



BYLAWS

ARTICLE 1 INTERPRETATION

Definitions

- 1.1 In these Bylaws, unless the context otherwise requires:
- (a) “**Act**” means the *Societies Act*, (Alberta);
 - (b) “**Authority**” means the society incorporated as the Alberta Recycling Management Authority;
 - (c) “**Board of Directors**” or “**Board**” means the Board of Directors from time to time of the Authority;
 - (d) “**Designated Material**” means a material established as a designated material by regulation under the EPEA;
 - (e) “**Designated Material Industry Council**” or “**Industry Council**” means an industry council of the Authority established by the Board in respect of a specific Designated Material as set out in Article 5;
 - (f) “**Director**” means a member of the Board of Directors from time to time of the Authority and includes the Chairperson of the Board;
 - (g) “**EPEA**” means the Environmental Protection and Enhancement Act, (Alberta);
 - (h) “**Member**” means an organization or individual who becomes a voting member of the Authority in accordance with Article 2.2;

- (i) “**Minister**” means the Minister charged with the administration of the EPEA;
- (j) “**Regulation**” means the *Designated Material Recycling and Management Regulation* AR 93/2004, as may be amended from time to time.

Interpretation

1.2 In these bylaws, unless the context otherwise requires, the *Interpretation Act*, (Alberta) applies.

1.3 Words importing the singular include the plural and vice versa; words importing gender include the masculine, feminine and neuter genders; and words importing persons include individuals, bodies corporate, partnerships, trusts and unincorporated associations.

1.4 The headings used throughout these bylaws are inserted for reference purposes only, and are not to be considered or taken into account in construing the terms or provisions of any Article nor to be deemed in any way to qualify, modify or explain the effect of any such terms or provisions.

ARTICLE 2 MEMBERSHIP

Membership

2.1 The Members of the Authority are the applicants for incorporation, and those individuals or corporate or unincorporated organizations who subsequently became or become Members in accordance with these bylaws, as amended from time to time.

2.2 An individual, corporation or unincorporated organization may apply to the Board for voting membership in the Authority and, on payment of the required fees and acceptance by the Board, and consent of the Minister, become a Member.

Representatives

2.3 A Member that is a corporation, an unincorporated organization, society or government body shall appoint a person to act as its representative at meetings of the Members of the Authority. A person may be appointed to act as alternative representative at any meeting the representative cannot attend.

2.4 The authorized representative or alternative representative is entitled to speak and vote and in all other respects exercise the rights of a Member, and that representative is to be recognized as a Member for all purposes at a meeting of the Authority.

2.5 Each Member appointing a representative shall notify the Authority in writing of the name, address, telephone number and occupation of the representative. Each Member appointing an alternative representative shall notify the Authority in writing of the name, address, telephone number and occupation of the alternate representative.

Membership Fees

2.6 Membership fees, and the frequency of their remittance, shall be determined from time to time by the Board.

Compliance with Bylaws

2.7 Every Member shall comply with and is bound by these bylaws.

Membership Termination

2.8 Membership in the Authority is terminated

- (a) if the Member sends written notice of resignation to the Chairperson;
- (b) in the case of an individual, on death or, in the case of a corporation, unincorporated organization or society, on dissolution; or
- (c) at the direction of the Board, if a Member is in arrears of payment of any fees for more than thirty (30) days.

Membership Suspension

2.9 The Board may, by resolution, suspend or expel a Member for cause, if:

- (a) the Member to be expelled or suspended has been given notice of the Board meeting at which suspension or expulsion is to be considered; and
- (b) the Member named in such notice is given an opportunity to make representations to the Board at such meeting.

ARTICLE 3 BOARD OF DIRECTORS

Number of Directors

3.1 The Board of Directors shall consist of no less than nine (9) members.

Board Structure

3.2 Subject to Article 3.5 the Board of Directors shall be appointed by the Members as follows:

- (a) one (1) Director appointed by the Alberta Association of Municipal Districts and Counties;
- (b) one (1) Director appointed by Alberta Environment;
- (c) one (1) Director appointed by the Alberta Urban Municipalities Association;

- (d) one (1) Director appointed by the Association of Professional Engineers, Geologists & Geophysicists of Alberta;
- (e) one (1) Director appointed by the Environmental Services Association of Alberta;
- (f) one (1) Director appointed by the Recycling Council of Alberta; and
- (g) one (1) Director appointed by the Toxic Watch Association of Alberta.

3.3 In addition, and subject to Article 3.5, the following shall also be Directors, appointed as follows:

- (a) One (1) Director who is the Chairperson of the Association from the public at large appointed by the Minister;
- (b) One (1) Director appointed by an industry / member organization-at-large which is appointed by the Minister; and
- (c) One (1) Director representing each Designated Material Industry Council, which Director shall be the Chair of the Designated Material Industry Council.

Nomination and Appointment

3.4 Nominations for Directors appointed under Article 3.2 shall be made by the Member which that Director is to represent, having regard to the Authority's Terms of Reference for a Director, or other similar requirements for Directors as set by the Authority.

3.5

- (a) The appointment of the Directors described in Article 3.2 shall be completed at the annual general meeting. Nominations for the Directors described in Article 3.2 shall be received in writing at least ten (10) days prior to the annual general meeting. If nominations for each of the Directorships described in Article 3.2 are not received, nominations for the Directorship position having the vacancy shall be accepted from the floor at the annual general meeting from the Member represented by the Directorship position and the nominee of the Member shall be appointed as a Director. If there are no nominations for a vacancy or vacancies at the annual general meeting, the Board of Directors shall appoint as a Director a representative from the Member or industry sector which has the vacancy.
- (b) Notwithstanding any other provision of these bylaws, the appointment of the Director described in Article 3.3 may be completed at any time. The appointment of the Director in Article 3.3(a) shall be for a term of three years and the appointment of the Director in 3.3(b) shall be for a term of one year.

Term

3.6 The normal term for serving on the Board of Directors is up to three (3) years, except that at the first annual general meeting of members after the filing of these bylaws, two (2) of the Directors appointed under Article 3.2 shall be appointed for one (1) year, two (2) of the Directors appointed under Article 3.2 shall be appointed for a term of two (2) years and three of the Directors appointed under Article 3.2 shall be for a term of three (3) years.

3.7 Directors may stand for nomination and re-appointment to the Board of Directors after their term expires. A Director may serve on the Board for a maximum of three consecutive terms, subject to performance as determined by the Authority's board and director evaluation process.

Vacancies on the Board

3.8 A vacancy occurring among the Directors described in Article 3.2 during the course of the year shall be filled by a person selected by the remaining Directors based on the nomination of the particular Member, having regard to the Authority's Terms of Reference for a Director or other similar requirements for Directors, as set by the Authority. That person shall complete the term of the vacating Director. A vacancy in the Directorship described in Article 3.3 during the course of the year shall be filled by the Minister.

3.9 When a vacancy occurs on the Board the remaining Directors may exercise all the powers of the Board, if a quorum remains in office.

Resignation and Removal from the Board

3.10 A Director may resign by giving written notice to the Chairperson.

3.11 The Board may:

- (a) except for the Directors appointed by the Minister, remove a Director from office for cause deemed appropriate by the Board; and
- (b) request the Minister to remove or replace a Director appointed by the Minister.

3.12 Notwithstanding any other provision herein, a Director may immediately be removed by the Board in the event that the Director, or any affiliate of the Director, or any corporation or unincorporated association directly affiliated with the Director, is not in compliance with the Act, the Regulation, the Authority's programs, rules, bylaws, procedures or policies.

**ARTICLE 4
MANAGEMENT AND ADVISORY COMMITTEES**

Management of the Authority

- 4.1 The Board is to manage, oversee and generally direct the affairs of the Authority in the name of and on behalf of the Authority.
- 4.2 Except when the Act or these bylaws otherwise require, the duties and powers of the Board under the Act and these bylaws are to be exercised by resolution of the Board.
- 4.3 The Board may enact and enforce policies regarding the direction, management and operation of the Authority, and such policies shall be consistent with the Authority's bylaws.
- 4.4 The Board may enact a policy for the appointment of Designated Material Industry Councils, whose mandates shall be consistent with these bylaws.

**ARTICLE 5
DESIGNATED MATERIAL INDUSTRY COUNCILS**

- 5.1 Membership on, and the Chair of, a Designated Material Industry Council under this Article 5 shall be as determined by the Board, which in any event may include, without limitation, representatives of manufacturers, wholesalers, retailers and other interested stakeholders in that particular Designated Material industry who are, or who represent those who are, required to pay an advance disposal surcharge for the Designated Material.
- (a) The membership of the Tire Industry Council shall include representatives of the Western Canada Tire Dealers Association and the Motor Dealers Association of Alberta.
- 5.2 The Authority may specify a process or representation for selection of a Designated Material Industry Council's membership, the number of Industry Council members and the mandate of the Designated Material Industry Council.
- 5.3 The mandate of a Designated Material Industry Council shall include the following:
- (a) working with the Board to allow for an integrated approach to designated material management;
- (b) providing the Board with advice and recommendations on:
- (1) designated material program management
- (2) preparation of business plans and budgets relating to the designated material stream, and

(3) preparation of annual reports against the business plan and budget
for approval by the Board;

(c) preparing a planning and reporting schedule for the Industry Council for approval by the Board.

5.4 It is intended each Designated Material Industry Council will provide advice and recommendations to the Board of Directors on certain matters. The following processes are intended to ensure effective consultation and communication with Designated Material Industry Councils, and shall be followed:

- (a) Designated Material Industry Councils shall provide a copy of all resolutions passed by the Industry Council to the Chairperson of the Authority, along with a copy of the minutes of the meeting of the Industry Council at which the resolution was passed, and all materials supporting the resolution.
- (b) The Chairperson of the Authority shall place the subject matter of the Industry Council resolution on the agenda for the next meeting of the Board.
- (c) Where the resolution concerns the recommendation of a business plan, budget or annual report, the agenda for the Board meeting shall include a presentation concerning that recommendation by an Industry Council representative and management of the Authority, and shall further provide the opportunity for questions by the Board to the Industry Council representative, and for discussion between the Board and the Industry Council representative.
- (d) If the Board declines to adopt a resolution passed by an Industry Council, the Board shall not pass any alternative resolution on that subject without first undergoing the consultation process set out in Article 5.4(e) to 5.4(g), inclusive. An “alternative resolution” shall be any resolution which is substantially different from the recommendation of the Industry Council.
- (e) In the event the Board declines to adopt a resolution passed by an Industry Council, the Board shall provide a written summary of the policy reasons for declining to adopt such resolution. The written summary shall be provided to the Chair of the Industry Council within seven (7) days of the date of the meeting of the Board.
- (f) Upon receipt of such written summary, the Chair of the Industry Council shall forthwith call a meeting of the Industry Council, such meeting to be held within fifteen (15) days of receipt of the written summary of the Board by the Chair of the Industry Council (the “Consultation Meeting”).
- (g) The Chairperson of the Authority or his designated representative shall attend the Consultation Meeting, and shall make a presentation to the Industry Council respecting the policy reasons for which the Board declined to adopt the resolution

of the Industry Council, and there shall be an opportunity for questions and discussion.

- (h) The Industry Council may pass any resolution restating or varying its advice and recommendations to the Board, and shall prepare a report to the Chairperson of the Authority summarizing the discussions at the Consultation Meeting (the "Consultation Report").
- (i) The Consultation Report shall be considered at the next meeting of the Board. The Industry Council representative shall present the Consultation Report and the Industry Council's recommendations, and there shall be an opportunity for questions and discussion.
- (j) Upon presentation of the Consultation Report, the Board may adopt any resolution approving, varying or declining any resolution or recommendation of the Industry Council.

5.5 The planning and reporting schedule developed by an Industry Council and approved by the Board shall provide for a yearly presentation by the Industry Council and management of the Authority, to the Board assessing the performance of a designated material program.

5.6 The presentation of the performance assessment by the Industry Council and management shall be followed by an opportunity for discussion between the members of the Industry Council and the Board concerning the policy direction of the designated material program and the performance of the Industry Council.

ARTICLE 6 BOARD MEETINGS

Board Meetings

6.1 Meetings of the Board may be called by the Chairperson and held as often as the affairs of the Authority require.

6.2 Meetings of the Board shall be called by giving to each Director at least seven (7) days' notice unless the Board unanimously agrees to waive notice of the meeting.

6.3 Meetings of the Board may be held anywhere in Alberta authorized by the Board.

6.4 Meetings of the Board may be conducted in person or, if agreed to by the Board, by means of electronic or other communication facilities as permits all persons participating in the meeting to hear each other, and a person participating in such a meeting by such means is deemed to be present at the meeting.

6.5 Notwithstanding anything to the contrary in these bylaws, a resolution in writing signed by all of the Directors shall be valid and effectual as if it had been passed at a meeting duly called and constituted.

Board Meetings Requested

6.6 A meeting of the Board may be called at the written request of any three (3) Directors sent to the Chairperson stating the business to be discussed at the meeting.

6.7 On receipt of the request, the Chairperson shall call a meeting of the Board.

Quorum at Board Meetings

6.8 A majority of Directors holding office at the time is a quorum at a meeting of the Board, or such greater number as the Board determines.

Decision-making

6.9 Each Director, including the Chairperson, has one (1) vote.

6.10 If there is a tied vote, the motion is lost.

6.11 Each Director present at a meeting shall, subject to requirements of law and the objects and bylaws, vote on all motions.

ARTICLE 7 DUTIES OF DIRECTORS

Chairperson of the Board

7.1 The Chairperson is the Director appointed under Article 3.3(a) for the term of that Director's appointment.

7.2 The Board may establish offices, or change the title of offices, and prescribe the powers, duties and functions of each office.

Non-Voting Board Members

7.3 The Board may appoint an individual as a non-voting member of the Board for such purpose and period as it considers necessary.

Chief Executive Officer

7.4 The Board may engage a Chief Executive Officer who shall be responsible for the ongoing administration of the Authority. The Chief Executive Officer shall report to the Board, as decided from time to time by the Board, on the administrative affairs of the Authority.

Agreements, Contracts and Commitments

7.5 An agreement, contract or other commitment entered into by the Authority shall be entered into in accordance with rules established by the Board.

Committees

7.6 Standing or special committees may be appointed by the Board for any purpose considered necessary or desirable. Membership on standing committees shall be restricted to Directors.

Indemnification

7.7 No Director, Industry Council member or member of a committee of the Authority shall be liable for the acts, receipts, neglects or defaults of any other Director or Industry Council member or member of a committee or employee of the Authority, or for joining in any receipt or other act of conformity, or for any loss, damage or expense happening to the Authority through the insufficiency or deficiency of title to any property acquired by order of the Board for or on behalf of the Authority, or for the insufficiency or deficiency of any security in or upon which any of the monies of the Authority shall be invested, or for any loss or damage arising from the bankruptcy, insolvency or tortious act of any person with whom any of the monies, securities or effects of the Authority shall be deposited, or for any loss occasioned by any error of judgment or oversight on their part, or for any other loss, damage or misfortune whatsoever which shall happen in the execution of the duties of their office or in relation thereto unless the same shall happen through their own willful neglect or default, dishonesty or bad faith.

7.8 The Directors and former Directors of the Board, members and former members of Designated Material Industry Councils or all committees of the Authority and each of them, and each of their respective heirs, executors, administrators, successors and assigns, shall from time to time and at all times be indemnified and saved harmless by, and out of the assets and profits of the Authority from and against all costs, charges, losses, damages, liabilities, claims and expenses which they, or any of them, or any of their heirs, executors, administrators, successors and assigns, shall or may incur or sustain by reason of the performance of their duties or purported duty in their respective offices, except such (if any) as they shall incur or sustain by or through their own willful neglect or default, dishonesty or bad faith, respectively. This indemnification is in addition to, but not exclusive of, any other rights of indemnification to which the members and former members of the Board, and members and former members of Designated Material Industry Councils and all committees of the Authority may be entitled to at law or in equity.

Duty of Good Faith

7.9 Every Director, Industry Council member and committee member in exercising powers and discharging duties shall

- (a) act honestly and in good faith with a view to the best interests of the Authority, and
- (b) exercise the care, diligence and skill that a reasonably prudent person would exercise in carrying out a public trust.

7.10 A Director, Industry Council member or committee member is not liable under Article 7.9 if that person relies in good faith on

- (a) financial statements of the Board presented to that person by a qualified person or in a written report of the auditor of the Board fairly to reflect the financial condition of the Board, or
- (b) an opinion or report of a lawyer, accountant, engineer, appraiser or other person whose profession lends credibility to a statement made by such person.

7.11 The Board shall not, directly or indirectly, give financial assistance by means of a loan, guarantee or otherwise to a Director, Industry Council member or committee member.

Disclosure

7.12 A Director, Industry Council member or committee member who

- (a) is or becomes a party to a material contract or proposed material contract with the Board, or
- (b) is or becomes a director, Industry Council member or committee member of, or has a material interest in, any person who is a party to a material contract or proposed material contract with the Board,

shall, forthwith of becoming aware of the facts that bring him within this clause, disclose in writing to the Board, Industry Council or committee to which that person belongs or request to have entered in the minutes of the meetings of the Board, Industry Council or committee the nature and extent of the interest.

7.13 A Director, Industry Council member or committee member referred to in Article 7.12 shall not vote on any resolution to approve the contract.

7.14 A Director, Industry Council member or committee member is not materially interested in a contract for the purposes of Article 7.12 solely on account of being

- (a) a resident of Alberta,
- (b) concerned about the enhancement and preservation of the environment, or
- (c) a member of the public service.

7.15 All Directors, Industry Council members and committee members of the Authority shall comply with these Bylaws, the Act and EPEA including any regulations passed pursuant thereto, as well as all policies, rules, programs and procedures established or approved by the Authority.

**ARTICLE 8
DUTIES OF THE CHAIRPERSON**

Chairperson

- 8.1 The Chairperson:
- (a) shall preside at all meetings of the Board and the Membership;
 - (b) is a non-voting member of all Designated Material Industry Councils;
 - (c) shall present a report of the activities of the Board to Members of the Authority at the annual meeting;
 - (d) is responsible for the custody of the books and records of Authority, including the financial records and minutes of all Board and Members' meetings;
 - (e) ensure a person is appointed to record the minutes of all Board meetings; and
 - (f) is responsible for such other matters as the Board determines.

**ARTICLE 9
FURTHERANCE OF THE AUTHORITY'S OBJECTS**

Authority

- 9.1 The Authority may, in furtherance of its objects:
- (a) employ or engage such individuals or corporate or unincorporated organizations as it considers necessary and fix their terms and conditions of employment or engagement;
 - (b) co-operate with and enlist the aid of any governmental authority, corporation, organization or individual; and
 - (c) engage the services of any individual or incorporated or unincorporated organization to carry out any function relating to the objects or operation of the Authority;
 - (d) acquire, hold and dispose of real and personal property;
 - (e) enter into any agreement, contract or other arrangement in order to carry out or arrange for the carrying out of its functions; and
 - (f) do such other things as are necessary to fulfil its objects.

ARTICLE 10 FINANCE

Remuneration and Expenses

10.1 Subject to any policies established by the Board from time to time, Directors shall receive such remuneration as may be authorized by the Board and shall be reimbursed for their travelling and living expenses incurred while on the business of the Authority, and any other disbursements expended in the course of performing their duties as Directors.

10.2 Subject to any policies established by the Board from time to time, Industry Council members shall receive such remuneration as may be authorized by the Board and shall be reimbursed for their travelling and living expenses incurred while on the business of the Authority, and any other disbursements expended in the course of performing their duties as Industry Council members.

Borrowing Powers

10.3 For the purpose of carrying out the objects of the Authority, the Board may borrow or raise or secure the payment of money in any manner the Board determines.

No Profit for Members

10.4 The Authority shall

- (a) carry out its powers, duties, functions, services and activities efficiently and effectively; and
- (b) have due regard to the interests of the general public, of the persons affected by or subject to its decisions and actions, and of the industry.

10.5 The operation of the Authority shall be carried on without the purpose of gain for its Members, and any accretions to the Authority shall be used to promote the objects of the Authority.

10.6 The Authority is a not for profit organization and shall not carry on any trade or business.

Financial Year

10.7 The financial year of the Authority is from April 1st to the following March 31st.

Financial Accountability

10.8 The financial records of the Authority shall be audited at least once each financial year by an independent duly qualified certified general accountant, certified management accountant or chartered accountant appointed by the Members at the annual general meeting.

10.9 The auditor's report shall be presented at the annual general meeting or, if it is not then available, made available to the Directors, Designated Material Industry Council members and Members as soon as it is available. The audited financial statement shall become part of the annual report.

Industry Operated Recycling Fund Advances

10.10 The Authority may make advances of money from one industry operated recycling fund to another industry operated recycling fund provided that:

- (a) the amount of the advance, the time for repayment, and any other terms or conditions on which the advance is to be made or that are applicable to its repayment shall be approved by the Board of Directors;
- (b) the amount of the advance, the time for repayment, and any other terms or conditions on which the advance is to be made or that are applicable to its repayment shall be documented in writing;
- (c) the Authority shall provide the Minister with the written notice of the advance setting out the amount of the advance, the time for repayment, and any other terms or conditions on which the advance is to be made or that are applicable to its repayment; and
- (d) the advance is otherwise permitted by the Regulation.

10.11 An advance made under Article 10.10 must be repaid to the industry operated recycling fund from which it was made.

10.12 Any interest earned on money advanced under Article 10.10 is deemed to form part of the advance to be repaid under Article 10.11.

ARTICLE 11 FEES, CHARGES AND ASSESSMENTS

Fees, Charges and Assessments

11.1 The Board may establish or levy, surcharges, fees, charges, advance disposal surcharges and assessments in relation to achieving the objects of the Authority.

11.2 The Board may establish or levy fees, charges, advance disposal surcharges and assessments for any services, functions, activities or information provided by the Authority.

11.3 All funds received by the Authority from fees, charges, advance disposal surcharges or assessments shall

- (a) be deposited into an account maintained in the name of the Authority, to be used or invested as the Board may direct; and

- (b) be properly recorded and accounted for, and for which receipts are to be provided on request.

11.4 The Board may raise or acquire revenue by any other means it considers appropriate.

ARTICLE 12 INSPECTION

Inspection of Authority Records by Members

12.1 The books, records, and accounts of the Authority may be inspected by a Member at any reasonable time by giving reasonable notice and arranging a time satisfactory to the Chief Executive Officer or such other person having charge of them.

ARTICLE 13 MEMBERS' MEETINGS

Annual Meeting

13.1 The annual meeting of Members shall be held once each calendar year at such time, date and place as the Board specifies.

13.2 At each annual meeting, a report from the Chairperson shall be presented to the Members present.

Special Meeting

13.3 Every meeting of the Members that is not an annual meeting is a special meeting.

13.4 A special meeting of the Members may be called

- (a) by the Board, at any time, by giving notice in accordance with Article 13.6, or
- (b) by the Members, by at least three (3) of the Members notifying the Authority to the attention of the Chairperson in writing of their desire to have a special meeting and the purpose of it.

13.5 On receipt of a notice from sufficient Members as outlined in Article 13.4(b) herein requesting a special meeting, the Chairperson shall arrange for a special meeting and give notice of it in accordance with Article 13.6.

Notice of Meeting

13.6 Notice of an annual meeting or a special meeting shall be given in writing to the Members at least twenty-one (21) days before the date of the meeting, or by electronic or other means of communication approved by the Board, specifying the date, time and place of the meeting and the general nature of the business to be conducted.

13.7 The accidental omission to give notice of a meeting to a Member or the fact that a Member does not receive notice of the meeting does not invalidate proceedings at the meeting.

Quorum and Voting

13.8 50% plus one (1) of Members in good standing constitute a quorum at any meeting of the Members.

13.9 A Member present at a meeting is entitled to one vote on each motion or matter to be voted upon.

13.10 Votes may not be made by proxy.

13.11 If a vote is tied, the motion is lost.

13.12 Notwithstanding anything to the contrary in these bylaws a resolution in writing signed by all of the Members shall be valid and effectual as if it had been passed at a meeting duly called and constituted.

Method of Voting

13.13 The Board shall make rules about the method of voting at Members meetings and proceedings at them.

ARTICLE 14 WINDING UP

Winding Up

14.1 The Authority shall not be voluntarily wound up unless a special resolution as defined in the Act, is passed by the membership.

14.2 The Authority shall not surrender its certificate of incorporation in accordance with section 29 of the Act.

ARTICLE 15 BYLAWS OF THE AUTHORITY

Making Bylaws

15.1 The Authority may pass bylaws for the furtherance of its objects by a majority vote of the Members.

Recision, Alteration or Addition to Bylaws

15.2 Bylaws of the Authority may only be rescinded, altered or added to if the rescission, alteration or addition is approved by a special resolution of the Members in accordance with the Act.

ARTICLE 16 HEAD OFFICE AND SEAL

Head Office

16.1 The head office of the Authority is to be located at Edmonton, Alberta.

Seal

16.2 The Board may adopt and change a corporate seal for the Authority. The seal of the Authority shall be kept in the custody of the Chairperson. The seal shall not be affixed to any instrument except by authority of the Board of Directors.

ARTICLE 17 NOTICES

Notices

- 17.1 A notice required to be given under the Act or these bylaws
- (a) to a Member, shall be given in writing or electronic communication at the address shown in the membership records, or by telephone, to the number recorded in the records of the Authority; and
 - (b) to the Authority, shall be given in writing to the head office of the Authority.

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