

# VOTING BY PROXY

## for CEW's Annual General Meeting of Members on October 9, 2019

The Canadian Ecotoxicity Workshop (CEW) is subject to the *Canada Not-for-profit Corporations Act*, providing CEW members with voting rights.

Given that the term of membership for a member of CEW lasts from the first day of the CEW for which you register to three weeks after the following CEW, the Board of Directors recognizes that not all members will be able to participate in all Annual General Meetings. An absentee voting process has been developed to allow all members to exercise their right to vote in matters governing CEW's administration.

### YOUR VOTE IS IMPORTANT!

*If you are voting in person at the Annual General Meeting:*

- Do not complete the proxy form.

*Voting by proxy:*

- Voting by proxy means that you are giving the person named in Section A of the proxy form (the proxyholder) the authority to vote for you.
- If you are voting by proxy, the CEW Elections Committee must receive your signed proxy form by 9:30 a.m. EDT on Wednesday, October 9, 2019.
- There are two ways to vote by proxy. See below for details.

### TWO WAYS TO VOTE BY PROXY

#### **By email**

- Complete the proxy form (pages 1-2 that follow), ensuring that you sign and date the form (Section B), identify your voting instructions (Section C) and email a scan of both pages in a single transmission to the CEW Elections Committee at [Lisa.ecotoxcan@gmail.com](mailto:Lisa.ecotoxcan@gmail.com).

#### **By appointing another person to go to the Annual General Meeting and vote for you**

- This person does not have to be a member of CEW.
- Strike out the two names that are printed in Section A of the proxy form and write the name of the person you are appointing in the space provided. Sign and date the form (Section B), identify your voting instructions (Section C), and return it to the CEW Elections Committee via [Lisa.ecotoxcan@gmail.com](mailto:Lisa.ecotoxcan@gmail.com) or the CEW 2019 registration desk.
- Make sure that the person you appoint is aware that he or she has been appointed and attends the Annual General Meeting.
- At the Annual General Meeting, your proxyholder should see one of the officers identified in Section A to obtain a ballot for each proxy that they hold.

# PROXY FORM

for CEW's Annual General Meeting of Members on October 9, 2019

## **SECTION A. Complete this section to appoint a proxyholder**

By completing this proxy form, you are appointing as your proxyholder:

- Dr. Ryan Prosser
- Ms. Julie Anderson

who are Directors of the Canadian Ecotoxicity Workshop (CEW), unless you appoint someone else.

Your proxyholder will attend the Annual General Meeting and vote on your behalf.

Your proxyholder:

- has the same rights you would have if you attended the Annual General Meeting in person, including the right to appoint a substitute proxyholder.
- will vote as you specify in Section C. If you do not specify how you want to vote, the officers named as proxyholders intend to cast the votes represented by proxy at the Annual General Meeting as recommended by the Board of Directors.
- may vote as he or she sees fit on any amendments to these items and on any other items that may properly come before the Annual General Meeting or any adjournment.

You have the right to appoint someone other than these two people as your proxyholder. To do this, strike out the two names listed above and print the name of the person you are appointing in the box below. This person does not have to be a member of CEW but must attend the Annual General Meeting to vote and may be required to provide proof of identity.

*Designated proxyholder*

## **SECTION B. Please sign this proxy form**

You must sign this proxy form to ensure that it will be accepted as valid. When you sign this proxy form, you authorize the proxyholder to act and vote on your behalf at the Annual General Meeting and any adjournment, and to carry out your voting instructions.

\_\_\_\_\_  
Signature

\_\_\_\_\_, 2019  
Date  
*If a date is not provided, we will deem it to be Oct. 9, 2019*

**SECTION C. Complete this section to provide voting instructions**

X	Please mark an 'X' in the box for "For", "Against" or "Abstain", as applicable, for each of the following items. Please print in ink.
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**1. Unanimous Resolution 2019-1**

Decision *not* to appoint a public accountant for the Corporation for the period between October 9, 2019 and October 7, 2020.

*This resolution would serve to reduce administrative costs to CEW for the 2019-20 fiscal year by \$1,500. A certified professional accountant would still prepare the mandatory financial statements, but via a less costly compilation agreement compared with the otherwise required review engagement. Internal audit functions would also remain in place.*

*The Board of Directors recommends voting FOR this resolution.*

	For
	Against
	Abstain

**2. Ordinary Resolution 2019-2**

Appointment of Charlie Robertson as public accountant of the Corporation.

*This resolution will only be presented if Resolution 2019-1 is not passed unanimously by CEW members. Mr. Robertson (RGH Chartered Accountants) has served as the CEW accountant for a number of years and provides a discounted rate for accounting services since CEW is a non-profit corporation.*

*The Board of Directors recommends voting FOR this resolution.*

	For
	Against
	Abstain