

## NOTICE

### Disruption of Mail Service

Alberta securities law contains various requirements relating to filing documents with the Alberta Securities Commission (the "Commission") and delivery of documents to securityholders. The Executive Director is issuing this notice to provide guidance for persons who must file documents with the Commission or send documents to securityholders during disruptions of mail service. The Commission Blanket Order dated November 21, 1997 (the "Blanket Order") regarding postal service interruptions provides that during an interruption of Canadian postal service, the requirements of the Securities Act (Alberta) (the "Act") requiring certain documents to be sent to securityholders will be satisfied by alternate means. Parties should review the terms of the Blanket Order.

#### Filing with the Commission

An anticipated disruption of mail service has no effect on requirements to file documents with the Commission. Many documents are now filed through SEDAR and a disruption of mail service will have no impact on these filings. Other documents that are not filed through SEDAR (such as registration applications and insider reports) must continue to be filed. During any disruption in mail service, these filings should be made by delivery or fax. Relevant ASC fax numbers are given below. Insiders are reminded that Commission blanket order #96/12/392 dated December 5, 1996 permits insider reports to be filed solely by fax (see also CSA Notice #55-301). The number for the dedicated fax line for insider reports is (403) 422 - 0777 (in Edmonton). Deliveries should be made to 19th Floor, 10025 Jasper Avenue, Edmonton, Alberta T5J 3Z5 or to 400, 300 - 5th Avenue S.W., Calgary, Alberta T2P 3C4.

Mail may be dropped off at any Government of Alberta office for forwarding to the Alberta Securities Commission through the Government's internal mail system. However, complete addressing information must be included on all mail deposited at government offices.

The requirements for delivery of documents to securityholders depends on the type of document to be delivered. A summary of the two different alternatives is set forth below:

#### 1. Sending Financial Statements to Securityholders

Issuers must make reasonable efforts to ensure that such reports are made available to securityholders upon request. In addition, the Blanket Order requires the issuer to summarize its financial results in a press release and to mail the financial statements to its securityholders upon resumption of normal mail service and to file confirmation of mailing with the Commission at that time.

#### 2. Sending Proxy Solicitation Materials, Circulars and Other Documents to Securityholders

During a disruption of mail service, issuers and other affected persons must take reasonable steps to ensure that information is disseminated, that documents are received by securityholders and that securityholders are provided with a mechanism to exercise their rights relating to these documents. This includes making reasonable efforts to ensure that such information is made available to securityholders upon request. The Blanket Order requires the issuer to fairly summarize the information in a press release and to place an advertisement summarizing the information in specified newspapers. The Blanket Order provides issuers and others with a mechanism to ensure securityholders are able to exercise their rights

under the Act. Upon resumption of normal mail service the issuer must mail the information to securityholders and file confirmation of mailing with the Commission at that time.

#### Costs of Alternate Delivery

The Commission does not consider it appropriate for securityholders to bear the costs or expenses relating to alternate delivery avenues in the event of a disruption of postal services. Issuers incorporated in Alberta are reminded that they may postpone annual meetings of shareholders by applying to the Court of Queen's Bench of Alberta pursuant to section 127 of the Business Corporations Act (Alberta).

#### Offering Documents, Confirmations of Trade, Statements of Account and other Documentation

The Blanket Order does not apply to offering documents. These documents must be delivered to securityholders. With regard to offering documents such as prospectuses, registrants are reminded that they must ensure that the necessary arrangements are made to ensure that those entitled to receive documents do in fact receive them within the period required by the Act and the Rules.

Registrants must make reasonable efforts to fulfil their obligations to their clients regarding delivery to clients of confirmation of trades, statements of account and other documentation.

Interested members of the public should be aware that certain documents may be accessed through the SEDAR Worldwide Web Internet site at: [www.sedar.com](http://www.sedar.com).

#### Applications for Exemptive Relief from Delivery Obligations

If the Blanket Order cannot reasonably be relied on, it may be necessary to apply for a discretionary order of the Commission relieving the issuer or other affected parties from a requirement to send documents to securityholders and others. An application should contain submissions and proposed mechanisms of ensuring that the documents will be received by the necessary parties and, where appropriate, to enable securityholders to exercise their rights under the Act in respect of those documents. In cases where relief is urgently needed, staff will attempt to deal with such applications in a timely fashion.

Applicants should be aware that due to the number and complexity of applications already in process, and the upcoming holiday season, that applications filed after December 5, 1997 may not be reviewed before December 31, 1997.

Issuers are reminded that documents are not normally processed unless accompanied by the applicable fees. Accordingly, issuers should make all reasonable efforts to ensure delivery of requisite filing fees.

Fax No.

Insider reports

(403) 422-0777

Circulars, Proxy Materials, Registration

(403) 297-3679

Applications for Exemption

(403) 297-6156 or  
(403) 422-0777

Dated at Calgary, Alberta on November 21, 1997.

R.D. Sczinski  
Executive Director