

**LAWRENCE PARK TENNIS CLUB
PROXY INSTRUCTIONS
For our Annual General Meeting on December 7, 2019**

As an Adult Member or Intermediate Member of Lawrence Park Tennis Club (LPTC), you have a right to vote at the Annual General Meeting. You can vote by proxy or in person at the meeting or any adjournment.

IF YOU ARE VOTING IN PERSON AT THE MEETING:

Do not complete the proxy form. **The meeting will take place at 10:00am on December 7th, 2019 at Glenview Presbyterian Church at 1 Glenview Avenue, Toronto.** You will receive your ballots at the meeting.

IF YOU ARE VOTING BY PROXY:

If you cannot attend the meeting, you may vote by proxy. Voting by proxy means that you are giving the person named in the proxy form (the proxyholder) the authority to vote on your behalf.

This form of proxy requires the proxyholder to vote for or against, as applicable, as you have instructed on your proxy. This form of proxy confers discretionary authority on the proxyholder to vote as they wish in respect of each matter set forth on the proxy if no choice is specified, and in respect of any amendments or other matters that may properly come before the meeting. Unless otherwise specified by you, the proxyholders designated by the Club in this form of proxy will vote FOR items 1 through 6.

If you are voting by proxy, **your signed proxy form must be received by the Secretary of LPTC by 5pm on Tuesday, December 3rd.**

TWO WAYS TO VOTE BY PROXY:

1. By appointing the person designated in this form of proxy as your proxyholder who will vote on your behalf.
2. If you wish to appoint a person other than the person designated in the form of proxy:
 - Write the name of the person you are appointing in the space provided.
 - Make sure the person you appoint is aware that he or she has been appointed and attends the meeting.
 - At the meeting, he or she should indicate that he or she holds your proxy and he or she will receive your ballots.

TO REGISTER YOUR PROXY by 5pm on Tuesday, December 3rd:

1. **BY EMAIL:** Complete the proxy form, ensuring that you sign and date it, and scan it and send by email to Secretary@LawrenceParkTennisClub.ca (to be received by the Secretary prior to 5pm on Tuesday, December 3rd).
2. **BY MAIL:** Complete the proxy form, ensuring that you sign and date it, and return it to the Club by mail (to be received by the Secretary prior to 5pm on Tuesday, December 3rd): Lawrence Park Tennis Club, P.O. Box 1225, Station K, Toronto, Ontario M4P 3E4.

QUESTIONS:

If you have any questions about the completion or submission of your proxy, please feel free to contact the Secretary, Fred Yagi, at Secretary@LawrenceParkTennisClub.ca.

PROXY

I am an Adult Member or Intermediate Member of Lawrence Park Tennis Club (the "Club"). I hereby appoint David Douglas, President, or failing him, Richard Tremblay, Vice President, or failing him, Fred Yagi, OR instead of any of them,

(print the name of the person you are appointing instead of the persons named above)

as my proxyholder, with the power of substitution, to attend, vote and otherwise act for and on my behalf in respect of all matters which may come before the Annual General Meeting of the Club Members to be held on December 7th, 2019, and at any adjournment(s) of that meeting, as directed below if a choice is specified below or, if no choice is specified, as the proxyholder sees fit, and with authority to act in the proxyholder's discretion in respect of such amendments or variations and other matters as may properly come before the meeting.

- 1. Vote FOR () AGAINST () authorizing the Board to appoint Fred Watkin of Watkin & Associates as the person conducting the review engagement of the financial statements of the Club and authorize the Board to fix compensation for the review engagement.**
- 2. Vote FOR () AGAINST () the election of Directors of the Club referred to in the Notice of Meeting dated October 31st, 2019.**
- 3. Vote FOR () AGAINST () amending Lawrence Park Tennis Club Bylaw 1, Section 2.02c to remove "Inactive Member" and "Adult Social Member" definitions and add the following: "Holding" status refers to a person who has previously been a member of the Club as outlined in paragraph 2.04 and who is unable for reasons of health or travel or personal circumstance to be an active playing member of the Club in the current year. Application for holding status for the year must be made during the normal membership renewal process and is not granted mid-season. During the renewal period, prior to the registration due date, Members on holding status from prior seasons may renew without payment of the administration fee either as Adult or Intermediate members in the Club or, if they choose, as Holding status members. Holding status members may attend Club social activities but do not have court privileges and shall not be entitled to vote at meetings of Members.'**
- 4. Vote FOR () AGAINST () amending Lawrence Park Tennis Club Bylaw 1, Section 2.02c to 'The other elected Directors may serve on the Board for 3 consecutive 1- year terms after which they must resign their positions. They may run again for any office for another period of 3 consecutive 1 year terms with the majority approval of the Board. The maximum period for serving is normally 6 consecutive years in total. However, if there is no candidate for an office, a board member who has completed**

their 6 years may run for that office for another 1-year term with the approval of a majority of the board.’

5. **Vote FOR () AGAINST () amending Lawrence Park Tennis Club Bylaw 1, Section 3.01e and 3.01f as follows ‘f. The Board must include the Immediate Past President on the Board as a full Director for a minimum period of one (1) year, being the year immediately following the year in which the Immediate Past President ceases to hold the office of President. Extension for one (1) or two (2) additional years beyond the one year period is determined by resolution of the Board.’**
6. **Vote FOR () AGAINST () amending Lawrence Park Tennis Club Bylaw 1, Section 5.01b as follows: ‘The order of business at Annual meetings shall include the following:**
- **Call to order**
 - **Confirmation of Quorum**
 - **Reading and adoption of minutes of the previous Annual General Meeting**
 - **Business arising out of the minutes**
 - **Treasurer’s report of the current year Financial Statements**
 - **Business arising out of the Treasurer’s report**
 - **Appointment of the person conducting the Review Engagement for the Club and authorization of the Board to fix compensation for the next Review Engagement**
 - **Nomination and election of Directors**
 - **President’s report and summary of Director and Committee reports**
 - **Member Q&A**
 - **New Business: (if any)**
 - **Adjournment’**

This proxy revokes all proxies previously submitted by me or on my behalf.

DATED this _____ of _____, 2019.
Day Month

NAME OF MEMBER - please print

SIGNATURE OF MEMBER

Telephone Number

IMPORTANT:

You must sign this proxy form to ensure that it will be accepted as valid.
Photocopies will not be accepted.
Replacements will not be issued.

Your signature should agree with the name on this proxy.

If this form of proxy is not dated, it will be deemed to bear the date of the Notice of Meeting to which it relates.