

# SECURITYHOLDER MEETING CHECKLIST

Venue: \_\_\_\_\_

Date & Time: \_\_\_\_\_

## MEETING SETUP

- Send Completed NOBO undertaking to Odyssey for NOBO Data
- Receive proxy template draft for Proxy/VIF creation
- Receive Notice-and-Access template for Notice Creation (if applicable)
- Receive Supplemental Mailing Card template for Creation (if applicable)
- Receive preliminary print quantities for estimate
- Confirm delivery date of materials to Odyssey. (Material to be delivered 2 business days prior to mailing date)
- Confirm if Electronic Delivery of Material is being used (if applicable)

## MAILING DATE

- SEDAR+ filing of Meeting Material, on or before Mailing date. Send to [sedar@odysseytrust.com](mailto:sedar@odysseytrust.com)
- Send DTC Omnibus Proxy to Odyssey (if applicable)
- Confirm Quorum Requirements to Odyssey
- Receive copy of Affidavit of Mailing from Odyssey for tabling at the meeting
- Confirm Passing Requirements for each resolution if requiring more than a majority in favour
- Confirm Disinterested vote (if applicable)
- Arrange for a Virtual Meeting Demo/Rehearsal approximately 2 business days prior to meeting
- Virtual Meeting: Receive log-in credentials for Platform to act as Moderator

## RECORD DATE

- Send Final Email Delivery Text to Odyssey (if custom message required)
- Provide Approval of Proxy/VIF
- Provide Approval of Notice-and-Access Notice (if applicable)
- Provide Approval of Supplemental Mailing Card (if applicable)
- Receive final print quantities
- Send Finalized documents (PDF/Word) to printer 2 business days in advance of first shipment date of material
- Provided URL for Electronic Delivery of Material (if applicable) to: [Clients@odysseytrust.com](mailto:Clients@odysseytrust.com), and, [URL.delivery@broadridge.com](mailto:URL.delivery@broadridge.com)

## PROXY CUT-OFF/MEETING DATE

- Provide Meeting Script to Odyssey in advance of meeting for review
- Confirm total Disinterested vote count (if applicable) to be removed from resolution(s)
- Arrange for registration desk for Scrutineer for in-person meeting (for large venue rooms), and a power outlet
- Provide any meeting related updates to Scrutineer in advance of the meeting
- Confirm total Disinterested vote count (if applicable) to be removed from resolution(s)
- Virtual Meeting Only – Join the Zoom Meeting/Conference line 30 minutes prior to meetings start time
- Meet with Scrutineer at meeting to discuss meeting flow, e.g. when reports will be ready
- SEDAR+ filing: Report of voting results