ELECTRONIC VOTING POLICY
FOR THE ELECTION OF DIRECTORS

A. OBJECTIVE
The Association intends to establish a process for the use of electronic voting by its Members for the election of Directors as permitted by the General Operating Bylaw, the Canada Corporations Act and related policies of Industry Canada, as amended from time to time.

B. PROCEDURE
1. A copy of this policy shall be posted on the Association’s website.
2. The Board shall be free to determine when to use electronic voting for the election of Directors during in a particular year.
3. Once the Board has decided to use electronic voting for the election of Directors in a particular year, no other form of voting for Directors will be permitted by Members.
4. Voting by other means for the election of Directors may be authorized by the Board at any time without rescinding or varying this Policy, provided that no such authorization shall come into effect when electronic voting has been selected as the method for the election of Directors in a particular year.
5. A “Voting Member” means any member entitled to vote as defined by the Association’s General Operating By-law.
6. In order to participate in electronic voting, Voting Members will be required to have a valid email address.
7. The “Notice Date” to advise Members of electronic voting for the election of Directors shall be at least twenty-one (21) days prior to the annual general meeting of Members.
8. A “Voting Period” during which electronic voting will take place shall be at least fourteen (14) days during which Voting Members can cast their votes, such period beginning with the Notice Date and ending seven (7) days prior to the annual general meeting of Members.
9. As directed by the Board, the management of the Association will implement a communication strategy to Members in relation to electronic voting well in advance of the Voting Period (see below).
   Voting Members will be provided with formal notice of a pending electronic vote for the election of Directors in accordance with the general notice requirements for such election procedures as set out in the Association’s General Operating By-law (see below).
C. COMMUNICATION STRATEGY
The Association shall communicate the following to its Members:
1. Any Board’s decision to allow electronic voting immediately following the approval of this policy via email communication (eg. Chairman’s Update);
2. Overview of electronic voting process three (3) months in advance of Voting Period via mailed communication vehicles available to the Association (eg. Journal);
3. Specific instructions and directions on the electronic voting process, together with notice of the annual general meeting of members, will be communicated to Members on the Notice Date;
4. Reminders during the Voting Period will be sent to Voting Members who have not cast their electronic votes. These reminders will be sent, as applicable, fourteen (14) and ten (10) days prior to the annual general meeting of Members and will include the specific instructions and directions on the electronic voting process referenced in section C(3).

D. OFFICIAL NOTICE
Voting members shall receive on or before the Notice Date, the following:
1. Notification of the Voting Period during which they will be able to cast their vote;
2. Specific election procedures and electronic voting instructions;
3. Information on candidates running for election as Directors;
4. Contact information for any questions or issues that may arise during the electronic voting process.

E. ELECTRONIC SYSTEMS
The Association will ensure that the electronic system selected to process and manage the electronic voting is developed with reasonable levels of security, including:
1. Features that ensure Voting Members are only able to cast a single vote;
2. Restricting the matters that Voting Members are entitled to electronically vote on to the election of Directors in accordance with the Association’s General Operating Bylaw, the Canada Corporations Act and related policies of Industry Canada, as amended from time to time.
3. Telephone support for Voting Members having technical difficulties.

F. EXTENUATING CIRCUMSTANCES
1. In the event that the electronic system fails to operate properly, or the technology provider is unable to deliver the services required, during the Voting Period:
   a. If the failure is not rectifiable, the Board may decide to terminate electronic voting during the applicable Voting Period, and institute another form of voting to decide the matter, notwithstanding anything else in this Policy;
   b. If the failure is temporary with the result that a Voting Member was unable to cast his or her vote electronically, the Board authorizes the President, or his designate, to review such claim and to accept a vote from such Voting Member in such alternative manner as is determined appropriate in the discretion of the President, or his designate, provided reasonable evidence exists of the said Voting Member’s inability to vote electronically as a result of the failure.
   c. The President, or his designate, shall be at liberty to require logs of any electronic voting activity from the technology provider to evidence the foregoing.
2. In the event that a Voting Member is unable to vote electronically due to extenuating circumstances, and instead requests to vote by ballot:
   a. The President, or his designate, shall review and evaluate the extenuating circumstances;
   b. If the extenuating circumstances are deemed by the President, or his designate, to be valid based on reasonable evidence, the Board authorizes the President to accept a vote by ballot from such Voting Member.
   c. Extenuating circumstances that **will not** be accepted are:
      i. The Voting Member not having access to an internet connection; or
      ii. The Voting Member not having an email address.

G. AGREEMENT BY VOTING MEMBERS

By participation in the electronic voting process for the election of Directors, each Voting Member is deemed to have agreed to comply with the following requirements of the Association:

1. That each Voting Member consents to electronic voting pursuant to this Policy;
2. That each Voting Member has access to a computer, a web browser and an Internet connection suitable for accessing web sites on the World Wide Web, has an email address and has sufficient technical knowledge and ability to access the electronic voting system;
3. That each Voting Member will not share any unique identifying data provided to him or her for electronic voting by the Association with any third party;
4. That each Voting Member will only use any unique identifying date provided to him or her by the Association for the purposes of electronic voting and that he or she will not take any steps to interfere with the operation of any electronic voting system provided for purposes of voting, nor do anything to interfere with the use of such electronic voting system by other Voting Members;
5. That each Voting Member will agree that under no circumstances will the Association of its Board be liable for any failure of the electronic voting system, or failure of the Voting Member’s computer or Internet connection; and
6. That each Voting Member will comply fully with the Association’s General Operating By-Law, this Policy and any other applicable Policies of the Association, as amended from time to time, in his or her use of any electronic voting system provided for purposes of electronic voting.