

(VERSION INCLUDING THE PROVISIONS OF BY-LAWS 2016-1, 2018-1
AND 2019-1)

GENERAL BY-LAWS
OF
UOMA ATLANTIC-ATLANTIQUE

BY-LAW NUMBER ONE

INTERPRETATION

The following words and terms, when used in the By-laws of the Corporation, shall have the following meanings unless such meaning is incompatible with the context:

1.1 **DEFINITIONS**

- 1.1.1 « **Act** » means all provincial law within the Canadian Atlantic provinces that govern the Corporation. References current company law acts and those as amended, and also includes any subsequent amendment and any other Act that may be substituted for it.
- 1.1.2 « **Advisory Committee** » means the committee formed and described in Section 5.2 hereof.
- 1.1.3 « **By-laws** » means the General By-laws of the Corporation, numbered from number one to fourteen inclusive, and all the other by-laws of the Corporation in force from time to time and all the amendments that may be made thereto.
- 1.1.4 « **Chairman of the Board** » means the Chairman of the Board of Directors of the Corporation.
- 1.1.5 « **Corporation or UOMA Atlantic-Atlantique** » means Société de gestion des huiles usagées de l'Atlantique - Atlantic Used Oil Management Association.
- 1.1.6 « **Designated Material** » means any material contemplated by the Regulation of one of the provincial division of UOMA Atlantic-Atlantique.
- 1.1.7 « **Directors** » means the Board of Directors.
- 1.1.8 « **General Manager** » means the person holding the position described in Section 7.4 hereof.

- 1.1.9 « **Instrument of Incorporation** » means the letters patent constituting the Corporation, the supplemental letters patent, the letters patent of amalgamation and those confirming an arrangement, a compromise or a rectification, and any amendment that may be made thereto.
- 1.1.10 « **Mandatory Member** » means an entity which, although not subject to the Regulation of an Atlantic province of UOMA Atlantic-Atlantique, is a Member of the provincial division of UOMA Atlantic-Atlantique for that province, both in its own name and on behalf of the enterprises that it represents, which must be registered with that provincial division of UOMA Atlantic-Atlantique, reports the quantities of products described in the Regulation of the concerned province that are offered on the market of said province, and pays the System-related fees on behalf of the enterprises and municipalities that are subject to the Regulation of that province.
- 1.1.11 « **Member** » means any person described in Section 1.3.1.1 hereof and recognized as such by the By-laws of the Corporation. The use of the word Member includes a Mandatory Member, unless indicated otherwise.
- 1.1.12 « **Membership Agreement** » means the agreement the terms and conditions of which are approved by the Board of Directors of the Corporation and to be entered into between the Corporation and a Member.
- 1.1.13 « **New Brunswick Regulation** » means the *New Brunswick Regulation 2008-54* adopted under the *Clean Environment Act (D.C. 2008-180)*, as amended, and also includes any subsequent amendment and any other Act or Regulation that may be substituted for it.
- 1.1.14 « **Newfoundland and Labrador Regulation** » means the *Newfoundland and Labrador Regulation 101/18 Waste Management Regulations, 2003 (Amendment)* adopted under the *Environmental Protection Act (O.C. 2018-221)*, as amended, and also includes any subsequent amendment and any other Act or Regulation that may be substituted for it.
- 1.1.15 « **Prince Edward Island Regulation** » means the *Materials Stewardship and Recycling Regulation*, adopted under the *Environmental Protection Act R.S.P.E.I., 1988, Cap. E-9*, as amended, and also includes any subsequent amendment and any other Act or Regulation that may be substituted for it.
- 1.1.16 « **Special Resolution** » – means a resolution passed by not less than three fourths of such members entitled to vote as are present in person or by proxy, where proxies are allowed, at a general meeting of which notice specifying the intention to propose the resolution as a special resolution has been duly given.
- 1.2 Subject to the foregoing, the words and terms defined in the Act, or the Regulation of a provincial division of UOMA Atlantic-Atlantique, have the same meaning when used in the By-laws.

- 1.3 The headings used in the By-laws are only used for reference purposes and have no impact on the interpretation of the terms or provisions of the By-laws.
- 1.4 Any word written in the singular also includes the plural and vice versa; any word written in the masculine also includes the feminine; any word designating persons also includes partnerships, associations, companies or corporations.

BY-LAW NUMBER TWO

BUSINESS NAME, HEAD OFFICE AND CORPORATE SEAL

2.1 BUSINESS NAME

2.1.1 The business name of the Corporation is:

**Société de Gestion Des Huiles Usagées de l'Atlantique
Atlantic Used Oil Management Association**

2.1.2 and its acronym is UOMA Atlantic-Atlantique.

2.2 HEAD OFFICE

2.2.1 The head office and the principal place of business of the Corporation are established in the Town of Fredericton, Province of New Brunswick or at any other place designated by the Board of Directors.

2.2.2 The Corporation may, in addition to its head office and its principal place of business, establish and maintain other offices, places of business, branches and agencies, whether in the Province of New Brunswick or elsewhere, such as the Board of Directors may decide, from time to time, by resolution.

2.3 SEAL

2.3.1 The Corporate Seal is circular in shape and the business name of the Corporation, and the year of its incorporation, shall appear thereon.

2.3.2 The Chairman of the Board, the President, any Vice-President, the Secretary, the Treasurer, any Assistant Secretary, Assistant Treasurer or Director, or any other Officer of the Corporation whom the Board of Directors may designate and authorize for this purpose, from time to time, shall each and all have the right to affix the Corporate Seal to any document that requires it.

BY-LAW NUMBER THREE

MEMBERS

3.1 CLASSES

3.1.1 The Corporation includes Members (hereinafter “Member” or “Members”) and a Member of the Corporation shall be any natural or legal person who meets the admission standards established, as the case may be, by resolution of the Board of Directors. The Members are entitled to participate in all activities of the Corporation, receive notice of the Meetings of the Members, and attend and vote at these Meetings. They are eligible to be Directors of the Corporation on the terms and conditions established in By-law Number Four and, for this purpose, may, in the case of legal person, designate a person to represent them as Director.

3.2 NEW BRUNSWICK (UOMA ATLANTIC-ATLANTIQUE NB)

3.2.1 For the provincial division of New Brunswick (UOMA Atlantic-Atlantique NB), is a member of the Corporation any person who:

3.2.1.1 is the owner or licensee in the Province of New Brunswick of a registered or unregistered trademark under which oil, oil filters or glycol is sold, offered for sale or distributed in the Province of New Brunswick; or

3.2.1.2 brings oil, oil filters or glycol into the Province of New Brunswick for sale or distribution, or

3.2.1.3 brings oil, oil filters or glycol into the Province of New Brunswick for use in a commercial enterprise, or

3.2.1.4 Mandatary Contributors that join UOMA Atlantic-Atlantique NB in accordance with their own internal Bylaws are also Members, or

3.2.1.5 any other natural or legal person designated and accepted by the Board of Directors and meeting all the conditions decreed by it;

3.2.2 Upon payment of the membership fees and the signing of the Membership Agreement of UOMA Atlantic-Atlantique NB for the partnerships or legal persons mentioned in Sections 3.2.1.1, 3.2.1.2, 3.2.1.3, 3.2.1.4 and 3.2.1.5 all subject to the provisions of the By-laws regarding the suspension, expulsion and withdrawal of Members and, as the case may be, the guidelines adopted at the General Meeting by the Members of the Corporation.

3.2.3 Any Member may, at any time, dismiss its representative by giving written notice to this representative and the General Manager of the Corporation of this dismissal, and replace this representative with another person, by credentials letter delivered to the General Manager of the Corporation.

3.3 **PRINCE EDWARD ISLAND (UOMA ATLANTIC-ATLANTIQUE PE)**

- 3.3.1 For the provincial division of Prince Edward Island (UOMA Atlantic-Atlantique PE), is a member of the Corporation any person who:
- 3.3.1.1 is manufacturer of the oil, oil filters or glycol product, or
 - 3.3.1.2 is a distributor of the oil, oil filters or glycol product in or into the Province of Prince Edward Island, or
 - 3.3.1.3 where the oil, oil filters or glycol is imported into the Province of Prince Edward Island, the first person to sell the oil, oil filters or glycol product in or into the Province of Prince Edward Island, or
 - 3.3.1.4 Mandatary Contributors that join UOMA Atlantic-Atlantique PE in accordance with their own internal Bylaws are also Members, or
 - 3.3.1.5 any other natural or legal person designated and accepted by the Board of Directors and meeting all the conditions decreed by it;
- 3.3.2 Upon payment of the membership fees and the signing of the Membership Agreement of UOMA Atlantic-Atlantique PE for the partnerships or legal persons mentioned in Sections 3.3.1.1, 3.3.1.2, 3.3.1.3, 3.3.1.4 and 3.3.1.5 all subject to the provisions of the By-laws regarding the suspension, expulsion and withdrawal of Members and, as the case may be, the guidelines adopted at the General Meeting by the Members of the Corporation.
- 3.3.3 Any Member may, at any time, dismiss its representative by giving written notice to this representative and the General Manager of the Corporation of this dismissal, and replace this representative with another person, by credentials letter delivered to the General Manager of the Corporation.

3.4 **NEWFOUNDLAND AND LABRADOR (UOMA ATLANTIC-ATLANTIQUE NL)**

- 3.4.1 For the provincial division of Newfoundland and Labrador (UOMA Atlantic-Atlantique NL), is a member of the Corporation any person who:
- 3.4.1.1 manufactures oil, oil filters or glycol in the province and sells, offers for sale or distributes the oil, oil filters or glycol in the province,
 - 3.4.1.2 is an owner or licensee in the province of a registered or unregistered trademark under which oil, oil filters or glycol is sold, offered for sale or distributed in the province,
 - 3.4.1.3 brings oil, oil filters or glycol into the province for sale or distribution, or
 - 3.4.1.4 brings oil, oil filters or glycol into the province for use in a commercial enterprise,

- 3.4.1.5 Mandatary Contributors that join UOMA Atlantic-Atlantique NL in accordance with their own internal Bylaws are also Members, or
- 3.4.1.6 any other natural or legal person designated and accepted by the Board of Directors and meeting all the conditions decreed by it;
- 3.4.2 Upon payment of the membership fees and the signing of the Membership Agreement of UOMA Atlantic-Atlantique NL for the partnerships or legal persons mentioned in Sections 3.4.1.1, 3.4.1.2, 3.4.1.3, 3.4.1.4, 3.4.1.5 and 3.4.1.6 all subject to the provisions of the By-laws regarding the suspension, expulsion and withdrawal of Members and, as the case may be, the guidelines adopted at the General Meeting by the Members of the Corporation.
- 3.4.3 Any Member may, at any time, dismiss its representative by giving written notice to this representative and the General Manager of the Corporation of this dismissal, and replace this representative with another person, by credentials letter delivered to the General Manager of the Corporation.

3.5 **MEMBERSHIP FEES AND ANNUAL DUTY**

3.5.1 Membership Fees

The Board of Directors shall determine the non-refundable amount of the membership fees payable by every Member.

3.5.2 Duty

The Board of Directors shall determine the amount and all the other terms and conditions regarding the duty which shall be paid to the Corporation by its Members. The duty is non-refundable and any amount due for the Member's membership period shall remain payable in the event of expulsion, suspension or withdrawal of a Member.

3.6 **WITHDRAWAL**

3.6.1 Any Member may withdraw at any time from the provincial division of the Corporation as such, by serving a written notice addressed to the General Manager. The terms and conditions of a Member's withdrawal shall be established in the Membership Agreement then in force.

3.7 **SUSPENSION AND EXPULSION**

3.7.1 The Board of Directors, by resolution adopted at a meeting of the Board of Directors duly called for this purpose, may suspend for the period it determines or expel any Member who neglects, despite thirty (30) days' written notice from the Corporation, to pay the duty or any portion thereof when due, who breaches any other provision of the By-laws or the Membership Agreement, or whose conduct or activities are deemed harmful to the Corporation, or who engages in an activity prohibited by the By-laws of the Corporation, who commits an act or makes statements contrary to or incompatible with the objectives of the Corporation, or for just and sufficient cause.

- 3.7.2 If the default is not remedied, the Board of Directors shall then send through the General Manager or the Assistant General Manager a written notice of not less than seven (7) days informing the Member whose expulsion is proposed of the date of this meeting of the Board of Directors and the proposed resolution. The notice may be delivered in person or sent by mail to the Member's last address appearing in the register of Members of the Corporation. Any Member who is the object of such notice may make representations at the duly called meeting of the Board of Directors.
- 3.7.3 The decision of the Board of Directors to this end shall be final and not subject to appeal and the Board of Directors is authorized to adopt and follow in this matter the procedure it may determine from time to time.
- 3.7.4 A suspended Member may not benefit from the privileges of membership as long as the arrears of the environmental levy have not been paid in full and the Board of Directors has not accepted his reinstatement as a Member of the Corporation.

3.8 **MAINTENANCE OF OBLIGATIONS**

- 3.8.1 A Member's obligations under the terms of the Membership Agreement shall cease on the effective date of the Member's expulsion. However, the withdrawal or expulsion of the Member shall in no way release the Member from any obligation then due to the Corporation.

BY-LAW NUMBER FOUR

BOARD OF DIRECTORS

4.1 **NUMBER OF DIRECTORS**

- 4.1.1 The Board of Directors of the Corporation is hereby fixed to be composed of up to twelve elected or designated, from among the Members with the right to vote, as stipulated in Section 4.2.1 hereinafter.

4.2 **STRUCTURE OF THE BOARD OF DIRECTORS**

- 4.2.1 The composition of the Board of Directors, depending on the number of Directors stipulated in the By-laws, is as follows:
- 4.2.1.1 up to two (2) representatives of Members who are major petroleum companies or first suppliers or designated by a representative association of this specific industry (with the right to vote);
 - 4.2.1.2 up to two (2) representatives of Members who are part of the industry of original equipment manufacturers or first suppliers of new motorized vehicles or designated by a representative association of this specific industry (with the right to vote);

- 4.2.1.3 up to two (2) representatives of Members who are part of the industry of oil manufacturers or first suppliers (with the right to vote);
 - 4.2.1.4 one (1) representative of a Member who is part of the cooperative sector (with the right to vote);
 - 4.2.1.5 up to two (2) representatives of Members who are part of the industry of wholesalers or large designated products retailers (with the right to vote);
 - 4.2.1.6 up to two (2) representatives of Members who are part of the industry of the oil filter manufacturer or first supplier (with the right to vote);
 - 4.2.1.7 one (1) open representative appointed by the Board of Directors (with the right to vote).
- 4.2.2 There will be up to four (4) Observers (without the right to vote), one (1) representative of each Canadian Atlantic province having chosen UOMA Atlantic-Atlantique as its agent, who will sit and participate at each Board meeting.
- 4.2.3 Subject to Section 4.2.1, no Member of the Corporation may have more than one representative who represents it as a Director serving on the Board of Directors of the Corporation.
- 4.2.4 In the event of a vacancy on the Board of Directors of the Corporation, under the terms of Section 4.3.2.4 of this By-law, it is understood that the vacancy shall be filled in accordance with Section 4.2.1 of this By-law.

4.3 **CAPACITY AND TERM OF OFFICE**

- 4.3.1 Each Director shall take office at the close of the General Meeting of the Members at which he was elected by the majority of the votes cast in this election or at which he was appointed or designated as stipulated in Section 4.2. It is unnecessary for the Directors of the Corporation to be elected by secret ballot, except at the express request of a person present and entitled to vote at the Meeting at which the said election is held. Subject to what is stipulated hereinafter, each Director thus elected or appointed or designated as stipulated in Section 4.2 shall remain in office until the second Annual Meeting following his election, appointment or designation or until the election, appointment or designation of his successor, unless he resigns or is incapable of acting, either due to his death, or due to his dismissal or for any other cause.
- 4.3.2 The position of Director shall become vacant, *ipso facto*, upon the occurrence of any of the following events, namely:
- 4.3.2.1 if the Director or the Member whose representative sits on the Board of Directors ceases to be a Member of the Corporation or to possess any other qualification required;

- 4.3.2.2 if the Member whose representative sits on the Board of Directors becomes bankrupt or makes an authorized assignment of its property for the benefit of its creditors in general or becomes insolvent;
 - 4.3.2.3 if the Director dies, is prohibited or becomes feeble-minded or is otherwise declared incompetent by the Act; or
 - 4.3.2.4 if a Director fails to attend three (3) consecutive meetings of the Board of Directors of the Corporation during the same year of the Corporation, without justification, in the sole opinion of the Board and after the sending of a notice to this effect, by the Board, to the Director in question.
- 4.3.3 The members of the Board of Directors whose seats will have been designated as “Seat 1” by the Board of Directors will be elected during an odd-numbered year and the members of the Board of Directors whose seats will have been designated as “Seat 2” by the Board of Directors will be elected during an even-numbered year, so as to favour turnover on the Board of Directors. An adjustment regarding the length of the Directors’ term of office may be established by the Board of Directors of the Corporation so as to comply with this procedure. The election of the Members of the Board of Directors who must be elected shall be held at each Annual General Meeting of the Corporation and all the Directors who have been in office for a two (2) year term shall be eligible for election. The Board of Directors, by resolution, may appoint a Director to replace any Director whose seat becomes vacant during his term of office in order to complete the term of office of the Director who left his seat vacant.

4.4 **DISMISSAL OF DIRECTORS**

- 4.4.1 Only the Members who have the right to elect a Director may dismiss him at a Special General Meeting called for this purpose. The Director who is the object of dismissal shall be informed of the place, date and time of the Meeting within the same notice period as is prescribed for calling the Meeting. The notice of meeting shall also mention that this person is liable to be dismissed and the principal motive for such a dismissal. The Director may attend and speak at the Meeting or, in a written declaration read by the Chair of the Meeting, may set out the grounds of his opposition to the resolution proposing his dismissal. A vacancy created by the dismissal of a Director may be filled at the Meeting at which the dismissal occurred or, failing this, in accordance with the *Companies Act* (New Brunswick). The notice of this Meeting shall mention, as the case may be, the holding of such an election if the dismissal resolution is adopted.

4.5 **MANAGEMENT OF THE CORPORATION’S BUSINESS**

- 4.5.1 A Board of Directors shall manage the business and property of the Corporation and may exercise all powers of the Corporation not required to be exercised by its Members at a general meeting. The Directors may by resolution appoint, engage, empower, remunerate and remove such agents, officers, employees, trustees, committees task forces, advisory boards, and other such officials as they deem

necessary or expedient for the periods for which they are required or desired. Such appointees shall have the powers, perform the functions and receive remuneration prescribed for their positions from time to time by the directors and shall be responsible to the Directors.

4.6 **BY-LAWS AND RESOLUTIONS**

4.6.1 All the By-laws and all the resolutions of the Directors shall be passed or adopted at duly convened meetings. Nonetheless, the signatures of all the Directors of the Corporation at the bottom of any document (which may be signed in counterpart) or, if appropriate, their approval by email of any such document constituting a by-law or a resolution which could be passed or adopted by the Directors at a meeting, shall give such a by-law or such a resolution the same value and the same effect as if this by-law or this resolution had been passed or adopted, as the case may be, by a vote of the Directors at a meeting duly called and held.

4.7 **REMUNERATION OF THE DIRECTORS**

4.7.1 The Directors and officers shall serve without remuneration and shall not receive any profit from their positions. However, a Director may be paid reasonable expenses incurred in the performance of his/her duties.

4.8 **HOLDING OF BOARD MEETINGS OR CONFERENCE CALL BOARD MEETING**

4.8.1 The meetings or the conference call of the Board of Directors of the Corporation shall be called by the Chairman of the Board or the General Manager and shall be held no less than twice a year. A special meeting of the Board of Directors may be called at any time by the Chairman of the Board or, in his absence, by the Vice-Chairman of the Board. Also, it may be requested by means of a written notice, giving the reason, by no less than fifty percent (50%) of the Members of the Board of Directors.

4.9 **PLACE OF BOARD MEETINGS**

4.9.1 The meetings of the Board of Directors may be held at any place within the Atlantic Canada provinces or at any other place determined by the Board of Directors.

4.10 **NOTICE OF MEETING**

4.10.1 A notice of meeting indicating the date, time and place of each regular meeting of the Board of Directors shall be transmitted to each Director by regular mail addressed to the Director's last address appearing in the register of the Corporation or by email to his last email address furnished to the General Manager, and this, no less than fourteen (14) calendar days before the scheduled date of the meeting.

4.11 **SPECIAL MEETINGS OF THE BOARD**

4.11.1 When it is necessary to call a special meeting of the Directors, a notice of meeting indicating the date, time and place of the meeting shall be transmitted to each

Director by email, telephone or fax no less than forty-eight (48) hours before the date of the special meeting. Every Director attending the special meeting of the Board of Directors shall be deemed to have received the said notice of meeting.

4.12 **QUORUM**

4.12.1 No less than fifty percent (50%) plus one (1) of the elected or appointed members of the Board of Directors entitled to vote shall constitute a quorum. Every meeting of the Board of Directors at which there is a quorum shall be competent to exercise each and every one of the mandates, powers and discretions which the Act and the By-laws assign or recognize to the Directors. The questions raised at every meeting of the Directors shall be resolved by the affirmative vote of the majority of the Directors present.

4.13 **CHAIRING OF MEETINGS**

4.13.1 The Chairman of the Board or, in his absence, the Vice-Chairman of the Board, shall chair all the meetings of the Directors. If the Chairman of the Board or the Vice-Chairman of the Board is absent or refuses to act, the persons present may choose someone from among their number to act as chairman. The chairman of any meeting of the Board of Directors shall be entitled to vote as a Director on any matter submitted to a vote of the meeting but, in the event of a tie vote, he shall not be entitled to a second vote or a casting vote.

4.14 **TELEPHONE MEETING**

4.14.1 One or more of the Directors may participate by telephone or by any other mode of communication allowing all the persons attending the meeting to hear the others, and a Director participating in this way in such a meeting held in this manner shall be deemed to be present at the meeting.

4.15 **CONFLICT OF INTEREST**

4.15.1 Directors who have, or could be reasonably seen to have, a conflict of interest have the duty to declare this interest. The declaration should be made to the members:

- (a) upon nomination, and
- (b) if serving as a Director, when the possibility of a conflict is realized.

4.15.2 A conflict of interest does not prevent a member from serving as a Director provided that he/she withdraws from the decision making matters pertaining to that interest. The withdrawal should be recorded in the minutes.

BY-LAW NUMBER FIVE

COMMITTEES

5.1 CONSTITUTION OF COMMITTEES

5.1.1 The Board of Directors may constitute all the committees it deems appropriate in the interests of the Corporation and determine their mandates and duties. The members of such committees are not necessarily required to be Members of the Corporation. The chairman or one of the vice-chairmen, as the delegate of the chairman, the General Manager, shall be an ex officio member of such committees. The committees shall have the sole power of submitting recommendations to the Board of Directors of the Corporation.

5.2 ADVISORY COMMITTEE

5.2.1 UOMA Atlantic-Atlantique shall have an Advisory committee:

5.2.2 The composition of the Advisory Committee will be as specified in article 6 of the Policy on industry Advisory committee for a designated material (oil and glycol) proposed by Recycle NB :

5.2.2.1 One member of the Board of Recycle New Brunswick (Chair of Advisory committee)

5.2.2.2 One member from the retail sector

5.2.2.3 One brand owner

5.2.2.4 One agent representing UOMA Atlantic-Atlantique

5.2.2.5 One member of Recycle New Brunswick staff (Manager of the Oil and Glycol Stewardship Program)

5.2.2.6 One New Brunswick Regional Service Commission representative

5.2.2.7 One oils, filters, containers or glycols recycler

5.2.2.8 One transportation provider

BY-LAW NUMBER 6

EXECUTIVE COMMITTEE

6.1 COMPOSITION

6.1.1 The Board of Directors, by resolution, may elect an Executive Committee composed of the number of members determined from time to time, by resolution of the Board of Directors, which at no time shall be less than three (3).

6.1.2 Each member of the Executive Committee shall hold office at the pleasure of the Board of Directors. The Board of Directors, by resolution, may replace any member from time to time, without any reason, or proceed to increase or make any other change in the composition of the Executive Committee.

6.2 **MEETINGS**

6.2.1 The Board of Directors, by resolution, may adopt By-laws concerning the calling and holding of meetings of the Executive Committee and concerning the quorum required and the procedure to follow at these meetings; it may also repeal, amend or reinstate these By-laws.

6.3 **POWERS**

6.3.1 Subject to the aforesaid By-laws, the Executive Committee may, when the Board of Directors is not sitting, exercise each and every one of the powers specific to the Board of Directors, except the powers to adopt, amend or revoke the By-laws or to appoint any Director of the Corporation, and accomplish all other acts which must be performed by the Directors themselves by virtue of the Act.

6.4 **BOOKS**

6.4.1 The Executive Committee shall maintain an account and a register in good and valid form of all the resolutions it has adopted and shall transmit them, on request, to the Board of Directors.

6.5 **REMUNERATION**

6.5.1 The members of the Executive Committee are not entitled to any remuneration in this capacity.

BY-LAW NUMBER SEVEN

OFFICERS

7.1 **UPPER MANAGEMENT**

7.1.1 The upper management of the Corporation shall be composed of a Chairman of the Board and a Vice-Chairman of the Board chosen by and among the Directors entitled to vote, a Secretary and a General Manager. One or more Assistant Secretaries and/or Assistant Treasurers may also be appointed. These Officers shall be elected or appointed, as the case may be, by the Board of Directors at its first meeting after the first General Meeting of the Members and, thereafter, at the first meeting of the Board of Directors after each Annual General Meeting of the Members, and these Officers of the Corporation shall remain in office until their successors have been chosen and elected or appointed in their place. Other Officers may also be elected and/or appointed, as the case may be, when the Board of Directors deems it necessary, from time to time. These Officers shall duly perform the duties, in addition to those specified in the By-laws, which the Board of Directors

prescribes from time to time. The same person may hold more than one (1) office, provided, however, that the offices of Chairman of the Board and Vice-Chairman of the Board are not filled by the same person. It is unnecessary for these officers of the Corporation, except for the Chairman of the Board and the Vice-Chairman of the Board, to be Directors of the Corporation.

7.2 **CHAIRMAN OF THE BOARD**

7.2.1 The Chairman of the Board of Directors shall be designated by the Directors at the first meeting of the Board of Directors following the Annual General Meeting of the Corporation. The Chairman of the Board or, in his absence, the Vice-Chairman of the Board who is part of the Board of Directors, shall chair all the Meetings of the Members and all the meetings of the Directors. He shall have all the other powers and duties that the Board of Directors may assign to him by resolution from time to time.

7.3 **VICE-CHAIRMAN OF THE BOARD**

7.3.1 The Vice-Chairman of the Board of Directors shall be designated by the Directors at the first meeting of the Board of Directors following the Annual General Meeting of the Corporation. In the absence of the Chairman of the Board, the Vice-Chairman of the Board shall chair the meetings of the Directors and shall be entitled to vote as a Director on any matter submitted to a vote of the meeting.

7.4 **GENERAL MANAGER**

7.4.1 Notwithstanding the relationship between SOGHU and UOMA Atlantic-Atlantique, the Directors may, from time to time and not from among the Directors, appoint a General Manager for UOMA Atlantic-Atlantique. The General Manager shall call the meetings of the Board of Directors and manage the business of the Corporation, report to the Board of Directors and exercise the general or special powers the Board of Directors may delegate to him from time to time, by resolution. In the event that a Secretary or Assistant Secretaries are not appointed, he shall have safekeeping of the Corporate Seal and assume the responsibilities of the Secretary and the Assistant Secretaries heretofore described.

7.4.2 In the event that a Treasurer is not appointed, he shall also assume the functions of Treasurer as described, as the case may be, by the Board of Directors.

7.5 **REMUNERATION OF THE GENERAL MANAGER**

7.5.1 The remuneration of the General Manager, who has been appointed by the Board of Directors of UOMA Atlantic-Atlantique, may be determined, from time to time, by resolution of the Board of Directors of UOMA Atlantic-Atlantique.

7.6 **TREASURER AND ASSISTANT TREASURER**

7.6.1 The Treasurer shall have the finances of the Corporation under his specific oversight. He shall deposit the Corporation's cash and other securities, in the name and to the credit of the Corporation, with any banks, trust companies or other depositories which the Board of Directors designates by resolution, from time to time. When required by the Board of Directors, he shall account for the Corporation's financial position and all of his transactions as Treasurer; and as soon as possible after the close of each fiscal year, he shall prepare and submit to the Board of Directors a report on the past fiscal year. He shall be responsible for the custody, deposit and keeping of all the account books and other documents which, according to the laws governing the Corporation, must be kept by the Corporation. He shall perform all the other duties specific to the function of Treasurer, and those which the Board of Directors may assign to him from time to time by resolution, all under the oversight and control of the said Board of Directors.

7.6.2 The Assistant Treasurer may perform any function of the Treasurer which the Board of Directors or the Treasurer may assign to him from time to time.

7.7 **SECRETARY AND ASSISTANT SECRETARY**

7.7.1 The Secretary shall give and serve any notice of the Corporation and shall draft and retain the minutes of all the Meetings of the Members and meetings of the Board of Directors in a book or books for this purpose. He shall have safekeeping of the Corporate Seal.

He shall be responsible for the registers of the Corporation, including the books in which the names and addresses of the Members and the Directors are recorded, jointly with all the copies of all the reports made by the Corporation and all the other books and documents which the Board of Directors may order and/or entrust to him. He shall be responsible for the custody and production of all books, reports, certificates and other documents of which the Act requires the custody and production. He shall perform all the other duties relating to his office, as well as those which the Board of Directors may assign to him from time to time, by resolution.

7.7.2 The Assistant Secretary may perform any function of the Secretary that the Board of Directors or the Secretary may assign to him, from time to time.

7.8 **SECRETARY-TREASURER**

7.8.1 When the Secretary also performs the functions of Treasurer, he may, at the option of the Board of Directors, be designated as "Secretary-Treasurer".

7.9 **DISMISSAL AND TERMINATION**

7.9.1 The Board of Directors, by resolution, may dismiss and terminate any Officer or employee of the Corporation at any meeting called for this purpose and may elect or appoint others in their place. Any employee of the Corporation, other than a Director or Officer appointed by the Board of Directors, may also be dismissed from his functions and terminated by the Chairman of the Board or the General Manager.

BY-LAW NUMBER EIGHT

INDEMNIFICATION OF DIRECTORS AND OFFICERS

8.1 Each of the Directors and Officers of the Corporation and any person who, at the Corporation's request, acts in this capacity for a legal person of which the Corporation is a Member, shareholder or creditor, and their heirs, liquidators, executors and administrators, assigns, mandataries and representatives, shall be respectively held harmless and guaranteed against the following at all times and indemnified and reimbursed from the Corporation's funds:

8.1.1 all fees, charges, expenditures and liability borne, made or incurred by this Director or this Officer or this person in the course or on the occasion of any action, suit or civil, penal or administrative judicial proceeding, instituted, exercised or continued against him, due to or on the occasion of any act or thing done, performed or permitted by him, either before or after the promulgation of this By-law, in or on the occasion of the performance of his functions, and

8.1.2 all other fees, charges, expenditures and liability borne, made or incurred by this Director or this Officer or this person in the course or on the occasion of business pertaining or relating to this functions;

the whole with the exception, however, of fees, charges, expenditures and liability resulting from his own fault, carelessness or deliberate omission.

8.2 Moreover, no Director or Officer of the Corporation then in office shall be liable for the acts, encashments, negligence or defaults of any other Director or Officer or employee nor for having been party to any encashment or act to allow its execution, nor shall be liable for any damage, loss or expenditure incurred by the Corporation due to the insufficiency or defect of title of any property acquired for and in the name of the Corporation on the order of the Board of Directors or due to the insufficiency of any security in respect of any investments of the Corporation, nor shall be liable for any damage or loss resulting from the bankruptcy, insolvency or prejudicial act of any person, firm or legal person with whom or which any cash, securities or instruments of the Corporation will have been invested or deposited, nor shall be liable for any damage, loss or misfortune of any nature resulting from any transaction that might occur in or pertain to the performance of his function, unless these events result from his own fault, carelessness or deliberate omission.

- 8.3 The Corporation hereby consents to the indemnification stipulated in the By-laws and shall proceed, at the expedient time, to obtain liability insurance coverage of the Directors and Officers of the Corporation with a recognized insurer for an amount deemed sufficient by the Board of Directors.

BY-LAW NUMBER NINE

MEETING OF MEMBERS

9.1 ANNUAL GENERAL MEETING

9.1.1 The Annual General Meeting of the Members of the Corporation shall be held at least once per calendar year and no later than four (4) months after the close of the Corporation's fiscal year on the date determined by the Directors by resolution or on the date determined, as the case may be, by the By-laws.

9.1.2 The Annual General Meetings of the Members of the Corporation shall be held at the Corporation's head office or elsewhere in participating Atlantic Canada provinces, in accordance with a resolution of the Board of Directors.

9.2 SPECIAL MEETINGS

9.2.1 The General Meetings of the Members other than the Annual Meeting shall be Special General Meetings. They may be called, at any time and from time to time by the Chairman of the Board or, in his absence, by the Vice-Chairman of the Board or by resolution of the Board of Directors, or shall be called when no less than one third of the Members of the Corporation so request in writing. Such resolution or request shall specify the purpose for which the Meeting must be called.

9.2.2 The Chairman of the Board or, in his absence, the Vice-Chairman of the Board shall, in the event of the adoption of such a resolution or the receipt of such a request, shall ensure that the Meeting is called by the General Manager of the Corporation, in accordance with this resolution or request. In default of such action, any Director may call the Meeting or this Meeting may be called by the said Members themselves, in accordance with and subject to the provisions of the laws governing the Corporation.

9.2.3 The Special Meetings or Special General Meetings of the Members of the Corporation shall be held at the Corporation's head office or elsewhere in the Province of Québec, in accordance with a resolution of the Board of Directors.

9.3 NOTICE OF MEETINGS

9.3.1 A notice specifying the purpose, place, date and time of any Annual General Meeting or any Special Meeting or Special General Meeting of the Members shall be served on all the Members who are entitled to such notice or left at their respective residence or their respective regular place of business appearing in the register of the Corporation or sent to them by mail, postage-paid, or by fax, at their

respective address, such as it appears in the register of the Corporation, or by email transmitted by the General Manager, no less than ten (10) days and no more than sixty (60) days before the date determined for the Meeting; neither the day when such notice is served or sent (day *a quo*), nor that on which such Meeting shall be held (day *ad quem*) shall be counted to determine the said notice period.

9.3.2 It is unnecessary to give a notice of the time, place or purpose of a Meeting of the Members, notwithstanding any prescriptions of the Act or the By-laws, to a Member who is present at the Meeting or who, in writing, by fax or by any other means of communication recorded in the file of the Meeting, waives the notice either before or after the holding of the Meeting.

9.3.3 In all cases where the calling of a Meeting of the Members is considered by the Chairman of the Board or, in his absence, by the Vice-Chairman of the Board, at his discretion, to be an urgent matter, notice of the Meeting of the Members may be given in writing or orally, or by telephone, fax or otherwise, no less than forty-eight (48) hours before the holding of such Meeting, this notice being sufficient for the Meeting thus called.

9.3.4 Mere irregularities in the notice or in the manner of giving it, and the unintentional omission to give notice of a Meeting to a Member or the failure of a Member to receive such notice, shall in no way invalidate the acts taken or committed at the Meeting concerned.

9.4 **CHAIRING OF THE MEETINGS**

9.4.1 The Chairman of the Board or, in his absence, the Vice-Chairman of the Board, shall chair all the Meetings of the Members. If the Chairman of the Board or the Vice-Chairman of the Board is absent or refuses to act, the persons present may choose someone from among their number to act as chairman.

In the event of a tie vote, the chairman of any Meeting of the Members shall be entitled to a second vote or a casting vote on any matter submitted to a vote of the Meeting.

9.5 **QUORUM**

9.5.1 The Members present or represented by proxy and constituting five percent (5%) of the Members of the Corporation shall constitute a quorum, both for the Annual General Meeting of the Members and for a Special General Meeting of the Members of the Corporation. The quorum is required only at the opening of the Meeting.

9.5.2 The acts of the majority of the Members entitled to vote thus present at the said Meeting shall be considered as the acts of all the Members, except for the case when the vote or consent or a number of Members greater than the majority is required or imposed by the laws of the The Atlantic Provinces, by the Instrument of Incorporation or by the By-laws. Subject to the foregoing, the vote of the majority of the Members at any Annual General Meeting who are entitled to vote

at the Meeting shall be sufficient to ratify validly any previous act of the Board of Directors and the Officers of the Corporation.

9.5.3 If there is no quorum at a Meeting of the Members, the Meeting, in the event that it has been called at the request of Members, shall be closed. In any other case, those who are present in person and who are entitled to be counted for the purpose of constituting a quorum shall have the power to adjourn the Meeting to the place, date and time they may then determine, by resolution, on condition that a notice of this second Meeting or adjourned Meeting is subsequently given to all the Members entitled to such notice, in the manner and within the times stipulated in Section 9.3 of this By-law Number Nine. The quorum, at this second Meeting or adjourned Meeting, shall be constituted according to the requirements of Section 9.5.1 of this By-law Number Nine. At this second Meeting or adjourned Meeting, any matter may be validly discussed which could have been validly discussed at the original Meeting.

9.6 **RIGHT TO VOTE AND PROXY VOTING**

9.6.1 At any Meeting of the Members, each Member present at this Meeting shall be entitled to one vote, unless the Instrument of Incorporation prescribes another method of voting, in which case this other method shall be followed.

The Mandatary Member present at this Meeting shall be entitled to one vote, unless the Instrument of Incorporation prescribes another method of voting, in which case this other method shall be followed.

9.6.2 Any Member may request, before a vote is held, a secret ballot vote on any matter submitted to a vote of the Members.

9.6.3 Proxy voting is not permitted except for the Members who are legal persons.

9.7 **TELEPHONE MEETING AND MAIL-IN VOTING**

9.7.1 No General Annual Meeting held by telephone and no mail-in vote is permitted.

9.8 **AGENDA**

9.8.1 At the Annual General Meeting of the Members, the agenda may deal, among others, with the following points:

9.8.1.1 opening of the session;

9.8.1.2 reading of the notice of meeting, as the case may be, and recognition that it has been duly given or duly waived;

9.8.1.3 recognition that there is a quorum;

9.8.1.4 reading of the minutes of the previous Annual General Meeting and Special Meetings of Special General Meetings of the Members held since, as the case may be, and, if applicable, approval of the minutes;

- 9.8.1.5 presentation of the annual report of the Directors, as the case may be;
 - 9.8.1.6 presentation of the balance state and the general statement of revenue and expenditure;
 - 9.8.1.7 discussion of the auditors' report, as the case may be, and the financial statements, if applicable, their acceptance;
 - 9.8.1.8 presentation of the annual report of the General Manager;
 - 9.8.1.9 election of the Directors, if applicable;
 - 9.8.1.10 appointment of the auditors, if applicable, and determination of their remuneration;
 - 9.8.1.11 approval, ratification, sanction and confirmation, on condition that the notice of meeting mentions it, of the establishment, repeal or amendment of the By-laws, as the case may be;
 - 9.8.1.12 approval, ratification, sanction and confirmation of the acts, decisions and resolutions of the Directors and/or Officers of the Corporation since the previous Annual General Meeting;
 - 9.8.1.13 other business, as the case may be, on condition that the notice of meeting mentions it; and
 - 9.8.1.14 closing of the Meeting.
- 9.8.2 Any proposition that a Member wishes to submit to the next General Annual Meeting of Members must be received at the Corporation's Head Office by December 31, at the latest, in order to be included in the Agenda.
- 9.8.3 No new business may be discussed at the Annual General Meeting without the consent of two thirds ($\frac{2}{3}$) of the Members attending the said Meeting. Such a motion of new business shall be presented at the opening of the Meeting and written copies of this motion shall be available for all the Members attending this Meeting. Any new business thus presented shall be discussed at the end of the agenda of this Meeting.

BY-LAW NUMBER TEN

FISCAL YEAR, ACCOUNTS AND AUDIT

10.1 FISCAL YEAR

- 10.1.1 The Corporation's fiscal year shall end on December 31 of each year or on any other date the Board of Directors may determine.

10.2 ACCOUNTS

10.2.1 The Directors shall arrange to have the appropriate account books kept concerning all the sums of money received and expended by the Corporation, and the objects of its receipts and expenditures, all the sales and all the purchases of securities by the Corporation, the assets and liabilities of the Corporation and all other transactions which affect the Corporation's financial position.

10.2.2 The account books shall be kept at the Corporation's head office or at any other place in the Atlantic provinces that the Directors deem suitable and the Directors may examine them at any reasonable time.

BY-LAW NUMBER ELEVEN

CONTRACTS, CHEQUES, DRAFTS, ACCOUNTS

11.1 CONTRACTS

11.1.1 All instruments, deeds, documents, transfers, commitments, bonds, debentures and other instruments which the Corporation must execute shall be signed by the President or one of the Vice-Presidents or a Director of the Corporation. The Board of Directors may, from time to time, by resolution, authorize other persons to sign on behalf of the Corporation. This authorization may be general or limited to a specific case. Except as stated previously or as otherwise stipulated in the By-laws of the Corporation, no Director, Officer, representative or employee of the Corporation shall have the power or authorization to bind the Corporation by contract or otherwise, or to commit its credit.

11.2 CHEQUES AND DRAFTS

11.2.1 All cheques, bills of exchange and other money order, notes or debt securities, issued, accepted or endorsed in the name of the Corporation shall be signed by such Director, Officer or representative or such Directors, Officers or representatives of the Corporation and in the manner determined by the Board of Directors, from time to time, by resolution; any of these Directors, Officers or representatives may endorse the notes and drafts alone for collection for the Corporation's account, through its bankers, and endorse the notes and cheques for deposit in the Corporation's bank, to the Corporation's credit; these instruments may also be endorsed "for collection" or "for deposit" in the Corporation's bank, using the Corporation's stamp for this purpose. Any of these Directors, Officers or representatives appointed for this purpose may arrange, settle, verify and certify all the books and accounts between the Corporation and its bankers and may receive all the checks paid and the vouchers and sign all the audit settlement and discharge settlement forms and bank checklists.

11.3 **DEPOSITS**

11.3.1 The Corporation's funds may be deposited, from time to time, to the Corporation's credit with such banks or with such trust companies or with such bankers as the Board of Directors approves, from time to time, by resolution.

BY-LAW NUMBER TWELVE

REPRESENTATIONS

- 12.1 The Chairman of the Board, the Vice-Chairman of the Board, the General Manager or the Secretary or employee of the Corporation or person appointed for this purpose by the Board of Directors have the authorization and the right, collectively or individually, to appear and answer, for the Corporation and in its name, on any writ, order and examination on affidavit issued by any court of law and to make, for and in the name of the Corporation, any declaration on writ of seizure by garnishment in which the Corporation is garnishee and to make all the affidavits and sworn declarations pertaining thereto or pertaining to any lawsuit in which the Corporation is one of the parties and to petition for the assignment of property or the liquidation of any debtor of the Corporation and to obtain a bankruptcy order against any debtor of the Corporation and to attend and vote at any meeting of the creditors of the debtors of the Corporation and to give proxies to this effect.
- 12.2 Any Director or Officer of the Corporation has the authorization to sign, for and on behalf of the Corporation, all the declarations prescribed under the terms of the *Act respecting the legal publicity of sole proprietorships, partnerships and legal persons*.

BY-LAW NUMBER THIRTEEN

BORROWING

- 13.1 The Board of Directors is hereby authorized, at any time and from time to time:
- 13.1.1 to borrow money and obtain advances on the credit of the Corporation from any bank, savings and credit union, lending institution, corporation, partnership or person, on the terms, covenants and conditions, in the periods, for the amounts, to the extent and in the manner the Board of Directors, at its discretion, may deem suitable;
- 13.1.2 to restrict or increase the amounts to be borrowed;
- 13.1.3 to issue or arrange for the issuance of bonds, debentures or other securities of the Corporation and pledge them as security or sell them for the amounts, on the terms, covenants and conditions and at the price the Board of Directors may deem suitable;
- 13.1.4 to hypothecate, mortgage, charge, pledge, cede and transfer the property, undertaking and rights, real or personal, moveable or immovable or mixed, of the

Corporation, now owned or hereafter acquired, or both, to secure any money borrowed or any liability of the Corporation

- 13.1.5 in guarantee of all discounts, overdrafts, borrowing, credit, advances or other debts, or commitments, on the part of the Corporation to any bank, savings and credit union, lending institution, corporation, partnership or person, and the interest thereon, to hypothecate or otherwise encumber in favour of any bank, savings and credit union, lending institution, corporation, partnership or person, all or part of the Corporation's property, real or personal or mixed, movable or immovable, present or future, and to give any security thereon that a bank may accept under the provisions of the *Bank Act* and to renew, amend, vary or replace such security at its discretion, with the right to promise to give the security according to the *Bank Act* for all debts contracted or to be contracted by the Corporation with any bank;
 - 13.1.6 to procure or assist in procuring funds and assist by means of bonuses, loans, promises, endorsements, security or otherwise, any other company with which the Corporation may do business or some of the shares, bonds or other securities which are held by the Corporation and guarantee the performance or accomplishment of all contracts, commitments or obligations of such a company or any person with which the Corporation may do business and, in particular, to secure the payment of the principal and the interest on the bonds or other securities, hypothecs and debts of such a company;
 - 13.1.7 to exercise in general each or all of the rights and powers that the Corporation itself may exercise under its letters patent and the laws that govern it; and
 - 13.1.8 to delegate, by resolution or By-law, to any Officer or Director, each and every one of the powers hereby conferred on the Board of Directors.
- 13.2 The powers to borrow and pledge security authorized hereby are considered to be permanent powers and not to end after the first use that will be made thereof, and they may be exercised from time to time thereafter, as long as this By-law has not been revoked and a notice of its revocation has not been given to whom it may concern.

BY-LAW NUMBER FOURTEEN

PROMULGATION, REVOCATION AND AMENDMENT OF THE BY-LAWS

- 14.1 The Directors may, from time to time, promulgate or adopt By-laws concerning all the matters discussed in the laws and regulations that govern the Corporation, and they may revoke, amend or reinstate all By-laws.

These By-laws (except for the By-laws which simply deal with the representatives, Officers and employees of the Corporation and the By-laws which, by virtue of the provisions of the said laws, must be approved and ratified by the Members and be deposited with the Service New Brunswick before coming into force) and each revocation, amendment or reinstatement of these By-laws, unless they are ratified in the

interim at a Special General Meeting of the Members of the Corporation, duly called for this purpose, shall only be in force until the next Annual General Meeting of the Corporation and, if they are not ratified at this Meeting, they shall cease to be in force, but only effective from the date of the said Meeting.