

## Index

### ADJOURNMENT OF SHAREHOLDERS' MEETINGS

- Distinguished from termination, postponement, cancellation, recess and deferral, **22:2 et seq.**
  - cancellation, **22:5**
  - deferral, **22:6**
  - postponement, **22:4**
  - recess, **22:6**
  - termination, **22:3**
- Effect of adjournment on business, **22:18**
- Introduction, **22:1**
- Notice of an adjourned meeting, **22:19**
- Power to adjourn, **22:10 et seq.**
  - chair, **22:13**
    - improper adjournment, **22:15**
    - power to adjourn, **22:13**
    - residual power to adjourn, **22:14**
  - termination at conclusion of meeting, **22:16**
- inquorate meeting, **22:12**
  - meeting, **22:11**
- Power to adjourn meeting by director, **22:17**
- Proxies in respect of, **22:20**
- Status of adjourned meeting, **22:7**
- Timing of adjournment, **22:8 et seq.**
  - duration of adjournment, **22:9**
  - point in the meeting, **22:8**

### AUDIT COMMITTEE

- See also COMMITTEES OF DIRECTORS
- Generally, **7:5**

### AUDIT COMMITTEE—Cont'd

- Functions of, **7:6**
- Member independence, **Appendix HH**
- New functions, **7:7**

### BOARDS

- Building high performance boards, **Appendix P**

### BY-LAW

- Standard form, **Appendix A**

### CALLING MEETINGS OF SHAREHOLDERS

- Authority to call meetings, **13:6 et seq.**
  - de facto directors/officers, **13:8**
  - ratification of notice on meeting, **13:7**
  - to whom notice is to be given, **13:9**
  - who may call meetings, **13:6**
- Changing from in-person to virtual-only meeting, **23:44**, **Appendix PP**
- Circulars, **13:27**
- Contents of the notice, **13:12 et seq.**
  - general principles, **13:19**
  - conditional notices, **13:22**
  - interpretation of notice, **13:23**
  - nature of business to be specified in notice, **13:20**
  - place of meeting, **13:25**
  - statutory requirements, **13:13**
    - annual meetings, **13:13**
    - auditor's statement, **13:18**
    - director's statement, **13:18**
    - fundamental changes, **13:16**

**CALLING MEETINGS OF  
SHAREHOLDERS—Cont'd**

- Contents of the notice, **13:12 et seq.**
  - Cont'd
  - statutory requirements, **13:13**
    - Cont'd
    - interested contracts or transactions, **13:17**
    - special business, **13:14**
    - special resolutions and by-laws, **13:15**
  - sufficiency of the description, **13:21**
  - time of the meeting, **13:24**
  - type of meeting, **13:26**
- Entitlement to receive notice, **13:34 et seq.**
  - auditors, **13:46**
  - bankrupt shareholders, **13:44**
  - beneficial owners of shares, **13:37**
  - by-laws, provisions of, **13:39**
  - deceased shareholders, **13:42**
  - directors, **13:45**
  - incapacitated shareholders, **13:40**
  - legislative provisions, **13:41**
  - minority shareholders, **13:43**
  - non-voting shareholders, **13:38**
  - other non-shareholders, **13:47**
  - record-date shareholders, **13:36**
  - to whom notice to be sent, **13:34**
  - voting shareholders, **13:35**
- Essentials of a valid notice, **9:7 et seq., 13:10**
- Failure to comply with notice requirements, **13:48 et seq.**
  - general, **13:48**
  - accidental omission to give notice, **13:51**
  - consequences, **13:49**
  - methods of addressing inadequate notice, **13:50**
  - validation of proceedings, **13:52**
- Introduction, **13:1**

**CALLING MEETINGS OF  
SHAREHOLDERS—Cont'd**

- Manner of giving notice, **13:32 et seq.**
  - general, **13:32**
  - proof of notice, **13:33**
- Matters to be dealt with at the meeting, **13:28 et seq.**
  - general, **13:28**
  - ambit of the notice, **13:29**
  - amendments of resolutions set out in notice, **13:30**
- Statutory requirements to call meeting, **13:2 et seq.**
  - additional provisions, **13:5**
  - annual and special meetings, **13:2**
  - auditors, appointment of, **13:4**
  - requirement to present financial statements at annual meetings, **13:3**
- Time for giving notice, **13:11**
- Waiver of notice, **13:53 et seq.**
  - by acquiescence, **13:55**
  - knowledge of matter being waived, **13:54**
  - mere attendance not necessarily a waiver, **13:56**
  - statutory provisions, **13:53**
- Written resolutions in lieu of meeting, **13:57**

**CANADA BUSINESS  
CORPORATIONS ACT**

- Major corporate events
  - financial disclosure, **Appendix PSXII**
  - fundamental changes, **Appendix PSXIII**
  - investigation, **Appendix PSXIV**
- Meeting of shareholders, **Appendix PSIII**
- Meetings of directors, **Appendix PSI**

**CHAIR'S DUTIES**

- Adjournment, powers of, **2:27**
  - see also Chapter 22

**CHAIR'S DUTIES—Cont'd**

- Appointment of chair, **2:2 et seq.**
  - appointment by the shareholders, **2:5**
  - procedure for appointing the chair, **2:6**
  - provisions of the constating documents, **2:3**
  - right of the legal chair to preside, **2:7**
  - statutory provisions, **2:4**
- Authority, **23:29**
- Casting vote, **2:15 et seq.**
  - common law, **2:17**
  - purpose of the casting vote, **2:18**
  - statutory provisions, **2:16**
- Decisions of chair, **2:14**
- Discretion of chair, **Appendix IF:4**
- Duties and powers of chair, **2:11 et seq., Appendix IF:4**
  - generally, **2:12**
  - maintenance of order, **2:13**
- Independent chair, **2:9, Appendix IF:5**
- Introduction, **2:1**
- Legal counsel, **2:25**
- Qualities of chair, **2:10**
- Removal of chair, **2:8**
- Role of chair, **2:28**
- Standard of care, **2:26**
- Standard of conduct, **2:19 et seq.**
  - act in good faith, **2:21**
  - additional responsibilities, **2:24**
  - ascertain sense of meeting, **2:23**
  - duties judicial in nature, **2:20**
  - not frustrate meeting, **2:22**

**COMMITTEES OF DIRECTORS**

- Introduction, **7:1**
- Liability of committee members, **7:29**
- Meetings of committees, **7:25 et seq.**
  - reports, **7:26**
  - rules of procedure, **7:25**

**COMMITTEES OF DIRECTORS—Cont'd**

- Multilateral Instrument 61-101, **7:23, Appendix CC, Appendix DD**
- Power to delegate, **7:2**
- Review of enabling mechanism, **7:27 et seq.**
  - definition of duties, **7:27**
  - special duties, **7:28**
- Types of committees, **7:3 et seq.**
  - advisory committee, **7:24**
  - special or independent committee, **7:22**
  - standing committees, **7:3 et seq.**
    - audit committee, **7:5**
      - generally, **7:5**
      - functions of, **7:6**
      - new functions, **7:7**
    - compensation committee, **7:12**
    - disclosure committee, **7:19**
    - environment committee, **7:17**
    - executive committee, **7:8**
      - authority, **7:3 et seq.**
      - limitation on delegation of powers, **7:9**
      - limits on powers, **7:10**
    - governance committee, **7:20**
    - health and safety committee, **7:14**
    - human resource committee, **7:18**
    - investment committee, **7:15**
    - nominating committee, **7:11**
    - public policy committee, **7:13**
    - related party committee, **7:21**
    - strategic planning committee, **7:16**

**COMMUNICATION WITH BENEFICIAL OWNERS OF SECURITIES OF A REPORTING ISSUER**

- Generally, **15:24**
- Application, **15:24 et seq.**
- Depository obligations, **15:30**

**COMMUNICATION WITH  
BENEFICIAL OWNERS OF  
SECURITIES OF A  
REPORTING ISSUER  
—Cont'd**

Intermediary obligations, **15:29**  
National Instrument 54-101,  
**Appendix D**  
Other persons or companies, **15:31**  
Outstanding problems, **15:32**  
Principal concepts, **15:26**  
Rationale, **15:25**  
Reporting issuer obligations, **15:27**  
System for electronic document  
analysis and retrieval,  
**Appendix E**  
United States alternatives, **15:33**

**COMPENSATION**

Statement of Executive Compensation,  
Form 51-102F6,  
**Appendix C**  
TSX Venture Exchange Policy 4.4  
Security Based Compensation,  
**Appendix L**

**CONTINUOUS DISCLOSURE**

CSA Staff Notice 51-346 - Continuous  
Disclosure Review  
Program, **Appendix AA**  
CSA Staff Notice 51-361, Continuous  
disclosure review program,  
**Appendix OO**  
Obligations, National Instrument  
51-102, **Appendix I**  
Social Media, CSA Staff Notice  
51-348, **6:34 et seq.**,  
**Appendix X**  
Standards for Oil and Gas Activities,  
National Instrument  
51-101, **Appendix I.1**

**COVID-19 PANDEMIC  
RESPONSE**

See VIRTUAL SHAREHOLDER  
MEETINGS

**COVID-19 PANDEMIC  
RESPONSE—Cont'd**

Corporate governance, **Appendix  
NN**

**DELIVERY OF DOCUMENTS,  
ELECTRONIC**

National Policy 11-201, **Appendix  
F**

**DIRECTORS' POWERS AND  
DUTIES**

Asset protection, **6:32**  
Business judgment rule, **6:11**,  
**Appendix IF:2, Appendix  
IF:12**  
Compliance with the law, **6:33**  
Corporate governance matters, **6:47  
et seq.**  
Cadbury Report, **6:48**  
diversity in the boardroom, **6:51**,  
**Appendix MM, Appendix  
MM.1, Appendix MM.2**  
Duty of care of officers, **6:52**  
National Policy 50-201  
“Corporate Governance  
Guidelines,” **6:50**  
Report of the TSE Committee on  
Corporate Governance in  
Canada, **6:49**  
Saucier Report, **6:49.50**  
Corporate records, right to access,  
**Appendix IF:3**  
De facto director, **6:25.50**  
Disclosure, **6:16, 6:17, Appendix  
IF:16**  
Dissent, **4:19**  
Due diligence by directors, **6:29**  
Duties and standard of care, **6:6 et  
seq., Appendix IF:2**  
general, **6:6 et seq.**  
duties in detail, **6:8 et seq.**  
diligence, care and skill, **6:23**,  
**Appendix IF:12**  
duty to act honestly and in  
good faith, **6:9, Appendix**

**DIRECTORS' POWERS AND DUTIES—Cont'd**

Duties and standard of care, **6:6 et seq.**, **Appendix IF:2—Cont'd**  
 duties in detail, **6:8 et seq.**  
 —Cont'd  
   **IF:1, Appendix IF:2**  
   business judgment rule, **6:11, Appendix IF:2, Appendix IF:12**  
   directors' oversight responsibility, **6:13**  
   motives of the directors, **6:12**  
   proper purpose test, **6:10**  
   not to self-deal, **6:15, Appendix IF:16**  
   best interests of the corporation, **6:22, Appendix IF:1, Appendix IF:2, Appendix IF:12**  
   director's interest in contracts, **6:16, Appendix IF:16**  
   director unable to vote, **6:20**  
   disclosure of directors' interests in contracts, **6:17**  
   effect of disclosure, **6:21**  
   form of declaration of interest, **6:19**  
   method of disclosure, **6:18**  
 Improper acts, discovery of, **6:31**  
 Inaction by directions, **6:30**  
 Indemnification and insurance, **6:44 et seq.**, **Appendix IF:1**  
   indemnification, **6:45**  
   insurance, **6:46**  
 Inside versus outside directors, **6:24**  
 Insolvent, **Appendix IF:12**  
 Inspection, right to, **Appendix IF:3**  
 Introduction, **6:1**  
 Lawyer as director, **6:34 et seq.**  
   fiduciary duty, **6:35**  
   higher standard of care, **6:38**  
   lawyer as officer, **6:37**

**DIRECTORS' POWERS AND DUTIES—Cont'd**

Lawyer as director, **6:34 et seq.**  
 —Cont'd  
   problems encountered, **6:36**  
 Liabilities of directors, **6:40 et seq.**  
   common law, **6:40**  
   corporate statutes, under, **6:41**  
   other statutory liabilities, **6:42**  
 Mala fides, **Appendix IF:1**  
 Nominee directors, **6:25**  
 Reliance on legal advice, **6:27 et seq.**, **Appendix IF:1**  
   general, **6:27**  
   under statute, **6:28**  
 Reliance on outside experts, **6:26**  
 Revlon duties, **6:11**  
 Specific statutory matters, **6:2**  
   administrative matters, **6:3**  
   business and financial decisions, **6:4**  
   other matters, **6:5**  
 Unanimous shareholder agreement, **6:39**

**DISCLOSURE OBLIGATIONS, CONTINUOUS**

National Instrument 51-102, **Appendix I**

**DIVISION OF POWERS BETWEEN DIRECTORS AND SHAREHOLDERS**

Allocation of powers in CBCA-type jurisdiction, **5:7 et seq.**  
   judicial view, **5:9**  
   powers unaffected by shareholder resolutions, **5:8**  
   residual powers of shareholders, **5:10**  
 Allocation of powers in memorandum jurisdictions, **5:3 et seq.**  
   judicial views of Article 70, **5:5**  
   powers unaffected by shareholder resolutions, **5:4**

**DIVISION OF POWERS  
BETWEEN DIRECTORS AND  
SHAREHOLDERS—Cont'd**

Allocation of powers in memorandum jurisdictions, **5:3 et seq.**

—Cont'd

residual powers of shareholders, **5:6**

General meeting, **5:2**

Introduction, **5:1**

**ENVIRONMENTAL REPORTING**

Consultation Climate-related Disclosure Update, CSA Notice and Request for Comment, **Appendix KK.2**

CSA Staff Notice 51-333 Environmental Reporting Guidance, **Appendix KK.1**

CSA Staff Notice 51-358 Reporting of Climate Change-related Risks, **Appendix KK**

**ENVIRONMENTAL/SOCIAL/  
GOVERNANCE ISSUES**

See also GOVERNANCE

Generally, **24:1**

Asset managers, **24:5**

Canada, regulatory developments, **24:7**

Climate disclosure rules, **24:4**  
COVID-19 pandemic, effect of, **24:2**

Diversity, equity, and inclusion (DEI), **24:2**

Fiduciary obligations, **24:2**

Regulatory issues, **24:3**

Resistance to, **24:6**

Retirement plans, **24:3**

Shareholder action, **24:2**

Stakeholder capitalism/governance, **24:2**

**EXECUTIVE COMMITTEES**

See also COMMITTEES OF DIRECTORS

**EXECUTIVE COMMITTEES**

—Cont'd

Limitation on delegation of powers, **7:9**

Limits on powers, **7:10**

**EXECUTIVE COMPENSATION**

Frequently asked questions, Canada executive compensation, **Appendix L.2**

Statement of Executive Compensation, Form 51-102F6, **Appendix C**

Use of non-GAAP measures in executive compensation, **Appendix K**

**FIDUCIARY DUTY**

See also DIRECTORS' POWERS AND DUTIES

Borrelli v. Chan, **Appendix EE**

Brien v. Brien, **Appendix EE**

Canivate Growing Systems Ltd. v. Brazier, **Appendix EE**

Corporation financially distressed, **Appendix IF:12**

Director not to self-deal, **6:15**

Dunsmuir v. Royal Group, Inc., **Appendix EE**

Extreme Venture Partners Fund I LP v. Varma, **Appendix EE**

Genesis Fertility Centre Inc. v. Yuzpe, **Appendix EE**

Huang v. Li, **Appendix EE**

John Howard Society of Peel-Halton-Dufferin v. Pennock et al., **Appendix EE**

Lawyer as director, **6:35**

Metalworks Canada Ltd. v. War-rack, **Appendix EE**

Remedies table, breach of fiduciary duties, directors and officers, **Appendix EE**

West Bros. Frame & Chair Ltd. v. Yazbek, **Appendix EE**

**FORMS**

- Form 51-102F6, Statement of Executive Compensation, **Appendix C**
- Form 58-101F1, ongoing requirements, issuers and insiders, **Appendix N**
- Form 58-101F2, Ongoing requirements, issuers and insiders, **Appendix O**

**GOVERNANCE**

- Canadian Coalition for Good Governance
  - Best Practices for Proxy Circular Disclosure, **Appendix R, Appendix R.1, Appendix R.2**
  - Building High Performance Boards, **Appendix P**
  - Canada Proxy Voting Guidelines, **Appendix L, Appendix L.1**
  - TSX-Listed Companies, **Appendix L**
  - Venture-Listed Companies, **Appendix L.1**
- Directors' E&S Guidebook, **Appendix FF**
- Enhanced Engagement and Proxy Access, **Appendix S**
- Proxy Access Policy, **Appendix GG**
- Corporate Guidelines, National Policy 58-201, **Appendix H**
- COVID-19, **Appendix NN**
- Disclosure of Corporate Governance Practices, National Instrument 58-101, **Appendix M**
- Form 58-101F1, **Appendix N**
- Form 58-101F2 (Venture Issuers), **Appendix O**
- Report on Fourth Staff Review of Disclosure regarding Women on Boards and in Executive Officer Positions, **Appendix Y.1**

**GOVERNANCE—Cont'd**

- Disclosure of Corporate Governance Practices, National Instrument 58-101, **Appendix M—Cont'd**
- Review of Disclosure Regarding Women on Boards and in Executive Officer Positions, Year 7, **Appendix Y.2**
- Staff Review of Women on Boards and in Executive Officer Positions, **Appendix Y**

**INSPECTION**

- Minutes and Corporate Records, **4:31 et seq.**
- Refusal, **4:36**

**ISSUES IN FOCUS**

- Ashburton Oil Ltd. v. Sharp, **Appendix IF:15**
- Beatty v. First Exploration Fund 1987 & Co., **Appendix IF:13**
- Eckberg v. MTW Solutions Online Inc., **Appendix IF:10**
- Moco Management Ltd. v. Llernam Holdings Ltd., **Appendix IF:15**
- Smith v. Eco Grouting Specialists Ltd., **Appendix IF:9**
- York Condominium Corp. No. 42 v. Gosal, **Appendix IF:4**

**MEETINGS GENERALLY**

- See also VIRTUAL SHAREHOLDER MEETINGS
- Attendance, physical, court interpretation, **Appendix IF:13**
- By-laws, importance of, **1:8 et seq.** generally, **1:8 et seq.** choices of provisions, **1:9** procedural matters, **1:11** standard form by-laws, **1:10**
- Directors' powers, exercise of, **1:22 et seq.**

**MEETINGS GENERALLY**

**—Cont'd**

Formal and informal meetings, **1:12 et seq.**

generally, **1:12**

need for formal meetings, **1:13**

validity of consents expressed  
other than at meeting, **1:14**

acquiescence, unanimous, **1:17**

early English position, **1:15**

modern view, **1:16**

Introduction, **1:1**

Irregularities in the holding of meet-  
ings, **1:18 et seq.**

generally, **1:18 et seq.**

validation of defective proceed-  
ings, **1:19**

waiver of notice, **1:20**

Irregular proceedings, consequences  
of, **1:21**

Meeting defined, **1:2 et seq.**

generally, **1:2**

appropriate jurisdiction for  
determining matters of  
corporate governance, **1:7**

character of the meeting, **1:5**

consent to hold meeting essential,  
**1:3**

one-shareholder or one-director  
meetings, **1:6**

persons excluded, meeting valid  
even if, **1:4, Appendix  
IF:13**

Reliance by third parties in dealing  
with corporation, **1:23 et seq.**

internal management rule, **1:23**

where rules do not apply, **1:24**

**MEETINGS OF DIRECTORS**

Calling meetings, **9:1 et seq.**

adjourned meetings, **9:34 et seq.**

business at, **9:36**

notice of, **9:35**

annual proceedings, **9:33**

**MEETINGS OF DIRECTORS**

**—Cont'd**

Calling meetings, **9:1 et seq.**

**—Cont'd**

authority to call meetings, **9:3 et  
seq.**

by-law provisions, **9:4**

quorum of directors may call a  
meeting, **9:5**

secretary to send out notice,  
**9:6**

who may call meetings, **9:3**

essentials of a valid notice, **9:7 et  
seq.**

general, **9:8**

date, time and place of meet-  
ing, **9:10**

nature of business need not be  
specified in notice, **9:11**

notice of to be in writing, **9:9**

special business to be  
conducted at a meeting,  
**9:12**

failure to comply with notice  
requirements, **9:25 et seq.**

accidental omission to give  
notice, **9:29**

consequences of improper  
notice, **9:26**

invalidity of business trans-  
acted, **9:26**

remedies available, **9:27**

ratification of invalid proceed-  
ings, **9:30**

waiver of notice, **9:28**

first directors' meeting, **9:31**

form of notice, **9:17**

meaning of "calling of a meet-  
ing," **9:2**

place of meetings, **9:16**

time for giving notice, **9:13 et  
seq.**

length of notice, **9:15**

manner of giving notice, **9:14**

**MEETINGS OF DIRECTORS****—Cont'd**

- Calling meetings, **9:1 et seq.**
  - Cont'd
    - to whom notice is to be given, **9:18 et seq.**
      - all directors, **9:19**
      - emergency meetings, **9:24**
      - possible exceptions, **9:20**
        - where director is not entitled to vote, **9:20**
        - where impossible for director to attend, **9:21**
        - where notice would be a mere formality, **9:22**
        - where notice not required, **9:23**
    - written resolution in lieu of meeting, **9:32**
- Conduct of meetings, **11:1 et seq.**
  - appointment of chair and secretary, **11:7**
  - due diligence obligations, satisfaction of, **11:33**
  - duties of the secretary, **11:8 et seq.**
    - after the board meeting, **11:9**
    - during the board meeting, **11:19**
  - in camera, **11:37**
  - introduction, **11:1**
  - order of business, **11:10 et seq.**
    - directors may establish, **11:10**
    - matters in the notice, **11:11**
    - usual order of business, **11:12**
  - quorum, **11:13 et seq.**
    - by-law provisions, **11:15**
    - directors who may not be counted, **11:19 et seq.**
      - where directors are interested in contracts, **11:20, Appendix IF:8**
  - requirements, **11:14**
    - generally, **11:14**
    - varying, **11:21**

**MEETINGS OF DIRECTORS****—Cont'd**

- Conduct of meetings, **11:1 et seq.**
  - Cont'd
    - quorum, **11:13 et seq.**—Cont'd
      - resident Canadians, majority to be, **11:18**
      - vacancy causing absence of, **11:24**
        - where less than quorum is present, **11:17**
        - where quorum is less than three directors, **11:16**
    - refusal of director to attend meeting, **11:22 et seq.**
      - court will not compel director to attend, **11:22**
      - remedies, **11:23**
      - rescission of a resolution, **11:36**
      - resolution in lieu of meeting, **11:35**
      - telephone meetings, **11:34**
      - voting, **11:26 et seq.**
        - abstention from voting, **11:30**
        - casting vote, **11:29**
        - method of voting and tabulation, **11:28**
        - normal rule: majority vote, **11:27**
        - secret ballot, **11:31**
        - where director may not vote, **11:26**
    - who may attend meetings, **11:2 et seq.**
      - auditor, **11:5**
      - other persons, **11:6**
      - right of certain officers to attend, **11:5**
      - right of directors to attend, **11:2**
- Overseas, **9:21**
- Preparation for meetings, **10:1 et seq.**
  - agenda, **10:3**
    - chair's agenda, **10:5**
    - meeting agenda, **10:4**

**MEETINGS OF DIRECTORS**

—Cont'd

- Preparation for meetings, **10:1 et seq.**—Cont'd
  - draft resolutions, **10:6**
  - duties of secretary before meeting, **10:2**
  - financial advisers, use of, **10:8**
  - introduction, **10:1**
  - legal matters, **10:9**
  - material to be provided to directors, **10:7**
  - reliance on expert opinions, **10:10**

**MEETINGS OF SHAREHOLDERS**

- See also VIRTUAL SHAREHOLDER MEETINGS
- Admission and other security procedures, **16:11**
- Annual meeting, **12:3**
  - generally, **12:3**
  - business to be conducted, **12:5**
  - elections and appointments, **12:7, Appendix IF:9**
  - election procedures, **12:10**
  - removal of directors, **12:11, Appendix IF:15**
  - statutory provisions, **12:7**
    - advanced notice by-laws, **12:8**
    - auditors, **12:9, Appendix IF:9**
    - directors, **12:7**
  - failing to call, consequences of, **12:6, Appendix IF:7**
  - time for holding meeting, **12:4**
- Appointment of chair and secretary, **16:12**
- Appointment of scrutineers, **16:13 et seq.**
  - confidential voting, **16:23**
  - duties of scrutineers, **16:16**
    - ascertaining the presence of a quorum and the number

**MEETINGS OF SHAREHOLDERS**

—Cont'd

- Appointment of scrutineers, **16:13 et seq.**—Cont'd
  - duties of scrutineers, **16:16**
    - Cont'd
      - of shares represented by proxy or in person, **16:17**
    - collection and tabulation of votes cast by proxy or ballot at the meeting or by a show of hands, **16:19**
    - determining validity of proxies, **16:20**
    - ensuring entitlement of attendees to vote, **16:18**
    - nature of powers, **16:21**
    - U.S. provisions, **16:22**
    - who may appoint a scrutineer, **16:14**
    - who may be a scrutineer, **16:15**
- By electronic means, **12:19**
- Class or series meetings, **12:16 et seq.**
  - generally, **12:16**
  - holding of, **12:18**
  - what constitutes a class, **12:17**
- Conduct of meetings, **Appendix T**
- quorum, **16:24 et seq., 23:28**
  - absence of a quorum, **16:34**
  - ascertaining presence of a quorum, **16:32**
  - failure to attend to prevent a quorum, **16:35**
  - position of proxies, **16:27**
  - requirements for a quorum, **16:25**
  - size of a quorum, **16:26, Appendix IF:6**
  - who may be counted for purposes of a quorum, **16:28**
    - person must be qualified, **16:28**
    - restricted proxies, **16:29**

**MEETINGS OF SHAREHOLDERS****—Cont'd**

- Conduct of meetings, **Appendix T**
  - Cont'd
  - quorum, **16:24 et seq., 23:28**
    - Cont'd
    - who may be counted for purposes of a quorum, **16:28**—Cont'd
    - shareholder attending to protest meeting, **16:31**
    - shareholder withdrawing from meeting, **16:30**
    - telephone meetings, **12:18**
    - withdrawal to defeat a quorum, **16:33**
- Constitution of, **16:1 et seq.**
  - introduction, **16:1**
- Introduction, **12:1**
- Preparation for meetings, **15:1 et seq.**
  - chair's script, **15:6**
  - documentation, **15:11**
  - governing procedures, **15:10**
  - introduction, **15:1**
  - list of shareholders, preparation of, **15:5**
  - National Instrument 54-101, **15:24 et seq.**
    - generally, **15:24**
    - depository obligations, **15:30**
    - intermediary obligations, **15:29**
    - other persons or companies, **15:31**
    - outstanding problems, **15:32**
    - principle concepts, **15:26**
    - rationale, **15:25**
    - reporting issuer obligations, **15:27**
    - United States alternative, **15:33**
  - physical arrangements at meeting, **15:9**

**MEETINGS OF SHAREHOLDERS****—Cont'd**

- Preparation for meetings, **15:1 et seq.**—Cont'd
  - regulatory and other filings, **15:12 et seq.**
  - post-meeting requirements, **15:16**
    - change of address, **15:21**
    - dissent rights, **15:20**
    - election of directors, **15:17**
    - fundamental changes, **15:18**
    - material changes, **15:19**
    - other, **15:22**
      - dissolutions, **15:22**
      - export continuances, **15:22**
      - voting results, **15:23**
  - pre-meeting filing and publication requirements, **15:13**
  - financial statements, **15:15**
  - meeting materials, filing of, **15:14**
  - notice filing and publication, **15:13**
- reporter, **15:7**
- reports, preparation of, **15:8**
- responsibility for preparation, **15:2**
- timetable, **15:4**
- venue selection, **15:3**
- voting policies, **15:34 et seq.**
  - Canadian Coalition for Good Governance, **15:36**
  - introduction, **15:34**
  - major institutional investors, **15:37**
  - proxy advisory firms, **15:35**

**Proxies, 14:11****Right to attend, 16:2 et seq.**

- auditors, **16:6**
- directors, **16:5**
- employees, **16:9**
- legal counsel, **16:10**
- proxyholders, **16:4**

**MEETINGS OF SHAREHOLDERS**

—Cont'd

- Right to attend, **16:2 et seq.**
  - Cont'd
  - visitors, **16:8**
  - voting shareholders, **16:3**
  - with consent of meeting, **16:7**
- Special meetings, **12:12 et seq.**
  - generally, **12:12**
  - calling, **12:13**
    - special business, **12:14**
    - special resolution, **12:15**
    - substantive, **14:9**
- Types of shareholders' meetings, **12:2**

**MINUTES OF MEETINGS**

- Admissibility of records as evidence, **4:27 et seq.**
  - evidence that meeting duly called, **4:30**
  - interpretation of minutes, **4:29**
  - minutes as evidence of corporate decision, **4:28**
  - records as prima facie evidence of facts, **4:27**
- Approval of minutes, **4:23 et seq.**
  - amendment to minutes, **4:23 et seq.**
    - at meeting, **4:25**
    - by court, **4:26**
  - approval by meeting, **4:23**
  - signing of minutes, **4:24**
- Contents of minutes, **4:4 et seq.**
  - essential features, **4:4**
  - names of persons present, **4:5**
  - preparation of minutes in advance, **4:6**
- Directors, protection of, **4:18 et seq.**
  - disclosure of interests in contracts, **4:20, Appendix IF:16**
  - other matters for inclusion in minutes, **4:21**
  - right to dissent, **4:19**

**MINUTES OF MEETINGS**

—Cont'd

- Failure to comply, **4:10**
- General meeting, **4:2**
- Inspection of minutes and corporate records, **4:31 et seq.**
  - by auditors, **4:34**
  - by directors, **4:32**
  - by shareholders, **4:33**
  - in court proceedings, **4:35**
- Introduction, **4:1**
- Maintenance of records, **4:7 et seq.**
  - failure to comply, **4:10**
  - false information in minutes, **4:9**
  - how minutes are to be kept, **4:8**
  - minutes are property of corporation, **4:11**
  - what records to be kept, **4:7**
- Obligation of corporation to take minutes, **4:3**
- Recording proceedings, **4:12 et seq.**
  - general, **4:12**
  - confidential nature of minutes, **4:17**
  - keeping notes, **4:16**
  - manner of recording motions, resolutions and votes taken, **4:13**
  - proposals that are not approved, **4:14**
  - recording devices, **4:15**
- Refusal of inspection rights, **4:36**
- Reports, **4:22**

**NATIONAL INSTRUMENT**

- National Instrument 13-101, System for Electronic Document Analysis and Retrieval (SEDAR), **Appendix E**
- National Instrument 51-101, Ontario Securities Commission Rules, **Appendix I.1**
- National Instrument 51-102, Securities Commission Rules, **Appendix I**

**NATIONAL INSTRUMENT****—Cont'd**

- National Instrument 52-110, Ongoing requirements for issuers and insiders, **Appendix V**
- National Instrument 54-101, Communication with Beneficial Owners, **Appendix D**
- National Instrument 58-101, Disclosure of corporate governance practices, **Appendix M**

**NATIONAL POLICY**

- National Policy 11-201, electronic delivery of documents, **Appendix F**
- National Policy 58-201, corporate governance guidelines, **Appendix H**

**PROCEDURAL SUMMARIES**

- Alharayeri v. Black, **Appendix PS:21, Appendix PS:33, Appendix PS:34**
- Anderson Lumber Co. v. Canadian Conifer Ltd., **Appendix PS:25**
- Anormed Inc. v. Baker Bros. Investments LP, **Appendix PS:26**
- AOD Corporation v. Miramare Investment Incorporated, **Appendix PS:35**
- Baranowski v. Binks Manufacturing Co., **Appendix PS:16**
- Barsh v. Feldman, **Appendix PS:37**
- Basegmez et al. v. Akman et al., **Appendix PS:16**
- Beck v. Graham, **Appendix PS:16**
- Bomac Batten Ltd. v. Pozhke, **Appendix PS:30**
- Bullrun Capital Inc. V. Growmax Resources Corp., **Appendix PS:59, Appendix PS:69, Appendix PS:76**
- Canadian Broadcasting Corp. Pension Plan v. BF Realty Holdings Ltd., **Appendix PS:35**

**PROCEDURAL SUMMARIES****—Cont'd**

- Canadian Jorex Ltd. V. 477749 Alberta Ltd., **Appendix PS:2, Appendix PS:21, Appendix PS:155**
- Casey v. Copperleaf Technologies Inc., **Appendix PS:6**
- Catalyst Fund General Partner I inc. v. Hollinger Inc., **Appendix PS:6**
- Concept Capital Management Ltd. V. Oremex Silver Inc., **Appendix PS:22, Appendix PS:33**
- D'Addario v. Environmental Management Solutions Inc., **Appendix PS:26**
- Davidson v. FinancialCAD Corp., **Appendix PS:26, Appendix PS:161**

**PROCEDURE AND RULES OF ORDER AT SHAREHOLDERS' MEETINGS**

- Agenda, **19:9 et seq.**
  - general, **19:9**
  - annual meetings, **19:10**
  - following the order in the agenda, **19:12**
  - new items, introduction of, **19:13**
  - special meetings, **19:11**
- Applicable procedures and rules of order, **19:3 et seq.**
  - general, **19:3**
  - informality, **19:6**
  - practice of the corporation, **19:5**
  - where no rules adopted, **19:4**
- Call to order and opening of meeting, **19:8**
- Control over the conduct of meeting, **19:7**
- Introduction, **19:1**
- Maintenance of order, **19:64 et seq.**
  - chair's rulings, **19:65**

**PROCEDURE AND RULES OF  
ORDER AT  
SHAREHOLDERS'  
MEETINGS—Cont'd**

Maintenance of order, **19:64 et seq.**  
—Cont'd  
problems with shareholders,  
**19:66**  
removal of a shareholder, **19:69**  
responsibility of chair to maintain  
order, **19:64, Appendix IF:5**  
shareholder out of order, **19:68**  
where injury results, **19:67**  
Motions, **19:14 et seq.**  
general, **19:14**  
amendment, **19:21**  
general, **19:27**  
ambit of, **19:30**  
certain motions cannot be  
amended, **19:31**  
defeat of, **19:29**  
discussion of, **19:32**  
majority vote required, **19:35**  
no seconder required, **19:28**  
refusal to put an amendment,  
**19:33**  
sub-amendment, **19:34**  
defeat of, **19:41**  
discussion, **19:21**  
ambit of, **19:25**  
amendment, **19:32**  
before the motion, **19:22**  
debatability of motions, **19:26**  
order of speaking, **19:24**  
recognition of the speaker by  
the chair, **19:23**  
statutory right of, **19:21**  
dividing, **19:17**  
framing of, **19:16**  
joining, **19:17**  
making of, **19:15**  
putting the question, **19:37**  
resolution, through electronic  
means, **Appendix IF:11**

**PROCEDURE AND RULES OF  
ORDER AT  
SHAREHOLDERS'  
MEETINGS—Cont'd**

Motions, **19:14 et seq.**—Cont'd  
resolution, through email,  
**Appendix IF:11**  
resolutions, **19:39**  
seconding, **19:18**  
stating the question, **19:20**  
termination of discussion, **19:36**  
voting, **19:38**  
withdrawal of, **19:19**  
written resolutions, **19:40**  
Need for, **19:2**  
Nominations, **19:70 et seq.**  
general, **19:70**  
closing of, **19:75**  
nominating committees, **19:73**  
nomination procedure, **19:72**  
proxyholders, **19:74**  
who may nominate, **19:71**  
Types of motions, **19:42 et seq.**  
general meeting, **19:42**  
main motions, **19:43**  
general, **19:43**  
reconsidering or rescinding a  
previous resolution, **19:44**  
privileged and incidental  
motions, **19:59**  
objection to consideration,  
**19:63**  
points of information, **19:61**  
points of order, **19:62**  
questions of privilege, **19:60**  
procedural motions, **19:55**  
adjournment, **19:58**  
agenda-related, **19:56**  
recess, **19:57**  
subsidiary motions, **19:45**  
types of, **19:46**  
closure, **19:52**  
the previous question, **19:51**  
to amend, **19:47**  
to divide, **19:54**

**PROCEDURE AND RULES OF ORDER AT SHAREHOLDERS' MEETINGS—Cont'd**

- Types of motions, **19:42 et seq.**
  - Cont'd
  - subsidiary motions, **19:45**
    - Cont'd
    - types of, **19:46**—Cont'd
      - to lay on the table, **19:48**
      - to postpone indefinitely, **19:49**
      - “to postpone temporarily,” **19:48**
      - to proceed to the next item, **19:50**
      - to refer back, **19:53**
- Virtual-only meetings, **23:45, 23:46, Appendix PP**

**PROXIES**

- See also PROXY CONTESTS AND CONTESTED MEETINGS
- Access, **Appendix S**
  - proxy access policy, **Appendix GG**
- Circulars, **18:43 et seq.**
  - clearance, **18:90**
  - disclosure requirements, general, **18:45, Appendix R**
  - dissident's circular, **18:78 et seq.**
    - dissident and associates, **18:85**
    - dissident partnership, body corporate or organization, **18:87**
    - dissident's statement, **18:88**
    - election of directors, **18:84**
    - future contracts, **18:86**
    - interest of dissident in securities, **18:83**
    - name and address, **18:79**
    - persons making the solicitation, **18:81**
    - revocability of the proxy, **18:80**

**PROXIES—Cont'd**

- Circulars, **18:43 et seq.**—Cont'd
  - dissident's circular, **18:78 et seq.**
    - Cont'd
    - voting securities and principal holders, **18:82**
    - who is a dissident, **18:78**
  - filing requirements, **18:89**
  - general meeting, **18:43**
  - management circular, **18:46**
    - additional matters mandated by regulatory authorities, **18:71**
    - corporate governance disclosure, **11:76**
    - export transactions, **18:75**
    - other matters, **18:74**
    - restricted shares, **18:73**
    - special transactions, **18:72**
  - appointment of an auditor, **18:58**
  - election of directors, **18:52**
  - executive compensation, **18:53**
  - financial assistance, **18:67**
  - indebtedness, **18:56**
  - indemnification and insurance, **18:55**
  - interest of certain persons, **18:49**
  - interests of insiders in material transactions, **18:57**
  - litigation, **18:66**
  - management contracts, **18:59**
  - particulars of matters to be acted upon, **18:60**
    - amalgamations, continuances, sales of all or substantially all property, **18:60**
    - complex matters, **18:61**
    - disclosure for reorganizations, **18:62**
    - disclosure for “significant acquisitions,” **18:62**
    - disclosure of details of the matter, **18:60**

**PROXIES—Cont'd**

- Circulars, **18:43 et seq.**—Cont'd
  - management circular, **18:46**
  - Cont'd
    - persons making the solicitation, **18:48**
    - proceeds of securities issue, **18:65**
    - proxy instructions, **18:50**
    - restricted securities, **18:64**
    - restricted shares, **18:63**
    - revocability of the proxy, **18:47**
    - rights of dissent and appraisal, **18:68**
    - say-on-pay, **18:77**
    - securities authorized for issuance under equity compensation plans, **18:54**
    - statement of director or officer, **18:70**
    - voting securities and principal holders, **18:51**
    - statutory requirements, **18:44**
- Consent solicitations, **18:140 et seq.**
- Contents of the proxy, **18:33 et seq.**
  - general meeting, **18:33**
  - solicited proxies, **18:34**
    - general, **18:34**
    - authority where no choice specified, **18:39**
    - date of the proxy, **18:36**
    - discretionary authority, **18:42**
    - meeting and solicitor, **18:35**
    - proxyholder, **18:37**
    - voting according to instructions, **18:41**
    - voting on “for or against” matters, **18:38**
    - voting with respect to directors and auditors, **18:40**
- Corporate representation, **18:139**
- Deposit of proxies, **18:4, 18:93**

**PROXIES—Cont'd**

- Duties of the proxyholder, **18:12**
- Exemption applications, **18:91**
- Introduction, **18:1**
- Mandatory solicitation, **18:16 et seq.**
  - common law, **18:16**
  - obligation of management, **18:19**
  - rationale, **18:18**
  - statutory requirements, **18:17**
- Power of the proxyholder to bind the shareholder, **18:11**
- Regulation, **18:13 et seq.**
  - Canada, **18:13**
  - intention of regulation regime, **18:15**
  - United States, **18:14**
- Revocation of proxies, **18:94 et seq.**
  - general, **18:94**
  - irrevocability, **18:95**
- Rights and authority of the proxyholder, **18:9 et seq.**
  - general, **18:9**
  - extent of authority, **18:10**
- Right to appoint a proxyholder, **18:2 et seq.**
  - common law, **18:3**
  - deposit of proxy, **18:4**
  - statutory entitlement, **18:2**
- Right to demand a proxy, **18:8**
- Solicitation, **18:20 et seq.**
  - acting in concert, **18:31**
  - acting jointly, **18:31**
  - ambit of definition, **18:22**
  - broad interpretation, **18:22**
  - exceptions, **18:32**
  - preparatory meetings, **18:27**
  - press release, **18:26**
  - request for funding, **18:24**
  - request for inaction, **18:29**
  - statutory definition, **18:21**
  - target group, **18:25**
  - tender offers, **18:28**
  - timing, **18:23**
  - use of name, **18:30**

**PROXIES—Cont'd**

Validity, **18:96 et seq.**  
 general, **18:96**  
 general requirements, **18:117 et seq.**  
 blanket proxy, **18:127**  
 capacity, **18:118**  
 date of meeting, **18:122**  
 date of proxy, **18:123**  
 forgery, irregularity or illegality, **18:137**  
 form of proxy, **18:129**  
 alternative form of proxy, **18:132**  
 datagram proxy, **18:131**  
 electronic voting, **18:133**  
 telecopy or photocopy, **18:129**  
 telegram, **18:130**  
 telephone and electronic voting, **18:133**  
 universal proxy, **18:134**  
 illegality, **18:137**  
 inaccurate reference, **18:124**  
 instructions, **18:136**  
 intention, **18:135**  
 irregularity, **18:137**  
 name of corporation, **18:120**  
 name of proxyholder, **18:125**  
 name of shareholder, **18:117**  
 number of shares, **18:126**  
 omission, **18:128**  
 overvoting, **18:138**  
 precedent, **18:119**  
 signature, **18:121**  
 determination of validity, **18:98**  
 duty of inquiry, **18:99**  
 manner of solicitation, **18:100**  
 presumption of validity, **18:97**  
 protocol regarding validity, **Appendix B**  
 types of shareholders, **18:101 et seq.**  
 agents, **18:112**  
 associations, **18:113**

**PROXIES—Cont'd**

Validity, **18:96 et seq.**—Cont'd  
 types of shareholders, **18:101 et seq.**—Cont'd  
 attorneys, **18:112**  
 brokers, clearing agencies and other intermediaries, **18:115**  
 general, **18:115**  
 rules for validity, **18:116**  
 club, **18:113**  
 committee, **18:105**  
 corporations, **18:101**  
 executors, **18:103**  
 guardians, **18:108**  
 husband, **18:106**  
 infants, **18:107**  
 joint tenants, tenants in common, **18:104**  
 more than one holder, **18:111**  
 partnerships, **18:102**  
 pledgors, **18:109**  
 receiver, **18:114**  
 trustees, **18:103**  
 unregistered transferee, **18:110**  
 wife, **18:106**  
 Who may be appointed a proxyholder, **18:5 et seq.**  
 “alternate” proxyholders, **18:6**  
 multiple proxyholders, **18:7**  
 no requirement to be shareholder, **18:5**

**PROXY ADVISORY FIRMS**

Guidance for Proxy Advisory Firms, National Policy 25-201, **Appendix J**

**PROXY CONTESTS AND CONTESTED MEETINGS**

See also PROXIES  
 Conduct of meeting, **20:52 et seq.**  
 agreements as to procedure and protocol, **20:52**  
 constating documents, **20:53**  
 role of the chair, **20:54**

**PROXY CONTESTS AND  
CONTESTED MEETINGS**

**—Cont'd**

Dissident's position, **20:2 et seq.**  
 analysis of the target, **20:5**  
 calculation of the chances of success, **20:32**  
 preliminary preparations and considerations, **20:2**  
 selection of a target corporation, **20:3**  
 shareholders and shareholdings, **20:6 et seq.**  
     dissident groups, **20:16**  
     distribution of materials, **20:13**  
     shareholder constituencies, **20:15**  
     shareholders' list, **20:7**  
         access to corporate records, **20:9**  
         meeting shareholders' list, **20:10**  
     National Policy Statement No. 41: clearing agency breakout list, **20:11**  
     obtaining the shareholders' list, **20:8**  
     United States, **20:12**  
     share position, **20:14**  
 solicitation materials, **20:31**  
 subject matter of the contest, **20:18 et seq.**  
     control contest/slate, **20:19**  
     framing the issues, **20:18**  
     management issues, **20:20**  
 takeover bids versus proxy contests, **20:4**  
 team, **20:21 et seq.**  
     accountants, **20:25**  
     investment bankers and advisers, **20:26**  
     legal counsel, **20:22**  
     management and employees, **20:30**  
     printers, **20:29**

**PROXY CONTESTS AND  
CONTESTED MEETINGS**

**—Cont'd**

Dissident's position, **20:2 et seq.**  
 —Cont'd  
     team, **20:21 et seq.**—Cont'd  
     private investigators, **20:27**  
     proxy solicitors, **20:23**  
     public relations, **20:24**  
     scrutineers and proxy tabulators, **20:28**  
     timetable, **20:17**  
 Introduction, **20:1**  
 Management position, **20:33 et seq.**  
     advantages of management, inherent, **20:35**  
     management responses, **20:33 et seq.**  
         general, **20:33**  
         directors' duties, **20:34**  
     ongoing preparation, **20:36 et seq.**  
         calendar, **20:38**  
         monitoring, **20:37**  
         shareholder materials, **20:39**  
     structural defences, **20:40 et seq.**  
         general, **20:40**  
         Charter amendments, **20:41**  
         classification of the board, **20:42**  
         shareholder rights plans, **20:44**  
         supermajority approval provisions, **20:43**  
     tactical defences, **20:45 et seq.**  
         compromise and standstill agreements, **20:49**  
         disposal, **20:48**  
         issuance of shares, **20:46**  
         liquidation, **20:48**  
         litigation, **20:45**  
         repurchase of dissidents' shares, **20:47**  
         sale, **20:48**  
         standstill, **20:49**  
 Proxy contest expenses, **20:51**

**PROXY CONTESTS AND  
CONTESTED MEETINGS**

**—Cont'd**

- Proxy solicitation process, **20:50**
- Review and counting of proxies,  
**20:55**
- Shareholders' meeting challenges  
and related remedies, **20:56 et  
seq.**
  - general, **20:56**
  - derivative action, **20:58**
  - election controversy, **20:57**
  - meeting materials, **20:63**
    - causation, **20:66**
    - materiality, **20:64**
    - remedies, **20:67**
    - scienter, **20:65**
    - statutory provisions, **20:63**
  - oppression remedy, **20:59**,  
**Appendix IF:7**
  - proxy solicitation, **20:61**
  - rectification order, **20:62**
  - restraining or compliance order,  
**20:60**

**PROXY VOTING  
INFRASTRUCTURE**

- CSA Consultation Paper 54-401,  
**Appendix G**
- CSA Multilateral Staff Notice  
54-304, **Appendix G.1**
- CSA Staff Notice 54-305,  
**Appendix W**

**QUORUM**

- Director's meetings, **11:12 et seq.**
  - by-law provisions, **11:14**
  - directors who may not be  
counted, **11:18 et seq.**
    - where directors are interested  
in contracts, **11:19**
  - requirements for a quorum  
generally, **11:13**
  - varying, **11:20**
  - resident Canadians, majority to  
be, **11:17**

**QUORUM—Cont'd**

- Director's meetings, **11:12 et seq.**
  - Cont'd
  - vacancy causing absence of,  
**11:23**
  - where fewer than quorum is pre-  
sent, **11:16**
  - where quorum is less than three  
directors, **11:15**
- Shareholders' meetings, **16:24 et  
seq., 23:28**
  - absence of a quorum, **16:34**
  - ascertaining presence of a  
quorum, **16:32**
  - failure to attend to prevent  
quorum, **16:35**
  - position of proxies, **16:27**
  - requirements for a quorum, **16:25**
  - size of a quorum, **16:26**
  - who may be counted for purposes  
of a quorum, **16:28**
    - person must be qualified,  
**16:28**
    - restricted proxies, **16:29**
    - shareholder attending to  
protest meeting, **16:31**
    - shareholder withdrawing from  
meeting, **16:30**
  - withdrawal to defeat a quorum,  
**16:33**

**RECORDS**

- Register, individuals with signifi-  
cant control, **Appendix LL**,  
**Appendix LL.1**

**REQUISITIONS FOR MEETINGS  
OF SHAREHOLDERS**

- Introduction, **14:1**
- Other court-ordered shareholders'  
meetings, **14:25**
- Requisition by shareholders for  
shareholders' meetings, **14:2 et  
seq.**
  - business of a requisitioned meet-  
ing, **14:12**

**REQUISITIONS FOR MEETINGS  
OF SHAREHOLDERS**

**—Cont'd**

- Requisition by shareholders for shareholders' meetings, **14:2 et seq.**—Cont'd
  - calling a requisitioned meeting, **14:7**
    - by a requisitioner, **14:10**
      - general, **14:7**
      - directors' duty to call a meeting, **14:8**
      - grounds for refusal to call a meeting, **14:9**
    - expenses of the requisition, **14:14**
    - making the requisition, **14:2**
      - contents of the requisition, **14:4**
        - delivery of the requisition, **14:6**
        - form of the requisition, **14:5**
        - solicitation of requisition support, **14:3**
        - who may make a requisition, **14:2**
      - powers of the directors in the interim, **14:13**
  - Requisition by the court, **14:17 et seq.**, **23:26, Appendix IF:5**
    - grounds for court-ordered meetings, **14:18 et seq.**
      - "for any other reason the court thinks fit," **14:19**
      - impracticability, **14:20**
        - meaning of
          - "impracticable," **14:20**
        - principles, **14:21**
        - shareholder disputes, **14:23**
        - technical difficulties, **14:22**
      - powers of the court, **14:17**
      - status of the meeting, **14:24**
      - who may make an application, **14:16**
    - Statutory provisions for shareholders calling meetings, other, **14:15**

**RESIDENT CANADIAN**

Generally, **11:17**

**SECRETARY'S ROLE**

- Appointment as officer, **3:2 et seq.**
  - generally, **3:2 et seq.**
  - lawyer as general counsel and secretary, **3:5**
  - lawyer as secretary, **3:4**
  - removal of secretary, **3:6**
  - who should be appointed, **3:3**
- Authority of secretary to bind corporation, **3:9 et seq.**
  - ability to bind by contract, **3:10**
  - certification of documents, **3:13**
  - limits on authority, **3:14**
  - representations of secretary, **3:11**
  - secretary as chief administrative officer, **3:12**
- Duties
  - generally, **3:8**
  - new secretary, **3:16**
  - under by-laws, **3:7**
- Introduction, **3:1**
- Knowledge of secretary, **3:15**
- New secretary, duties of, **3:16**
- Standard of care, **3:17**

**SHAREHOLDER PROPOSALS**

- Disposition of a proposal, **17:12 et seq.**
  - corporation's duty to include a proposal, **17:12 et seq.**
    - Canada, **17:12**
    - United States, **17:12.50**
  - grounds for refusal to include a proposal, **17:15 et seq.**
    - general, **17:15**
    - adequate notice, **17:16**
    - failure to hold shares (CBCA), **17:22**
    - failure to present, **17:20**
    - personal claim or grievance, **17:17, Appendix IF:10**
    - publicity, **17:19**
    - repetition, **17:21**

**SHAREHOLDER PROPOSALS****—Cont'd**

- Disposition of a proposal, **17:12 et seq.**—Cont'd
  - grounds for refusal to include a proposal, **17:15 et seq.**—Cont'd
    - United States, **17:23**
    - unrelated to the business or affairs of the corporation, **17:18**
  - management response, **17:14**
  - relief, **17:24**
- Historical antecedents, **17:2**
- Introduction, **17:1**
- Law generally, **Appendix IF:14**
- Making a proposal, **17:3 et seq.**
  - delivery of the proposal, **17:11**
  - form of the proposal, **17:10**
    - Canada, **17:11**
    - United States, **17:11.50**
  - subject matter of the proposal, **17:4 et seq.**
    - general, **17:4**
    - articles, **17:6**
    - by-laws, **17:7**
    - nominations, **17:5**
    - other, **17:9**
    - voluntary liquidation and dissolution, **17:8**
  - who may make a proposal, **17:3, Appendix IF:14**
    - Canada, **17:3**
    - United States, **17:3.50**
- Status and effect of proposals, **17:25 et seq.**
  - effectiveness of shareholder proposal procedure, **17:30 et seq.**
    - general, **17:30**
    - Canada, **17:31**
    - proxy advisory firms, **17:33**
    - United States, **17:32**
  - proposal's power to effect corporate actions, **17:25 et seq.**
    - general, **17:25**

**SHAREHOLDER PROPOSALS****—Cont'd**

- Status and effect of proposals, **17:25 et seq.**—Cont'd
  - proposal's power to effect corporate actions, **17:25 et seq.**—Cont'd
    - articles, amendment of, **17:28**
    - by-laws, **17:27**
    - nominations, **17:26**
    - other, **17:29**

**SHAREHOLDERS' RIGHTS AND POWERS**

- Dissent, right of, **8:13**
- Fundamental changes, **8:12**
- Inspection rights, **4:32**
- Introduction, **8:1 et seq.**
  - proprietary rights, **8:3**
  - remedial and ancillary rights, **8:4**
  - rights as to control and management, **8:2**
- Investigate the affairs of the corporation, right to, **8:16**
- Meetings, **8:15**
- Powers, **8:5**
- Pre-emptive rights, **8:17**
- Ratification of corporate acts, **8:6 et seq.**
  - general, **8:6**
    - at annual meeting, **8:7**
  - confirmation by acquiescence, **8:11**
  - confirmation of breach of duty by directors, **8:10**
  - confirmation of contracts with directors, officers and other interested parties, **8:9**
  - position of regulators, **8:8**
- Remedies, **8:18, Appendix IF:7**
- Unanimous shareholder agreement, **8:14**

**SPECIAL MEETINGS**

- Generally, **12:11**

**SPECIAL MEETINGS—Cont'd**

- Calling, **12:12**
  - special business, **12:13, 13:14**
  - special resolutions, **12:14, 13:15**
- Class or series voting rights, **21:37**
- Fundamental changes, **13:16**
- Interested contracts or transactions, **6:21, 13:17**
- Special provisions in the articles or in a unanimous shareholder agreement, **21:45**
- Special resolutions, **21:44**

**SUMMARY OF PROCEDURE**

- Alberta Business Corporations Act
  - meetings of directors, **Appendix PSV**
  - meetings of shareholders, **Appendix PSVI**
  - shareholder's right to dissent, **Appendix PSXXI**
- British Columbia Business Corporations Act
  - audits, **Appendix PSXVIII**
  - company alterations, **Appendix PSXXII**
  - court proceedings, **Appendix PSXXIII**
  - dissent proceedings, **Appendix PSXIX**
  - financial records, **Appendix PSXVII**
  - investigations, **Appendix PSXX**
  - meetings of directors, **Appendix PSVIII**
  - meetings of shareholders, **Appendix PSVII**
- Canada Business Corporations Act
  - major corporate events
    - financial disclosure, **Appendix PSXII**
  - fundamental changes, **Appendix PSXIII**
  - investigation, **Appendix PSXIV**

**SUMMARY OF PROCEDURE**

**—Cont'd**

- Canada Business Corporations Act
  - Cont'd
    - meeting of shareholders, **Appendix PSIII**
    - meetings of directors, **Appendix PSI**
- Canada Not-for-profit Corporations Act
  - meetings of directors, **Appendix PSX**
  - meetings of members, **Appendix PSIX**
- Ontario Business Corporations Act
  - major corporate events
    - auditors and financial statements, **Appendix PSXI**
    - fundamental Changes, rights of dissenting shareholders, **Appendix PSXV**
    - investigation, **Appendix PSXVI**
  - meetings of directors, **Appendix PSII**
  - meetings of shareholders, **Appendix PSIV**

**SYSTEM FOR ELECTRONIC DOCUMENT ANALYSIS AND RETRIEVAL (SEDAR)**

- National Instrument 13-101, **Appendix E**

**TORONTO STOCK EXCHANGE**

- COVID-19
  - Measures, **23:48**
- TSX Company Manual, Part IV, **Appendix Q**
- TSX Venture Exchange Corporate Finance Manual Policies, **Appendix U**

**UNANIMOUS SHAREHOLDER AGREEMENT**

- Generally, **6:1, 6:2 et seq., 6:6 et seq., 8:14, 21:45**

**VIRTUAL SHAREHOLDER MEETINGS**

Adequate communication, **23:24**  
 Attendance, **Appendix IF:13**  
 Benefits of virtual-only meetings, **23:31**  
 Best practices, **23:46**  
 Broadridge VSM, service provider, **23:47**  
 California Public Employees' Retirement System (CalPERS), **23:39**  
 California Public Employees' Retirement System (CalPERS), critical view of, **23:39**  
 California State Teachers' Retirement System (CalSTRS), **23:38**  
 California State Teachers' Retirement System (CalSTRS), critical view of, **23:38**  
 Canadian corporate orders and guidance, **23:48**  
 Chairperson's authority, **23:29**  
 Changing from in-person to virtual-only meeting, **23:44**  
 Council of Institutional Investors (CII), **23:37**  
   generally, **23:33**  
   New York City Pension Funds, **23:40**  
   Ontario Municipal Employees' Retirement System (OMERS), **23:42**  
   Ontario Teachers' Pension Plan, **23:41**  
   proxy advisory firms, **23:35**  
   SHARE, **23:36**  
   shareholder proposals, **23:34**  
 Council of Institutional Investors (CII), critical view of, **23:37**  
 Court-ordered meetings, **23:26**  
 CSA guidance and temporary blanket relief, **23:48**  
 Hybrid meeting, **23:30**

**VIRTUAL SHAREHOLDER MEETINGS—Cont'd**

Incidence of virtual meetings  
   Canada, **23:2**  
   United States, **23:3**  
 In-person meeting with webcast/teleconference, **23:30**  
 Introduction, **23:1**  
 Issuers, considerations for, **23:30**  
 Legal considerations, U.S., **23:21**  
   Delaware, **23:22, Appendix 23P**  
   generally, **23:21**  
   other states, **23:23**  
 Legal framework, **23:4**  
 Legislation  
   generally, **23:5**  
   Alberta, **23:6, Appendix 23B**  
   British Columbia, **23:7, Appendix 23C**  
   Canada (federal), **23:8, Appendix 23D**  
   Federal financial institutions, **23:9**  
   Manitoba, **23:10, Appendix 23E**  
   New Brunswick, **23:11, Appendix 23F**  
   Newfoundland and Labrador, **23:12, Appendix 23G**  
   Northwest Territories, **23:13, Appendix 23H**  
   Nova Scotia, **23:14, Appendix 23I**  
   Nunavut, **23:15, Appendix 23J**  
   Ontario, **23:16, Appendix 23K**  
   Prince Edward Island, **23:17, Appendix 23L**  
   Quebec, **23:18, Appendix 23M**  
   Saskatchewan, **23:19, Appendix 23N**  
   Yukon, **23:20, Appendix 23O**  
 Location requirements, corporate statutes with, **23:25**  
 LUMI, service provider, **23:47**  
 New York City Pension Funds, critical view of, **23:40**

**VIRTUAL SHAREHOLDER  
MEETINGS—Cont'd**

- Notice and quorum requirements, **23:28**
- Ontario Municipal Employees' Retirement System (OMERS), critical view of, **23:42**
- Ontario Teachers' Pension Plan, critical view of, **23:41**
- Permissive by-law provisions, **23:27**
- Preparation, **23:45**
- Quorum requirements, **23:28**
- Recent developments, **23:48**
- SEC guidance, **23:48**
- Securities regulators guidance, Canada, **Appendix PP**
- Service providers, **23:47**
- Shareholder Association for Research and Education (SHARE), critical view of, **23:36**
- Shortcomings of virtual-only meetings, **23:32**
- Temporary blanket relief, **23:48**
- Toppan Merrill, service provider, **23:47**
- TSX and TSX-V relief, **23:48**
- Types of meetings, **23:30**
- United States, state executive orders, **23:48**
- Vanguard, **23:43**
  - generally, **23:30**
  - shortcomings, **23:32**
- Vanguard, critical view of, **23:43**
- Virtual-only meeting
  - benefits of, **23:31**

**VOTING RIGHTS AT  
DIRECTORS' MEETINGS**

- Abstention from voting, **11:30**
- Casting vote, **11:29**
- Conflict of interest, **11:26**
- Interests, proper disclosure, **11:26.50**

**VOTING RIGHTS AT  
DIRECTORS' MEETINGS**

- Cont'd**
- Method of voting and tabulation, **11:28**
- Normal rule: majority vote, **11:27**
- Secret ballot, **11:31**
- Where director may not vote, **6:20, 11:26**

**VOTING RIGHTS AT  
SHAREHOLDERS'  
MEETINGS**

- Abstention from Voting, **21:67**
- Attendance at meetings, **21:2 et seq.**
- Calculation of vote, **21:64**
- Class or series voting rights, **21:37 et seq.**
  - “majority of the minority,” **21:38 et seq.**
  - Applicable Securities Laws, **21:40**
    - Multilateral Instrument 61-101, **21:41, Appendix CC, Appendix DD**
    - OSC Rule 56-501, **21:42**
    - OBCA requirements, **21:39**
    - TSX requirements, **21:43**
  - statutory voting by class or series, **21:37**
- Constraints on the exercise of voting rights, **21:6 et seq.**
  - articles and by-laws, **21:6**
  - constrained share corporations, **21:10**
  - fiduciary duties, **21:8**
  - majority constraints, **21:7**
  - oppression remedy, **21:9**
  - other constraints, **21:11**
- Court intervention, **14:12, 20:57**
- Cumulative voting, **21:65**
- Eligibility, **21:2 et seq.**
- Enforcement of voting rights, **21:66 et seq.**

**VOTING RIGHTS AT  
SHAREHOLDERS'  
MEETINGS—Cont'd**

Entitlement to vote, **21:12 et seq.**  
 agreements, **21:18**  
 bankrupts, **21:27**  
 beneficial owners, **21:15**  
 brokers, **21:17**  
 corporations, **21:24**  
 escrow shares, **21:28**  
 fractional shares and scrip certificates, **21:29**  
 guardians and minors, **21:23**  
 joint holders, **21:22**  
 non-voting shareholders, **21:16**  
 partnerships, **21:26**  
 pledgee, **21:21**  
 pledgor, **21:21**  
 registered shareholders, **21:13**  
 shareholders, **21:12**  
 shareholders' list, **21:14**  
 stock lending and short selling, **21:30**  
 subsidiaries, **21:25**  
 transferees, **21:14**  
 transmission, **21:19**  
 trustees, **21:20**  
 Introduction, **21:1**  
 Principles regarding voting rights, **21:2 et seq.**  
   Foss v. Harbottle doctrine, **21:5**  
   majority rule, **21:3**  
   majority votes, election of directors by, **21:3.50**  
   property right, **21:4**  
   statutory, **21:2**  
 Restricted shares, **21:47 et seq.**  
   general, **21:47**  
   one-share, one-vote doctrine, **21:52**  
   Rule 56-501 ö Restricted Shares and NI 51-102 Continuous Disclosure Obligations, **21:51**

**VOTING RIGHTS AT  
SHAREHOLDERS'  
MEETINGS—Cont'd**

Restricted shares, **21:47 et seq.**  
 —Cont'd  
   Section 624 of TSX Company Manual, **21:48**  
   rights of holders of restricted shares, **21:49**  
   takeover protection for holders of restricted shares, **21:50**  
 Special majorities, **21:44 et seq.**  
   other, **21:46**  
   special provisions in the articles or in a unanimous shareholder agreement, **21:45**  
   special resolutions, **21:44**  
 Special voting rights, **21:31 et seq.**  
   additional shareholder approval requirements, **21:33**  
   securities laws, **21:34**  
   Toronto Stock Exchange, **21:35**  
   contingent voting rights, **21:36**  
   where shares are otherwise non-voting, **21:32**  
 Voting procedures, **21:53 et seq.**  
   alternative voting methods, **21:63**  
   general meeting, **21:53**  
   poll, **21:57**  
     closing of the polls, **21:62**  
     demanding a poll, **21:57**  
       form and effect of the demand, **21:59**  
       timing of the demand, **21:58**  
       who may demand a poll, **21:57**  
     polling procedures, **21:61**  
     rationale for voting by way of a poll, **21:60**  
   show of hands, **21:54 et seq.**  
     declaration of results, **21:56**  
     principal method of voting, **21:54**

CORPORATE MEETINGS: LAW AND PRACTICE

**VOTING RIGHTS AT  
SHAREHOLDERS'  
MEETINGS—Cont'd**

Voting procedures, **21:53 et seq.**

—Cont'd

show of hands, **21:54 et seq.**

—Cont'd

voting by proxyholders by a  
show of hands, **21:55**