

PROXY MEETING PLANNING GUIDE (NI-54-101)

(Disclaimer: This form is intended as a guideline only. Further interpretation or questions should be directed to your legal counsel.)

Issuer name: _____ Class/Series: COMMON SHARES

Billing address: _____

Type of Meeting: Annual General Special Extraordinary

What are the Special Business or Special Resolution Items? (If applicable) _____

Quorum Requirement: _____

Meeting Location, Time and Time Zone: _____

Will RST mail directly to the NOBO holders? YES NO If NO, request list after mailing? YES

Will Issuer pay for distribution to the OBO holders? YES NO

Allow / permit internet voting by registered / NOBO's? YES NO

Beneficial Holder – Material Selection: ALL (Holders requesting to Receive all material) SPECIAL (Holders requesting only Special meeting material) DECLINE (Issuer override – mail to holders Declining to receive any material)

Contact: _____ Contact e-mail: _____ Telephone: _____

SEDAR Filer: RST to file –OR– Issuer to file (please provide email address): _____

DESCRIPTION OF MATERIALS BEING MAILED (PLEASE CHECK ALL THAT APPLY)

PROXY (Please send *soft copy* of final form to RST ASAP to ensure format is compliant prior to printing) FINANCIAL STATEMENT REQUEST FORM

LETTER OF TRANSMITTAL (registered shareholders only) NOTICE & ACCESS

NOTICE OF MEETING OTHER: (SPECIFY)

INFORMATION CIRCULAR OTHER: (SPECIFY)

- OR -

NOTICE OF MEETING AND INFORMATION CIRCULAR (combined) ~RST supplies for mailing~

ANNUAL REPORT RETURN ENVELOPE

- OR -

FINANCIAL STATEMENTS and MD&A Included in Information Circular POSTAGE PAID PROXY RETURN ENVELOPE

FINANCIAL STATEMENTS and MD & A TO BE SENT ONLY TO SUPPLEMENTAL LIST MAINTAINED BY RST, IF APPLICABLE – must be mailed 10 days after filing

TIMETABLE – set out in NI 54-101 & NI 54-102

✓ Indicates where RST can act on your behalf

ACTIVITY	DEADLINE	DATE*1	RESPONSIBILITY
NOTICE of Record and Meeting Dates	At least 25 days before RECORD DATE		✓
Request Participant Listings from Depositories (CDS & DTC)	At least 25 days before RECORD DATE		✓
Mail Search Cards to Intermediaries	At least 20 days before RECORD DATE		✓
Publish Meeting Date	At least 7 days before RECORD DATE		(CDS & Co)
RECORD DATE	30 – 50/60 days (no fewer than 40 using Notice & Access) before the MEETING DATE*2 (5 business days leeway for delivery mailing numbers & printing)		Issuer
Deliver bulk materials to Intermediaries in Canada	At least 21 (30 using Notice & Access) plus 3 clear business days before MEETING DATE (Canadian Intermediaries require 3 clear business days to distribute materials)		Issuer
Deliver bulk materials to Intermediaries in U.S.	At least 21 (30 using Notice & Access) plus 5 clear business days before MEETING DATE (U.S. Intermediaries require 5 clear business days to distribute materials)		Issuer
File - Proxy Materials & Year-end Financials	Proxy Materials must be filed on SEDAR on the Mailing Date. Companies listed on the TSX must file their year-end financial statements within 90 days of their fiscal year end. Companies listed on the TSX-V must file their year-end financial statement within 120 days of their fiscal year end.		Issuer
MAIL DATE	At least 21 days (30 days for Notice & Access) before MEETING DATE (must be at least 8 business days after Record Date)		✓
ESTABLISH A PROXY CUT-OFF TIME	Not more than 48 hours (excluding weekends and holidays) before meeting time		Issuer
MEETING DATE	Not more than 15 months after previous Annual meeting, if IPO, not more than 18 months after going public		Issuer

*1 If the calculated date falls on a Saturday, Sunday or Holiday, the business day prior to the calculated date would apply.

*2 Determination of Record Date under:

- The Business Corporations Act (Alberta) allows for a maximum of 50 days.
 - The Business Corporations Act (BC), The Ontario Business Corporations Act (OBCA), The Quebec Business Corporations Act and The Canada Business Corporations Act allow for maximum of 60 days.