

REGISTERED INSURANCE BROKERS OF ONTARIO BY-LAWS**BY-LAW NO. 1**

A by-law relating generally to the administrative and domestic affairs of the Registered Insurance Brokers of Ontario.

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BE IT ENACTED as a By-law of REGISTERED INSURANCE BROKERS OF ONTARIO (hereinafter referred to as the "Corporation") as follows:

PART I**DEFINITIONS**

- 1.1** In this By-law and all other by-laws of the Corporation, unless the context otherwise requires:
- “Act” means the *Registered Insurance Brokers Act*, and any statute that may be substituted therefor, as from time to time amended;
- “by-law” means any by-law of the Corporation from time to time in force and effect;
- “Council member” means any member of Council including any member who is not a member of the Corporation;
- “Corporations Act” means the *Corporations Act*, and any statute that may be substituted therefor, as from time to time amended;
- “meeting of members” includes an annual or special general meeting of members;
- “recorded address” means, in the case of a member, his or her address as recorded in the register of members and, in the case of a Council member, a member (including an individual who is not a member of the Corporation) of a committee of the Council, an officer or the auditor, his address as recorded in the records of the Corporation, and includes in all instances both the regular mailing address and electronic mailing (email) address;
- “regulations” means the regulations under the Act;
- save as aforesaid, words and expressions defined in the Act have the same meanings when used herein;

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words importing the singular number include the plural and vice versa; words importing the masculine gender include the feminine and neuter genders; and words importing persons include individuals, bodies corporate, partnerships, trusts and unincorporated organizations; and the headings used in the by-laws are inserted for reference purposes only and are not to be considered or taken into account in construing the terms or provisions thereof or to be deemed in any way to clarify, modify or explain the effect of any such terms or provisions; and,

a signature in writing includes an electronic signature and all references to contracts, documents and/or instruments in writing includes the electronic version thereof in accordance with the *Electronic Commerce Act, 2000* (Ontario).

PART II

SEAL

- 2.1 The seal of the Corporation shall be in the form shown in the margin hereof.

PART III

EXECUTION OF DOCUMENTS

- 3.1 Contracts, documents or instruments in writing requiring the signature of the Corporation may be signed by any two Council members or any two officers of the Corporation or any Council member together with any officer of the Corporation, and all contracts, documents or instruments in writing so signed shall be binding upon the Corporation without any further authorization or formality.

Notwithstanding the foregoing, Council is authorized from time to time by resolution to appoint any person or persons on behalf of the Corporation either to sign contracts, documents or instruments in writing generally or to sign specific contracts, documents or instruments in writing.

The seal of the Corporation may when required be affixed to contracts, documents or instruments in writing signed as aforesaid or by any person or persons appointed as aforesaid by resolution of the Council.

The term “contracts, documents or instruments in writing” as used herein shall include deeds, mortgages, hypothecs, charges, conveyances, transfers and assignments of property, real or personal, immovable or movable, agreements, releases, receipts and discharges for the payment of money or other obligations, conveyances, transfers and assignments of shares, bonds, debentures or other securities and all paper writings.

In particular, without limiting the generality of the foregoing, any two Council members or any two officers of the Corporation or any Council member together with any officer of the Corporation or any person or persons appointed as aforesaid by resolution of the Council are authorized to sell, assign, transfer, exchange, convert or convey any and all shares, bonds, debentures, rights, warrants or other securities owned by or registered in the name of the Corporation and to sign and execute (under the corporate seal of the Corporation or otherwise) all assignments, transfers, conveyances, powers of attorney and other instruments that may be necessary for the purpose of selling, assigning, transferring, exchanging, converting or conveying any such shares, bonds, debentures, rights, warrants or other securities.

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PART IV**FINANCIAL YEAR AND AUDIT**

- 4.1 The financial year of the Corporation shall end on the 31st day of July in each year. The audit of the accounts and transactions of the Corporation shall be made pursuant to the applicable provisions of the *Corporations Act* and as the auditors deem necessary.

PART V**OFFICERS**

- 5.1 **Election or Appointment.** The Council may elect from time to time a Chairman of the Council from among its members. The Council shall elect annually a President and one or more Vice-Presidents from among its members. The Council shall appoint during pleasure a Manager and such other officers as may from time to time be necessary or desirable in the opinion of the Council to perform the work of the Corporation.
- 5.2 **Chairman.** If elected, the Chairman of the Council shall, when present, preside at all meetings of the Council and meetings of members. Subject to his duties as a chairman of meetings and as are or may be prescribed at law, he shall have such other powers and duties as the Council may specify.
- 5.3 **President.** The President shall have such powers and duties as the Council may specify. Except when the Council has elected a Chairman of the Council or in the absence of the Chairman of the Council, the President shall also have the powers and be charged with the duties of that office.
- 5.4 **Vice-President.** In the absence of the President, his duties shall be performed and his powers shall be exercised by the Vice-President, or if there are more than one, by the Vice-Presidents in order of seniority (as determined by the Council). A Vice-President shall also perform such duties and exercise such powers as may from time to time be prescribed to him by the Council.
- 5.4.1 **Immediate Past-President.** In the absence of the President and all of the Vice-Presidents, the duties of the President shall be performed and the powers of the President shall be exercised by the Immediate Past President. The office of Immediate Past President shall be held from time to time by the individual who has most recently ceased to hold the office of President of the Corporation provided such individual continues to be a member of the Council. The Immediate Past President shall also perform such duties and exercise such powers as may from time to time be prescribed to him by the Council.
- 5.5 **Manager.** The Manager shall be the chief executive officer of the Corporation and subject to the authority of the Council, shall have general supervision of the business and affairs of the Corporation. Furthermore, the Manager shall have, in addition to the duties prescribed by the Act and its regulations and subject to the authority of the Council and the supervision of the President, the power to appoint and remove any and all employees and agents of the Corporation not elected or appointed by the Council and to settle the terms of their employment and remuneration. The Manager shall have the following functional responsibilities: public relations; operational compliance

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with the Act and its regulations, with the *Corporations Act* and with the by-laws, liaison between the Corporation's office, Council and committees; and subject to the Act and its regulations, full investigative responsibility for questionable or critical situations. The Manager shall have the following operational responsibilities: budget administration and spending; disbursement and salary administration; and management of the Corporation's office. The Manager shall also perform such duties and exercise such powers as may from time to time be prescribed to him by the President or Vice-President or the Council.

- 5.6 **Deputy Manager.** In the absence of the Manager, his duties may be performed and his powers may be exercised by a Deputy Manager if appointed, or if there are more than one appointed, by the Deputy Managers in order of seniority (as determined by the Council). A Deputy Manager shall perform such duties and exercise such powers as may from time to time be prescribed to him by the Manager or the Council.
- 5.7 **Secretary.** If appointed, the Secretary, as and when requested to do so, shall attend and be the secretary of all meetings of the Council, of committees of the Council and of members and shall enter or cause to be entered in records kept for that purpose minutes of all proceedings thereat; he shall give or cause to be given, as and when instructed, all notices to Council members, members of committees of the Council (including individuals who are not members of the Corporation), members and the auditors; he shall be the custodian of the stamp or mechanical device generally used for affixing the corporate seal of the Corporation (provided that he may delegate this custodial duty to the Manager by letter to the Manager, whereupon the Manager shall be the custodian of such device) and of all books, papers, records, documents and instruments belonging to the Corporation except when some other officer or agent has been appointed for that purpose and he shall have such other duties as the President or the Council may prescribe; provided that he shall have the authority to delegate his duties (except as aforesaid in connection with the corporate seal) to an employee of the Corporation or an independent contractor performing secretarial services who shall perform such duties under the supervision and direction of the Secretary.
- 5.8 **Treasurer.** If appointed, the Treasurer shall keep or cause to be kept proper accounting records in compliance with the Act, its regulations and the *Corporations Act* and, under the direction of the Council shall control or cause to be controlled the deposit of money, the safekeeping of securities and the disbursement of the funds of the Corporation; he shall render or cause to be rendered to the Council whenever required an account of all his transactions as treasurer and of the financial position of the Corporation; and he shall have such other duties as the President of the Council may prescribe.
- The offices of Secretary and Treasurer may, in the discretion of the Council, be held by the same person who may but need not be known as the Secretary-Treasurer.
- 5.9 **Duties of Other Officers.** The duties of all other officers of the Corporation shall be such as the terms of their engagement call for or as the President or the Council may

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prescribe. Any of the powers and duties of an officer to whom an assistant has been appointed may be exercised and performed by such assistant, unless the President of the Council otherwise directs.

- 5.10 Variation of Powers and Duties.** Subject to the Act and its regulations and the *Corporations Act*, the Council may from time to time vary, add to or limit the powers and duties of any officer.
- 5.11 Term of Office.** The Council may remove at its pleasure any officer of the Corporation without prejudice to such officer's rights under any employment contract.
- 5.12 Remuneration and Removal of Officers.** The Council may fix the remuneration (if any) to be paid to officers of the Corporation. All officers in the absence of agreement to the contrary shall be subject to removal by resolution of the Council at any time with or without cause.
- 5.13 Delegation of Duties of Officers.** Notwithstanding anything to the contrary herein, in case of the absence or inability to act of the President, a Vice-President or any other officer of the Corporation or for any other reason that the Council may deem sufficient, the Council may delegate all or any of the powers of such officer to any other officer or to any director for the time being.
- 5.14 Agents and Attorneys.** The Council shall have power from time to time to appoint agents or attorneys for the Corporation in or out of Canada with such powers of management or otherwise (including the power to sub-delegate), as may be thought fit.
- 5.15 Fidelity Bonds.** The Council may require such officers, employees and agents of the Corporation as the Council deems advisable to furnish bonds for the faithful discharge of their duties, in such form and with such surety as the Council may from time to time prescribe.
- 5.16 Vacancies.** If the office of President or Vice-President or any other office shall be or become vacant by reason of death, resignation, disqualification or otherwise the Council may elect or appoint an officer to fill such vacancy.

PART VI

THE COUNCIL AND MEETINGS OF THE COUNCIL

- 6.1 Action by the Council.** The powers of the Council may be exercised by a meeting at which a quorum of Council members is present. Where there are one or more vacancies in the Council, the remaining members may exercise all the powers of Council so long as a quorum remains in office. The Council may exercise all such powers and do all such acts and things as may be exercised or done by the Corporation and are not by the by-laws or any resolution of the Corporation or by statute or regulation expressly directed or required to be done by the Corporation at a meeting of members.
- 6.2 Place of Meetings.** Meetings of Council may be held at any place within or outside Ontario.
- 6.3 Meetings by Telephone.** Where all the Council members have consented thereto, any Council member may participate in a meeting of the Council by means of conference telephone or other communications equipment by means of which all persons participating in the meeting

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can hear each other, and a Council member so participating in a meeting shall be deemed to be present in person at that meeting.

- 6.4 **Calling of Meetings.** Meetings of the Council shall be held from time to time at such place, at such time and on such day as the Council, the Chairman of the Council (if any), the President, a Vice-President or any two Council members may determine. Notice of the time and place of every meeting so called shall be given in the manner provided in Part XVII to each Council member not less than three business days before the time when the meeting is to be held; provided that a meeting of the Council may be held at any time on shorter notice or without notice to any or all Council members and proceedings thereat shall not thereby be invalidated if all the Council members are present or if those absent have been given notice of or, by consent in writing given before or after the meeting or the time prescribed for notice thereof, have accepted short notice or have waived notice of such meeting or have otherwise signified their consent to the holding of such meeting or to such short notice, as the case may be.
- 6.5 **Attendance of Auditors.** The auditors of the Corporation shall be entitled to attend and be heard at meetings of the Council on matters relating to their duties as auditors.
- 6.6 **Notice to Newly Appointed Council Members.** For a meeting of the Council at which a Council member is appointed to fill a vacancy in the Council, no notice of such meeting shall be necessary to the newly appointed Council member in order for the meeting to be duly constituted provided that a quorum of the Council members is present.
- 6.7 **Regular Meetings.** The Council may appoint a day or days in any month or months for regular meetings at a place and hour to be named. A copy of any resolution of the Council fixing the time and place of regular meetings of the Council shall be sent to each Council member forthwith after being passed or after such Council member's election or appointment whichever is later, but, subject to the Act and the regulations, no other notice shall be required for any such regular meeting.
- 6.8 **Votes to Govern.** At all meetings of the Council every question shall be decided by a majority of the votes cast on the question. In case of an equality of votes the chairman of the meeting shall be entitled to a second or casting vote.

PART VII

MEETINGS OF MEMBERS

- 7.1 **Annual Meetings.** A meeting of members shall be held annually at any place within Ontario at such time and on such day in each year as the Council may from time to time determine, for the purpose of receiving the reports and statements required by the Act and the Corporations Act to be laid before the members, receiving the results of the election of the members of the Council in accordance with By-Law 21, electing members of Council as necessary, appointing auditors and fixing or authorizing the Council to fix their remuneration, and for the transaction of such other business as may properly be brought before the meeting.
- 7.2 **Special General Meetings.** Other meetings of members (to be known as "special general meetings") may be convened by order of the Chairman of the Council (if any), the

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- President or a Vice-President or by the Council to be held at any date and time and at any place within Ontario.
- 7.3 **Notice.** Notice stating the day, hour and place of any meeting of members and the general nature of the business to be transacted shall be given in the manner provided in Part XVII to each Council member, to each member (registered at the time of the giving of notice) and to the auditors of the Corporation at least 10 days before the date of every meeting.
- Notice of each annual meeting of members shall also be given at the same time and in the same manner to the Minister and to the Superintendent.
- 7.4 **Voting.** Subject to section 7 of the Act, every member who is registered under the Act and is not in default of any prescribed fee is qualified to vote at any meeting of members. Every question submitted to any meeting of members shall be decided in the first instance by a majority of votes given on a show of hands and in case of an equality of votes the chairman shall both on a show of hands and at a poll have a second or casting vote in addition to the vote to which he is entitled as a member.
- At any meeting unless a poll is demanded a declaration by the Chairman that a resolution has been carried or carried unanimously or by a particular majority or lost or not carried by a particular majority shall be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.
- 7.5 **Proxies.** Every member entitled to vote at a meeting of members may by means of a proxy appoint a person, who need not be a member, as his nominee to attend and act at the meeting in the manner, to the extent and with the power conferred by the proxy.
- A proxy shall be in writing and executed by or on behalf of the appointor and shall conform to the requirements of the *Corporations Act*.
- 7.6 **Deposit of Instruments Appointing Proxies.** The Council may by resolution fix a time not exceeding 48 hours, excluding Saturdays and holidays, preceding any meeting or adjourned meeting of members before which time proxies to be used at that meeting must be deposited with the Corporation or an agent thereof. A proxy shall be acted upon only if, prior to the time so fixed and specified in the notice calling the meeting, it shall have been so deposited.
- If no time is specified in such notice, a proxy shall be acted upon only if it has been received by the Secretary of the Corporation or by the Chairman of the meeting or of any adjournment thereof prior to the time of voting.
- 7.7 **Chairman, Secretary and Scrutineers.** In the absence of the Chairman of the Council, the President and every Vice-President after 15 minutes from the time fixed for holding a meeting of members, the members present shall choose another Council member (who shall be a member) as chairman and if no such Council member is present or if all such Council members present decline to act as Chairman the members present shall choose one of the members present to be Chairman. If the Secretary of the Corporation is absent, the Chairman shall appoint some person, who need not be a member, to act as secretary of the meeting. If desired, one or more scrutineers, who need

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not be members, may be appointed by a resolution or by the Chairman with the consent of the meeting.

- 7.8 **Persons Entitled to Attend.** The only persons entitled to attend an annual meeting of members shall be the Minister and the Superintendent and their advisors, the members entitled to vote thereat, the Council members and the auditors of the Corporation. Any other person may be admitted with the consent of the Chairman of the Council.
- 7.9 **Polls.** If at any meeting a poll is taken on the election of a Chairman or on the question of adjournment it shall be taken forthwith without adjournment. If a poll is demanded on any other question or as to the election of Council members it shall be taken in such a manner and either at once or after adjournment as the Chairman directs. The result of a poll shall be deemed to be the resolution of the meeting at which the poll was demanded. A demand for a poll may be withdrawn.
- 7.10 **Adjournments.** The Chairman may with the consent of any meeting adjourn the same from time to time to a fixed time and place and no notice of the time and place for the holding of the adjourned meeting need be given to the members. 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.
- 7.11 **Quorum.** The presence of two members in person or by proxy shall be a quorum of any meeting of members for the choice of a Chairman and the adjournment of the meeting; for all other purposes the presence of six members in person or by proxy shall be necessary to constitute a quorum. No business shall be transacted at any meeting unless the requisite quorum shall be present at the commencement of such business.

PART VIII

REMUNERATION, PROTECTION OF COUNCIL MEMBERS, OFFICERS AND OTHERS

- 8.1 **Remuneration.** Council members and committee members (including any individual who is not a member of the Corporation) shall be paid a per diem allowance in an amount as shall be fixed from time to time by resolution of the Council for each Council and committee meeting attended, and any other meeting attended at which services are rendered in respect of the Corporation's affairs, provided that where services or attendance's are of less than three hours duration (including travel time) no per diem will be paid. No confirmation by the members of any such payment shall be required.
- 8.2 **Reimbursement for Expenses.** Council members, committee members (including any individuals who are not members of the Corporation) and officers including the Manager and any Deputy Manager shall be reimbursed in respect of their out-of-pocket expenses incurred in attending Council, committee or members' meetings or otherwise in respect of the performance by them of their duties. The Manager may approve such out-of-pocket expenses (other than his own) so long as such expenses on an individual basis do not exceed \$5,000 at any one time. Any amounts in excess of \$5,000 shall be approved by Council, or by the President if Council by resolution

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delegates such approvals to him. The President may approve such out-of-pocket expenses of the Manager and any Deputy Manager regardless of amount. No confirmation by the members of any such reimbursement shall be required.

- 8.3 Limitation of Liability.** No Council member or officer for the time being of the Corporation shall be liable for the acts, receipts, neglects or defaults of any other Council member or officer or employee, or for joining in any receipt or act for conformity, or for any loss, damage or expense happening to the Corporation through the insufficiency or deficiency of title to any property acquired by the Corporation or for or on behalf of the Corporation, or for the insufficiency or deficiency of any security in or upon which any of the moneys of or belonging to the Corporation shall be placed out or invested, or for any loss or damage arising from the bankruptcy, insolvency or tortious acts of any person including any person with whom or which any moneys, securities or effects of the Corporation shall be lodged or deposited, or for any loss, conversion, misapplication or misappropriation of or any damage resulting from any dealings with any moneys, securities or other assets belonging to the Corporation or for any other loss, damage or misfortune whatever which may happen in the execution of the duties of his respective office or trust or in relation thereto, unless the same shall happen by or through his own wrongful and willful act or through his own wrongful and willful neglect or default.

The Council members for the time being of the Corporation shall not be under any duty or responsibility in respect of any contract, act or transaction whether or not made, done or entered into in the name or on behalf of the Corporation, except such as shall have been submitted to and authorized or approved by the Council. If any Council member or officer of the Corporation shall be employed by or shall perform services for the Corporation otherwise than as a Council member or officer or shall be a member of a partnership or association or a shareholder, director or officer of a corporation which is employed by or performs services for the Corporation, the fact of his being a Council member or an officer of the Corporation shall not disentitle such director or officer of such partnership, association or corporation, as the case may be, from receiving proper remuneration for such services.

- 8.4 Indemnity.** Every Council member and every officer of the Corporation or other person who has undertaken or is about to undertake any liability on behalf of the Corporation and such Council member's, officer's or other person's heirs, executors, administrators and other legal personal representatives and every trustee appointed pursuant to section 24 (2) of the Act shall from time to time be indemnified and saved harmless out of the funds of the Corporation from and against:

- (a) all costs, charges and expenses whatsoever which he sustains or incurs in or about of any action, suit or proceeding that is proposed, brought, commenced or prosecuted against him for in respect of any act, deed, matter or thing whatsoever made, done or permitted by him in or about the execution of the duties of his office or in respect of any such liability; and

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(b) all other costs, charges and expenses which he sustains or incurs in or about or in relation to the affairs of the Corporation except such costs, charges or expenses as are occasioned by his own willful neglect or default.

- 8.5 Submission of Contracts or Transactions to Members for Approval.** The Council in its discretion may submit any contract, act or transaction for approval or ratification at any annual meeting of the members or at any special general meeting of the members called for the purpose of considering the same and any contract, act or transaction that shall be approved or ratified by a resolution passed by a majority of the votes cast at any such meeting (unless any different or additional requirement is imposed by the Act or the *Corporations Act*) shall be as valid and as binding upon the Corporation and upon all the members as if it had been approved or ratified by every member of the Corporation.
- 8.6 Insurance.** The Corporation may purchase and maintain such insurance for the benefit of its Council members and officers, as such, as the Council may from time to time determine.

PART IX

COMMITTEES

- 9.1 Committees.** The Council may from time to time establish such committees of the Council members as it deems necessary or desirable and subject to the Act and the by-laws of the Corporation may also appoint non-members to any committee.
- 9.2 Ex Officio Committee Members.** The Chairman of the Council and the President shall be ex officio members of all committees of the Council (except any committee to which they are appointed as a member).
- 9.3 Meetings.** Except where otherwise provided, meetings of committees shall be held at such times and places as the respective chairman thereof shall from time to time determine.
- 9.4 Quorum.** Except where otherwise provided, a majority of the members of a committee shall constitute a quorum at any meeting of the committee.
- 9.5 Voting.** Except where otherwise provided, every member of a committee (including any individual who is not a member of the Corporation and including ex officio committee members) shall have one vote and the chairman of the committee shall have a second or casting vote.
- 9.6 Chairman.** The chairman of each committee shall be elected by the committee from among its members (including ex-officio members, and any individuals who are not members of the Corporation) and shall preside at each meeting of the committee.
- 9.7 Conduct of Meetings.** Except where otherwise provided, the meetings and proceedings of each committee shall be governed by the provisions of the by-laws regulating the meetings and proceedings of the Council so far as the same are applicable thereto.
- 9.8 Establishment of Committees.** Subject to the Act and the by-laws of the Corporation, Council shall appoint the members (including any individuals who are not members of the Corporation) of the following committees:

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- (a) the Qualification and Registration Committee;
- (b) one or more Complaints Committees;
- (c) the Discipline Committee;
- (d) the Professional Development Committee;
- (e) the Legislation Committee;
- (f) the Administration and Finance Committee; and
- (g) the Marketing/Communications Committee.

9.9 **Qualification and Registration Committee.** The Qualification and Registration Committee shall consist of such individuals as may be appointed by Council of whom two shall form a quorum.

9.10 **Executive Committee.** Revoked in entirety.

PART X

BY-LAWS

10.1 Any by-law, including this By-law, relating to the administrative and domestic affairs of the Corporation not inconsistent with the Act and its regulations, passed by the Council at a meeting of the Council members duly called, constituted and held for that purpose or signed by all the members of Council is valid and effective. Any such by-law may be amended or revoked by a by-law passed by Council.

PART XI

PROPERTY

11.1 **Voting Shares and Securities in Other Companies.** All of the shares or other securities carrying voting rights of any other company or corporation held from time to time by the Corporation may be voted at any and all meetings of shareholders, bondholders, debenture holders or holders of other securities (as the case may be) of such other company or corporation and in such manner and by such person or persons as the Council shall from time to time determine.

The duly authorized signing officers of the Corporation may also from time to time execute and deliver for and on behalf of the Corporation proxies and/or arrange for the issuance of voting certificates and/or other evidence of the right to vote in such names as they may determine without the necessity of a resolution or other action by the Council.

11.2 **Custody of Securities.** All shares and securities owned by the Corporation shall be lodged (in the name of the Corporation) with a chartered bank or a trust company or in a safety deposit box or, if so authorized by resolution of the Council, with such other depositories or in such other manner as may be determined from time to time by the Council.

All share certificates, bonds, debentures, notes or other obligations belonging to the Corporation may be issued or held in the name of a nominee or nominees of the Corporation (and if issued or held in the names of more than one nominee shall be held in the names of the nominees jointly with right of survivorship) and shall be endorsed in blank with endorsement guaranteed in order to enable transfer thereof to be completed and registration thereof to be effected.

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PART XII**FEES**

- 12.1 The Council may from time to time fix and provide for the payment of annual fees and special assessments by members and fees for certificates and examinations. The Manager shall notify the members of the fees or assessments at any time payable by them.

PART XIII**BORROWING AND BANKING**

- 13.1 **Borrowing.** The Council may from time to time in such amounts and on such terms as it deems expedient:
- (a) borrow money on the credit of the Corporation;
 - (b) issue, sell or pledge debt obligations (including bonds, debentures, notes or other similar obligations, secured or unsecured) of the Corporation;
 - (c) charge, mortgage, hypothecate or pledge all or any of the currently owned or subsequently acquired real or personal, movable or immovable, property of the Corporation, including book debts, rights, powers, franchises and undertaking, to secure any debt obligations or any money borrowed, or other obligation or liability of the Corporation.
- 13.2 **Delegation.** The Council may from time to time delegate to such one or more of the Council members and officers of the Corporation as may be designated by the Council all or any of the powers conferred on the Council by section 13.1 to such extent and in such manner as the Council shall determine at the time of each such delegation.
- 13.3 **Banking Arrangements.** The banking business of the Corporation, including without limitation the borrowing of money and the giving of security therefor, shall be transacted with such banks, trust companies or other bodies corporate or organizations as may from time to time be designated by or under the authority of the Council. Such banking business, or any part thereof, shall be transacted under such agreements, instructions and delegations of powers as the Council may from time to time prescribe or authorize.
- All cheques, drafts or orders for the payment of money and all notes and acceptances and bills of exchange shall be signed as provided in section 3.1.

PART XIV**ALLOCATION OF FUNDS**

- 14.1 The Council shall from time to time approve the application of the funds of the corporation and the investment and reinvestment of any of its funds not immediately required in accordance with the investment standards and procedures that a reasonable and prudent person would apply in respect of a portfolio of investments to avoid undue risk of loss and obtain a reasonable return.
- 14.2 The Council shall be guided in the investment and reinvestment of its funds, as set out in section 14.1 by the investment requirements for broker trust accounts, as set out in section 16 of Ontario Regulation 991, R.R.O.1990, and amendments thereto from time to time.
- 14.3 The Council shall review its investments and investment standards at least once a year and shall make such revisions as may be necessary to ensure that its investments and investment standards satisfy the requirements of subsection 14.1.

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PART XV**CLASSES OF MEMBERSHIP**

15.1 **Classes of Membership.** There shall be designated classes of membership registration, with the respective terms and conditions attaching to each class as set forth in this Part XV, as follows:

(a) Restricted to Accident and Sickness Insurance:

The member is registered as an insurance broker only with respect to accident and sickness insurance.

(b) Restricted to Other Than Accident and Sickness Insurance:

The member is registered as an insurance broker with respect to all classes of insurance except accident and sickness insurance.

(c) Restricted to Acting Under Supervision:

The member shall be required to act as a member restricted to acting under supervision continuously for a period of 24 months from the date of his registration as a member.

The member may not be a “designated individual” as that term is used in the regulations, nor may he act as a sole proprietor, nor may he control trust funds.

(d) Specific Restrictions:

Imposed by the Qualification and Registration Committee or the Discipline Committee in the proper exercise of their powers under the Act, regulations or by-laws.

(e) Restricted to Consulting:

The member is prohibited from:

- (i) acting or aiding in the soliciting or placing of any insurance policy or programme;
- (ii) having agreements with insurers allowing him to bind coverage or countersign insurance documents on behalf of insurers;
- (iii) holding shares in or being a partner of any insurance agent or insurer, or of any other member whose registration is not also restricted to consulting.
- (iv) receiving compensation of any kind from any insurance agent or insurer or from any other member whose registration is not also restricted to consulting; or
- (v) having shareholders who are insurance agents or insurers or who are members whose registration is not also restricted to consulting.

(f) Principal Broker or Designated Individual:

In this By-law “principal broker” shall be interchangeable with and shall have the same meaning as “designated individual”.

A member who is an individual may be a principal broker, subject to compliance with the Act, the regulations and the by-laws. The principal broker of a sole proprietorship, partnership or corporation which is a member shall provide direction and supervision of such member as an insurance broker and of all registered insurance brokers who are employees or partners of such member.

PARTIE XV**CATÉGORIES DE MEMBRES**

15.1 **Catégories de membres.** Des catégories d’inscription des membres sont désignées, des conditions se rattachant respectivement à chaque catégorie, tel que l’énonce la présente partie XV, comme suit :

a) Catégorie limitée à l’assurance contre les accidents et la maladie :

Le membre est inscrit à titre de courtier d’assurances seulement à l’égard de l’assurance contre les accidents et la maladie.

b) Catégorie limitée à l’assurance autre que l’assurance contre les accidents et la maladie :

Le membre est inscrit à titre de courtier d’assurances à l’égard de toutes les catégories d’assurance sauf l’assurance contre les accidents et la maladie.

c) Catégorie limitée à l’exercice d’activités sous surveillance :

Le membre est tenu d’agir à titre de membre limité à l’exercice d’activités sous surveillance au cours de la période continue de 24 mois suivant la date de son inscription à titre de membre.

Le membre ne peut pas être une « personne physique désignée » au sens des règlements, ni agir à titre de propriétaire unique, ni contrôler des fonds en fiducie.

d) Restrictions particulières :

Les restrictions particulières sont imposées par le comité des titres de compétence et des inscriptions ou le comité de discipline dans l’exercice légitime de ses pouvoirs en vertu de la loi ou des règlements, administratifs ou autres.

e) Catégorie limitée à la consultation :

Il est interdit au membre de faire ce qui suit :

- (i) prendre part ou contribuer à la sollicitation ou à la négociation d’une police ou d’un programme d’assurances;
- (ii) conclure avec des assureurs des ententes lui permettant d’engager ceux-ci ou de contresigner des documents relatifs à l’assurance en leur nom;
- (iii) détenir des actions ou être associé d’un agent d’assurances, d’un assureur ou de tout autre membre dont l’inscription n’est pas également limitée à la consultation;
- (iv) recevoir quelque rémunération que ce soit d’un agent d’assurances, d’un assureur ou de tout autre membre dont l’inscription n’est pas également limitée à la consultation;
- (v) avoir des actionnaires qui sont des agents d’assurances, des assureurs ou des membres dont l’inscription n’est pas également limitée à la consultation.

f) Courtier principal ou personne physique désignée :

Dans le présent règlement administratif, le terme « courtier principal » est interchangeable avec le terme « personne physique désignée » et a le même sens.

Un membre qui est une personne physique peut être courtier principal, sous réserve du respect de la loi et des règlements, administratifs et autres. Le courtier principal d’une entreprise individuelle, d’une société de personnes ou d’une personne morale qui est membre exerce la direction et la surveillance de ce membre à titre de courtier d’assurances ainsi que de tous les courtiers d’assurances inscrits qui sont employés ou associés de ce membre.

The provision of direction and supervision by the principal broker shall include but not be limited to the following responsibilities:

- (i) to ensure that all registered insurance brokers who are employees or partners comply with the Act, regulations and by-laws;
- (ii) to ensure that all registered insurance brokers who are employees or partners are provided with and use all information respecting insurance necessary for them to act in accordance with the Code of Conduct and without misconduct or incompetence as defined or described in the Act and/or regulations;
- (iii) to ensure that all registered insurance brokers who are employees or partners know and act in accordance with the Code of Conduct set forth in the regulations;
- (iv) to ensure that all trust accounts and books, records and accounts are maintained in accordance with the regulations;
- (v) to ensure that all errors and omissions insurance, and/or other forms of financial guarantee, and all fidelity insurance are maintained in accordance with the regulations;
- (vi) to ensure that all required filings are made and prescribed fees and assessments are paid in accordance with the regulations;
- (vii) to ensure that no director, partner or employee who is not a registered insurance broker acts as an insurance broker; and
- (viii) to ensure that procedures are established and followed such that the requirements of subparagraphs (i) through (vii) are met.

In discharging these responsibilities, the principal broker shall be required to exercise reasonable diligence only.

(g) Out of Province Class of Member:

This class of member applies to all members and to all applicants for membership whose head office is within Canada but outside Ontario and who do not maintain a branch office for the transaction of business in Ontario.

The following terms and conditions apply to every member registered in the Out of Province class:

Reciprocal Qualification Requirements

In addition to satisfying the qualification requirements ordinarily applicable to all registrants of the Corporation, members of this class shall also be subject to any qualification or other requirements that apply to a brokerage whose head office is in Ontario and who transacts business in the jurisdiction outside Ontario in which the Out of Province member's head office is located.

For the purpose of this section, the reciprocal requirements from any jurisdiction in Canada shall not be imposed where those requirements, in the discretion of the Qualification and Registration Committee, are equal to or less than the qualification requirements in Ontario from time to time.

For the purpose of this section, the reciprocal qualification requirements may be waived upon application to the Qualification and Registration

L'exercice de la direction et de la surveillance par le courtier principal comprend, sans y être limitée, les responsabilités suivantes :

- (i) veiller à ce que tous les courtiers d'assurances inscrits qui sont employés ou associés respectent la loi et les règlements, administratifs et autres;
- (ii) veiller à ce que tous les courtiers d'assurances inscrits qui sont employés ou associés reçoivent et utilisent tous les renseignements relatifs aux assurances, dont ils ont besoin pour agir conformément au code de déontologie et sans inconduite ou incompétence, selon la définition ou la description qu'en donnent la loi ou les règlements;
- (iii) veiller à ce que tous les courtiers d'assurances inscrits qui sont employés ou associés connaissent le code de déontologie énoncé dans les règlements et agissent conformément à celui-ci;
- (iv) veiller à ce que tous les comptes en fiducie et les livres, les documents et les comptes soient tenus conformément aux règlements;
- (v) veiller à ce que toute l'assurance-responsabilité civile professionnelle, ou les autres formes de garantie financière, et toute l'assurance contre les détournements soient en vigueur conformément aux règlements;
- (vi) veiller à ce que tous les dépôts requis soient effectués et que les frais prescrits soient payés conformément aux règlements;
- (vii) veiller à ce qu'aucun administrateur, associé ou employé qui n'est pas un courtier d'assurances inscrit n'exerce des activités de courtier d'assurances;
- (viii) veiller à ce que des procédures soient établies et appliquées afin que les exigences des sous-alinéas (i) à (vii) soient respectées.

Dans l'acquiescement de ces responsabilités, le courtier principal est tenu de faire preuve d'une diligence raisonnable seulement.

g) Catégorie « extérieur de la province » :

Cette catégorie regroupe tous les membres et les auteurs d'une demande d'inscription qui ont leur siège social au Canada mais hors de l'Ontario et qui n'ont pas de succursale pour le traitement d'affaires en Ontario.

Les conditions suivantes s'appliquent à chaque membre inscrit dans la catégorie « extérieur de la province » :

Exigences de qualification réciproques

En plus de satisfaire aux exigences de qualification ordinairement applicables à toutes les personnes inscrites de l'Association, tout membre de cette catégorie est aussi assujéti aux exigences, de qualification notamment, applicables à un cabinet de courtage qui a son siège social en Ontario et qui fait des affaires dans le ressort hors de l'Ontario où se situe le siège social du membre extraprovincial.

Pour l'application de la présente disposition, les exigences réciproques de tout ressort du Canada ne sont pas imposées lorsque le comité des titres de compétence et des inscriptions les estime, à sa discrétion, équivalentes ou inférieures aux exigences de qualification de l'Ontario de temps à autre.

Pour l'application de la présente disposition, les exigences de qualification réciproques peuvent faire l'objet d'une renonciation sur demande adressée au

Committee and upon being satisfied that there is sufficient reason to do so, or that the applicant is otherwise eligible for registration, the Committee may waive the reciprocal requirements of any jurisdiction.

(h) Non-Active Firm Class of Member:

This class of member applies to all members and to all applicants for membership whose corporate structure falls within the following parameters:

- (i) Clusters with a dominant corporation doing the trading and holding the insurer contracts.
- (ii) Corporate partnerships where two or more corporations join together to form a partnership.
- (iii) Individual tax corporation created to have commissions paid into it for tax purposes and to claim benefits.

The following terms and conditions apply to these "non-active member firms."

All corporations to which this By-law applies shall maintain a certificate of registration as a member, either through the ordinary registration process applicable to full corporate members or by registration as a "Non-Active Member Firm".

All firms registered in this class shall pay an annual registration fee in an amount as shall be fixed from time to time by resolution of the Council.

All "non-active member corporations" shall maintain Errors & Omissions insurance, and for the purposes of compliance with this requirements may be added to the Errors & Omissions policy of the firm under whom the individual owner is personally registered.

In lieu of the "non-active member corporation" filing a Fidelity bond, Form 1, and maintaining the minimum equity requirement, RIBO will accept an undertaking, in the form annexed hereto, that the "non-active member corporation" will not hold itself out or advertise in any manner or be associated in any way with the general public in the trading of general insurance (undertaking not attached).

For the purpose of this By-law, RIBO will waive the designated individual requirement for individual tax corporations where the individual holds an "Acting Under Supervision" registration.

All corporations that hold themselves out in any way to the public as an insurance broker including but not limited to names on signage, letterhead, or business cards, etc., shall register as a full member, and shall comply with all the regulations applicable to a full member.

(i) Active Firm Class of Member

This class of member applies to all sole proprietorships, partnerships and corporations that hold or are applying to hold a certificate of registration as an insurance broker.

The following terms and conditions apply to every member and every applicant for membership in the Active Firm Class of Member:

comité des titres de compétence et des inscriptions, et, s'il est convaincu que des motifs valables le justifient ou que l'auteur d'une demande est par ailleurs admissible à l'inscription, le comité peut renoncer aux exigences réciproques de tout ressort.

h) Catégorie des entreprises membres non actives :

Cette catégorie regroupe tous les membres et les auteurs d'une demande d'inscription dont la structure organisationnelle correspond aux paramètres suivants :

- (i) grappes dotées d'une personne morale dominante qui négocie et conclut les contrats avec les assureurs;
- (ii) sociétés de personnes morales, formées du regroupement d'au moins deux personnes morales;
- (iii) sociétés fiscales individuelles créées afin d'y verser les commissions à des fins fiscales et de demander des prestations.

Les conditions suivantes s'appliquent à ces « entreprises membres non actives ».

Toute personne morale visée par le présent règlement administratif doit maintenir un certificat d'inscription à titre de membre, soit par la voie du processus d'inscription ordinaire applicable aux personnes morales membres à part entière ou de l'inscription à titre d'« entreprise membre non active ».

Toute entreprise inscrite dans cette catégorie paie des droits d'inscription annuels dont le conseil fixe le montant de temps à autre par résolution.

Toute « personne morale membre non active » souscrit une assurance-responsabilité civile professionnelle et, pour respecter cette exigence, peut être ajoutée à la police d'assurance-responsabilité civile professionnelle de l'entreprise au titre de laquelle le propriétaire unique est inscrit personnellement.

Plutôt que le dépôt d'une assurance contre les détournements (formule 1) par une « personne morale membre non active » et le respect de l'exigence minimale en matière de fonds propres, les Courtiers d'assurances inscrits de l'Ontario acceptent un engagement, sous la forme annexée aux présentes, selon lequel la « personne morale membre non active » ne se présentera pas ni ne fera de la publicité ni ne sera associée de quelque façon que ce soit avec le public dans le commerce des assurances IARD (engagement non annexé).

Pour l'application du présent règlement administratif, les Courtiers d'assurances inscrits de l'Ontario renonceront à l'exigence relative à la personne physique désignée applicable aux sociétés fiscales individuelles si la personne physique est inscrite dans la catégorie limitée à l'« exercice d'activités sous surveillance ».

Toute personne morale qui se présente au public de quelque façon que ce soit comme un courtier d'assurances, y compris, notamment, au moyen de noms dans la signalisation, du papier à en-tête ou des cartes de visite, doit s'inscrire à titre de membre à part entière et respecter tous les règlements applicables aux membres à part entière.

i) Catégorie des entreprises membres actives :

Cette catégorie regroupe toutes les entreprises individuelles, les sociétés en nom collectif et les personnes morales qui sont, ou qui font une demande afin de devenir, titulaires d'un certificat d'inscription à titre de courtier d'assurances.

Les conditions suivantes s'appliquent à chaque membre et à chaque auteur d'une demande d'inscription dans la catégorie des entreprises membres actives :

Two Insurer Contracts

In addition to satisfying the qualification requirements ordinarily applicable, all sole proprietorships, partnerships and corporations applying for, or holding a certificate of registration as an active firm must provide or maintain at least two letters of intent from contracted insurers or two standard market brokerage contracts, as the case may be.

(j) Supervising Broker

- (1) A member qualifies to be designated as a supervising broker if the member,
 - (a) is not in default of paying any fee due under the Act or the by-laws of the Corporation;
 - (b) is not, at the time the notification referred to in subsection (3) is made, the subject of a complaint referred to the Discipline Committee or the subject of disciplinary proceedings before the Discipline Committee;
 - (c) is not the subject of an outstanding order of the Discipline Committee;
 - (d) is not in a class of membership which restricts him or her to acting under supervision or unrestricted-technical;
- (2) In order to maintain his or her status as a supervising broker, the member shall complete within each 12 month period, to the satisfaction of the Manager such number of accredited study hours in respect of management and finance and insurance, as are approved by the Qualification and Registration Committee.

The supervising broker of a sole proprietorship, partnership or corporation which is a member shall provide direction and supervision of such member as an insurance broker and of all registered insurance brokers who are employees or partners of such member.

A supervising broker shall perform such duties and exercise such powers as may from time to time be prescribed to him in writing by the principal broker. Notice of the appointment of a supervising broker shall be made to the Manager by the principal broker.

The Act, the Regulations and the By-laws continue to apply to the principal broker regardless of any appointment of a supervising broker.

The provision of direction and supervision by the supervising broker shall include but not be limited to the following responsibilities:

- (i) to ensure that all registered insurance brokers who are employees or partners comply with the provisions of the Act, Regulations and By-laws;
- (ii) to ensure that all registered insurance brokers who are employees or partners are provided with and use all information respecting insurance necessary for them to act in accordance with the Code of Conduct and without misconduct or incompetence as defined or described in the Act and Regulations;
- (iii) to ensure that all registered insurance brokers who are employees or partners know and act in accordance with the Code of Conduct set forth in the Regulations;
- (iv) to ensure that no director, partner or employee who is not a registered insurance broker acts as an insurance broker; and

Deux contrats avec des assureurs

En plus de satisfaire aux exigences de qualification ordinairement applicables, toute entreprise individuelle, société de personnes ou personne morale qui fait une demande afin de devenir ou qui est titulaire d'un certificat d'inscription à titre d'entreprise active doit fournir ou maintenir au moins deux lettres d'intention de la part d'assureurs visés par contrat ou deux contrats types de courtage sur le marché, selon le cas.

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- (v) to ensure that procedures are established and followed such that the requirements of subparagraphs (i) through (iv) are met.

In discharging these responsibilities, the supervising broker shall be required to exercise reasonable diligence only.

- 15.2 Registrations under Section 36 (1).** Persons who are or become registered under section 36 (1) of the Act shall, as of October 1, 1981 have their registration restricted as follows:
- (a) members whose licence under the *Insurance Act* immediately prior to October 1, 1981 did not authorize them to deal in accident and sickness insurance shall have their registrations restricted to other than accident and sickness insurance;
- (b) members whose licence under the *Insurance Act* immediately prior to October 1, 1981 authorized them to deal only in accident and sickness insurance shall have their registration restricted to accident and sickness insurance.
- 15.3 Registrations under Section 36 (4).** The registration of any person who is or becomes registered under section 36 (4) of the Act shall be restricted to consulting.
- 15.4 Registrations other than under Section 36.** The following restrictions shall, upon registration, be placed on any member who becomes registered other than under section 36 of the Act:
- (a) Restricted to other than accident and sickness.
- (b) Restricted to acting under supervision.
- 15.5 Accident and Sickness pursuant to *Insurance Act*.**
A restriction on a member's registration restricting him to other than accident and sickness insurance shall not be construed to prohibit the member from acting under a valid licence to act as an insurance agent for accident and sickness insurance issued pursuant to the *Insurance Act*.
- 15.6 Removal of Restriction of Acting under Supervision.**
A member who has acted as and been registered as a member restricted to acting under supervision continuously for a period of 24 months and who has:
- successfully completed the Technical examination and;
 - successfully completed the Management examination,
- both exams as established from time to time by the Qualification and Registration Committee to enable the removal of this restriction, may apply to the Qualification and Registration Committee to have this restriction removed, and upon being satisfied that there is sufficient reason to do so, the Committee shall remove the restriction.
- 15.7 Removal of Restriction of Indefinite Duration.** Where a Committee imposes a restriction of indefinite duration upon a member's registration, the member may apply to the Committee for removal of the restriction, and upon being satisfied that there is sufficient reason to do so, the Committee shall remove the restriction.
- 15.8 No Fresh Application for Removal of Restriction.** Where a member has made an application pursuant to section 15.7 and the Committee has refused to remove the restriction, the Committee may order that no fresh application be brought for the removal of the restriction until the expiration of a specified period of time.
- 15.9 Principal Broker of a Sole Proprietorship.** The principal broker of a sole proprietorship shall be the sole proprietor, unless the sole proprietor notifies the Corporation in writing that the sole proprietorship acts as an insurance

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broker under the direction and supervision of an employee who is a member and such employee, naming him, has authority to act in the name of and on behalf of the sole proprietorship regarding applications or reports made to the Corporation or Manager under the Act, regulations or by-laws of the Corporation.

- 15.10 Registration becoming suspended.** A member's registration becomes suspended immediately if,
- (a) in the case of a member which is a corporation, a partnership or a sole proprietorship, such member has as its principal broker, an individual who is at any time not in compliance with subsection (a) of section 15.12 subject to any exemption or extension granted pursuant to subsection (b) or (c) of section 15.12 or subsection (b) or (c) of section 15.14.
 - (b) such member's certificate of registration is suspended under the regulations for non-renewal, or
 - (c) such member ceases to act as or be employed by a sole proprietor registered under the Act to carry on business as an insurance broker or such member ceases to be a partner of or be employed by a partnership registered under the Act to carry on business as an insurance broker or such member ceases to be employed by a corporation registered under the Act to carry on business as an insurance broker.
 - (d) In the case of an individual member, who is not a principal broker, such member fails to comply with the continuing education requirements established by the Council, effective September 30 in the year of non-compliance.
 - (e) A member whose certificate of registration is suspended by virtue of section 15.10 (a), (b), (c), or (d) of this section shall not carry on business as an insurance broker but the Act and regulations and by-laws continue to apply to the insurance broker as if the registration was not suspended.

15.11 Reinstatement of Registration.

- (a) Where a member's registration becomes suspended by virtue of subsection (a) of section 15.10 of this By-law, such registration shall be reinstated (i) after filing of an application to the Manager to reinstate the certificate of registration, the filing of an application for renewal in the form required by the regulations and the payment of the appropriate fee, within 30 days of the date on which the registration became suspended and (ii) immediately upon the Manager issuing a notice of reinstatement after being satisfied that the study hours referred to in subsection (a) of section 15.12 have been completed within such 30 days by the principal broker of such member.
- (b) Where a member's registration becomes suspended by virtue of subsection (b) of section 15.10 of this By-law, such registration shall be reinstated (i) after the filing of an application to the Manager to reinstate the certificate of registration, the filing of an application for renewal in the form required by the regulations and the payment of the applicable fee within 12 months of the date on which the registration became suspended and (ii) immediately upon the Manager, after being satisfied that there is sufficient reason to do so, issuing a notice of reinstatement.
- (c) Where a member's registration becomes suspended by virtue of subsection (c) of section 15.10 of this By-law, such registration shall be reinstated immediately if, within 12 months of the date on which the registration became

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suspended, the Manager receives written notice of such member being employed by a sole proprietor registered under the Act to carry on business as an insurance broker or becoming a partner of or being employed by a partnership registered under the Act to carry on business as an insurance broker or being employed by a corporation registered under the Act to carry on business as an insurance broker, such notice being signed by the principal broker of such proprietorship, partnership or corporation, as the case may be.

- (d) Where a member's registration becomes suspended by virtue of subsection (d) of section 15.10 of this By-law, such registration shall be reinstated immediately if, within 12 months of the date on which the registration became suspended, the Manager receives written confirmation of compliance with the continuing education requirements established by the Council.

- 15.11.1. Where a member's registration becomes suspended by virtue of subsection (a), (b), (c) or (d) of section 15.10 of this By-law and if, within 12 months of the date on which the registration became suspended, the certificate of registration has not been reinstated pursuant to section 15.11 (a), (b), (c), or (d), the certificate of registration expires.

- 15.12 **Additional Terms and Conditions Attaching to the Class of Membership of Principal Broker.** The following additional terms and conditions shall attach to the class of membership of principal broker:

Courses of Study

- (a) Subject to subsections (b) and (c) of this section 15.12, each principal broker shall, on or before the date specified by the Manager for first compliance pursuant to section 15.13, and within each 12 month period thereafter, complete to the satisfaction of the Manager such number of accredited study hours in respect of management and finance and insurance, as are approved by the Qualification and Registration Committee.
- (b) A principal broker may apply to the Qualification and Registration Committee for exemption from the requirements of, or extension of the time period referred to in subsection (a) of this section 15.12 and upon being satisfied that there is sufficient reason to do so, the Committee may exempt the principal broker from the requirements, or extend the time period, for a specified period. Such specified period may be extended for another specified period or periods upon a similar application or applications by the principal broker.
- (c) The Manager may extend the period referred to in subsection (a) of this section 15.12 in circumstances of illness of a principal broker or in circumstances of the appointment of another principal broker after the death of a principal broker.
- (d) A principal broker, unless exempt, who
- (i) resigns as a principal broker or,
 - (ii) fails to comply with subsection (a) of this section 15.12 within 30 days after the expiry of the 12th month referred to in subsection (a), shall be deemed to have had his class of principal broker registration removed and

shall not be entitled to become a principal broker thereafter until he has completed the study hours referred to in subsection (a) of this section 15.12.

- (e) A member who has been a principal broker and who currently is not a principal broker but wishes to remain

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eligible to be a principal broker, may complete the study hours referred to in subsection (a) of this section 15.12.

Deputy Principal Brokers

- (f) The duties and powers of a principal broker set forth in the regulations and the by-laws may be performed or exercised by a deputy principal broker appointed by the principal broker, or if there are more than one appointed, by the deputy principal brokers in order of seniority (as determined by the principal broker). A deputy principal broker shall perform such duties and exercise such powers as may from time to time be prescribed to him in writing by the principal broker. Notice of the appointment of a deputy shall be made to the Manager by the principal broker.
- (g) The Act, the regulations and the by-laws continue to apply to the principal broker regardless of any appointment of a deputy.
- (h) The Act, the regulations and the other provisions of the by-laws apply to the deputy principal broker as if he were a principal broker to the extent of the duties and powers prescribed to him in writing by the principal broker
- (i) Subsections (a) through (d) of this section 15.12 apply to a deputy principal broker as if he were a principal broker.

Attendance at Hearings and Panels

- (j) The principal broker and/or any deputy shall, at the request of the Manager, attend any hearing or attend before any panel of any committee of the Corporation concerning the conduct or competence or qualifications of any member, for whom the principal broker and/or any deputy principal broker has responsibilities of direction and supervision.

15.13 Compliance by September 30, 1995. Subject to an exemption or extension granted to the principal broker pursuant to subsection (b) or (c) of section 15.12, every corporation, partnership and sole proprietorship shall have a principal broker who is in compliance with subsection (a) of section 15.12 by September 30, 1995.

PART XVI

RECORDS

16.1 The provisions of sections 299 and 304 (1) of the *Corporations Act* apply, mutatis mutandis, in respect of all meetings of all committees of the Corporation.

PART XVII

NOTICES

17.1 Method of Giving Notices. Any notice (which term includes any communication or document) to be given, pursuant to the Act, its regulations, the by-laws or otherwise to a member, Council member, member (including an individual who is not a member of the Corporation) of a committee of the Council, officer or auditor shall be sufficiently given if delivered personally to the person to whom it is to be given or if delivered to his recorded address or if mailed to him at his recorded address by prepaid mail, or if sent to him at his recorded address by any means of email or other electronic, prepaid transmitted or recorded communication. A notice so delivered shall be deemed to have been given when it is delivered personally or at the recorded address as aforesaid; a notice so mailed shall be deemed to have been

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given when deposited in a post office or public letter box in Canada; and a notice sent by any means of email or other electronic, transmitted or recorded communication shall be deemed to have been given when sent to the recipient's email address or delivered to the appropriate communications company or agency or its representative for dispatch. The Secretary may change or cause to be changed the recorded address of any member, Council member, member (including an individual who is not a member of the Corporation) of a committee of the Council, officer or auditor in accordance with any information believed by him to be reliable.

The provisions of this section 17.1 shall be read subject to the provisions of the Act and its regulations.

- 17.2 Signature to Notices.** Any signature required on any notice may be written, stamped, typewritten or printed, or partly written, stamped, typewritten or printed.
- 17.3 Computation of Time.** In computing the date when notice must be given under any provision of the Act, its regulations or the by-laws requiring a specified number of days' notice of any meeting or other event, the date of giving the notice shall be excluded and the date of the meeting or other event shall be included.
- 17.4 Omissions and Errors.** The accidental omission to give any notice to any member, Council member, member (including an individual who is not a member of the Corporation) of a committee of the Council, officer or auditor or the non-receipt of any notice by any such person or any error in any notice not affecting the substance thereof shall not invalidate any action taken at any meeting held pursuant to such notice or otherwise founded thereon.
- 17.5 Waiver of Notice.** Notwithstanding anything to the contrary in this by-law, any member (or his duly appointed proxy), Council member, member (including an individual who is not a member of the Corporation) of a committee of the Council, officer or auditor may waive, or consent to the abridgement of the time for giving, any notice required to be given to him under any provision of the Act, its regulations, the by-laws or otherwise and such waiver or consent, whether given before or after the meeting or other event of which notice is required to be given, shall cure any default in giving such notice.
- 17.6 Proof of Service.** A certificate of the President, the Vice-President, the Treasurer or the Secretary of the Corporation or of any other officer of the Corporation in office at the time of the making of the certificate as to facts in relation to the mailing or delivery of any notice to any member, Council member, member (including an individual who is not a member of the Corporation) of a committee of the Council, officer or auditor or publication of any notice shall be conclusive evidence thereof and shall be binding on every member, Council member, member (including an individual who is not a member of the Corporation) of a committee of the Council, officer or auditor of the Corporation, as the case may be.

PART XVIII

EFFECTIVE DATES AND REPEAL

- 18.1** This By-law shall be effective from the time of its passing by the Council. All by-laws previously passed are repealed with effect from the date of passing of this By-law by the Council; provided that, if any provision of this By-law be invalid, such repeal shall not extend to any valid provision of any by-law previously passed dealing with the same subject matter. Such repeal shall not affect the previous

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operation of any by-law so repealed or affect the validity of any act done or right, privilege, obligation or liability acquired or incurred under, or the validity of any contract or agreement made pursuant to any such by-law prior to its repeal. All officers and persons acting under any by-law so repealed shall continue to act as if appointed under the provisions of this By-law and all resolutions of the members or the Council with continuing effect passed under any repealed by-law shall continue good and valid except to the extent inconsistent with this By-law and until amended or repealed.

BY-LAW NO. 2

A by-law relating generally to the banking affairs of the Registered Insurance Brokers of Ontario and is not included.

BY-LAW NOS. 3 - 19

By-laws 3 to 13, 16, 18 and 19 amended By-law No. 1 and have been consolidated to form the current By-law No. 1 of the Registered Insurance Brokers of Ontario.

By-laws 14, 15 and 17 refer to Forms and amendments thereto and are not included.

BY-LAW NO. 20

A by-law relating to the application for a certificate of registration and information changes.

1. An application for a certificate of registration as an insurance broker shall be made by completing and filing with the Manager an application in a form approved by the Council.
2.
 - (a) Every certificate of registration as an insurance broker shall be renewed each year by filing an application for renewal and the appropriate fees with the Manager on or before August 31 in that year.
 - (b) The application for renewal shall be in a form approved by the Council.
 - (c) If the application for renewal and fees are not filed by August 31, the registration of the insurance broker is suspended, effective September 30 in the same year, and the suspended member shall not carry on business as an insurance broker but the Act and this Regulation continue to apply to the insurance broker as if the registration was not suspended.
 - (d) Despite subsection (c), if the application for renewal and fees are filed within a year after the date of suspension, the application shall be treated as a renewal rather than a new application if the only cause for suspension was the late filing of the application and fees.
 - (e) If the application for renewal and fees are not filed within a year after the date of suspension, the certificate expires.
3.
 - (a) If the information contained in any document filed with the Manager changes, the person who filed the document shall notify the Manager of the change in writing within 30 days after the change has taken place.
 - (b) The Manager may request information respecting the business of a registered insurance broker and the

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RÈGLEMENT ADMINISTRATIF N° 20

Règlement administratif relatif à la demande de certificat d'inscription et à la modification de renseignements.

1. Le certificat d'inscription à titre de courtier d'assurances se demande au moyen de l'établissement et du dépôt auprès de l'administrateur d'une demande revêtant la forme approuvée par le conseil.
2.
 - a) Chaque certificat d'inscription à titre de courtier d'assurances doit être renouvelé chaque année au moyen du dépôt auprès de l'administrateur d'une demande de renouvellement et des droits appropriés au plus tard le 31 août de l'année en question.
 - b) La demande de renouvellement doit revêtir la forme approuvée par le conseil.
 - c) En l'absence de dépôt de la demande de renouvellement et des droits au plus tard le 31 août, l'inscription du courtier d'assurances est suspendue en date du 30 septembre de la même année, et le membre en cause doit s'abstenir d'exercer toute activité de courtier d'assurances, mais la loi et le présent règlement continuent de s'appliquer au courtier d'assurances comme si l'inscription n'était pas suspendue.
 - d) Malgré l'alinéa c), en cas de dépôt de la demande de renouvellement et des droits dans un délai d'un an suivant la date de suspension, la demande est traitée à titre de renouvellement plutôt que de nouvelle demande si seul le dépôt tardif de la demande et des droits a causé la suspension.
 - e) En l'absence de dépôt de la demande de renouvellement et des droits dans un délai d'un an suivant la date de suspension, le certificat expire.
3.
 - a) En cas de modification touchant les renseignements énoncés dans un document déposé auprès de l'administrateur, la personne ayant déposé le document doit en informer ce dernier par écrit dans un délai de 30 jours suivant la modification.
 - b) L'administrateur peut demander des renseignements sur les activités d'un courtier d'assurances inscrit, qui

broker shall file the information with the Manager within 30 days after the request is received.

doit les lui faire parvenir dans un délai de 30 jours suivant la réception de la demande.

BY-LAW NO. 21

A By-law relating to the Composition and Election of Council.

1. Each person who is an individual member of the Corporation and,
 - (1) who is qualified to vote at an election of members of the Council;
 - (2) who is ordinarily resident in Ontario;
 - (3) who is nominated in accordance with section 8;
 - (4) who has not had a finding of professional misconduct, incompetence or incapacity against him or her by the applicable Committee in the three years preceding the date of nomination;
 - (5) who is not an employee of the Corporation and has not been an employee of the Corporation in the twelve months prior to the date of nomination;
 - (6) who is not in default in the payment of any fees;
 - (7) whose conduct is not the subject of a complaint referred to the Discipline Committee or the subject of disciplinary or incapacity proceedings before the applicable Committee; and,
 - (8) who holds a certificate of registration that is not subject to a term, condition or limitation arising from a professional misconduct, incompetence or incapacity matter and that has not been revoked or suspended in the six years before the date of nomination as a result of a professional misconduct, incompetence or incapacity proceeding;

is eligible to stand for election to the Council in accordance with this By-law.
- 1.1 The following two electoral categories are established:
 - (a) Candidates for election to the Council who are, as of the date of his or her nomination, an officer, director, partner or employee of a member employing twenty or more individual members in the Corporation qualified to vote at an election of the Council, and,
 - (b) Candidates for election to the Council who are, as of the date of his or her nomination, a sole proprietor, or an officer, director, partner or employee of a member employing fewer than twenty individual members.
2.
 - (1) An election of members to Council shall take place on the first Monday of November in every year and at each election three persons shall be elected to the Council for a term of three years in accordance with the provisions of this by-law.
 - (2) At each election referred to in subsection (1), the Manager or his or her designate shall make all reasonable efforts to ensure that at least one candidate for election to the Council is, as of the date of his or her nomination, an officer, director, partner or employee of a member employing twenty or more individual members in the Corporation qualified to vote at an election of the Council and at least one candidate for election to the Council is, as of the date of his or her nomination, a sole proprietor or an officer, director, partner or employee of a member employing fewer than twenty individual members.

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- (3) Repealed: 2011 By-law No. 27.
- (4) Where an election of members to the Council is not held, the elected members of the Council then in office shall continue in office until their successors are elected.
- (5) A person shall not hold office as an elected member of the Council for more than two consecutive terms.
3. The Manager shall ensure, where possible, upon an election of members to the Council, that the Council is composed of at least two members who are officers, directors, partners or employees of members employing twenty or more individual members in the Corporation qualified to vote at an election of the Council and at least two members who are sole proprietors or officers, directors, partners or employees of members employing fewer than twenty individual members.
4. (1) Where an elected member of the Council;
- (a) dies or resigns;
 - (b) ceases to be a person who would be eligible to stand for election to the Council under section 1;
 - (c) is the subject of a receiving order under the *Bankruptcy Act* (Canada) or makes an assignment under the *Bankruptcy Act* (Canada) or any similar order or assignment is made against or by him or her under the bankruptcy or insolvency laws of any other jurisdiction; or
 - (d) has been found by a court of competent jurisdiction in Canada or elsewhere to be of unsound mind;
- the person shall be deemed to no longer be a member of the Council and the person's place on the Council shall be considered to be vacant.
- (2) A Council member is disqualified from sitting on Council where the Council member is found to meet any of the following criteria:
- (a) is found, by the Discipline Committee, to be incompetent or to have committed an act of professional misconduct;
 - (b) is found, by the Qualification and Registration Committee, to be incapacitated;
 - (c) ceases to hold a certificate of registration;
 - (d) holds a certificate of registration that has been suspended;
 - (e) breaches the Corporation's by-laws or policies respecting conflict of interest;
 - (f) breaches the confidentiality policy of the Corporation;
 - (g) becomes an employee of the Corporation; or,
- (3) A Council member who is disqualified from sitting on the Council ceases to be a Council member and such member's seat shall be considered vacant and filled in accordance with section 5.
- (4) A Council member who is the subject of a disciplinary or incapacity proceeding before the Qualification and Registration Committee, a Complaints Committee, or the Discipline Committee, as the case may be, shall be suspended as a Council member pending the outcome of such proceeding and shall not participate in any meeting or other proceeding of the Council.

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5. (1) Where a vacancy occurs on the Council as set out in section 4, the Council shall, subject to the electoral categories, appoint a person who meets the criteria set out in section 1 to fill the vacancy, but, where at the last election there were more qualified candidates than Council members to be elected, the Council shall, as soon as convenient at a meeting of the Council, fill the vacancy by appointing to the Council the qualified candidate, if any, having the highest number of votes among the candidates who were not elected in the vacating member's electoral category.
- (2) A member appointed under subsection (1) shall hold office until the expiry of the term of office of the Council member whose seat became vacant.
6. (1) Every election of members of Council shall be presided over and conducted by the Manager or his or her designate.
- (2) Every individual member who is,
- (a) registered under this Act; and
- (b) not in default of payment of any prescribed fee, is qualified to vote at an election of members of the Council.
7. (1) The Manager or his or her designate shall, on or before the 15th day of July in a year of an election of members to the Council, forward a written notice to every member entitled to vote that states,
- (a) that an election will be held;
- (b) the number and term of Council members to be elected;
- (c) the criteria for eligibility to stand for election set out in section 1; and
- (d) that nominations must be received in writing by the Manager not later than 4 p.m. on the first Tuesday of September in that year.
- (2) The written notice shall identify that the election of the members to Council shall be done online through the Corporation's electronic voting platform and may include instructions for accessing the electronic voting platform, acquiring all information relevant to the election, and participating in the election of the members to the Council.
8. (1) The nomination of a candidate for election as a member of the Council in an election shall,
- (a) be in writing addressed to the Manager or his or her designate and sent by regular mail or email;
- (b) be signed by at least fifteen individual members qualified to vote at an election of the Council who shall clearly print or type opposite their signature their name, registration number and the name of the member, if any, with whom they are an officer, director, partner or employee;
- (c) shall identify the candidate as an officer, director, partner or employee of a member employing twenty or more individual members in the Corporation qualified to vote at an election of the Council or as being a sole proprietor or an officer, director, partner or employee of a member employing fewer than twenty individual members and shall state the name of the member, if any, with whom the candidate is an officer, director, partner or employee;

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- (d) shall be delivered to and received by the Manager not later than 4 p.m. on the first Tuesday in the month of September in the year of the election; and
 - (e) shall be dated and signed by the candidate and signify that the candidate consents to the nomination.
- (2) The following material may be submitted with a nomination of a candidate:
- 1. A head and shoulders black and white passport sized photograph of the candidate printed on glossy paper or a negative thereof.
 - 2. A biography of the candidate of up to 100 words that is confined to professional qualifications and a record of community service.
- (3) No person shall stand for election as a member of the Council at an election unless the person has been nominated as set out in subsection (1).
- (4) As soon as practicable after the receipt of a nomination, the Manager shall notify the candidate in writing that a nomination has been received, whether or not the nomination is in order and, where the nomination is not in order, where it is deficient.
- (5) The failure of the Manager to notify a candidate as required under subsection (4) or the non-receipt of such a notification by a candidate does not invalidate the election.
9. (1) Subject to section 2(2), where the number of persons nominated as candidates for election to the Council at an election is equal to or less than the number to be elected in that year, and the list of nominees includes a representative of each of the two electoral categories, the persons so nominated shall be deemed to be elected as members of the Council in that year and there shall be no poll for either electoral category.
- (1.1) Where there is only one person nominated in an electoral category, then that person shall be deemed to be elected as a member of the Council in that year and there shall be no poll for that electoral category.
- (2) Where the number of persons nominated as candidates in each electoral category identified in section 1.1 for election to the Council at an election is greater than the number to be elected in that year, there shall be a vote and the Manager or his or her designate shall, at least twenty-one days before the date of the election, provide each individual member in writing instructions for the Corporation's electronic voting platform.
3. The Corporation's electronic voting platform shall contain the following information for each candidate:
- (i) the name of each candidate;
 - (ii) a photograph of each candidate, where provided;
 - (iii) a biography of each candidate that is confined to professional qualifications and a record of community service as provided by each candidate or as prepared by the Manager or his or her designate from the Corporation's records;
 - (iv) the name of the member, if any, with whom the candidate is an officer, director, partner or employee and the names of the first fifteen nominators of the candidate together with the name of the member, if any, with whom each nominator is an officer, director, partner or employee; and
 - (v) which of the two electoral categories the member represents.

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10. Voting shall be by secret ballot and be conducted such that reasonable efforts are made to ensure that any records that connect the name of a member who casts a vote and the vote(s) cast by the member remain confidential and are only used to the extent necessary for the purposes of voting and counting the results.
11. (1) The Manager or his or her designate shall, on or before the first day of October in the year of an election of members to the Council, compile and sign an alphabetical list of individual members who are qualified to vote at the election.
- (2) The list referred to in subsection (1) may be examined by any member during normal business hours of the Corporation at the office of the Manager or his or her designate.
- (3) Where a member complains in writing to the Manager, on or after the 2nd day of October up to and including the 9th day of October in the year of the election, of the improper omission from or insertion of any name on the list referred to in subsection (1), the Manager shall forthwith examine the complaint and rectify any error he or she may find.
12. (1) Ballots will be received through the Corporation's electronic voting platform commencing on October 7th and up to 4 p.m. on the day of the election.
- (2) The Manager or his or her designate shall receive from the electronic voting platform the total amount of ballots cast for each nominee.
- (3) An individual member who is qualified to vote at an election of members of the Council may vote for a maximum of three candidates to be elected in that year whose names are on a ballot but where the member votes for more than the number of candidates to be elected in that year the ballot is invalid.
- (4) A vote cast for a person whose name is not on a ballot does not in itself invalidate the ballot but the vote shall not be counted when reporting the results of the election.
- (5) If a candidate, who was eligible for election at the time of nomination, ceases to be eligible for election or withdraws from the election on or prior to the date of the election, all votes cast for that candidate are void and shall be deemed to be rejected.
- (6) Where two or more candidates receive an equal number of votes such that the election of one or more Council members is undecided, the tie shall be broken by means of a coin toss, to be performed by the Manager or his or her designate.
13. (1) The candidates who shall be certified forthwith by the Manager as being elected as members of the Council are:
- (a) any candidate who, in an election year, has been deemed to be elected in an electoral category,
- (b) where there is a poll in one or both electoral categories,
- (i) the candidate who receives the highest number of votes in an electoral category at the election as reported by the Corporation's electronic voting platform, and
- (ii) the candidate receiving the next highest number of votes regardless of electoral category at the election as reported by the Corporation's electronic voting platform.
- (2) The Manager shall forthwith after making the

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- certification referred to in subsection (1),
- (a) report the results of the election to the Council;
 - (b) inform each member who is elected to the Council of the time and place of the first regular meeting of the Council following the election;
 - (c) inform each candidate of the results of the election and the number of votes cast for each candidate; and
 - (d) report the results of the election to the members at the next annual meeting.

14. (1) The Manager shall ensure that all ballots and any record thereof are destroyed after ninety days have expired following the report to the members of the results of an election, except where a candidate requests a recount or confirmation of his or her vote under subsection (2) or petitions against the election under section 15.
- (2) Where the Manager receives a request in writing for a recount of ballots cast at the election from a member who is qualified to vote at an election of members to the Council within fourteen days after the date of the election, the Manager shall, within thirty days of the election, where in the Manager's opinion the request is reasonable having regard to the number of votes separating the candidates at the election, receive from the electronic voting platform the list of all ballots cast in the election, with such list specifically excluding the name of or any identifying information about the member who cast the ballot, and cause a recount of the ballots to determine if the count was correct.

Failure Of Platform

- (3) If, in the opinion of the Manager, the electronic voting platform, for any reason, failed to accurately receive the ballots cast on the day of the election, the Manager may, in his or her absolute discretion, cause a revote to be held within thirty days from the day of the election.
- (4) A revote shall be presided over by the Manager who,
 - (a) shall set a date for the revote;
 - (b) shall give notice in writing to all candidates in the Manager's sole discretion before the date set for a revote that a revote has been required and the date on which it will be held;
 - (c) shall ensure that all ballots and any record thereof are destroyed after ninety days have expired following the report to the members of the results of the revote;
 - (d) shall declare the results of the revote in the same manner as set out in section 13, and
 - (e) report the results of the revote to the members as soon as is practicable.
- (5) Where two or more candidates receive an equal number of votes on the revote, the Manager shall repeat the procedure referred to in subsection 12 (6) unless such procedure was followed on the original ballot count, in which event the Manager shall certify that the candidate originally certified by him or her to be elected under the procedure set out in subsection 12 (6) is elected.

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15. (1) A member who is qualified to vote at an election of members of the Council may, where the member files a petition in accordance with subsection (2), petition the Council against the election of any Council member as not being duly elected or qualified to stand for election.
- (2) A petition shall,
- (a) be filed with the Manager within fourteen days following the day on which the results of the election certified by the Manager under subsection 13 (1) are announced to the members; and
- (b) contain a statement, signed by a member qualified to vote at an election of members to the Council, of the grounds on which the election is disputed.
- (3) A copy of the petition shall be delivered within fourteen days of the filing of the petition with the Manager to the member of the Council whose election or qualification is being disputed.
- (4) Where a petition is filed with the Manager and the Manager is of the opinion that the petition sets out grounds that indicate that the election was not held in accordance with this By-law, the Manager shall so inform the Council and the Council shall appoint a committee to inquire into the matters raised in the petition and the committee shall report thereon to the Council as soon as is practicable.
- (5) The committee that is appointed under subsection (4) shall appoint a day, time and place for the hearing of the petition and give notice thereof to the petitioner and the person who is the subject matter of the petition.
- (6) Upon receipt of a report of the committee appointed under subsection (4), the Council shall determine whether the person who is the subject matter of the petition was duly elected or not or if the person was qualified to stand for election.
- (7) Where the person who is the subject matter of the petition is found to be not duly elected or not qualified to stand for election, the person shall be deemed to no longer be a member of the Council and his or her place on the Council shall be considered to be vacant and shall be filled in accordance with section 5.
- (8) Where there has been a petition against the election of any Council member as not being duly elected or qualified to stand for election, the Manager shall ensure that all ballots and any record thereof are destroyed after ninety days have expired following the determination of the Council under subsection (6).
16. Where the time limited for the doing of anything in an election falls on a Saturday or a holiday, the time so limited extends to and the thing may be done on the day next following that is not a Saturday or a holiday.
17. The accidental omission to give any notice or send any document required by this By-law to be sent to any member or member of the Council or the non-receipt of any notice or document required by this By-law by any such person or any error in any notice or document required by this By-law not affecting the substance of the notice or document does not invalidate any action taken pursuant to the notice or document or invalidate any action taken at any meeting held pursuant to the notice or any action that results from any such meeting.

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BY-LAW NO. 22

By-law 22 dealt with amendments to application forms.

BY-LAW NO. 23

By-law 23 amended and has been consolidated to form the current By-law No. 1 of the Registered Insurance Brokers of Ontario.

BY-LAW NO. 24

By-law 24 amended and has been consolidated to form the current By-law No. 1 of the Registered Insurance Brokers of Ontario.

BY-LAW NO. 25

By-law 25 dealt with amendments to application forms.

BY-LAW NO. 26

By-law 26 amended and has been consolidated to form the current By-law No. 1 of the Registered Insurance Brokers of Ontario.

BY-LAW NO. 27

By-law 27 amended and has been consolidated to form the current By-law No. 21 of the Registered Insurance Brokers of Ontario.

BY-LAW NO. 28

By-law 28 amended and has been consolidated to form the current By-law No. 1 of the Registered Insurance Brokers of Ontario.

BY-LAW NO. 29

By-law 29 amended and has been consolidated to form the current By-law No. 1 of the Registered Insurance Brokers of Ontario.

BY-LAW NO. 30

By-law 30 revoked By-law No. 21 in its entirety and has been substituted with the current By-law No. 21 of the Registered Insurance Brokers of Ontario.

BY-LAW NO. 31

By-law 31 amended and has been consolidated to form the current By-law No. 1 of the Registered Insurance Brokers of Ontario.

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