors; and
- (iii) then prepare a slate of Directors for consideration by the Members at the Meeting of the Members which may consist of a certain number of recommended individuals from certain sectors or regions.

(b) No nominations for election as a Director may be made from the floor at any Meeting of Members;

(c) The Members shall then elect the Directors at the annual meeting.

3.5 Consent.

No person shall hold office as a director unless such person, if present at the Meeting of Members when the election took place, did not refuse to hold office as a director or, if absent at

such Meeting of Members, consented to hold office in writing before the election or within ten (10) days after the election, or acted as a director after the election.

3.6 Removal of Directors.

Subject to the Act, the members may by ordinary resolution passed at a Special Meeting of Members remove any director from office and the vacancy created by such removal may be filled at the same Meeting of Members, failing which it may be filled by the Board.

3.7 Vacation of Office.

A director ceases to hold office on death, on removal from office by the members, on becoming disqualified for election as a director, on receipt of a written resignation by the Corporation, or, if a time is specified in such resignation, at the time so specified, whichever is later. Subject to the Act, a quorum of the Board may appoint a qualified individual to fill a vacancy in the Board on an interim basis until the next Meeting of Members where an election will occur.

3.8 Action by the Board.

The Board shall manage, or supervise the management of, the activities and affairs of the Corporation. The powers of the Board may be exercised at a meeting at which a quorum is present or by resolution in writing signed by all the directors entitled to vote on that resolution at a meeting of the Board.

3.9 Meeting by Means of Electronic Communication.

Subject to the Act, if all the directors of the Corporation consent generally or in respect of a particular meeting, a director may participate in a meeting of the Board or of a committee of the Board by means of a telephonic, electronic or other communication facility that permits all participants to communicate adequately with each other during the meeting, and a director participating in such a meeting by such means is deemed to be present at the meeting. Any such consent shall be effective whether given before or after the meeting to which it relates and may be given with respect to all meetings of the Board and of committees of the Board.

3.10 Place of Meetings.

Meetings of the Board may be held at any place in or outside Canada.

3.11 Calling of Meetings.

Meetings of the Board shall be held from time to time at such time and at such place as the Board, the Executive Director, the President the Vice-President or any two Directors may determine.

3.12 Notice of Meeting.

Notice of the time and place of each meeting of the Board shall be given in the manner provided in Section Nine to each director (a) not less than seven (7) days before the time when the meeting is to be held if the notice is mailed, or (b) not less than forty eight (48) hours before the time when the meeting is to be held if the notice is given personally, is delivered or is communicated by telephone, facsimile or other electronic means. A notice of a meeting of directors need not specify the purpose of or the business to be transacted at the meeting except where the Act

requires such purpose or business to be specified, including, as required by the Act, any proposal to:

- (a) submit to the members any question or matter requiring approval of the members;
- (b) fill a vacancy among the directors or in the office of public accountant, or appoint additional directors;
- (c) issue debt obligations except as authorized by the Board;
- (d) approve any annual financial statements;
- (e) adopt, amend or repeal By-laws; or
- (f) establish contributions to be made or dues to be paid by members.

3.13 First Meeting of New Board.

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

3.14 Adjourned Meeting.

Notice of an adjourned meeting of the Board is not required if the time and place of the adjourned meeting are announced at the original meeting.

3.15 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 shall be sent to each director immediately after being passed, but no other notice shall be required for any such regular meeting except where the Act requires the purpose of or the business to be transacted at such meeting to be specified.

3.16 Chair.

The chair of any meeting of the Board shall be the president unless provided otherwise by the Board. If the president is not able to act as chair, then the directors present shall choose one of such directors to be chair.

3.17 Quorum.

The quorum for the transaction of business at any meeting of the Board shall consist of a majority of the directors in office at that particular time. No person shall act for an absent director at a meeting of the Board.

3.18 Votes to Govern.

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 chair of the meeting shall not be entitled to a second or casting vote.

3.19 Conflict of Interest.

A director of the Corporation shall disclose to the Corporation, in the manner and to the extent provided by the Act, any interest that such director has in a material contract or transaction, whether made or proposed, with the Corporation, if such director (a) is a party to the contract or transaction, (b) is a director or an officer, or an individual acting in a similar capacity, of a party to the contract or transaction, or (c) has a material interest in a party to the contract or transaction. Such director shall not vote on any resolution to approve the same except as provided by the Act.

3.20 Remuneration and Expenses.

Directors shall serve without remuneration and no director shall directly or indirectly receive any profit from such position, provided that a director may be reimbursed for reasonable expenses incurred in the performance of the director's duties as such. A director shall not be prohibited from receiving compensation for services provided to the Corporation in another capacity.

SECTION FOUR - COMMITTEES

4.1 Committees of the Board.

The Board may appoint from its directors one or more committees of the Board, however designated, and delegate to any such committee any of the powers of the Board except those which pertain to items which, under the Act, a committee of the Board has no authority to exercise.

SECTION FIVE - OFFICERS

5.1 Appointment.

The Board may from time to time appoint from among the Board a President, one or more Vice-Presidents (to which title may be added words indicating seniority or function), one or more Secretaries, a Treasurer and such other officers as the Board may determine, including an Executive Director. One person may hold more than one office. The Board may specify the duties of and, in accordance with This By-law and subject to the Act, delegate to such officers powers to manage the activities and affairs of the Corporation, except those which pertain to items which, under the Act, an officer has no authority to exercise. An officer must be a director.

5.2 President.

The president shall be the chief executive officer and, subject to the authority of the Board, shall have general supervision of the activities of the Corporation and such other powers and duties as the Board may specify. Unless provided otherwise by the Board, the President shall chair all meetings of the Board and Meetings of the Members.

5.3 Vice-President.

The Vice-President shall act for the President in his or her absence, including chairing Board meetings and be vested with all of the powers and perform all of the duties of the President if the President is unable to perform his or her duties or exercise his or her powers. Furthermore, the Vice-President shall have such other powers and duties as the Board may specify.

5.4 Past President.

The individual who is a Past President of the Corporation may hold the office of Past President. The Past President shall provide advice and leadership to the Board regarding past practices and other matters to assist the Board in governing the Corporation. The Past President supports the current President on an as-needed basis. Furthermore, the Past President shall have such other powers and duties as the Board may specify. The Past President may not be a director. In the event that the Past President is not a director, he or she shall be entitled to attend meetings of the Board but shall not have the right to vote at such meetings.

5.5 Executive Director.

The Board may from time to time also appoint an Executive Director. If appointed, the Executive Director shall have general supervision of the activities and affairs of the Corporation and such other powers and duties as the Board may specify. If appointed, the Executive Director shall be permitted to attend meetings of the Board but shall not have any voting rights at such meetings. Remuneration to be paid to the Executive Director shall be such amount as the Board may determine from time to time.

5.6 Secretary.

The Secretary shall attend and be the secretary of meetings of the Board, members and committees of the Board and shall enter or cause to be entered in records kept for that purpose minutes of all proceedings thereat. The Secretary shall give or cause to be given, as and when instructed, all notices to members, directors, officers, public accountants and members of committees of the Board. The Secretary shall be the custodian of the stamp or mechanical device generally used for affixing the corporate seal of the Corporation and of all books, records and instruments belonging to the Corporation, except when some other officer or agent has been appointed for that purpose, and shall have such other powers and duties as may be specified by the Board.

5.7 Treasurer.

The Treasurer shall keep proper accounting records in compliance with the Act and shall be responsible for the deposit of money, the safekeeping of securities and the disbursement of the funds of the Corporation. The Treasurer shall render to the Board whenever required an account of all transactions as Treasurer and of the financial position of the Corporation and shall have such other powers and duties as may be specified by the Board.

5.8 Powers and Duties of Officers.

The powers and duties of all officers shall be such as the terms of their engagement call for or as the Board or (except for those whose powers and duties are to be specified only by the Board) the President may specify. The Board and (except as aforesaid) the President may, from time to time and subject to the provisions of the Act, vary, add to or limit the powers and duties of any officer. Any of the powers and duties of an officer to whom an assistant has been appointed may be exercised and performed by such assistant, unless the Board or the President otherwise directs.

5.9 Term of Office.

The Board, in its discretion, may remove any officer of the Corporation. Each officer appointed by the Board shall hold office for a period of either one year or until a successor is appointed immediately following the next annual meeting of the members, the officer resigns, or the Board removes the officer, whichever occurs first.

5.10 Agents and Attorneys.

The Corporation, by or under the authority of the Board, shall have power from time to time to appoint agents or attorneys for the Corporation in or outside Canada with such powers (including the power to sub-delegate) of management, administration or otherwise as may be thought fit.

5.11 Conflict of Interest.

An officer of the Corporation shall disclose to the Corporation, in the manner and to the extent provided by the Act, any interest that such officer has in a material contract or transaction, whether made or proposed, with the Corporation, if such officer (a) is a party to the contract or transaction, (b) is a director or an officer, or an individual acting in a similar capacity, of a party to the contract or transaction, or (c) has a material interest in a party to the contract or transaction. Such officer shall not vote on any resolution to approve the same except as provided by the Act.

SECTION SIX - PROTECTION OF DIRECTORS, OFFICERS AND OTHERS

6.1 Limitation of Liability.

All directors and officers of the Corporation in exercising their powers and discharging their duties shall act honestly and in good faith with a view to the best interests of the Corporation and exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances. Subject to the foregoing, and without limiting any defences available to a director or an officer under the Act or otherwise, no director or officer shall be liable for:

- (a) the acts, omissions, failures, neglects or defaults of any other director, officer or employee;
- (b) 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;

- (c) the insufficiency or deficiency of any security in or upon which any of the moneys of the Corporation shall be invested;
- (d) any loss, damage or expense arising from the bankruptcy, insolvency or tortious acts of any person with whom any of the moneys, securities or effects of the Corporation shall be deposited;
- (e) any loss, damage or expense arising from any error of judgment or oversight on the part of such director or officer; or
- (f) any other loss, damage or expense arising from the execution of the duties of office or in relation thereto;

provided that nothing in this Section shall relieve any director or officer from the duty to act in accordance with the Act or from liability for any breach of the Act.

6.2 Indemnity.

Subject to the Act, the Corporation shall indemnify a director or officer, a former director or officer, 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 their 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 the individual in respect of any civil, criminal, administrative, investigative or other proceeding in which the individual is involved because of that association with the Corporation or such other entity.

6.3 Limitation.

The Corporation shall not indemnify an individual under Section 6.2 unless (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 action or proceeding that is enforced by a monetary penalty, the individual had reasonable grounds for believing that the individual's conduct was lawful.

6.4 Additional Circumstances.

The Corporation shall also indemnify an individual referred to in Section 6.2 in such other circumstances as the Act or law permits 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.

6.5 Insurance.

Subject to the Act, the Corporation may purchase and maintain insurance for the benefit of an individual referred to in Section 6.2 as the Board may from time to time determine.

SECTION SEVEN - MEMBERS

7.1 Members.

Subject to the Articles, there shall be two classes of members of the Corporation, namely General Members and Individual Members, described more particularly as follows:

(a) General Members are organizations, including without limitation, public organizations, broader public organizations and Crown corporations carrying out public procurement activities in Canada and interested in furthering the objects of the Corporation which have formally applied for and been approved as members of the Corporation by the Board based on criteria established by the Board from time to time. General Members shall be entitled to receive notice of, and to attend all Meetings of Members of the Corporation and shall be entitled to one vote on any vote taken. Each General Member shall appoint an individual to represent it at Meetings of Members, and such individual may exercise on behalf of General Member all the powers of the General Member, including eligibility to be elected as a director of the Corporation.

(b) Individual Members are individuals interested in furthering the objects of the Corporation which have formally applied for and been approved as members of the Corporation by the Board based on criteria established by the Board from time to time. Individual Members are entitled to receive notice of an attending Meetings of Members of the Corporation but shall not be entitled to vote.

7.2 Transfer.

Membership in the Corporation is not transferable.

7.3 Contributions and Dues.

The contributions and dues (if any) payable by members shall from time to time be fixed by resolution of the Board.

7.4 Termination.

Membership is terminated when a member dies or resigns, ceases to fulfil the conditions of membership in such member's class, is expelled or is otherwise terminated as a member in accordance with the By-laws, when the term of membership expires or when the Corporation is liquidated and dissolved. The rights of a member, including any rights in the property of the Corporation, cease to exist on termination of membership.

7.5 Resignation.

A member may resign at any time by notice in writing, addressed to the Corporation at its registered office, which shall be effective upon any date or time specified in such notice, provided such date or time is on or after receipt of such notice. A member shall remain liable for payment of any fee payable by the member prior to such member's resignation.

7.6 Termination for Non-Payment.

If membership contributions or dues are levied by the Board, the membership of any member who is in arrears may be terminated by or under the authority of the Board if such contributions

or dues are not paid within the time designated by the Board. Any member whose membership has been terminated pursuant to this provision may re-apply for membership.

7.7 Discipline.

The Board shall have authority to suspend or expel any member from the Corporation for any one or more of the following grounds:

- (a) violating any provision of the By-laws or written policies of the Corporation;
- (b) carrying out any conduct which the Board determines in its sole discretion to be detrimental to the Corporation; or
- (c) for any other reason that the Board in its sole discretion considers to be reasonable, having regard to the purpose of the Corporation.

The circumstances and the manner in which the power of the Board to suspend or expel a member may be exercised are as follows. In the event that the Board determines that a member should be expelled or suspended from membership in the Corporation, the President, or such other officer as may be designated by the Board, shall provide twenty (20) days notice of suspension or expulsion to the member and shall provide reasons for the proposed suspension or expulsion. The member may make written submissions to the President or such other designated officer in response to the notice received within such twenty (20) day period. In the event that no written submissions are received by the President or such other designated officer, the President or such other designated officer may proceed to notify the member that the member is suspended or expelled from membership in the Corporation. If written submissions are received in accordance with this Section, the Board shall consider such submissions in arriving at a final decision and shall notify the member concerning such final decision within a further (20) 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 EIGHT - MEETINGS OF MEMBERS

8.1 Annual Meetings.

Subject to the Act, the Board shall call an annual Meeting of Members (a) not later than eighteen (18) months after the Corporation comes into existence, and (b) subsequently, not later than fifteen (15) months after holding the last preceding annual Meeting of Members but no later than six months after the end of the Corporation's preceding financial year. The annual Meeting of Members shall be held for the purpose of considering the financial statements and reports required by the Act to be placed before the annual Meeting of Members, electing directors, appointing a public accountant and for the transaction of such other business as may properly be brought before the Meeting of Members.

8.2 Special Meetings.

The Board shall have power to call a Special Meeting of Members at any time.

8.3 Place of Meetings.

Meetings of Members shall be held at the registered office of the Corporation or elsewhere in Canada if the Board shall so determine. A Meeting of Members may be held at a place outside Canada if the place is specified in the Articles or all the members entitled to vote at the Meeting of Members agree that the Meeting of Members is to be held at such place. A member who attends a Meeting of Members held outside Canada is deemed to have agreed to it being held outside Canada except when the member attends the Meeting of Members for the express purpose of objecting to the transaction of any business on the grounds that the Meeting of Members is not lawfully held.

8.4 Participation in Meeting by Electronic Means.

Any person entitled to attend a Meeting of Members may participate and vote in the Meeting of Members, in accordance with the Act, by means of a telephonic, electronic or other communication facility, if the Corporation makes available such a communication facility, which facility permits all participants to communicate adequately with each other during the Meeting of Members, enables the votes to be gathered in a manner that permits their subsequent verification, and permits the tallied votes to be presented to the Corporation without it being possible for the Corporation to identify how each member votes. A person participating in a Meeting of Members by such means is deemed for the purposes of the Act to be present at the Meeting of Members.

8.5 Meeting Held by Electronic Means.

If the directors or the members of a Corporation call a Meeting of Members pursuant to the Act, those directors or members, as the case may be, may determine that the Meeting of Members shall be held, in accordance with the Act, entirely by means of a telephonic, electronic or other communication facility that permits all participants to communicate adequately with each other during the Meeting of Members.

8.6 Notice of Meetings.

Notice in writing of the time and place of each Meeting of Members shall be given in the manner provided in Section Nine not less than twenty one (21) days before the date of the Meeting of Members to each director, to the public accountant, and to each member who at the close of business on the day immediately preceding the day on which notice is given is entered in the register of members of the Corporation. Notice of a Meeting of Members called for any purpose other than consideration of the financial statements and public accountant's report and Board's report, election of directors and reappointment of the incumbent public accountant shall state the general nature of the business to be transacted at it in sufficient detail to permit the members to form a reasoned judgment thereon and shall state the text of any special resolution to be submitted to the Meeting of Members. Notice of a Meeting of Members adjourned for less than thirty one (31) days is not required if the time and place of the adjourned Meeting of Members is announced at the original Meeting of Members.

8.7 Meetings without Notice.

A Meeting of Members may be held without notice at any time and place permitted by the Act (a) if all the members entitled to vote thereat are present in person or duly represented or if those not present or represented waive notice of or otherwise consent to such Meeting of Members

being held, and (b) if the public accountant and the directors are present and waive notice of or otherwise consent to such Meeting of Members being held. At such a Meeting of Members any business may be transacted which the Corporation may transact at a Meeting of Members. If the Meeting of Members is held at a place outside Canada, members not present or duly represented, but who have waived notice of or otherwise consented to such Meeting of Members, shall also be deemed to have consented to the Meeting of Members being held at such place.

8.8 Chair, Secretary and Scrutineers.

The chair of any Meeting of Members shall be the first mentioned of such of the following officers as have been appointed and who is present at the Meeting of Members: chair of the Board, President, or a Vice-President who is a member or represents a member. If no such officer is present within fifteen (15) minutes from the time fixed for holding the Meeting of Members, the persons present and entitled to vote shall choose one of their number to be chair. If the Secretary of the Corporation is absent, the chair shall appoint some person, who need not be a member, to act as Secretary of the Meeting of Members. If desired, one or more scrutineers, who need not be members, may be appointed by a resolution or by the chair with the consent of the Meeting of Members.

8.9 Persons Entitled to be Present.

The only persons entitled to be present at a Meeting of Members shall be those entitled to vote at such Meeting of Members, the directors, the public accountant of the Corporation and others who, although not entitled to vote, are entitled or required under any provision of the Act or the Articles or By-laws to be present at the Meeting of Members. Any other person may be admitted only on the invitation of the chair of the Meeting of Members or with consent of the Meeting of Members.

8.10 Quorum.

The quorum for the transaction of business at any Meeting of Members shall be one-third (1/3rd) of the members entitled to vote, or a representative for a member so entitled or a duly appointed proxy holder on behalf of such member. If a quorum is present at the opening of any Meeting of Members, the members present may proceed with the business of the Meeting of Members notwithstanding that a quorum is not present throughout the Meeting of Members. If a quorum is not present at the opening of any Meeting of Members, the members present may adjourn the Meeting of Members to a fixed time and place but may not transact any other business.

8.11 Right to Vote.

Subject to the Act and the Articles, at any Meeting of Members every person shall be entitled to vote who is at the time of the Meeting of Members entered in the books of the Corporation as a General Member.

8.12 Proxies.

Subject to the right of non-individual members to be represented at a Meeting of Members, at any Meeting of Members, members not in attendance may vote by appointing in writing a proxyholder, and one or more alternate proxyholders, who are required to be members, to attend and act at the Meeting of Members in the manner and to the extent authorized by the proxy and with the authority conferred by it subject to the following requirements:

- (a) proxy is valid only at the Meeting of Members in respect of which it is given or at a continuation of such Meeting of Members after an adjournment;
- (b) a member may revoke a proxy by depositing an instrument or act in writing executed or, in Quebec, signed by the member or by their agent or mandatary:
 - (i) at the registered office of the Corporation no later than the last business day preceding the day of the Meeting of Members at which the proxy is to be used, or the day of the continuation of such Meeting of Members after an adjournment of such Meeting of Members; or
 - (ii) with the chair of the Meeting of Members on the day of the Meeting of Members or the day of the continuation of such Meeting of Members after an adjournment of such Meeting of Members; and
- (c) a proxyholder or an alternate proxyholder has the same rights as the member by whom they were appointed, including the right to speak at a Meeting of Members in respect of any matter, to vote by way of ballot at the Meeting of Members, to demand a ballot at the Meeting of Members and, except where a proxyholder or an alternate proxyholder has conflicting instructions from more than one member, to vote at the Meeting of Members by way of a show of hands.

8.13 Votes to Govern.

Unless the Act, the Articles or any By-law otherwise provide, at any Meeting of Members every question shall be determined by the majority of the votes duly cast on the question.

8.14 Show of Hands.

Any question at a Meeting of Members shall be decided by a show of hands unless, after a show of hands, a ballot on such question is required or demanded as provided in Section 8.15. Upon a show of hands every person who is present and entitled to vote shall have one vote. Whenever a vote by show of hands shall have been taken upon a question, unless a ballot on such question is so required or demanded, a declaration by the chair of the Meeting of Members that the vote upon the question has been carried, carried by a particular majority or not carried and an entry to that effect in the minutes of the Meeting of Members shall be prima facie evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against any resolution or other proceeding in respect of such question, and the result of the vote so taken shall be the decision of the members upon such question.

8.15 Ballots.

On any question proposed for consideration at a Meeting of Members, and whether or not a show of hands has been taken on such question, the chair may require, or any member who is present and are entitled to vote may demand, a ballot on such question. A ballot so required or 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. Upon a ballot each member present in person or represented by proxy and entitled to vote shall have one vote and the result of the ballot shall be the decision of the members upon such question.

8.16 Casting Vote.

In case of an equality of votes at any Meeting of Members either upon a show of hands or upon a ballot, the chair of the Meeting of Members shall not be entitled to an additional or casting vote and the motion being voted on shall not be passed.

8.17 Adjournment.

The chair at a Meeting of Members may, with the consent of the Meeting of Members and subject to such conditions as the Meeting of Members may decide, adjourn the Meeting of Members from time to time and from place to place.

8.18 Action in Writing by Members.

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 Members, unless a written statement with respect to the subject matter of the resolution is submitted by a director or the public accountant in accordance with the Act.

SECTION NINE - NOTICES

9.1 Method of Giving Notices.

Any notice (which term includes any communication or document) to be given (which term includes sent, delivered or served) pursuant to the Act, the Articles, the By-laws or otherwise to a member, director, officer or member of a committee of the Board or to the public accountant shall be sufficiently given:

- (a) if delivered personally to the person to whom it is to be given (the "Intended Recipient");
- (b) if delivered to the Intended Recipient's recorded address, or in the case of notice to a director, to the latest address of such director as shown in the last notice that was sent by the Corporation in accordance with section 128 (Notice of directors) or 134 (Notice of change of directors) of the Act;
- (c) if mailed to the Intended Recipient's recorded address by prepaid mail; or
- (d) if sent to the Intended Recipient by telephone, facsimile or other electronic means to the Intended Recipient's recorded address for that purpose, provided that any notice given in the form of an electronic document shall be in accordance with Part 17 of the Act.

A notice so delivered shall be deemed to have been given when it is delivered personally or to the recorded address in accordance with Section 9.1(a), (b) or (c). A notice so mailed shall be deemed to have been given when deposited in a post office or public letter box. A notice so sent by means of telephone, facsimile or other electronic means shall be deemed to have been given when transmitted, dispatched or delivered for dispatch. The Secretary may change or cause to be changed the recorded address of any member, director, officer, public accountant or member of a

committee of the Board in accordance with any information believed by the Secretary to be reliable.

9.2 Computation of Time.

In computing the date when notice must be given under any provision requiring a specified number of days notice of any meeting or other event, the day of giving the notice shall be excluded and the day of the meeting or other event shall be included.

9.3 Undelivered Notices.

If any notice given to a member pursuant to Section 9.1 is returned on two consecutive occasions because the member cannot be found, the Corporation shall not be required to give any further notices to such member until informed in writing by the member of a new address.

9.4 Omissions and Errors.

The accidental omission to give any notice to any member, director, officer, public accountant or member of a committee of the Board or the non-receipt of any notice by any such person or any error in any notice not affecting the substance of the notice shall not invalidate any action taken at any meeting held pursuant to such notice or otherwise founded on such notice.

9.5 Waiver of Notice.

Any member, director, officer, public accountant or member of a committee of the Board, or any other person entitled to receive notice of a Meeting of Members or any other notice from the Corporation, may at any time waive any notice, or waive or abridge the time for any notice, required to be given to such person under the Act, the Articles, the By-laws or otherwise. Any such waiver or abridgement, whether given before or after the Meeting of Members 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 a committee of the Board which may be given in any manner.

SECTION TEN - EFFECTIVE DATE AND REPEAL

10.1 Effective Date.

This By-law shall come into force when made by the Board in accordance with the Act.

10.2 Repeal.

All previous By-laws are repealed as of the coming into force of This By-law. Such repeal shall not affect the previous operation of any By-law so repealed, or affect the validity of any act done or right, privilege, obligation or liability acquired or incurred under, or the validity of any contract or agreement made pursuant to, or the validity of any Articles (as defined in the Act) or predecessor charter documents of the Corporation obtained pursuant to, any such By-law prior to its repeal. All officers and persons acting under any By-law so repealed shall continue to act as if appointed under the provisions of This By-law and all resolutions of the members or the Board or a committee of the Board with continuing effect passed under any repealed By-law shall

continue to be good and valid except to the extent inconsistent with This By-law and until amended or repealed.

This By-law was made by the directors of the Corporation on October 18, 2013 and was confirmed without variation by the Members of the Corporation on November 6, 2013.



David Knight, Secretary