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COMPLIANCE SOLUTIONS INC.

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The Compliance Connection

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Our Services Include:

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CanaGlobe Compliance Solutions Inc.

CanaGlobe Compliance Solutions Inc. is a consulting firm providing corporate compliance and governance services to private and public companies.

We can help you navigate the maze of listing requirements mandated by stock exchanges and securities commissions, and take care of electronic regulatory filings.

In addition, we offer full Corporate Secretary Services and provide assistance in creating Corporate Governance policies for our clients.

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CSA Staff Notice 54-305 Meeting Vote Reconciliation

The Canadian Securities Administrators (CSA) has published CSA Staff Notice 54-305 *Meeting Vote Reconciliation Protocols (the "Protocols")*.

The Protocols are voluntary and provide guidance on:

- generating and sending vote entitlement information;
- setting up vote entitlement accounts;
- sending proxy vote information and tabulating and recording proxy votes;
- informing beneficial owners of rejected/pro-rated votes.

The notice which includes the protocols can be found [HERE](#) and you can find further discussion in the summaries listed [HERE](#).

CSA Staff Notice-Cyber Security Disclosure

The Canadian Securities Administrators ("CSA") issued Multilateral Staff Notice 51-347 – Disclosure of Cyber Security Risks and Incidents.

The notice outlines the findings of a review done by the staff of the British Columbia Securities Commission, Ontario Securities Commission and Autorité des marchés financiers of 240 members of the S&P/TSX Composite Index and provides staff guidance to issuers on incident reporting.

The full notice can be found [HERE](#) and you can find additional discussion in the summaries listed [HERE](#).



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Don't forget to visit [our blog](#) and connect with us on LinkedIn:

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AMF SEDAR Filing Fee Increase

On January 1, 2017 the *Autorité des Marchés Financiers* (the "AMF") has increased certain SEDAR filing fees, including the fees payable with the audited financial statements and the annual information form.

You can find information on the AMF fee increases [HERE](#), you can calculate the new fees on the [Canadian Securities Administrators website](#) or you can contact us for assistance in determining your fees.

Continuous Disclosure Filing Calendar

You can find the filing dates for the annual and interim financial statements for venture and non venture issuer's on the [Ontario Securities Commission website](#).

A PDF version of the calendar is also available on the same page.

ASC Gender Diversity Disclosure

The Alberta Securities Commission ("ASC") adopted amendments to National Instrument 58-101 *Disclosure of Corporate Governance Practices* (NI 58-101) and Form 58-101F1 *Corporate Governance Disclosure* which requires non-venture reporting issuers in Alberta to provide annual disclosure regarding the representation of women on the boards of directors and in executive officer positions in their proxy circular or annual information form.

The amendments align the disclosure requirements under NI 58-101 in Alberta with most other jurisdictions in Canada and are effective December 31, 2016. You can read the ASC press release [HERE](#).

REMINDER-ASC Rule 13-501

Fees

On December 1, 2016, the Alberta Securities Commission ("ASC") implemented a new fee rule for reporting issuers which includes completing and filing a participation fee form. The new fee rule also updated late fees which will apply if a reporting issuer's annual financial statements are not filed on or before their due date. Late fees will be \$100 per day to a maximum of \$5,000 per year.

You can find the notice and forms [HERE](#) and you can contact us if you have any questions about the this or other fees.

Directors Alert

Deloitte has published it's 2017 Directors Alert titled- *Courage under fire: Embracing disruption*

The report can be downloaded [HERE](#) and is great resource for corporations and their directors to not only prepare for disruption but also how to leverage it.

ASC 2016 Oil & Gas Review Report

The Alberta Securities Commission ("ASC") has published its 2016 Oil & Gas Review Report (the "Report"). The Report outlines recurring disclosure deficiencies and contains other valuable information for issuers who are required to comply with National Instrument 51-101 *Standards of Disclosure for Oil and Gas Activities*.

The Report can be viewed in its entirety [HERE](#) and you can also download the ASC information session slides on the 2016 report [HERE](#).

DISCLAIMER: The contents of this Newsletter is provided for information purposes only and does not provide advice, legal or otherwise.