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Northwestern Ontario  
Municipal Association

**By-law No. 1**

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## Section 1 - General

### 1.01 Definitions

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

- a. "Act" means the *Not-for-Profit Corporations Act, 2010* (Ontario) and, where the context requires, includes the regulations made under it, as amended or re-enacted from time to time;
- b. "Articles" means the Letters Patent, dated September 18, 2001, incorporating the Corporation, as from time to time amended and supplemented by Articles of Amendment, as amended from time to time.
- c. "Board" means the board of directors of the Corporation;
- d. "By-laws" means this by-law (including the schedules to this by-law) and all other by-laws of the Corporation as amended and which are, from time to time, in force and effect;
- e. "Chair" means the chair of the Board;
- f. "Corporation" means the Northwestern Ontario Municipal Association who has passed these by-laws under the *Act* or that is deemed to have passed these by-laws under the *Act*;
- g. "Director" means an individual occupying the position of director of the Corporation by whatever name he or she is called;

- h. "Executive Director" means the individual occupying the office of chief executive officer of the Corporation by whatever name he or she is called;
- i. "Member" means a member of the Corporation;
- j. "Members" means the collective membership of the Corporation; and
- k. "Officer" means an officer of the Corporation other than the Executive Director.

## **1.02 Interpretation**

Other than as specified in Section 1.01, all terms contained in this By-law that are defined in the *Act* shall have the meanings given to such terms in the *Act*. Words importing the singular include the plural and vice versa, and words importing one gender include all genders.

## **1.03 Severability and Precedence**

The invalidity or unenforceability of any provision of this By-law shall not affect the validity or enforceability of the remaining provisions of this By-law. If any of the provisions contained in the By-laws are inconsistent with those contained in the articles or the *Act*, the provisions contained in the articles or the *Act*, as the case may be, shall prevail.

## **1.04 Execution of Documents**

Deeds, transfers, assignments, contracts, obligations and other instruments in writing requiring execution by the Corporation may be signed on behalf of the Corporation by the Executive Director or by any two of its Officers or Directors. In addition, the Board may from time to time direct the manner in which and the person by whom a particular document or type of document shall be executed. Any Director or Officer may certify a copy of any instrument, resolution, By-law or other document of the Corporation to be a true copy thereof.

## **Section 2 – Directors**

### **2.01 Election and Term**

1. The Board shall appoint a Nominating Committee for the purpose of obtaining nominations on the Board. Before each annual meeting, the Nominating Committee shall present a nominations list at least equal to the number of vacancies required to be filled at each annual meeting together with evidence of each nominee's willingness to stand for election.

2. The Members shall elect, from the nominations list referred to in subsection 2.01(1), the Directors to hold office for a term ending no later than the end of the second annual meeting of Members following the election.
3. Each of the Rainy River District Municipal Association, the Thunder Bay District Municipal League, and the Kenora District Municipal Association shall be entitled to each nominate three individuals (two (2) elected and one (1) administrative official) to stand for election.
4. The Corporation of the City of Thunder Bay shall be entitled to nominate two (2) individuals (one (1) elected and one (1) administrative official) to stand for election.
5. Each Director, at the time of their election and throughout their term as Director, shall either be a council member or an administrative official of their local municipality.
6. Each member of the Executive Committee shall be ex-officio Directors.

## **2.02 Vacancies**

The office of a Director shall be vacated immediately:

1. if the Director resigns office by written notice to the Corporation, which resignation shall be effective at the time it is received by the Corporation or at the time specified in the notice, whichever is later;
2. if the Director dies or becomes bankrupt;
3. if the Director is found to be incapable by a court or incapable of managing property under Ontario law; or
4. if, at a meeting of the Members, the Members by ordinary resolution removes the Director before the expiration of the Director's term of office.

## **2.03 Filling Vacancies**

A vacancy on the Board shall be filled as follows, and the Director appointed or elected to fill the vacancy holds office for the remainder of the unexpired term of the Director's predecessor:

1. if the vacancy occurs as a result of the Members removing a Director, the Members may fill the vacancy by an ordinary resolution;
2. if there is not a quorum of Directors or there has been a failure to elect the number or minimum number of Directors set out in the Articles, the Directors in office shall, without delay, call a special meeting of Members to

- fill the vacancy and, if they fail to call such a meeting or if there are no Directors in office, the meeting may be called by any Member; and
3. a quorum of Directors may fill a vacancy among the Directors.

## **2.04 Committees**

### **1. The Executive Committee.**

- a. The Board shall establish an Executive Committee comprising of the Chair, the Executive Vice President, the most immediate Past Chair, the four (4) Vice Presidents, and the Executive Director, and delegate to the Executive Committee any powers of the Directors except the powers:
    - i. To submit to the Members any question or matter requiring the approval of the Members;
    - ii. To fill a vacancy among the Directors or in the position of auditor or of a person appointed to conduct a review engagement of the Corporation;
    - iii. To appoint additional Directors;
    - iv. To issue debt obligations except as authorized by the Directors;
    - v. To approve financial statements;
    - vi. To adopt, amend or repeal by-laws; and
    - vii. To establish contributions to be made, or dues to be paid by Members, if any.
  - b. Other than the Executive Director, each member of the Executive Committee shall be, at the time of their appointment to the Executive Committee, elected officials and shall hold office as long as they maintain their status as an elected official or until their successors are appointed.
2. Subject to the limitations on delegation set out in the *Act*, the Board may establish any committee it determines necessary for the execution of the Board's responsibilities. The Board shall determine the composition and terms of reference for any such committee. The Board may dissolve any committee by resolution at any time.

## **2.05 Remuneration of Directors**

The Directors shall serve as such without remuneration and no Director shall directly or indirectly receive any profit from occupying the position of Director; subject to the following:

1. Directors may be reimbursed for reasonable expenses they incur in the performance of their Directors' duties;
2. Directors may be paid remuneration and reimbursed for expenses incurred in connection with services they provide to the Corporation in their capacity other than as Directors, provided that the amount of any such remuneration or reimbursement is:
  - (i) considered reasonable by the Board;
  - (ii) approved by the Board for payment by resolution passed before such payment is made; and
  - (iii) in compliance with the conflict of interest provisions of the *Act*; and
3. Notwithstanding the foregoing, no Director shall be entitled to any remuneration for services as a Director or in other capacity if the Corporation is a charitable corporation, unless the provisions of the *Act* and the law applicable to charitable corporations are complied with, including Ontario [Regulation 4/01](#) made under the [Charities Accounting Act](#).
4. Subject to subsections 2.05(2)-(3), the Board may choose, in its absolute discretion and without obligation to continue, to provide an honorarium to a Director.

## **Section 3 - Board Meetings**

### **3.01 Calling of Meetings**

Meetings of the Directors may be called by the Chair or any two Directors at any time and any place on notice as required by this By-law.

### **3.02 Regular Meetings**

The Board may fix the place, if applicable, and time of regular Board meetings and send a copy of the resolution fixing the place, if applicable, and time of such meetings to each Director, and no other notice shall be required for any such meetings.

### **3.03 Notice**

Notice of the time and place, if applicable, for the holding of a meeting of the Board shall be given in the manner provided in Section 10 of this By-law to every Director of the Corporation not less than seven days before the date that the meeting is to be held. Notice of a meeting is not necessary if all of the Directors are present, and none objects to the holding of the meeting, or if those absent have waived notice or have otherwise signified their consent to the holding of such meeting. If a quorum of Directors is present, each newly elected or appointed Board may, without notice, hold its first meeting immediately following the annual meeting of the Corporation.

A notice of a meeting of Directors need not specify a place of the meeting if the meeting is to be held entirely by one or more telephonic or electronic means. If the Directors may attend a meeting by telephonic or electronic means, the notice of the meeting must include instructions for attending and participating in the meeting by the telephonic or electronic means that will be made available for the meeting, including, if applicable, instructions for voting by such means at the meeting.

### **3.04 Chair**

The Chair shall preside at Board meetings. In the absence of the Chair, the Executive Vice President shall act as Chair, and in the absence of the Executive Vice President, the Directors present shall choose one of their number to act as Chair.

### **3.05 Voting**

Each Director has one vote. Questions arising at any Board meeting shall be decided by a majority of votes. In case of an equality of votes, the Chair shall not have a second or casting vote.

### **3.06 Participation by Telephonic or Electronic Means**

If all of the Directors of the Corporation consent, a Director may participate in a meeting of the Board or of a committee of Directors by telephonic or electronic means that permit all participants to communicate adequately with each other during the meeting. A Director participating by such means is deemed to be present at that meeting.

## **Section 4 - Financial**

### **4.01 Banking**

The Board shall by resolution from time to time designate the bank in which the money, bonds or other securities of the Corporation shall be placed for safekeeping.

### **4.02 Financial Year**

The financial year of the Corporation ends on December 31<sup>st</sup> in each year or on such other date as the Board may from time to time by resolution determine.

## **Section 5 - Officers**

### **5.01 Officers**

1. The Members shall elect, at each annual meeting, from among the Directors, a Chair (who shall also serve and be known as the President of the Corporation) and an Executive Vice President to hold office for a term ending no later than the end of the second annual meeting of Members following their election.
2. The Board shall appoint from among the Directors, four Vice President (as nominated in accordance with subsection 5.01(3)).
3. Each of the Rainy River District Municipal Association, the Thunder Bay District Municipal League, the Kenora District Municipal Association, and the Corporation of the City of Thunder Bay shall nominate one individual to be appointed as Vice President. Each of the Rainy River District Municipal Association, the Thunder Bay District Municipal League, the Kenora District Municipal Association, and the Corporation of the City of Thunder Bay shall notify the Executive Director of their nominations no later than March 31<sup>st</sup> in the years when elections are held.
4. Two or more offices of the Corporation may be held by the same person.
5. The Board may appoint such other Officers and agents as it deems necessary, and who shall have such authority and shall perform such duties as the Board may prescribe from time to time.

### **5.02 Office Held at Board's Discretion**

Any Officer shall cease to hold office upon resolution of the Board. Unless so removed, an Officer shall hold office until the earlier of:



- a. the Officer's successor being appointed,
- b. the Officer's resignation, or
- c. such Officer's death.

### **5.03 Duties**

Officers shall be responsible for the duties assigned to them and they may delegate to others the performance of any or all of such duties.

### **5.04 Duties of the Chair**

The Chair, also known as the President of the Corporation, shall perform the duties described in sections 3.04 and 9.05 and such other duties as may be required by law or as the Board may determine from time to time.

## **Section 6 - Protection of Directors and Others**

### **6.01 Protection of Directors and Officers**

No Director, Officer or committee member of the Corporation is liable for the acts, neglects or defaults of any other Director, Officer, committee member or employee of the Corporation or for joining in any receipt or for any loss, damage or expense happening to the Corporation through the insufficiency or deficiency of title to any property acquired by resolution of the Board or for or on behalf of the Corporation or for the insufficiency or deficiency of any security in or upon which any of the money of or belonging to the Corporation shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortious act of any person, firm or Corporation with whom or which any moneys, securities or effects shall be lodged or deposited or for any other loss, damage or misfortune whatever which may happen in the execution of the duties of his or her respective office or trust provided that they have:

1. complied with the *Act* and the Articles and By-laws; and
2. exercised their powers and discharged their duties in accordance with the *Act*.

## **Section 7 - Conflict of Interest**

### **7.01 Conflict of Interest**

A Director who is a party to a material contract or transaction or proposed material contract or transaction with the Corporation or 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 make the disclosure required by the Act. Except as provided by the Act, no such Director shall attend any part of a meeting of Directors during which the contract or transaction is discussed or vote on any resolution to approve any such contract or transaction.

## **Section 8 - Members**

### **8.01 Members**

Membership in the Corporation shall consist of:

- (i) The City of Dryden ("**Dryden**");
- (ii) The City of Kenora ("**Kenora**");
- (iii) The Municipality of Machin ("**Machin**");
- (iv) The Municipality of Red Lake ("**Red Lake**");
- (v) The Municipality of Sioux Lookout ("**Sioux Lookout**");
- (vi) The Township of Ear Falls ("**Ear Falls**");
- (vii) The Township of Ignace ("**Ignace**");
- (viii) The Township of Pickle Lake ("**Pickle Lake**");
- (ix) The Township of Sioux Narrows-Nestor Falls ("**Sioux Narrows-Nestor Falls**" and together with Dryden, Kenora, Machin, Red Lake, Sioux Lookout, Ear Falls, Ignace and Pickle Lake, the "**Kenora District Municipal Association**");
- (x) The Town of Fort Frances ("**Fort Frances**");
- (xi) The Town of Rainy River ("**Rainy River**");
- (xii) The Township of Alberton ("**Alberton**");
- (xiii) The Township of Atikokan ("**Atikokan**");

- (xiv) The Township of Chapple ("**Chapple**");
- (xv) The Township of Dawson ("**Dawson**");
- (xvi) The Township of Emo ("**Emo**");
- (xvii) The Township of Lake of the Woods ("**Lake of the Woods**");
- (xviii) The Township of LaVallee ("**LaVallee**");
- (xix) The Township of Morley ("**Morley**" and together with Fort Frances, Rainy River, Alberton, Atikokan, Chapple, Dawson, Emo, Lake of the Woods and LaVallee, the "**Rainy River District Municipal Association**");
- (xx) The Town of Marathon ("**Marathon**");
- (xxi) The Municipality of Greenstone ("**Greenstone**");
- (xxii) The Municipality of Neebing ("**Neebing**");
- (xxiii) The Municipality of Oliver Paipoonge ("**Oliver Paipoonge**");
- (xxiv) The Municipality of Shuniah ("**Shuniah**");
- (xxv) The Township of Conmee ("**Conmee**");
- (xxvi) The Township of Dorion ("**Dorion**");
- (xxvii) The Township of Gillies ("**Gillies**");
- (xxviii) The Township of Manitouwadge ("**Manitouwadge**");
- (xxix) The Township of Nipigon ("**Nipigon**");
- (xxx) The Township of O'Connor ("**O'Connor**");
- (xxxi) The Township of Red Rock ("**Red Rock**");
- (xxxii) The Township of Schreiber ("**Schreiber**");
- (xxxiii) The Township of Terrace Bay ("**Terrace Bay**");
- (xxxiv) The Township of White River ("**White River**");
- (xxxv) The Township of Hornepayne ("**Hornepayne**" and together with Marathon, Greenstone, Neebing, Oliver Paipoonge, Shuniah, Conmee, Dorion, Gillies,

Manitouwadge, Nipigon, O'Connor, Red Rock, Schreiber, Terrace Bay and White River, the "**Thunder Bay Municipal League**");

(xxxvi) The Town of Hearst; and

(xxxvii) The Corporation of the City of Thunder Bay.

## **8.02 Membership**

1. Each Member shall, on an annual basis, designate in writing an individual to serve as its representative at meetings of the Members. Each Member shall provide written notice to the Corporation of such designation or of any revocation of said designation.
2. Membership in the Corporation is not transferable and automatically terminates if the Member resigns or such membership is otherwise terminated in accordance with the *Act*.
3. Members shall be notified in writing of the membership dues at any time payable by them, such membership dues must be paid by the annual meeting of the Members in April of each year. The Members in default shall automatically cease to be Members of the Corporation.

## **8.03 Disciplinary Act or Termination of Membership for Cause**

1. Upon 15 days' written notice to a Member, the Board may pass a resolution authorizing disciplinary action or the termination of membership for violating any provision of the Articles or By-laws.
2. The notice shall set out the reasons for the disciplinary action or termination of membership. The Member receiving the notice shall be entitled to give the Board a written submission opposing the disciplinary action or termination not less than 5 days before the end of the 15-day period. The Board shall consider the written submission of the Member before making a final decision regarding disciplinary action or termination of membership.

## **Section 9 - Members' Meetings**

### **9.01 Annual Meeting**

The annual meeting shall be held on a day fixed by the Board and at a place within Northwestern Ontario fixed by the Board. Any Member, upon request, shall be provided, not less than five business days or other number of days that may be further prescribed in regulations before the annual meeting, with a copy of the

approved financial statements, auditor's report or review engagement report and other financial information required by the By-laws or Articles.

The business transacted at the annual meeting shall include:

- a. receipt of the agenda;
- b. receipt of the minutes of the previous annual and subsequent special meetings;
- c. consideration of the financial statements;
- d. report of the auditor or person who has been appointed to conduct a review engagement;
- e. reappointment or new appointment of the auditor or a person to conduct a review engagement for the coming year;
- f. election of Directors; and
- g. such other or special business as may be set out in the notice of meeting.

No other item of business shall be included on the agenda for annual meeting unless a Member has given notice to the Corporation of any matter that the Member proposes to raise at the meeting in accordance with the *Act*, so that such item of new business can be included in the notice of annual meeting.

A meeting of the Members may be held entirely by one or more telephonic or electronic means or by any combination of in-person attendance and by one or more telephonic or electronic means, and it must enable all persons entitled to attend the meeting to reasonably participate. A person who, through telephonic or electronic means, votes at or attends a meeting of the Members is deemed for the purposes of this Act to be present at the meeting.

## **9.02 Special Meetings**

The Directors may call a special meeting of the Members. The Board shall call a special meeting on written requisition of the Members who hold at least 10 per cent of votes that may be cast at the meeting sought to be held within 21 days after receiving the requisition unless the *Act* provides otherwise.

## **9.03 Notice**

Subject to the *Act*, not less than 10 and not more than 50 days written notice of any annual or special Members' meeting shall be given in the manner specified in the *Act* to each Member, each Director and to the auditor or person appointed to conduct a review engagement. Notice of any meeting where special business will be

transacted must contain sufficient information to permit the Members to form a reasoned judgment on the decision to be taken, and state the text of any special resolution to be submitted to the meeting.

A notice of a meeting of the Members is not required to specify a place of the meeting if the meeting is to be held entirely by one or more telephonic or electronic means. If a person may attend a meeting of the Members by telephonic or electronic means, the notice of the meeting must include instructions for attending and participating in the meeting by the telephonic or electronic means that will be made available for the meeting, including, if applicable, instructions for voting by such means at the meeting.

#### **9.04 Quorum**

A quorum for the transaction of business at a Members' meeting is a majority of the Members entitled to vote at the meeting. If a quorum is present at the opening of a meeting of the Members, the Members present may proceed with the business of the meeting, even if a quorum is not present throughout the meeting.

#### **9.05 Chair of the Meeting**

The Chair shall be the chair of the Members' meeting; in the Chair's absence, the Members present at any Members' meeting shall choose another Director as chair and if no Director is present or if all of the Directors present decline to act as chair, the Members present shall choose one of their number to chair the meeting.

#### **9.06 Voting of Members**

Business arising at any Members' meeting shall be decided by a majority of votes unless otherwise required by the *Act* or the By-law provided that:

- a. each Member shall be entitled to one vote at any meeting;
- b. no Member is entitled to vote at any meeting unless the Member has paid all dues or fees, if any, then payable by that Member;
- c. votes shall be taken by a show of hands among all Members present and the chair of the meeting, if a Member, shall have a vote;
- d. an abstention shall not be considered a vote cast;
- e. before or after a show of hands has been taken on any question, the chair of the meeting may require, or any Member may demand, a written ballot. A written ballot so required or demanded shall be taken in such manner as the chair of the meeting shall direct;

- f. if there is a tie vote, the chair of the meeting shall require a written ballot, and shall not have a second or casting vote. If there is a tie vote upon written ballot, the motion is lost; and
- g. whenever a vote by show of hands is taken on a question, unless a written ballot is required or demanded, a declaration by the chair of the meeting that a resolution has been carried or lost and an entry to that effect in the minutes shall be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.

### **9.07 Adjournments**

The Chair may, with the majority consent of any Members' meeting, adjourn the same from time to time and if a meeting of the Members is adjourned by one or more adjournments for an aggregate of less than 30 days, it is not necessary, that any person be notified of the meeting that continues the adjourned meeting, other than by announcement of all of the following at the time of an adjournment:

1. The time of the continued meeting.
2. If applicable, the place of the continued meeting.
3. If applicable, instructions for attending and participating in the continued meeting by the telephonic or electronic means that will be made available for the meeting, including, if applicable, instructions for voting by such means at the meeting.

Any business may be brought before or dealt with at any adjourned meeting which might have been brought before or dealt with at the original meeting in accordance with the notice calling the same.

### **9.08 Persons Entitled to be Present**

The only persons entitled to attend a Members' meeting are the Members, the Directors, the auditor or the person who has been appointed to conduct a review engagement of the Corporation, if any, and others who are entitled or required under any provision of the *Act* or the Articles or the By-laws of the Corporation to be present at the meeting. Any other person may be admitted only if invited by the Chair of the meeting or with the majority consent of the Members present at the meeting.

## **Section 10 - Notices**

### **10.01 Service**

Any notice required to be sent to any Member or Director or to the auditor or person who has been appointed to conduct a review engagement of the Corporation shall be delivered personally, or sent by prepaid mail, facsimile, email or other electronic means to any such Member at the Member's latest address as shown in the records of the Corporation; and to such Director at his or her latest address as shown in the records of the Corporation or in the most recent notice or return filed under the *Corporations Information Act*, whichever is the more current; and to the auditor or the person who has been appointed to conduct a review engagement at its business address; provided always that notice may be waived or the time for giving the notice may be abridged at any time with the consent in writing of the person entitled thereto.

### **10.02 Error or Omission in Giving Notice**

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

## **Section 11 - Adoption and Amendment of By-laws**

### **11.01 Amendments to By-laws**

The Board may from time to time in accordance with the *Act* amend or repeal and replace this By-law.

Enacted October 17, 2024.



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President



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Executive Vice President