

PROXY MAILING AND MEETING PLANNER



Company Name:

CUSIP / ISIN:

Relationship Manager:

REQUIRED ACTION:
When complete, please **FAX** or **EMAIL** (in a PDF or Word file) your milestone dates **to your Relationship Manager**.

There are many regulatory timing conditions that can make it complicated to plan your key meeting dates. Use the **Proxy Mailing and Meeting Planner** to guide you through the regulatory requirements and best-practices used to plan the required milestones for your meeting.

PLEASE NOTE: We have provided the Regulatory Reference in square brackets, should you want to review the specific rule in more detail.

ACTIVITY and APPLICABLE STATUTES	REQUIREMENTS	REGULATORY REQUIREMENTS	DUE DATE	ENTER YOUR CALENDAR DATE
MEETING DATE		<p>For most incorporated issuers – No later than fifteen months after holding the last preceding annual meeting but no later than six months after the end of the corporation’s preceding financial year.</p> <p>Please ensure you are in compliance with your specific incorporation requirements.</p>		
MEETING LOCATION				
MEETING TYPE				
Proxy Voting Cutoff Time	<p>Set your proxy cut-off time 48 hours prior to the meeting</p> <p>Having a proxy cut-off of 48 hours prior to the meeting allows time to:</p> <ul style="list-style-type: none"> > Incorporate Broadridge data feeds into the final results > Conduct final tabulation audits > Generate reports > Prepare final voting lists and databases required for the meeting registration <p>Special arrangements can be made to have a shorter timeframe for your proxy cut-off or in cases where proxy cut-off is to be waived, in the event you have undertaken Proxy Solicitation.</p>		48 hours before meeting	

<p>Mailing Date - mail proxy material to registered holders</p>	<p>Set the mailing date at least 25 days before the meeting date. Leave time to ensure your mailing to registered securityholders and bulk distribution to intermediaries will not be compromised by late materials or unforeseen circumstances.</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Avoid the hassle and expense of managing multiple suppliers; use Computershare's Printing Services. <input checked="" type="checkbox"/> Reduce your annual report costs. EnVision offers the page-turning experience of a printed annual report in an electronic environment. 	<p>At least 21 days plus 4 business days before Meeting Date <u>if sent other than 1st class mail</u> (Lettermail) in the case of proxy-related material</p> <p>At least 21 days plus 3 business days before Meeting Date <u>if sent by 1st class mail</u> (Lettermail) in the case of all other proxy related materials</p> <p>[Section 2.12 NI 54-101]</p> <p>Regulatory Filings At least by your mailing date, you should have filed your Annual Report, Annual Financial Statements, MD&A and Annual Information Form to SEDAR[®] and EDGAR[®] (if required) for submission to the Canadian Securities Commissions and the Stock Exchanges [NI 51-102 and NI 13-101 (SEDAR)]</p> <p>Use Computershare's E3 Filing for all your SEDAR and EDGAR filing needs</p>	<p>25 days before Meeting Date or 5 days after record date</p> <p>PLEASE NOTE: If you have a large securityholder base, discuss the Mailing Date timing with your Relationship Manager</p>	
<p>Arrival of Materials - deliver bulk material to intermediaries or their mailing agents and Computershare</p> <p>> Using Computershare Printing Services</p>	<p>Contact your Relationship Manager to determine the deadline for submission of final PDF or Word documents if Computershare is facilitating any of your printing.</p>		<p>Contact your Relationship Manager</p>	
<p>> Using another printing service</p>	<p>Ensure your mailing materials arrive 24 hours before the Mailing Date.</p> <p>If your mailing is over 3,000 or you have complex insertion requirements we will need the materials earlier.</p> <p>> Please speak to your Relationship Manager about your deadline.</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Avoid the hassle and expense of managing multiple suppliers; use Computershare's Printing Services 		<p>24 hours before the mailing date or sooner</p>	
<p>Proxy and Voting Information Form (VIF)* design and sign off</p> <p>*VIF is required if Computershare is facilitating your NOBO Mailing</p>	<p>If you're using Computershare's scannable proxy form and/or VIF we will require final sign of the Meeting and Resolution Set-up Form 2 business days before your mailing.</p>		<p>2 business days before your mailing</p>	

RECORD DATE	Set your record date at least 35 days before the Meeting Date <ul style="list-style-type: none"> > Setting the Record Date 35 days before the Meeting Date will allow 10 clear days between your record date and your mailing date. Ten days will provide enough time to organize the tasks that the mailing is dependant upon such as determining material quantity, printing and insertion of your required materials. 	30 to 60 days before Meeting Date	35 days before Meeting Date PLEASE NOTE: If you have a large securityholder base, discuss the Record Date timing with your Relationship Manager	
Publish Meeting Date via CDS or place advertisement in a national newspaper	Computershare will arrange publication of your Meeting Date notice in the Globe and Mail and La Presse (when applicable) via the Canadian Depository of Securities (CDS) on your behalf.	At least 7 days before Record Date [Section 5.2 NI-54-101; Section 134 CBCA; Reg. 43.3]	Monday –Globe & Mail Tuesday – La Presse	Monday or Tuesday following the filing if filed before close of business the preceding Tuesday.
Material Search date - distribute Search Cards to intermediaries	Computershare will initiate and prepare the regulatory Search to determine material quantities at least 20 days before the Record Date. <ul style="list-style-type: none"> > In most cases we initiate this 25 days before your Record Date to ensure you have your quantities as soon as possible > Computershare will receive the Participant Listing on your behalf through our online participant data feed with CDS If you require a NOBO list or if Computershare is facilitating your NOBO mailing, you will be required to complete the Undertaking Form for us to obtain the NOBO data on your behalf.	Distribute Search Cards to intermediaries at least 20 days before the Record Date [Section 2.3 NI 54-101] Request Participant Listing from CDS at least 25 days before the Record Date [Section 2.3 NI 54-101] Provide the Undertaking Form to Transfer Agent 20 days before the Record Date [[NI 54-101 F9]	20 - 25 days before Record Date	
Notice of Meeting and Record Date - advise Canadian Securities Commissions and Stock Exchanges of Record Date, Meeting Date and Meeting Type via SEDAR (all other regulatory bodies to be notified in paper format)	Computershare will prepare applicable Notices and distribute to appropriate authorities. <ul style="list-style-type: none"> > Provide details to your Relationship Manager 4 weeks prior to your Record Date to commence the process. 	At least 25 days before Record Date [Section 2.2 NI 54-101]	26 days before Record Date	
Notice of Meeting and Record Date - advise all depositories, the securities regulatory authorities and listing exchanges of Record Date (for notice of meeting and, if applicable, Record Date for voting at the meeting), Meeting Date, Meeting Type and CUSIP numbers	Computershare will prepare applicable Notices and distribute to appropriate authorities. <ul style="list-style-type: none"> > Provide details to your Relationship Manager 4 weeks prior to your Record Date to commence the process. 	At least 25 days before Record Date [Section 2.2 NI 54-101]	26 days before Record Date	

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