

Freshwater Conservation Canada

BY-LAWS

A By-law relating generally to the conduct of the affairs of Freshwater Conservation Canada (FCC) (the "Corporation")

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

SECTION 1 – GENERAL

1.01 Definitions

In this By-law of the Corporation, unless the context otherwise requires:

- a) "Act" means the *Canada Not-for-profit Corporations Act* S.C. 2009, c.23 including the 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 and "Director" means a member of the Board;
- d) "By-laws" means this by-law and any other By-laws of the Corporation as amended and which are, from time to time, in force and effect;
- e) "meeting of members" includes an annual meeting of members or 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;
- f) "Officers" means the agents through which a Board of Directors acts;
- g) "ordinary resolution" means a resolution passed by a majority of not less than 50% plus 1 of the votes cast on that resolution;
- h) "proposal" means a proposal submitted by a member of the Corporation that meets the requirements of section 163 (Shareholder Proposals) of the Act;
- i) "Regulations" means the regulations made under the Act, as amended, restated or in effect from time to time; and
- j) "special resolution" means a resolution passed by a majority of not less than two-thirds (2/3) of the votes cast on that resolution.

1.02 Interpretation

In the interpretation of this By-law, words in the singular include the plural and vice-versa, words in one gender include all genders, and "person" includes an individual, body corporate, partnership, trust and unincorporated organization. Other than as specified in 1.01 above, words and expressions defined in the Act have the same meanings when used in these By-laws.

1.03 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 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.

1.04 Annual Financial Statements

The Corporation may, instead of sending copies of the annual financial statements and other documents referred to in subsection 172(1) (Annual Financial Statements) of the Act to the members, publish a notice to its members stating that the annual financial statements and documents provided in subsection 172(1) are available at the registered office of the Corporation and any member may, on request, obtain a copy free of charge at the registered office or by prepaid mail.

SECTION 2 – CHAPTERS

2.01 Formation of Chapters

Any six (6) or more members may organize themselves into a body and apply to be recognized by the Corporation as a Chapter and may be recognized as a Chapter upon approval by the Board and upon continued compliance with such rules and regulations as outlined in the Corporation's chapter policy.

2.02 Continuation of existing Chapters and Councils

The Chapters of the Corporation existing as of the date hereof are hereby recognized as Chapters of the Corporation and may continue as such as long as

they comply with the requirements laid down by the Board, the Corporation's chapter policy and the By-laws.

SECTION 3 – MEMBERSHIP – MATTERS REQUIRING SPECIAL RESOLUTION

3.01 Membership Conditions

Subject to the Articles, there shall be one class of members in the Corporation. Membership in the Corporation shall be available only to persons, including corporate persons, who are interested in furthering the Corporation's purposes and who have applied for and been accepted into membership in the Corporation by resolution of the Board or in such other manner as may be determined by the Board. Each member shall be entitled to receive notice of, attend and vote at all meetings of the members of the Corporation or to submit a vote by proxy.

Members are those whose rights as defined by this By-law are not under suspension or cancellation by operation of specific provisions herein.

3.02 Notice of Meeting of Members

Notice of the time and place of a meeting of members shall be given to each member entitled to vote at the meeting by the following means:

- a) by mail, courier or personal delivery to each member entitled to vote at the meeting, during a period of twenty-one (21) to sixty (60) days before the day on which the meeting is to be held; or
- b) by telephonic, electronic or other communication facility to each member entitled to vote at the meeting, during a period of twenty-one (21) to thirty-five (35) days before the day on which the meeting is to be held.

Pursuant to subsection 197(1) (Fundamental Change) of the Act, a special resolution of the members is required to make any amendment to the By-laws to change the manner of giving notice to members entitled to vote at a meeting of members.

3.03 Absentee Voting by Mail Ballot

Pursuant to subsection 171(1) (Absentee Voting) of the Act, a member entitled to vote at a meeting of members may vote by mailed-in proxy or ballot if the Corporation has a system that:

- a) enables the votes to be gathered in a manner that permits their subsequent verification; and
- b) permits the tallied votes to be presented to the Corporation without it being possible for the Corporation to identify how each member voted.

Pursuant to subsection 197(1) (Fundamental Change) of the Act, a special resolution of the members is required to make any amendment to the By-laws to change this method of voting by members not in attendance at a meeting of members.

3.04 Absentee Voting Proxy

Pursuant to subsection 171(1) of the Act, a member entitled to vote at a meeting of members may vote by proxy by appointing in writing a proxy holder, and one or more alternate proxy holders, each of which are required to be members, to attend and act at the meeting in the manner and to the extent authorized by the proxy and with the authority conferred by it subject to the following requirements:

- a. a proxy is valid only at the meeting in respect of which it is given or at a continuation of that meeting 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
 - at the registered office of the Corporation no later than the last business day preceding the day of the meeting, or the day of the continuation of that meeting after an adjournment of that meeting, at which the proxy is to be used, or
 - with the chairperson of the meeting on the day of the meeting or the day of the continuation of that meeting after an adjournment of that meeting;
- c. a proxy holder or an alternate proxy holder 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, to demand a ballot at the meeting and, except where a proxy holder or an alternate proxy holder has conflicting instructions from more than one member, to vote at the meeting by way of a show of hands;
- d. if a form of proxy is created by a person other than the member, the form of proxy shall
 - i. indicate, in bold-face type,
 - the meeting at which it is to be used,
 - that the member may appoint a proxy holder, other than a person designated in the form of proxy, to attend and act on their behalf at the meeting, and

- instructions on the manner in which the member may appoint the proxy holder,
- ii. contain a designated blank space for the date of the signature,
- iii. provide a means for the member to designate some other person as proxy holder, if the form of proxy designates a person as proxy holder,
- iv. provide a means for the member to specify that the membership registered in their name is to be voted for or against each matter, or group of related matters, identified in the notice of meeting, other than the appointment of a public accountant and the election of directors,
- v. provide a means for the member to specify that the membership registered in their name is to be voted or withheld from voting in respect of the appointment of a public accountant or the election of directors, and
- vi. state that the membership represented by the proxy is to be voted or withheld from voting, in accordance with the instructions of the member, on any ballot that may be called for and that, if the member specifies a choice under subparagraph (e) or (f) with respect to any matter to be acted on, the membership is to be voted accordingly;
- e. a form of proxy may include a statement that, when the proxy is signed, the member confers authority with respect to matters for which a choice is not provided in accordance with subparagraph (d,vi) only if the form of proxy states, in bold-face type, how the proxy holder is to vote the membership in respect of each matter or group of related matters;
- f. if a form of proxy is sent in electronic form, the requirements that certain information be set out in bold-face type are satisfied if the information in question is set out in some other manner so as to draw the addressee's attention to the information; and
- g. a form of proxy that, if signed, has the effect of conferring a discretionary authority in respect of amendments to matters identified in the notice of meeting or other matters that may properly come before the meeting must contain a specific statement to that effect.

Pursuant to subsection 197(1) of the Act, a special resolution of the members (and if section 199 applies, a special resolution of each class of members) is required to make any amendment to the Articles or By-laws to change the methods of voting by members not in attendance at a meeting of members.

SECTION 4 – MEMBERSHIP DUES, TERMINATION AND DISCIPLINE

4.01 Membership Dues

Members shall be notified in writing of the membership dues at any time payable by them and, if any are not paid within one (1) calendar month of the membership renewal date, the members in default shall automatically cease to be members of the Corporation.

4.02 Termination of Membership

A membership in the Corporation is terminated when:

- a) the member dies;
- b) a member fails to maintain any qualifications for membership described in subsection 3.01 of these By-laws;
- c) the member resigns by delivering a written resignation to the Chair of the Board of the Corporation in which case such resignation shall be effective on the date specified in the resignation;
- d) the member is expelled in accordance with subsection 4.03 below or is otherwise terminated in accordance with the Articles or By-laws;
- e) the member's term of membership expires; or
- f) the Corporation is liquidated or dissolved under the Act.

Subject to the Articles, upon any termination of membership, the rights of the member automatically cease to exist.

4.03 Discipline of Members

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

- a) violating any provision of the Articles, By-laws, or written rules, policies or values of the Corporation;
- b) entering into any agreements of any kind that binds or places obligations upon the Corporation or the Board without advance written permission from the Corporation;
- c) carrying out any conduct which may be detrimental to the Corporation as determined by the Board in its sole discretion;

- d) 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 suspended or cancelled from membership in the Corporation, the Chair of the Board, or such other officer as may be designated by the Board, shall suspend the membership and provide at least twenty (20) days' notice of cancellation to the member and shall provide reasons for the proposed suspension or cancellation. The member may make written submissions to the Chair of the Board, or such other officer as may be designated by the Board, in response to the notice received within such twenty (20) day suspension period. In the event that no written submissions are received by the Chair of the Board, the Chair of the Board, or such other officer as may be designated by the Board, may proceed to notify the member that their membership in the Corporation is canceled. If 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 twenty (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 5 – MEETINGS OF MEMBERS

5.01 Calling of Meetings

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

5.02 Persons Entitled to be Present

The only persons entitled to be present at a meeting of members shall be:

- a) those entitled to vote at the meeting;
- b) the Directors;
- c) the public accountant of the Corporation;
- d) any staff member of the Corporation; and
- e) such other persons who are entitled or required under any provision of the Act, Articles or By-laws 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.

5.03 Chair of the Meeting

In the event that the Chair of the Board and the Vice-chair 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.

5.04 Quorum

A quorum at any meeting of the members (unless a greater number of members are required to be present by the Act) shall be 10 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.

5.05 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 in addition to an original vote shall have a second or casting vote.

SECTION 6 – DIRECTORS

6.01 General

The business and affairs of the Corporation shall be managed by the Directors who may exercise all such powers and do all such acts and things as may be exercised or done by the Corporation and are not by the Act, the Bylaws, any special resolution of the Corporation, or by statute, expressly directed or required to be done in some other manner.

6.02 Number

The number of Directors shall be not less than seven (7) persons and not more than twelve (12) persons and shall be determined from time to time within such limits by resolution of the Board.

6.03 Duties

Every Director and officer of the Corporation in exercising his powers and discharging his duties shall:

- a) act honestly and in good faith with a view to the best interests of the Corporation;
and
- b) exercise the care, diligence, and skill that a reasonably prudent person would exercise in comparable circumstances.

6.04 Qualifications

A Director must be an individual of at least eighteen (18) years of age and shall, at the time of their election and throughout their term of office, be a member of the Corporation but not a member of a Chapter. A Director shall cease to be a Director at the time he ceases to be a member of the Corporation.

6.05 Vacancies

A quorum of Directors may fill a vacancy among the Directors, except a vacancy resulting from an increase in the number or minimum number of Directors or from a failure to elect the minimum number of Directors. If there is not a quorum of Directors, or if there has been a failure to elect the minimum number of Directors, the Directors then in office shall forthwith call a special meeting of 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. If the members have adopted an amendment to the Articles to increase the minimum number of Directors, and have not, at the meeting at which they adopted the amendment, elected an additional number of Directors authorized by the amendment, the Directors then in office shall forthwith call a special meeting of members to fill the vacancy.

A Director appointed or elected to fill a vacancy holds office for the unexpired term of their predecessor.

6.06 Election and Term

Subject to the Articles, Directors shall each be elected for a term of three (3) years by the members at an annual meeting of members. The Board shall on an annual basis appoint a nominating committee which shall nominate directors. In addition,

individual members shall have the right to nominate directors. A list of the nominated directors shall be included in the notice of Annual Meeting.

6.07 Consent to Election

A person who is elected or appointed a Director is not a Director unless in attendance of the meeting when they were elected or appointed and did not refuse to act as a Director or, if they were not in attendance at the meeting when they were elected or appointed, they consented to act as a Director in writing before their election or appointment.

6.08 Indemnification of Directors and Others

Every Director or Officer or other person who has undertaken or is about to undertake any liability on behalf of the Corporation or any company controlled by it and their heirs, executors and administrators, and estate and effects, respectively, shall from time to time and at all times, be indemnified and saved harmless out of the funds of the Corporation, from and against;

- a) all costs, charges and expenses which such Director, Officer or other person sustains or incurs in or about any action, suit or proceedings which is brought, commenced or prosecuted against them, or in respect of any act, deed, matter of thing whatsoever, made, done or permitted by them, in or about the execution of the duties of their office or in respect of any such liability;
- b) all other costs, charges, and expenses which they sustain or incur in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by their own willful neglect or default.

SECTION 7 – MEETINGS OF DIRECTORS

7.01 Calling of Meetings

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

7.02 Notice of Meeting

Notice of the time and place for the holding of a meeting of the Board shall be given to every Director not less than seven (7) days before the time when the meeting is to be held by one of the following methods:

- a) delivered personally to the latest address 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;
- b) mailed by prepaid ordinary mail to the Director's address as set out in (a);
- c) by telephonic, electronic or other communication facility at the Director's recorded address for that purpose; or
- d) by an electronic document in accordance with Part 17 of the Act.

Notice of a meeting shall not be necessary if all of the Directors are present, and none objects to the holding of the meeting, or if those absent have waived notice of or have otherwise signified their consent to the holding of such meeting. Notice of an adjourned meeting is not required if the time and place of the adjourned meeting is announced at the original meeting. Unless the By-law otherwise provides, no notice of meeting need specify the purpose or the business to be transacted at the meeting except that a notice of meeting of Directors shall specify any matter referred to in subsection 138(2) (Limits on Authority) of the Act that is to be dealt with at the meeting.

7.03 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, but no other notice shall be required for any such regular meeting except if subsection 136(3) (Notice of Meeting) of the Act requires the purpose thereof or the business to be transacted to be specified in the notice.

7.04 Procedure at meetings of directors

- a) The Quorum required for a Board meeting shall be a minimum of four (4) Directors.
- b) At all meetings of the Board, every motion shall be decided by a majority of the votes cast on the motion. In case of an equality of votes, the chair of the meeting in addition to an original vote shall have a second or casting vote.
- c) If all the Directors consent thereto 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 such conference telephone or other communications facilities as permit all persons participating in the meeting to hear each other,

and a Director participating in such a meeting by such means is deemed to be present at the meeting.

- d) A resolution in writing, signed by all the Directors entitled to vote on that resolution at a meeting of Directors or committee of Directors, is as valid as if it had been passed at a meeting of Directors or committee of Directors.
- e) A retiring Director shall remain in office until the dissolution or adjournment of the meeting at which their retirement is accepted or their successor can be elected.
- f) The Board may appoint such agents and engage such employees as it shall deem necessary from time to time and such persons shall have such authority and shall perform such duties as shall be prescribed by the Board at the time of such appointment.

7.05 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 such committee may formulate its own rules of procedure, subject to such regulations or directions as the Board may from time to time make. Any committee member may be removed by resolution of the Board.

SECTION 8 – OFFICERS

8.01 Description of Offices

Unless otherwise specified by the Board shall, subject to the Act modify, restrict or supplement such duties and powers, the offices of the Corporation, if designated and if Officers are appointed, shall have the following duties and powers associated with their positions (collectively the “Officers”):

- a) **Chair of the Board** – The Chair of the Board, if one is to be appointed, shall be a Director. The Chair of the Board, if any, shall, when present, preside at all meetings of the Board and of the members. The Chair of the Board shall have such other duties and powers as the Board may specify.
- b) **Vice-Chair of the Board** – The Vice-Chair of the Board, if one is to be appointed, shall be a Director. If the Chair of the Board is absent or is unable or refuses to act, the Vice-Chair of the Board, if any, shall, when present, preside at all meetings of the

Board and of the members. The Vice-Chair of the Board shall have such other duties and powers as the Board may specify.

- c) **Past-Chair of the Board** – The Past-Chair of the Board shall be the Director who has completed their term as Chair. The Past-Chair, if any, shall support and provide guidance to the Chair of the Board as a Director.
- d) **Secretary** – If appointed, the Secretary shall attend and be the secretary of all meetings of the Board, members and committees of the Board. 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, the public accountant and members of committees; the Secretary shall be the custodian of all books, papers, records, documents and other instruments belonging to the Corporation.
- e) **Treasurer** – If appointed, the Treasurer shall have such powers and duties as the Board may specify.

The powers and duties of all other Officers of the Corporation shall be such as the terms of their engagement call for or the Board or Chair of 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.

8.02 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:

- a) the officer's successor being appointed,
- b) the officer's resignation,
- c) such officer ceasing to be a Director (if a necessary qualification of appointment)
- d) such officer's death.

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

8.03 Election of Directors

Directors are elected by the membership at the annual general meeting. Nominations for vacant Board seats must be submitted to the Corporation. The Board may appoint a

person to fill a vacant position at any time but shall have that appointment ratified at the next annual general meeting of the organization.

SECTION 9 – NOTICES

9.01 Method of Giving Notices

Any notice (which term includes any communication or document) to be given (which term includes sent, delivered or served), other than notice of a meeting of members or a meeting of the Board, 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 or if delivered to such person's address as shown in the records of the Corporation or in the case of notice to a Director to the latest address 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; or
- b) if mailed to such person at such person's recorded address by prepaid ordinary or air mail; or
- c) if sent to such person by telephonic, electronic or other communication facility at such person's recorded address for that purpose; or
- d) if provided in the form of an electronic document 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 as aforesaid; a notice so mailed shall be deemed to have been given when deposited in a post office or public letter box; and a notice so sent by any means of transmitted or recorded communication shall be deemed to have been given when dispatched or delivered to the appropriate communication company or agency or its representative 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. The declaration by the secretary that notice has been given pursuant to this By-law shall be sufficient and conclusive evidence of the giving of such notice. The signature of any Director or Officer to any notice or other document to be given by the Corporation may be written, stamped, type-written or printed or partly written, stamped, type-written or printed.

SECTION 10 – GENERAL PROVISIONS

10.01 Meeting Participation

A member or any other person entitled to attend a meeting of members of the Corporation may participate in the meeting by means of telephone or other communication facilities that permit all persons participating in the meeting to hear each other and a person participating in such a meeting by those means is deemed for the purposes of the Act to be present at the meeting.

10.02 Invalidity of any provisions of this By-law

The invalidity or unenforceability of any provision of this By-law shall not affect the validity or enforceability of the remaining provisions of this By-law.

10.03 Omissions and Errors

The accidental omission to give any notice to any member, Director, \Officer, member of a committee of the Board or public accountant, 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.

10.04 Remuneration of Officers and Directors

Officers and Directors shall serve as such without remuneration and no Officer or Director shall directly or indirectly receive any profit from their position as such; provided that an Officer or Director may be paid reasonable expenses incurred by them in the performance of their duties. Nothing herein contained shall be construed to preclude any Officer or Director from serving the Corporation in any other capacity and receiving compensation therefore.

10.05 Conflicts of Interest

A Director or Officer who is a party to a material contract or proposed material contract with the Corporation, or is a Director or an Officer of, or has a material interest in, any person who is a party to a material contract or proposed material contract with the Corporation shall disclose fully the nature and extent of their interest. No such Director shall vote on any resolution to approve such contract. If a material contract is made between the Corporation and one or more of its Directors or Officers, or between

the Corporation and another person of which a Director or Officer is a Director or Officer or in which he has a material interest, (i) the contract is neither void nor voidable by reason only of that relationship, or by reason only that a Director with an interest in the contract is present at or is counted to determine the presence of a quorum at a meeting of Directors or committee of Directors that authorized the contract, and (ii) a Director or Officer or former Director or Officer, to whom a profit accrues as a result of the making of the contract, is not liable to account to the Corporation for that profit by reason only of holding office as a Director or Officer, if the Director or Officer disclosed their interest in accordance herewith and the contract was approved by the Directors or the members and it was reasonable and fair to the Corporation at the time it was approved.

SECTION 11 – DISPUTE RESOLUTION

11.01 Mediation and Arbitration

Disputes or controversies among members, Directors, Officers, committee members, or volunteers of the Corporation are as much as possible to be resolved in accordance with mediation and/or arbitration as provided in section 10 of this by-law.

11.02 Dispute Resolution Mechanism

In the event that a dispute or controversy among members, Directors, Officers, committee members or volunteers of the Corporation arising out of or related to the articles or By-laws, or out of any aspect of the operations of the Corporation is not resolved in private meetings between the parties, then without prejudice to or in any other way derogating from the rights of the members, Directors, Officers, committee members, employees or volunteers of the Corporation as set out in the articles, By-laws or the Act, and as an alternative to such person instituting a law suit or legal action, such dispute or controversy shall be settled by a process of dispute resolution as follows:

- a. The dispute or controversy shall first be submitted to a panel of mediators whereby the one party appoints one mediator, the other party (or if applicable the Board of the Corporation) appoints one mediator, and the two mediators so appointed jointly appoint a third mediator. The three mediators will then meet with the parties in question in an attempt to mediate a resolution between the parties.
- b. The number of mediators may be reduced from three to one or two upon agreement of the parties.
- c. If the parties are not successful in resolving the dispute through mediation, then the parties agree that the dispute shall be settled by arbitration before a single arbitrator, who shall not be any one of the mediators referred to above, in

accordance with the provincial or territorial legislation governing domestic arbitrations in force in the province or territory where the registered office of the Corporation is situated or as otherwise agreed upon by the parties to the dispute. The parties agree that all proceedings relating to arbitration shall be kept confidential and there shall be no disclosure of any kind. The decision of the arbitrator shall be final and binding and shall not be subject to appeal on a question of fact, law or mixed fact and law.

- d. All costs of the mediators appointed in accordance with this section shall be borne equally by the parties to the dispute or the controversy. All costs of the arbitrators appointed in accordance with this section shall be borne by such parties as may be determined by the arbitrators.

11.03 Effective Date

Subject to matters requiring special resolution, this By-law shall be effective when made by the Board.

CERTIFIED to be the By-laws of the Corporation, as enacted by the Directors of the Corporation by resolution on April 2, 2026 and confirmed by the member of the Corporation by special resolution on the May 26, 2026.

Dated as of the May 26, 2026.


Silvia D'Amelio,
Chief Executive Officer


David Williamson,
Chair of the Board of Directors