## BY-LAW NO. 1

A by-law relating generally to the transaction of the business and affairs of

# Echelon Financial Holdings Inc.

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

#### SECTION ONE

#### INTERPRETATION

- 1.01 <u>Definitions</u>. In this by-law and all other by-laws and resolutions of the Corporation, unless the context otherwise requires:
  - (a) "Act" means the Business Corporations Act (Ontario), and the regulations enacted pursuant and any statute or regulation enacted pursuant to it that may be substituted for them, as amended from time to time;
  - (b) "appoint" includes "elect" and vice versa;
  - (c) "articles" means the articles of incorporation of the Corporation as amended or restated from time to time;
  - (d) "board" means the board of directors of the Corporation;
  - (e) "by-laws" means this by-law and all other by-laws of the Corporation from time to time in force and effect:
  - (f) "Corporation" means "Echelon Financial Holdings Inc.";
  - (g) "meeting of shareholders" means any meeting of shareholders, whether annual or special; and "special meeting of shareholders" means a meeting of any class or classes of shareholders and a special meeting of all shareholders entitled to vote at an annual meeting of shareholders; and
  - (h) "recorded address" has the meaning set forth in section 11.08;
- (1) Save as aforesaid, all the words and terms appearing in this by-law shall have the same definition and application as in the Act.
- 1.02 <u>Gender Neutrality</u>. In all by-laws, resolutions and policies of the Corporation, the singular shall include the plural and vice-versa, the word "person" shall include the firms and corporations, and the masculine shall include the feminine and vice-versa.

#### **SECTION TWO**

## **BUSINESS OF THE CORPORATION**

- 2.01 <u>Registered Office</u>. The registered office of the Corporation shall be in the municipality or geographic township within Ontario initially specified in its articles and thereafter at such location as the board may from time to time determine.
- 2.02 <u>Corporate Seal</u>. The Corporation may, but need not have, a corporate seal and if one is adopted it shall be in a form approved from time to time by the board.
- 2.03 <u>Financial Year</u>. Until changed by the board, the financial year of the Corporation shall end on the expiration of the 31<sup>st</sup> day of December in each year.

- 2.04 <u>Execution of Instruments.</u> Except for documents executed in the usual and ordinary course of the Corporation's business, which may be signed by any officer of the Corporation within the scope of his or her authority, the following are the only persons authorized to sign a document on behalf of the Corporation:
  - (1) Any individual or individuals appointed by resolution of the board to sign a specific document or type of document; or
  - (2) Any director.

The board may determine the scope of authority of an officer to sign a document and the board may determine if more than one officer is required to sign a document or type of document.

Any document so signed may, but need not, have the corporate seal of the Corporation affixed. Any signing officers may affix the corporate seal to those documents requiring a seal.

- 2.05 <u>Banking Arrangements.</u> The banking business of the Corporation including, without limitation, 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 determine.
- 2.06 <u>Voting Rights in Other Bodies Corporate</u>. The signing officers of the Corporation 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 the same. 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.
- 2.07 <u>Divisions</u>. The board may cause the business and operations of the Corporation or any part thereof to be divided into one or more divisions upon such basis, including without limitation types of business or operations, geographical territories, product lines or goods or services, as may be considered appropriate in each case. In connection with any such division the board or, subject to any direction by the board, the chief executive officer may authorize from time to time, upon such basis as may be considered appropriate in each case:
  - (a) <u>Subdivision and Consolidation</u> the further division of the business and operations of any such division into sub-units and the consolidation of the business and operations of any such divisions and sub-units;
  - (b) Name the designation of any such division or sub-unit by, and the carrying on of the business and operations of any such division or sub-unit under, a name other than the name of the Corporation; provided that the Corporation shall set out its name in legible characters in all places required by law; and
  - (c) <u>Officers</u> the appointment of officers for any such division or sub-unit, the determination of their powers and duties, and the removal of any of such officers so appointed.

#### SECTION THREE

## **BORROWING AND SECURITY**

3.01 <u>Borrowing Power.</u> - Without limiting the borrowing powers of the Corporation as set forth in the Act, but subject to the articles, the board may from time to time on behalf of the Corporation, without authorization of the shareholders:

- (a) borrow money upon the credit of the Corporation by obtaining loans or advances or by way of overdraft or otherwise;
- (b) issue, reissue, sell or pledge securities of the Corporation including bonds, debentures, debenture stock, for such sums on such terms and at such prices as they may deem expedient;
- (c) assign, transfer, convey, hypothecate, mortgage, pledge, charge or give security in any manner upon all or any of the real or personal, moveable or immoveable property, rights, powers, choses in action, or other assets, present or future, of the Corporation to secure any such securities or other securities of the Corporation or any money borrowed or to be borrowed or any obligations or liabilities as aforesaid or otherwise of the Corporation heretofore, now or hereafter made or incurred directly or indirectly or otherwise; and
- (d) without in any way limiting the powers herein conferred upon the Directors, give security or promise to give security, agreements, documents and instruments in any manner to form under the Bank Act (Canada) or otherwise to secure any money borrowed or to be borrowed or any obligations or liabilities as aforesaid or otherwise of the Corporation heretofore, now or hereafter made or incurred directly or indirectly or otherwise.
- <u>Delegation</u>. Unless the articles of the Corporation otherwise provide, the board may from time to time delegate to a director, a committee of the board, or an officer of the Corporation any or all of the powers conferred on the board by section 3.01 to such extent and in such manner as the board may determine at the time of such delegation.

#### **SECTION FOUR**

# **DIRECTORS**

- 4.01 <u>Number of Directors</u>. Until changed in accordance with the Act, the board shall not consist of not fewer than the minimum and not more than the maximum number of directors provided in the Articles.
- Qualification. No person shall be qualified for election as a director if such person is less than 18 years of age, is of unsound mind and has been so found by a court in Canada or elsewhere, is not an individual, or has the status of a bankrupt. No election of a person as a director shall be effective unless the person consents in writing on or within ten days after the date of the election. At least one-third of the directors shall not be officers or employees of the Corporation or any of its affiliates.

- 4.03 <u>Resident Canadians -</u> Subject to the Act, at least twenty-five (25) per cent of the directors shall be resident Canadians.
- Election and Term. Each director named in the articles shall hold office from the date of incorporation until the first meeting of shareholders. The election of directors shall take place at each annual meeting of shareholders and all the directors then in office shall retire but, if qualified, shall be eligible for re-election. The board may determine limits on the number of terms directors may consecutively serve. Subject to the Act, the number of directors to be elected at a shareholder shall be the number of directors determined from time to time by resolution of the board. Where the shareholders adopt an amendment to the articles to increase the number or maximum number of directors, the shareholders may, at the meeting at which they adopt the amendment, elect the additional number of directors authorized by the amendment to take office from the effective date of the endorsement of the articles of amendment with respect thereto. The election shall be by 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.
- 4.05 Resignation of Directors A director who is not named in the articles may resign from office upon giving a written resignation to the Corporation and such resignation becomes effective when received by the Corporation or at the time specified in the resignation, whichever is later. A director named in the articles shall not be permitted to resign unless at the time the resignation is to become effective, a successor is elected or appointed.
- 4.06 <u>Removal of Directors.</u> Subject to the Act, the shareholders may by ordinary resolution passed at an annual or special meeting of shareholders remove any director from office and the vacancy created by such removal may be filled by the election of any qualified individual at the same meeting, failing which it may be filled by the board.
- 4.07 <u>Vacation of Office</u>. A director ceases to hold office on death, on removal from office by the shareholders, on ceasing to be qualified 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. Until the first meeting of shareholders, the resignation of a director named in the articles shall not be effective unless at the time the resignation is to become effective a successor has been elected.
- 4.08 <u>Vacancies</u>. Subject to the Act, a quorum of the board may appoint a qualified individual to fill a vacancy in the board for the remainder of the term.
- Action by the Board. The board shall manage or supervise the management of the business and affairs of the Corporation. The powers of the board may be exercised at a meeting (subject to section 4.10) 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. Where there is a vacancy in the board, the remaining directors may exercise all the powers of the board so long as a quorum remains in office.
- Meeting by Telephone or Electronic Means. If the chairperson of the meeting consents, a director may participate in a meeting of the board or of a committee of the board by means of such telephone, electronic or other communications facilities as permit all persons participating in the meeting to communicate with each other, simultaneously and instantaneously. 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.

- 4.11 <u>Place of Meetings.</u> Meetings of the board may be held at any place within or outside Ontario. In any financial year of the Corporation a majority of the meetings need not be held in Canada.
- 4.12 <u>Calling of Meetings</u>. Meetings of the board shall be held from time to time at such time and at such place as the board, the chairperson of the board or any two directors may determine.
- Notice of Meeting. Notice of the time and place of each meeting of the board shall be given in the manner provided in Section Eleven to each director not less than 48 hours before the time when the meeting is to be held. No notice of a meeting shall be necessary if all the directors are present or if those absent waive notice of such meeting, except where a director attends a meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting is not lawfully called. 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 or the general nature thereof to be specified.
- 4.14 <u>First Meeting of New Board</u>. Provided a quorum of directors is present, each newly elected board may without notice hold its first meeting immediately following the meeting of shareholders at which such board is elected.
- 4.15 <u>Adjourned Meeting.</u> Notice of an adjourned meeting of the board is not required if the time and place of the adjourned meeting is announced at the original meeting.
- 4.16 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 forthwith after being passed, but no other notice shall be required for any such regular meeting except where the Act requires the purpose thereof or the business to be transacted thereat to be specified.
- 4.17 <u>Conduct of Meetings of Directors. The Directors shall establish the procedures for the calling and conduct of meetings of the Board and of its committees.</u>
- 4.18 <u>Chairperson</u>. The chairperson of any meeting of the board shall be the first mentioned of the following persons as have been appointed and who is a director and is present at the meeting: the chairperson of the board, vice-chairperson of the board, or chief executive officer. If no such person is present, the directors present shall choose one of their number to be chairperson.
- 4.19 Quorum. Subject to section 4.21, the quorum for the transaction of business at any meeting of the board shall be a majority of the directors or such greater number of directors as the board may from time to time determine.
- 4.20 <u>Votes to Govern</u>. 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 shall not be entitled to a second or casting vote and shall declare the motion lost.
- 4.21 <u>Conflict of Interest.</u> A director who is a party to, or who is a director or officer of or has a material interest in any person who is a party to, a material contract or transaction or

proposed material contract or transaction with the Corporation shall disclose to the Corporation the nature and extent of that interest at the time and in the manner provided by the Act. Such a director shall not attend that part of a meeting of directors during which the contract or transaction is discussed and shall not vote on any resolution to approve the same except as provided by the Act. If no quorum exists for the purpose of voting on such a resolution only because a director is not permitted to be present at the meeting, the remaining directors shall be deemed to constitute a quorum for the purposes of voting on the resolution. Where all of the directors are required to make a disclosure under this section, the contract or transaction may only be approved by the shareholders.

- 4.22 <u>Remuneration and Expenses.</u> The directors shall be paid such remuneration for their services as the board may from time to time determine. The directors shall also be entitled to be reimbursed for travelling and other expenses properly incurred by them in attending meetings of the board or any committee thereof. Nothing herein contained shall preclude any director from serving the Corporation in any other capacity and receiving remuneration therefor.
- 4.23 <u>Validity of Acts. Unless prohibited by or proscribed by law, all acts done in good faith by a meeting of the directors or by persons acting as directors shall, notwithstanding any discovery afterward that there was some defect in the appointment of any such person or persons acting as aforesaid or that they or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a director.</u>

#### **SECTION FIVE**

#### COMMITTEES

- 5.01 <u>Committees of the Board.</u> The board may appoint from their number 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.
- 5.02 <u>Transaction of Business.</u> The powers of a committee of the board may be exercised by a meeting at which a quorum is present or by resolution in writing signed by all members of such committee who would have been entitled to vote on that resolution at a meeting of the committee.
- 5.03 <u>Audit Committee</u>. The board shall select annually from among their number an audit committee to be composed of not fewer than three (3) directors, none of whom shall be officers or employees of the Corporation. The audit committee shall have the powers and duties provided in the Act.
- 5.04 <u>Advisory Bodies</u>. The board may from time to time appoint such advisory bodies as it may deem advisable.
- 5.05 <u>Procedure.</u> Subject to the Act and unless otherwise determined by the board, each committee and advisory body shall have power to fix its quorum at not less than a majority of its members, to elect its chairperson and to regulate its procedure and location of meetings.

#### SECTION SIX

## **OFFICERS**

- Appointment. The board may from time to time appoint a chief executive officer, president, one or more vice-presidents (to which title may be added words indicating seniority or function), a corporate secretary, a chief financial officer and such other officers as the board may determine. 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 business and affairs of the Corporation. Subject to sections 6.02 and 6.03, an officer may but need not be a director.
- 6.02 <u>Chairperson of the Board</u>. The board may from time to time also appoint a chairperson of the board who shall be a director. The chairperson shall have such powers and duties as this bylaw and the board may specify. The board may assign to the chairperson any of the powers and duties that are by any provisions of this by-law assigned to the chief executive officer or to the president.
- 6.03 <u>Chief Executive Officer.</u> The board may from time to time also appoint a chief executive officer. If appointed, the chief executive officer shall, subject to the authority of the board, be responsible for the general supervision of the business and affairs of the Corporation and have such powers, authority and duties as the board may specify.
- 6.04 <u>President.</u> The president shall be the chief operating officer and, subject to the authority of the board, shall have such other powers and duties as the board may specify. During the absence or disability of the chief executive officer, or if no chief executive officer has been appointed, the president shall also have the powers and duties of that office.
- 6.05 <u>Vice-President. The board may from time to time appoint one or more vice-presidents.</u> If appointed, the vice president shall have such powers and such duties as the board or the chief executive officer may prescribe.
- Secretary. Unless otherwise determined by the board, the secretary shall be the secretary of all meetings of the board, shareholders and committees of the board that he attends. The secretary shall enter or cause to be entered in records kept for that purpose minutes of all proceedings at meetings of the board, shareholders and committees of the board, whether or not in attendance at such meetings. The secretary shall give or cause to be given, as and when instructed, all notices to shareholders, directors, officers, auditors 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 have such other powers and duties as otherwise may be specified.
- <u>Chief Financial Officer.</u> The chief financial officer 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 chief financial officer shall render to the board whenever required an account of all transactions as chief financial officer and of the financial position of the Corporation and shall have such other powers and duties as otherwise may be specified.

- 6.08 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 chief executive officer may specify. The board and (except as aforesaid) the chief executive officer 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.
- 6.09 <u>Term of Office</u>. The board, in its discretion, may remove any officer of the Corporation. Otherwise, each officer appointed by the board shall hold office until his successor is appointed or until the officer resigns.
- 6.10 <u>Agents and Attorneys.</u> 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.
- 6.11 <u>Conflict of Interest.</u> An officer shall disclose any interest in a material contract or transaction or proposed material contract or transaction with the Corporation in accordance with section 4.21.

#### SECTION SEVEN

# PROTECTION OF DIRECTORS, OFFICERS AND OTHERS

Limitation of Liability. - All directors and officers of the Corporation in exercising 7.01 their powers and discharging their duties to the Corporation 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, no director or officer shall be liable for the acts, omissions, failures, neglects or defaults of any other director, officer or employee, or for any loss, damage or expense happening to the Corporation through the insufficiency or deficiency of title to any property acquired for or on behalf of the Corporation, or for the insufficiency or deficiency of any security in or upon which any of the moneys of 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 moneys, securities or effects of the Corporation shall be deposited, or for any loss occasioned by any error of judgment or oversight on the part of such director or officer, or for any other loss, damage or misfortune which shall happen in the execution of the duties of office or in relation thereto; provided that nothing herein shall relieve any director or officer from the duty to act in accordance with the Act and the regulations thereunder or from liability for any breach thereof.

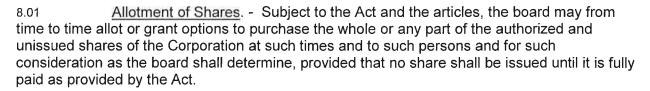
### 7.02 Indemnity.

Subject to the Act and to section 7.02(2), every person who at any time is or has been a director or officer of the Corporation or who at any time acts or has acted at the Corporation's request as a director or officer of an entity of which the Corporation is or was a shareholder or creditor, and the heirs and personal representatives of every such person, shall at all times be indemnified by the Corporation in every circumstance where the Act so permits or requires.

- Without prejudice to the foregoing and subject to the limitations in the Act regarding indemnities in respect of derivative actions, every person who at any time is or has been a director or officer of the Corporation or properly incurs or has properly incurred any liability on behalf of the Corporation or who at any times acts or has acted at the Corporation's request (in respect of the Corporation or any other person), and such person's heirs and legal representatives shall at all times be indemnified by the Corporation against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment, reasonably incurred by such person in connection with any civil, criminal or administrative action or proceeding to which such person is or made a party, or in which such person is or may become otherwise involved, by reason of being or having been such a director or officer or by reason of so incurring or having so incurred with such liability or by reason of so acting or having so acted (or by reason of anything alleged to have been done, omitted or acquiesced in by such person in any such capacity or otherwise in request of any of the foregoing), and all appeals therefrom, if:
  - such person acted honestly and in good faith with a view to the best interests of the Corporation; and
  - (b) in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, such person had reasonable grounds for believing the impugned conduct was lawful.
- Nothing in this Section 7.02 shall affect any other right to indemnity to which any person may be or become entitled by contract or otherwise, and no settlement or plea of guilty in any action or proceeding shall alone constitute evidence that a person did not meet a condition set out in clause (a) or (b) or paragraph (1) of Section 7.02 or any corresponding condition in the Act. From time to time the board may determine that this Section 7.02 shall also apply to the employees of the Corporation who are not directors or officers of the Corporation or to any particular one or more or class of such employees, either generally or in respect of a particular occurrence or class of occurrences and either prospectively or retroactively. From time to time thereafter the board may also revoke, limit or vary such application of Section 7.02.
- (4) So long as such person acts honestly and in good faith with a view to the best interests of the Corporation, no person referred to in paragraph (1), (2) or (3) of Section 7.02 (including, to the extent it is then applicable to them, any employees referred to therein) shall be liable for any damage, loss, cost or liability sustained or incurred by the Corporation, except where so required by the Act.
- 7.03 Advance of Costs. The Corporation shall advance moneys to a director, officer, or other individual for the costs, charges and expenses of a proceeding referred to in section 7.02. The individual shall repay the moneys if the individual does not fulfill the conditions of section 7.02.
- 7.04 <u>Insurance</u>. Subject to the Act, the Corporation may purchase and maintain such insurance for the benefit of any individual referred to in section 7.02 hereof as the board may from time to time determine.

## **SECTION EIGHT**

#### **SHARES**



- 8.02 <u>Commissions</u>. The board may from time to time authorize the Corporation to pay a reasonable commission to any person in consideration of such person purchasing or agreeing to purchase shares of the Corporation, whether from the Corporation or from any other person, or procuring or agreeing to procure purchasers for any such shares.
- 8.03 <u>Registration of Transfers.</u> Subject to the Act, no transfer of a share shall be registered in a securities register except upon compliance with the reasonable requirements of the Corporation and its transfer agents and with such restrictions on issue, transfer or ownership as are authorized by the articles.
- 8.04 <u>Non-Recognition of Trusts.</u> Subject to the Act, the Corporation may treat the registered holder of any share as the person exclusively entitled to vote, to receive notices, to receive any dividend or other payment in respect of the share, and otherwise to exercise all the rights and powers of an owner of the share.
- Share Certificates. Every holder of one or more shares of the Corporation shall be entitled, at the holder's option, to a share certificate, or to a non-transferable written certificate of acknowledgement of such right to obtain a share certificate, stating the number and class or series of shares held by such holder as shown on the securities register. Such certificates shall be in such form as the board may from time to time approve. Any such certificate shall be signed in accordance with section 2.04 and need not be under the corporate seal. Notwithstanding the foregoing, unless the board otherwise determines, certificates in respect of which a registrar, transfer agent, branch transfer agent or issuing or other authenticating agent has been appointed shall not be valid unless countersigned by or on behalf of such registrar, transfer agent, branch transfer agent or issuing or other authenticating agent. The signature of one of the signing officers under section 2.04 (or, in the case of a certificate which is not valid unless countersigned by or on behalf of a registrar, transfer agent, branch transfer agent or issuing or other authenticating agent, the signatures of both signing officers under section 2.04) may be printed or otherwise mechanically reproduced thereon. Every such printed or mechanically reproduced signature shall for all purposes be deemed to be the signature of the officer whose signature it reproduces and shall be binding upon the Corporation. A certificate executed as aforesaid shall be valid notwithstanding that one or both of the officers whose printed or mechanically reproduced signature appears thereon no longer holds office at the date of issue of the certificate.
- 8.06 Replacement of Share Certificates. The board or any officer or agent designated by the board may direct the issue of a new share or other such certificate in lieu of and upon cancellation of a certificate that has been mutilated or in substitution for a certificate claimed to have been lost, apparently destroyed or wrongfully taken on payment of such reasonable fee and on such terms as to indemnity, reimbursement of expenses and evidence of

loss and of title as the board may from time to time prescribe, whether generally or in any particular case.

- 3.07 Joint Shareholders. If two or more persons are registered as joint holders of any share, the Corporation shall not be bound to issue more than one certificate in respect thereof, and delivery of such certificate to one of such persons shall be sufficient delivery to all of them. Any one of such persons may give effectual receipts for the certificate issued in respect thereof or for any dividend, bonus, return of capital or other money payable or warrant issuable in respect of such share.
- 8.08 <u>Deceased Shareholders.</u> In the event of the death of a holder, or of one of the joint holders, of any share, the Corporation shall not be required to make any entry in the securities register in respect thereof or to make any dividend or other payments in respect thereof except upon production of all such documents as may be required by law and upon compliance with the reasonable requirements of the Corporation and its transfer agents.
- 8.09 Transfer Agents and Registrars. The Corporation may from time to time, in respect of each class of securities issued by it, appoint a trustee, transfer or other agent to keep the securities register and the register of transfers. If appointed, a registrar, trustee or agent shall maintain a record of issued security certificates and may appoint one or more persons or agents to keep branch registers. Subject to the Act, one person may be appointed to keep the securities register, register of transfers and the records of issued security certificates. Such appointment may be terminated at any time by the board.

## **SECTION NINE**

## **DIVIDENDS AND RIGHTS**

- 9.01 <u>Dividends.</u> Subject to the Act and the articles, the board may from time to time declare dividends payable to the shareholders according to their respective rights and interests in the Corporation. Dividends may be paid in money or property or by issuing fully paid shares of the Corporation or options or rights to acquire fully paid shares of the Corporation. Any dividend unclaimed after a period of 6 years from the date on which the same has been declared to be payable shall be forfeited and shall revert to the Corporation.
- Dividend Cheques. A dividend payable in money shall be paid by cheque to the order of each registered holder of shares of the class or series in respect of which it has been declared and mailed by prepaid ordinary mail to such registered holder at the holder's recorded address, unless such holder otherwise directs. In the case of joint holders the cheque shall, unless such joint holders otherwise direct, be made payable to the order of all of such joint holders and mailed to them at their recorded address. The mailing of such cheque as aforesaid, unless the same is not paid on due presentation, shall satisfy and discharge the liability for the dividend to the extent of the sum represented thereby plus the amount of any tax which the Corporation is required to and does withhold. In the event of non-receipt of any dividend cheque by the person to whom it is sent as aforesaid, the Corporation shall issue to such person a replacement cheque for a like amount on such terms as to indemnity, reimbursement of expenses and evidence of non-receipt and of title as the board may from time to time prescribe, whether generally or in any particular case.

Record Date for Dividends and Rights. - The board may fix in advance a date, preceding by not more than 50 days the date for the payment of any dividend or the date for the issue of any warrant or other evidence of the right to subscribe for securities of the Corporation, as a record date for the determination of the persons entitled to receive payment of such dividend or to exercise the right to subscribe for such securities, and notice of any such record date shall be given not less than 7 days before such record date in the manner provided by the Act. If no record date is so fixed, the record date for the determination of the persons entitled to receive payment of any dividend or to exercise the right to subscribe for securities of the Corporation shall be at the close of business on the day on which the resolution relating to such dividend or right to subscribe is passed by the board.

#### SECTION TEN

## **MEETINGS OF SHAREHOLDERS**

Annual Meetings. - The annual meeting of shareholders shall be held at such time in each year, and subject to section 10.04, at such place as the board or the chairperson of the board may from time to time determine, for the purpose of considering financial statements and reports required by the Act to be placed before the annual meeting, electing directors, appointing auditors and for the transaction of such other business as may be properly be brought before the meeting.

10.02 <u>Special Meetings</u>. - The board shall have power to call a special meeting of shareholders at any time.

10.03 <u>Meetings by Electronic Means</u>. - A meeting of the shareholders may be held in accordance with the Act, by electronic or other communication facilities that permit all participants to communicate adequately with each other during the meeting.

10.04 <u>Place of Meetings.</u> - Subject to the articles, meetings of shareholders of the Corporation shall be held at such place in or outside Ontario as the directors determine or, in the absence of such a determination, at the place where the registered office of the Corporation is located. A meeting held under Section 10.03 shall be deemed to be held at the place where the registered office of the Corporation is located.

Notice of Meetings. - Notice of the time and place of each meeting of shareholders shall be given in the manner provided in Section Eleven not less than 21 nor more than 50 days before the date of the meeting to each director, to the auditor, and to each shareholder who at the close of business on the record date for notice is entered in the securities register as the holder of one or more shares carrying the right to vote at the meeting. Notice of a meeting of shareholders called for any purpose other than consideration of the minutes of an earlier meeting, financial statements and auditor's report, election of directors and reappointment of the incumbent auditor shall state the nature of such business in sufficient detail to permit the shareholder to form a reasoned judgment thereon and shall state the text of any special resolution or by-law to be submitted to the meeting.

List of Shareholders Entitled to Notice. - For every meeting of shareholders, the Corporation shall prepare a list of shareholders entitled to receive notice of the meeting, arranged in alphabetical order and showing the number of shares held by each shareholder entitled to vote at the meeting. If a record date for the meeting is fixed pursuant to section

10.07, the shareholders listed shall be those registered at the close of business on such record date. If no record date is fixed, the shareholders listed shall be those registered at the close of business on the day immediately preceding the day on which notice of the meeting is given or, where no such notice is given, on the day on which the meeting is held. The list shall be available for examination by any shareholder during usual business hours at the registered office of the Corporation or at the place where the central securities register is maintained and at the meeting for which the list was prepared. Where a separate list of shareholders has not been prepared, the names of persons appearing in the securities register at the requisite time as the holder of one or more shares carrying the right to vote at such meeting shall be deemed to be a list of shareholders.

Record Date for Notice. - The board may fix in advance a date, preceding the date of any meeting of shareholders by not more than 60 days and not less than 30 days, as a record date for the determination of the shareholders entitled to notice of the meeting, and notice of any such record date shall be given not less than seven days before such record date, by newspaper advertisement in the manner provided in the Act and by written notice to each stock exchange in Canada on which the shares of the Corporation are listed for trading. If no such record date is so fixed, the record date for the determination of the shareholders entitled to receive notice of the meeting shall be at the close of business on the day immediately preceding the day on which the notice is given or, if no notice is given, shall be the day on which the meeting is held.

Meetings Without Notice. - A meeting of shareholders may be held without notice at any time and place permitted by the Act: (a) if all the shareholders 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 being held; and (b) if the auditors and the directors are present or waive notice of or otherwise consent to such meeting being held; so long as such shareholders, auditors or directors present are not attending for the express purpose of objecting to the transaction of any business on the grounds that the meeting is not lawfully called. At such a meeting any business may be transacted which the Corporation at a meeting of shareholders may transact.

Chairperson, Secretary and Scrutineers. - The chairperson of any meeting of shareholders shall be the first mentioned of such of the following officers as have been appointed and who is present at the meeting: chairperson of the board or vice-chairperson of the board. If no such officer is present within fifteen (15) minutes after the time fixed for holding the meeting, the persons present and entitled to vote shall choose one of their number to be chairperson. If the secretary of the Corporation is absent, the chairperson shall appoint some person, who need not be a shareholder, to act as secretary of the meeting. If desired, one or more scrutineers, who need not be shareholders, may be appointed by a resolution or by the chairperson with the consent of the meeting.

10.10 Persons Entitled to be Present. - The only persons entitled to be present at a meeting of shareholders shall be those entitled to vote thereat, the directors and auditor 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. Any other person may be admitted only on the invitation of the chairperson of the meeting or with the consent of the meeting.

10.11 Quorum. - Subject to the provisions of the Act, the holders of a majority of the shares entitled to vote at a meeting of shareholders present in person or by proxy constitute a quorum for the transaction of business at any meeting of shareholders.

- 10.12 <u>Right to Vote</u>. Every person named in the list referred to in section 10.06 shall be entitled to vote the shares shown thereon opposite such person's name at the meeting to which such list relates.
- 10.13 Proxyholders and Representatives. - Every shareholder entitled to vote at a meeting of shareholders may appoint a proxyholder, or one or more alternate proxyholders, as nominee of such shareholder to attend and act at the meeting in the manner and to the extent authorized and with the authority conferred by the proxy. A proxy must be signed in writing or by electronic signature by the shareholder or an attorney who is authorized by a document that is signed in writing or by electronic signature or, if the shareholder is a body corporate, by an officer or attorney of the body corporate duly authorized and shall conform with the requirements of the Act. Alternatively, every such shareholder which is a body corporate or association may authorize by resolution of its directors or governing body an individual to represent it at a meeting of shareholders of the Corporation and such individual may exercise on the shareholder's behalf all the powers it could exercise if it were an individual shareholder. The authority of such an individual shall be established by depositing with the Corporation a certified copy of such resolution, or in such other manner as may be satisfactory to the secretary of the Corporation or the chairperson of the meeting. Any such proxyholder or representative need not be a shareholder. A proxy ceases to be valid one year from its date.
- Time for Deposit of Proxies. The board may fix a time not exceeding 48 hours, excluding Saturdays and holidays, preceding any meeting or adjourned meeting of shareholders before which time proxies to be used at the meeting must be deposited with the Corporation or an agent thereof, and any period of time so fixed shall be specified in the notice calling the meeting. A proxy shall be acted upon only if, prior to the time so specified, it shall have been deposited with the Corporation or an agent thereof specified in such notice or if, no such time having been specified in such notice, it has been received by the secretary of the Corporation or by the chairperson of the meeting or any adjournment thereof prior to the time of voting.
- Joint Shareholders. If two or more persons hold shares jointly, any one of them present in person or duly represented at a meeting of shareholders may, in the absence of the other or others, vote the shares; but if two or more of those persons are present in person or represented and vote, they shall vote as one the shares jointly held by them.
- 10.16 <u>Votes to Govern.</u> At any meeting of shareholders every question shall, unless otherwise required by the articles or by-laws or by law, be determined by a majority of the votes cast on the question. In case of an equality of votes either upon a show of hands or upon a poll, the chairperson of the meeting shall not be entitled to a second or casting vote and shall declare the motion lost.
- Show of Hands. Subject to the Act, any question at a meeting of shareholders shall be decided by a show of hands, unless a ballot thereon is required or demanded as hereinafter provided, and 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 thereon is so required or demanded, a declaration by the chairperson of the meeting that the vote upon the question has been carried or carried by a particular majority or not carried and an entry to that effect in the minutes of the meeting 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 the said question, and the result of the vote so taken shall be the decision of the shareholders upon the said question.

- Ballots. On any question proposed for consideration at a meeting of shareholders, and whether or not a show of hands has been taken thereon, the chairperson may require a ballot or any person who is present and entitled to vote on such question at the meeting may demand a ballot. A ballot so required or demanded shall be taken in such manner as the chairperson shall direct. A requirement or demand for a ballot may be withdrawn at any time prior to the taking of the ballot. If a ballot is taken each person present shall be entitled, in respect of the shares which such person is entitled to vote at the meeting upon the question, to that number of votes provided by the Act or the articles, and the result of the ballot so taken shall be the decision of the shareholders upon the said question.
- 10.19 Adjournment. The chairperson at a meeting of shareholders may, with the consent of the meeting and subject to such conditions as the meeting may decide, adjourn the meeting from time to time and from place to place. If a meeting of shareholders is adjourned for less than 30 days, it shall not be necessary to give notice of the adjourned meeting, other than by announcement at the earliest meeting that is adjourned. Subject to the Act, if a meeting of shareholders is adjourned by one or more adjournments for an aggregate of 30 days or more, notice of the adjourned meeting shall be given as for an original meeting.
- 10.20 <u>Declaration of Chairperson Binding. At any meeting, unless a poll is demanded, a declaration by the Chairperson that a resolution has been carried or carried unanimously or by any particular majority shall be conclusive evidence of that fact.</u>
- Action in Writing by Shareholders. A resolution in writing signed by all the shareholders entitled to vote on that resolution at a meeting of shareholders is as valid as if it had been passed at a meeting of shareholders unless, in accordance with the Act, (a) in the case of the resignation or removal of a director, or the appointment or election of another person to fill the place of such director, a written statement is submitted to the Corporation by the director giving the reasons for such resignation or the reasons why such director opposes any proposed action or resolution for such removal from office or the election of another person to fill the office of such director; or (b) in the case of the removal or resignation of an auditor, or the appointment or election of another person to fill the office of auditor, representations in writing are made to the Corporation by that auditor concerning the proposed removal, the appointment or election of another person to fill the office of auditor, or such resignation.

## **SECTION ELEVEN**

## **NOTICES**

Method of Giving Notices. - Any notice, any communication or other document required by the Act, the regulations, the articles, or the by-laws to be given by the Corporation to a shareholder, director, officer, auditor or member of a committee of the board of the Corporation under any provision of the Act, the articles or by-laws or otherwise shall be sufficiently given if delivered personally to the person to whom it is to be given, if mailed to such person at the person's recorded address by prepaid mail, if sent to such person at the person's recorded address by any means of any prepaid transmitted or recorded communication or by providing an electronic document subject to and in accordance with 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; a notice so sent by any means of transmitted or recorded communication; or by providing an electronic document shall be deemed to have been given

when dispatched or delivered by dispatch. A notice so delivered shall be deemed to have been received when it is delivered personally, a notice so mailed shall be deemed to have been received on the fifth day after it is deposited in a post office or public letter box, and a notice so transmitted shall be deemed to have been received on the day it is transmitted. The secretary may change or cause to be changed the recorded address of any shareholder, director, officer, auditor or member of a committee of the board in accordance with any information believed by the secretary to be reliable.

- 11.02 <u>Notice to Joint Shareholders</u>. If two or more persons are registered as joint holders of any share, any notice may be addressed to all such joint holders, but notice addressed to one of such persons shall be sufficient notice to all of them.
- 11.03 <u>Computation of Time.</u> 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 excluded.
- 11.04 <u>Undelivered Notices</u>. If any notice given to a shareholder pursuant to section 11.01 is returned on three consecutive occasions because the shareholder cannot be found, the Corporation shall not be required to give any further notices to such shareholder until informed in writing by the shareholder of a new address.
- 11.05 Omissions and Errors. The accidental omission to give any notice to any shareholder, director, officer, auditor 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 thereof shall not invalidate any action taken at any meeting held pursuant to such notice or otherwise founded thereon.
- 11.06 Persons Entitled by Death or Operation of Law. Every person who, by operation of law, transfer, death of a shareholder or any other means whatsoever, shall become entitled to any share, shall be bound by every notice in respect of such share which shall have been duly given to the shareholder from whom such person derives title to such share prior to the name and address of such person being entered on the securities register (whether such notice was given before or after the happening of the event upon which such person became so entitled) and prior to such person furnishing to the Corporation the proof of authority or evidence of entitlement prescribed by the Act.
- 11.07 <u>Waiver of Notice</u>. Any person entitled to notice under the Act, the articles or the by-laws may waive or agree to abridge that notice. Waiver or abridgement, whether given before or after the meeting or event referred to in the notice, shall cure any default in the giving or in the time of such notice, as the case may be. Any waiver or abridgement may be given in any manner.
- 11.08 Interpretation. In this by-law, "recorded address" means in the case of a shareholder the address as recorded in the securities register; and in the case of joint shareholders the address appearing in the securities register in respect of such joint holding or the first address so appearing if there are more than one; in the case of an officer, auditor or member of a committee of the board, the latest address as recorded in the records of the Corporation; and in the case of a director, the latest address as shown in the records of the corporation or in the most recent notice filed under the Corporations Information Act (Ontario), whichever is the more current.

# **SECTION TWELVE**

# **EFFECTIVE DATE AND REPEAL**

12.01

Effective Date. - This by-law shall come into force when made by the board in

accordance with the Act.	
12.02 Repeal. – Upon this by-law coming into force, the previous by-law numb the Corporation is repealed provided that such repeal shall not affect the previous oper such by-law so repealed or affect the validity of any act done or right, privilege, obligationability acquired or incurred under the validity of any contract or agreement made pursuany such by-law prior to its repeal.	ation of on or

The foregoing by-law was made by the directors of the Corporation on the 1st day of March, 2016, and was confirmed without variation by the shareholders of the Corporation on the 5th day of May, 2016.

Secretary