



**NOTICE OF ANNUAL AND SPECIAL MEETING  
OF SHAREHOLDERS  
May 10, 2022**

**IN LIGHT OF THE UNPRECEDENTED PUBLIC HEALTH IMPACT OF THE COVID-19 PANDEMIC AND GOVERNMENT RESTRICTIONS ON GATHERINGS, THE CORPORATION IS ATTEMPTING TO MITIGATE THE RISKS TO THE HEALTH AND SAFETY OF ITS COMMUNITY, SHAREHOLDERS, EMPLOYEES AND OTHER STAKEHOLDERS BY STRONGLY ENCOURAGING SHAREHOLDERS TO EXERCISE THEIR RIGHT TO VOTE ON THE MATTERS SCHEDULED TO COME BEFORE THE MEETING BY SUBMITTING PROXIES OR VOTING INSTRUCTIONS IN ADVANCE OF THE MEETING RATHER THAN ATTENDING THE MEETING IN PERSON. WE THANK ALL PARTIES AFFECTED FOR THEIR UNDERSTANDING.**

**NOTICE IS HEREBY GIVEN THAT** the Annual and Special Meeting (the “**Meeting**”) of the shareholders of C-Com Satellite Systems Inc. (the “**Corporation**”) will be held on May 10, 2022 at 10:00 a.m. (Ottawa, Ontario time) at the head office of the Corporation at 2574 Sheffield Road, Ottawa, Ontario, K1B 3V7 for the following purposes:

1. to receive the financial statements of the Corporation for the financial year ended November 30, 2021 and the auditors' report thereon;
2. to elect directors of the Corporation;
3. to reappoint Welch LLP as auditors of the Corporation and to authorize the board of directors to fix their remuneration;
4. to consider and, if deemed advisable, pass with or without variation, an ordinary resolution to approve certain amendments to the Corporation’s stock option plan, as more particularly described in the accompanying management information circular; and
5. to transact such further and other business as may properly come before the Meeting or any adjournment or adjournments thereof.

The Corporation is sending proxy-related materials to non-registered shareholders using Notice and Access. Notice and Access is a set of rules for reducing the volume of materials that must be physically mailed to shareholders by posting the management information circular and additional materials online.

The management information circular providing further information relevant to the matters scheduled to come before the Meeting, this Notice of Meeting, a form of proxy, the audited annual financial statements of the Corporation for the year ended November 30, 2021 and the Corporation’s comparative financial statements and management discussion and analysis (“**MD&A**”) relating to such financial statements are available on SEDAR at [www.sedar.com](http://www.sedar.com) and on the Corporation’s website at <http://www.c-comsat.com/about/investor-relations/>. See the section of the management information circular entitled

“Meeting Matters” for disclosure regarding each matter or group of related matters identified in the notice. Shareholders are reminded to review these online materials when voting.

Pursuant to the requirements of the *Canada Business Corporations Act*, registered shareholders of the Corporation will receive paper copies of the information circular, this Notice, the form of proxy, the audited annual financial statements of the Corporation for the year ended November 30, 2021 and the MD&A relating to such financial statements. Non-registered shareholders may choose to receive paper copies of such materials by contacting the Corporation at the toll-free number 1-877-463-8886. In order for non-registered shareholders to receive the paper copies of such materials in advance of any deadline for the submission of voting instructions and the date of the Meeting it is recommended to contact the Corporation as soon as possible but not later than April 26, 2022.

If you are a registered shareholder a form of proxy is enclosed. A copy of the proxy is also available on SEDAR at [www.sedar.com](http://www.sedar.com) and on the Corporation’s website at [www.c-comsat.com](http://www.c-comsat.com). If you are a non-registered shareholder a voting instruction form is enclosed.

Shareholders are requested to complete, sign and return such form of proxy or voting instruction form, as applicable.

For registered shareholders, in order to be represented by proxy at the Meeting, you must complete and submit the enclosed form of proxy or other appropriate form of proxy. Completed forms of proxy must be received by Computershare Trust Company of Canada, the transfer agent of the Corporation, at Computershare Investor Services, Proxy Department, 8th Floor, 100 University Ave., Toronto, ON M5J 2Y1 not later than 10:00 a.m. (in Toronto) on May 6, 2022 or may be accepted by the Chairman of the Meeting prior to the commencement of the Meeting. The Chairman of the Meeting may waive or extend the proxy cut-off without notice. The form of proxy also provides details on how you may submit your proxy by telephone or internet.

For non-registered shareholders, use the enclosed voting instruction form to provide voting instructions. The voting instruction form contains instructions on how to complete the form, where to return it to and the deadline for returning it. It is important to read and follow the instructions on the voting instruction form in order to have your vote count.

By order of the Board of Directors,

A handwritten signature in blue ink, appearing to read "Leslie Klein".

Dr. Leslie Klein, P.Eng.  
Chief Executive Officer

Ottawa, Ontario  
March 28, 2022



**MANAGEMENT PROXY CIRCULAR  
FOR THE ANNUAL AND SPECIAL MEETING OF SHAREHOLDERS  
TO BE HELD ON MAY 10, 2022**

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**IN LIGHT OF THE UNPRECEDENTED PUBLIC HEALTH IMPACT OF THE COVID-19 PANDEMIC AND GOVERNMENT RESTRICTIONS ON GATHERINGS, THE CORPORATION IS ATTEMPTING TO MITIGATE THE RISKS TO THE HEALTH AND SAFETY OF ITS COMMUNITY, SHAREHOLDERS, EMPLOYEES AND OTHER STAKEHOLDERS BY STRONGLY ENCOURAGING SHAREHOLDERS TO EXERCISE THEIR RIGHT TO VOTE ON THE MATTERS SCHEDULED TO COME BEFORE THE MEETING BY SUBMITTING PROXIES OR VOTING INSTRUCTIONS IN ADVANCE OF THE MEETING RATHER THAN ATTENDING THE MEETING IN PERSON. WE THANK ALL PARTIES AFFECTED FOR THEIR UNDERSTANDING.**

**MANAGEMENT SOLICITATION**

This Management Proxy Circular (the "**Management Proxy Circular**") is furnished in connection with the solicitation of proxies by the management of C-COM Satellite Systems Inc. (the "**Corporation**") for use at the Annual and Special Meeting of the shareholders of the Corporation (the "**Meeting**") to be held at 10:00 a.m. May 10, 2022 at the head office of the Corporation located at 2574 Sheffield Road, Ottawa, Ontario, K1B 3V7 for the purposes set out in the Notice of Meeting. This solicitation is made by the management of the Corporation. It is expected that the solicitation will primarily be by mail. Proxies may also be solicited personally or by telephone by regular employees of and by agents engaged by the Corporation at nominal cost. The cost of solicitation will be borne by the Corporation. Except as otherwise stated, the information contained herein is given as of March 28, 2022 (the "**Record Date**").

The form of proxy forwarded to shareholders with the Notice of Meeting confers discretionary authority upon the proxy nominees with respect to amendments or variations of matters identified in the Notice of Meeting or other matters which may properly come before the Meeting.

**REGISTERED SHAREHOLDERS – VOTING BY PROXY**

The persons named in the enclosed form of proxy for the Meeting are officers of the Corporation.

**A registered holder of common shares of the Corporation (the "Common Shares") has the right to appoint some other person, who need not be a shareholder, to represent the shareholder at the Meeting by striking out the names of the persons designated in the accompanying form of proxy and by inserting such other person's name in the blank space provided or by executing another proper form of proxy.**

Completed forms of proxy must be received by Computershare Trust Company of Canada, the transfer agent of the Corporation, at Computershare Investor Services, Proxy Department, 8th Floor, 100 University Ave., Toronto, ON M5J 2Y1 not later than 10:00 a.m. (in Toronto) on May 6, 2022 or may be accepted by the Chairman of the Meeting prior to the commencement of the Meeting. The Chairman may waive or extend the proxy cut-off without notice. The form of proxy also provides details on how you may submit your proxy by telephone or internet.

The form of proxy affords the registered shareholder an opportunity to specify that the shares registered in his or her name shall be voted for, against or withheld from voting in respect of the matters to come before the Meeting, as applicable.

On any ballot that may be called for, the shares represented by proxies in favour of management nominees will be voted for, against or withheld from voting in respect of the matters to come before the Meeting in accordance with the instructions given in such proxies.

In respect of proxies in which the shareholders have not specified that the proxy nominees are required to vote for, against or withhold from voting in respect of the matters scheduled to come before the Meeting, the shares represented by the proxies in favour of management nominees will be voted for the matters described in the Notice of Meeting.

Management knows of no matters scheduled to come before the Meeting other than the matters referred to in the Notice of Meeting. However, if any other matters which are not now known to management should properly come before the Meeting, the shares represented by proxies in favour of management nominees will be voted on such matters in accordance with the best judgment of the proxy nominees.

A proxy given by a registered shareholder for use at the Meeting may be revoked at any time prior to its use. In addition to revocation in any other manner permitted by law, a proxy may be revoked by an instrument in writing or, if the shareholder is a corporation, under its corporate seal or by an officer or attorney thereof duly authorized. Any such instrument revoking a proxy must be deposited at the registered office of the Corporation at any time up to and including the last business day preceding the day of the Meeting, or an adjournment thereof or be deposited with the Chairman of the Meeting on the day of the Meeting, or any adjournment thereof. If the instrument of revocation is deposited with the Chairman on the day of the Meeting or any adjournment thereof, the instrument will not be effective with respect to any matter on which a vote has already been cast pursuant to such proxy.

#### **NON-REGISTERED HOLDERS – VOTING INSTRUCTION FORM**

Only registered holders of Common Shares or the persons they appoint as their proxies are permitted to vote at the Meeting. Many shareholders are “non-registered” shareholders (“**Non-Registered Shareholders**”) because the shares they own are not registered in their names but are instead either (i) registered in the name of an intermediary (the “**Intermediary**”) that the Non-Registered Shareholder deals with in respect of the Common Shares, such as, among others, brokerage firms, banks, trust companies, securities dealers or brokers and trustees or administrators of self-administered RRSPs, RRIFs, RESPs and similar plans, or (ii) in the name of a clearing agency (such as the Canadian Depository for Securities Limited) of which the Intermediary is a participant. In accordance with the requirements of National Instrument 54-101 of the Canadian Securities Administrators, the Corporation has distributed copies of the Notice of Meeting, this Management Proxy Circular and the enclosed form

of proxy (collectively the “**Meeting Materials**”) to Intermediaries and clearing agencies for onward distribution to Non-Registered Shareholders of Commons Shares.

Intermediaries are required to forward the Meeting Materials to Non-Registered Shareholders unless a Non-Registered Shareholder has waived the right to receive them. Intermediaries often use service companies to forward the meeting materials to Non-Registered Shareholders. If you are a Non-Registered Shareholder, your name and address will appear on the voting instruction form sent to you by an Intermediary (bank, broker or trust company). A Non-Registered Shareholder may vote or appoint a proxy by mail, phone, fax or on the Internet in accordance with the voting instruction form. Your Intermediary, as registered holder, will submit the vote or proxy appointment to the Corporation on your behalf. You must submit your voting instruction form in accordance with the instructions and within the time limits set by your Intermediary. If you or a person you designate plan to attend the meeting and vote you must appoint yourself or that person as proxy using the voting instruction form.

**The Non-Registered Shareholder should carefully follow the instructions of their Intermediary, including those regarding when and where the voting instructions form is to be delivered.**

A Non-Registered Shareholder may revoke a form of proxy or voting instructions form given to an Intermediary by contacting the Intermediary through which the Non-Registered Shareholder’s Common Shares are held and following the instructions of the Intermediary respecting the revocation of proxies. In order to ensure that an Intermediary acts upon a revocation of a proxy form or voting instruction form, the written notice should be received by the Intermediary well in advance of the Meeting.

These securityholder materials are being sent to both registered and non-registered owners of the securities. If you are a non-registered owner, and the issuer or its agent has sent these materials directly to you, your name and address and information about your holdings of securities, have been obtained in accordance with applicable securities regulatory requirements from the intermediary holding on your behalf.

## **NOTICE AND ACCESS**

The Corporation is sending proxy-related materials to Non-Registered Shareholders using Notice and Access. Notice and Access is a set of rules for reducing the volume of materials that must be physically mailed to shareholders by posting this Management Proxy Circular and additional materials online. Non-Registered Shareholders will still receive the Notice of Meeting, and may choose to receive a hard copy of this Management Proxy Circular and other materials. Details are included in the Notice of Meeting. This Management Proxy Circular, the Notice of Meeting, a form of proxy, the audited annual financial statements of the Corporation for the year ended November 30, 2021 and the Corporation’s comparative financial statements and management discussion and analysis (“**MD&A**”) relating to such financial statements are available on SEDAR at [www.sedar.com](http://www.sedar.com) and on the Corporation’s website at [www.c-comsat.com](http://www.c-comsat.com). Shareholders are reminded to review these online materials when voting. Non-Registered Shareholders may choose to receive paper copies of such materials by contacting the Corporation at the toll-free number 1-877-463-8886.

Pursuant to the requirements of the *Canada Business Corporations Act*, registered shareholders of the Corporation will receive hard copies of this Circular, the Notice of Meeting, the form of proxy, the audited annual financial statements of the Corporation for the year ended November 30, 2021 and the MD&A relating to such financial statements.

The Corporation does not intend to pay for Intermediaries to forward to objecting beneficial owners under NI 54-101 the proxy-related materials and Form 54-101F7 -- Request for Voting Instructions Made by Intermediary, and that in the case of an objecting beneficial owner, the objecting beneficial owner will not receive the materials unless the objecting beneficial owner's intermediary assumes the cost of delivery.

#### **AUTHORIZED CAPITAL, VOTING SHARES AND PRINCIPAL HOLDERS THEREOF**

The authorized capital of the Corporation consists of an unlimited number of Common Shares. The holders of Common Shares are entitled to one vote in respect of each Common Share held at all meetings of the shareholders of the Corporation. No group of shareholders has the right to elect a specified number of directors nor are there cumulative or similar voting rights attached to the Common Shares.

According to the Corporation's registrar and transfer agent, 40,741,400 Common Shares were issued and outstanding on the Record Date. Holders of outstanding Common Shares of record at the close of business on the Record Date are entitled to vote at the Meeting.

The following table sets forth the names of each person who, to the knowledge of the directors and executive officers of the Corporation, beneficially owns, or controls or directs, directly or indirectly, voting securities carrying more than 10% of the voting rights attached to any class of voting securities of the Corporation, the approximate number of voting securities beneficially owned, directly or indirectly, or over which control or direction is exercised by each such person and the percentage of the class of outstanding voting securities of the Corporation represented by the number of voting securities so owned, controlled or directed as at the Record Date.

<b>Name of Shareholder</b>	<b>Class of Share</b>	<b>Amount and Nature of Ownership</b>	<b>% of Voting Shares</b>
Dr. Leslie Klein	Common	15,449,156 <sup>(1)</sup>	37.92%

Notes to Table:

(1) Of such shares 14,951,396 are held by Triton Inc., a company controlled by Dr. Klein and 407,760 are held by Dr. Klein's spouse.

On the Record Date, all directors and senior officers of the Corporation as a group owned beneficially, or exercised control or direction over, 17,144,264 Common Shares representing 42.08% of the issued and outstanding Common Shares.

#### **MEETING MATTERS**

##### **ELECTION OF DIRECTORS**

Under the articles of incorporation of the Corporation, the number of directors of the Corporation can range from one to six. Pursuant to the by-laws of the Corporation, the board of directors of the Corporation (the "**Board of Directors**") shall consist of a fixed number of four directors until changed in accordance with the *Canada Business Corporations Act*.

At the Corporation's last annual meeting of shareholders, four individuals were elected as directors of the Corporation. The present term of office of each current director will expire immediately prior to the election of directors at the Meeting.

It is proposed that the Board of Directors continue to be comprised of four directors and that each person whose name appears hereunder be elected as a director of the Corporation to serve until the close of the next annual meeting of the shareholders or until a successor is elected or appointed.

- Dr. Leslie Klein
- Ronald Leslie
- Eli Fathi
- Arunas Slekys

It is intended that on any ballot that may be called for relating to the election of directors, the shares represented by proxies in favour of management nominees will be voted in favour of the election of such persons as directors of the Corporation, unless a shareholder has specified in his or her proxy that his or her shares are to be withheld from voting in the election of directors. In the event that any vacancies occur in the slate of such nominees, it is intended that discretionary authority shall be exercised to vote the shares represented by such proxies for the election of such other person or persons as directors nominated in accordance with the best judgment of management.

The nominees for election to the Board of Directors will be elected if approved by a majority of the votes cast by shareholders represented in person or by proxy at the Meeting and entitled to vote thereon.

***INFORMATION CONCERNING NOMINEES AS DIRECTORS***

The name, present position and office with the Corporation, present principal occupation or employment, period of service as a director and number of Common Shares of the Corporation held of each of the directors of the Corporation who are nominated for election as directors are as set out below.

<b>Name</b>	<b>Present Position and Offices with the Corporation</b>	<b>Present Principal Occupation or Employment</b>	<b>Director Since</b>	<b>Number of Common Shares of the Corporation Held<sup>(1)</sup></b>
Dr. Leslie Klein Ottawa, Ontario Canada	Chief Executive Officer and Director	Chief Executive Officer of the Corporation	December 1997	15,449,156 <sup>(3)</sup>
Ronald Leslie Ottawa, Ontario Canada	Director Member of Compensation Committee and Audit Committee	Partner, Leslie & MacLeod, Chartered Professional Accountants	June 2001	527,807
Eli Fathi Ottawa, Ontario Canada	Director Member of Compensation Committee and Audit Committee	Chairman, MindBridge Analytics Inc.	October 2006	358,100
Arunas Slekys Redondo Beach, California USA	Director Member of Compensation Committee and Audit Committee	Vice President, Hughes Network Systems LLC <sup>(2)</sup>	April 2015	60,000

Notes to Table:

- (1) Number of Common Shares of the Corporation known to the Corporation to be beneficially owned, directly or indirectly, or over which control or direction was exercised on the Record Date.
- (2) Mr. Sleky's has held this position since 1991.
- (3) Of such shares 14,951,396 are held by Triton Inc., a company controlled by Dr. Klein and 407,760 are held by Dr. Klein's spouse.

## **APPOINTMENT OF AUDITORS**

At the Meeting, shareholders of the Corporation will be called upon to reappoint Welch LLP to serve as auditors until the close of the next annual meeting of the shareholders and to authorize the Board of Directors to fix the remuneration of the auditors appointed. Welch LLP was first appointed by shareholders at the annual general and special meeting of shareholders held on May 1, 2020.

Management proposes that Welch LLP be reappointed as auditor of the Corporation to hold office until the next annual meeting of shareholders.

It is intended that on any ballot that may be called relating to the appointment of auditors and the fixing of their remuneration by the directors, that the shares represented by proxies in favour of management nominees will be voted in favour of the reappointment of Welch LLP and the fixing of their remuneration by the Board of Directors, unless a shareholder has specified in his or her proxy that his or her shares are to be withheld from voting.

The reappointment of Welch LLP as auditor of the Corporation will be authorized if it is approved by a majority of the votes cast by shareholders represented in person or by proxy at the Meeting and entitled to vote thereon.

## **APPROVAL OF AMENDED AND RESTATED STOCK OPTION PLAN**

The Corporation's amended and restated stock option plan (the "**Option Plan**") was originally approved by the shareholders of the Corporation as of June 30, 2002 and has been amended with shareholder approval as of April 23, 2002, May 11, 2007, May 9, 2008, May 2, 2012, April 27, 2016, May 1, 2019 and May 1, 2020. The purpose of the Option Plan is to develop the interest of and provide an incentive to eligible employees, officers, directors and consultants of the Corporation in the Corporation's growth and development by granting to eligible employees, officers, directors and consultants, from time to time, options to purchase Common Shares, thereby advancing the interest of the Corporation and its shareholders. All employees, directors and consultants of the Corporation are eligible to participate in the Option Plan.

At the annual meeting of the shareholders on May 1, 2020, the shareholders of the Corporation approved a pool of 7,618,320 Common Shares to be reserved for issuance pursuant to options granted pursuant to the Option Plan. As of March 28, 2022, there are 4,680,650 options to purchase Common Shares outstanding pursuant to the Option Plan. Due to the number of options that have been issued and previously exercised (which do not become available for reissuance), the Corporation currently has only 287,870 options available in its option pool, leaving it with limited ability to grant options pursuant to the Option Plan going forward.

In order to continue to attract and retain qualified individuals to act as employees, officers, directors and consultants, it is believed that the Corporation will have a need to issue additional options in the future. The TSX Venture Exchange permits Tier 1 issuers such as the Corporation to reserve a fixed number of

Common Shares equal to up to 20% of the Corporation's issued shares. As such, the Corporation is requesting that the shareholders approve an option pool with a fixed number of Common Shares equal to 20% of the outstanding shares as of the date of the Meeting.

At the Meeting, the following resolution will be submitted to shareholders for approval (the "**Option Plan Reserve Resolution**"):

**"BE IT RESOLVED THAT**

1. an amendment to set the aggregate number of Common Shares that are reserved for issuance pursuant to the exercise of options under the plan at a fixed number of Common Shares equal to 20% of the issued and outstanding Common Shares as of the date of the Annual and Special Meeting of Shareholders of the Corporation held on May 10, 2022, together with any required consequential amendments requested by the TSX Venture Exchange in relation thereto, be approved; and
2. any one director or officer of the Corporation be and is hereby authorized and directed to perform all such acts, deeds and things and execute all such documents and other instruments as may be required to give effect to the true intent of this resolution."

In order to be approved, the Option Plan Reserve Resolution must be passed by a majority of the votes cast by shareholders present in person or represented by proxy at the Meeting.

Proxies received in favour of management will be voted in favour of the Option Plan Reserve Resolution, unless a shareholder has specified in his or her proxy that his or her shares be voted against the Option Plan Reserve Resolution.

The amendments to the option plan pool contemplated by the Option Plan Reserve Resolution remain subject to approval by the TSX Venture Exchange.

**STATEMENT OF EXECUTIVE COMPENSATION**

**COMPENSATION DISCUSSION AND ANALYSIS**

***Introduction***

This compensation discussion and analysis describes and explains the Corporation's policies and practices with respect to the compensation of its named executive officers, being each of its Chief Executive Officer, Chief Technology Officer, and Chief Financial Officer (together, the "**Named Executive Officers**"). No executive officer of the Corporation earned total compensation in excess of \$150,000 during the year ended November 30, 2021 except for the Chief Executive Officer and Chief Technology Officer.

***Objectives of the Compensation Strategy***

The Corporation's executive compensation philosophy is to provide competitive compensation to attract and retain talented staff capable of achieving the Corporation's strategic and performance objectives. Accordingly, an appropriate portion of total compensation is variable and linked to individual and corporate performance. Consistent with this philosophy, the primary objectives of the Corporation's compensation program for its Named Executive Officers are:

- to motivate the executive management team to meet and exceed operating targets and long-term strategic goals; and
- to align the interests of management and the Corporation’s shareholders by emphasizing performance-based compensation that recognizes individual and corporate performance, and which helps increase long-term shareholder value.

The compensation program seeks to align management interests with shareholder interests through long-term incentives linking compensation to performance. The long-term incentive is in the form of stock option grants, which create a direct correlation between variations in the Corporation’s stock price and the compensation of the Named Executive Officer.

### *Compensation Committee*

The Compensation Committee is tasked with (i) reviewing and studying compensation and compensation policies for the Corporation and reporting on such matters to the Board of Directors; and (ii) reviewing the goals and objectives of the Chief Executive Officer at the beginning of each year and providing an appraisal of the Chief Executive Officer’s performance for the most recently completed year. The compensation for all remaining executives (except for that contractually provided for) is determined by the Chief Executive Officer in consultation with the Board of Directors.

### *Elements of Executive Compensation*

Compensation of the Corporation’s Named Executive Officers for the fiscal year ended November 30, 2021 included one or more of the following components:

- Base salary.
- Performance bonus.
- A bonus in lieu of options approved in 2020.
- Long-term incentives in the form of stock options granted pursuant to the Corporation’s amended and restated stock option plan (the “**Option Plan**”).

The Corporation believes that these elements of compensation, when combined, provide an appropriate mix of conventional and incentive-based compensation. The base salary, on the one hand, provides for a stable income while the incentive compensation under the Option Plan recognizes longer-term contributions and aligns management and shareholder interests.

In establishing base salaries and granting stock options, the Board of Directors considers the executive’s performance, level of expertise, responsibilities and length of service to the Corporation. To date, a benchmarking exercise has not yet been undertaken in respect of compensation of Named Executive Officer’s.

The Chief Executive Officer was also entitled to variable compensation based on the achievement of objectives set by the Compensation Committee of the Board of Directors. During the fiscal year ended November 30, 2021, \$15,000 was payable if the Corporation achieved growth of at least 8% in year over year sales growth; an additional \$2,500 bonus for each additional 1% in year over year sales growth between 8% and 18% and an additional \$3,000 bonus for each additional 1% in year over year sales

growth above 18%. During the fiscal year ended November 30, 2021 the Corporation achieved a 41.8% in sales growth. Accordingly, a CEO bonus of \$87,400 was accrued as an expense in the Corporation's 2021 financial statements.

On May 21, 2020, the Board approved the payment of an employment bonus (the "**CEO Bonus**") in the amount of \$376,667 to the Corporation's Chief Executive Officer with 1/3 of the CEO Bonus being payable in each of 2020, 2021, and 2022. In addition, the payment of an employment bonus (the "**CTO Bonus**") in the amount of \$53,942 to the Corporation's Chief Technology Officer was then approved, with such CTO Bonus being paid in 2020. The CEO Bonus amount that was payable in 2021 was paid, and the 2022 CEO Bonus installment is included in the Corporation's liabilities and will be paid in early 2022.

### ***Compensation Risk***

The Board of Directors considers and assesses, as necessary, the implications of risks associated with the Corporation's compensation policies and practices and devotes such time and resources as it believes are appropriate given the Corporation's size and straightforward method of executive compensation. The Corporation's practice during the fiscal year ended November 30, 2021 of compensating its officers through a mix of base salary and long term incentives was designed to mitigate risk by: (i) ensuring that the Corporation retains such officers; and (ii) aligning the interests of its officers with the short-term and long-term objectives of the Corporation and its shareholders. During the fiscal year ended November 30, 2021, the Board did not identify any risks arising from the Corporation's compensation policies and practices that the board believed were reasonably likely to have a material adverse effect on the Corporation.

### ***Financial Instruments***

Except where prohibited by law, the Corporation's executive officers and directors have not been prohibited from purchasing financial instruments, such as prepaid variable forward contracts, equity swaps, collars or units of exchange funds, that are designed to hedge or offset a decrease in market value of equity securities granted as compensation or held, directly or indirectly, by an executive officer or director. To the Corporation's knowledge, no executive officer or director of the Corporation has entered into or purchased such a financial instrument.

### ***Option Based Awards***

In establishing levels of stock option grants to be issued to the Named Executive Officers, the Board of Directors and the Compensation Committee (as defined under the heading "Composition of Compensation Committee" below) of the Board of Directors considers the executive's performance, level of expertise, responsibilities and length of services to the Corporation. Stock options already held by Named Executive Officers are considered in granting new options. Further information regarding the Corporation's Option Plan is set out below under the heading "Equity Compensation Plan Information".

### **Summary Compensation Table**

(all dollar amounts rounded to nearest dollar)

The following table sets forth all compensation earned in respect of the individuals who were, at any time

during the year ended November 30, 2021, Named Executive Officers of the Corporation.

Name and Principal Position	Year	Salary (\$) <sup>(1)</sup>	Share-based awards (\$)	Option-based awards (\$) <sup>(2)</sup>	Non-Equity Incentive Plan Compensation (\$)		Pension Value (\$)	All Other Compensation (\$)	Total Compensation (\$)
					Annual Incentive Plans (\$) <sup>(3)</sup>	Long-Term Incentive Plans			
Dr. Leslie Klein <sup>(4)</sup> Chief Executive Officer	2021	443,718	NIL	578,000	87,400	NIL	NIL	152,702	1,261,820
	2020	400,460	NIL	170,000	NIL	NIL	NIL	152,164	722,624
	2019	380,000	NIL	NIL	NIL	NIL	NIL	68,996	448,996
Bilal Awada Chief Technology Officer	2021	205,286	NIL	96,000	NIL	NIL	NIL	3,146	304,432
	2020	208,212	NIL	122,000	NIL	NIL	NIL	56,551	386,763
	2019	196,750	NIL	NIL	NIL	NIL	NIL	1,531	198,281
Art Slaughter <sup>(5)</sup> Chief Financial Officer	2021	60,750	NIL	NIL	NIL	NIL	NIL	NIL	60,750
	2020	41,654	NIL	NIL	NIL	NIL	NIL	NIL	41,654

- (1) Salaries received in 2020 and 2021 were decreased as a result of unpaid “furlough” days taken when the Corporation adopted a shorter work week as a result of the COVID-19 pandemic. Also, the salary amounts include vacation pay where applicable.
- (2) Award value is based on the grant date fair value calculated using the Black Scholes model. The Corporation chose the Black Scholes model because it is a commonly used and accepted method of calculating grant date fair value. The weighted average of the fiscal 2021 assumptions underlying the model included: expected dividend yield rate of 1.69%, expected volatility of 28.93%, risk-free interest rate of 1.11% and expected option life of 5 years.
- (3) See discussion above under Elements of Executive Compensation for a description of the Chief Executive Officer’s bonus compensation plan. Note that the CEO’s 2021 amount was not paid until 2022. The “CEO Bonus” and the “CTO Bonus” approved in 2020 (refer to description on previous page) have been included in the “All Other Compensation” column in the table above.
- (4) Mr. Leslie Klein has served as the Company’s Chief Executive Officer since December 1997. \$24,000 of the payment referred to under Other Compensation above is attributable to his service on the Board of Directors.
- (5) Mr. Slaughter is not an employee of the Corporation and, as such, did not receive a salary or compensation in that capacity. Mr. Slaughter is President of Art Slaughter CPA Professional Corporation and is compensated for work performed for the Corporation. Mr. Slaughter is paid at the rate of \$1,000 per day.

## Incentive Plan Awards

### Outstanding Share Based Awards and Option Based Awards

The following table sets out all of the options that had been granted and were outstanding to any of the Named Executive Officers as of November 30, 2021.

Name	Options Based awards				Share Based awards		
	Number of securities underlying unexercised options (#)	Option Exercise price (\$)	Option expiration date	Value of unexercised in-the-money options (\$) <sup>(1)</sup>	Number of shares or units of shares that have not vested (#)	Market or payout value of share-based awards that have not vested (\$)	Market or payout value of vested share-based awards not paid out or distributed (\$)
Dr. Leslie Klein	400,000	0.93	Oct. 14, 2022	624,000	Nil	Nil	Nil

Name	Options Based awards				Share Based awards		
	Number of securities underlying unexercised options (#)	Option Exercise price (\$)	Option expiration date	Value of unexercised in-the-money options (\$) <sup>(1)</sup>	Number of shares or units of shares that have not vested (#)	Market or payout value of share-based awards that have not vested (\$)	Market or payout value of vested share-based awards not paid out or distributed (\$)
	350,000	1.06	Oct. 23, 2023	500,500			
	50,000	1.16	Oct. 17, 2024	66,500			
	500,000	1.95	May 22, 2026	270,000			
	500,000	3.65	Apr. 22, 2027	Nil			
	300,000	2.51	Nov. 7, 2027	Nil			
Bilal Awada	150,000	1.08	Jul. 20, 2023	211,500	Nil	Nil	Nil
	150,000	1.11	May 29, 2024	207,000			
	125,000	1.95	May 22, 2026	67,500			
	150,000	2.80	Jul. 25, 2026	Nil			
Art Slaughter	Nil	Nil	Nil	Nil	Nil	Nil	Nil

(1) Calculated based on the difference between the \$2.49 per share market value of the shares underlying the options at the end of the financial year ended November 30, 2021 and the exercise price of such option.

### *Incentive Plan Awards – value vested or earned during the year*

The following table sets out the value of incentives earned by the Named Executive Officers or vested in their favour during the year ended November 30, 2021.

Name	Option-based awards – value vested during the year <sup>(1)</sup> (\$)	Share-based awards – value vested during the year (\$)	Non-equity incentive plan compensation – value earned during the year (\$)
Dr. Leslie Klein	Nil	Nil	Nil
Bilal Awada	Nil	Nil	Nil
Art Slaughter	Nil	Nil	Nil

(1) The aggregate dollar value that would have been realized if the options had been exercised on the vesting date. Calculated based on the difference between the market value of the shares underlying the options on the vesting date and the exercise price of such option.

## TERMINATION AND CHANGE OF CONTROL BENEFITS

The employment of Dr. Leslie Klein, Chief Executive Officer of the Corporation, is subject to a written employment agreement dated as of June 4, 2012. Under such agreement Dr. Klein was entitled to a base salary of \$380,000 per annum during the fiscal year ended November 30, 2021 plus bonus remuneration which is based on the Corporation's achievement of certain revenue and profit targets established annually (see description above). The Board approved an increased base salary of \$420,000 for Dr. Klein effective for the Corporation's fiscal year ending November 30, 2022. Dr. Klein also participates in the Option Plan. If Dr. Klein's employment is terminated by the Corporation without cause, Dr. Klein is entitled to eighteen months pay in lieu of notice based on (a) the base salary Dr. Klein would have earned during such notice period; and, (b) an average of any variable pay and/or bonuses that Dr. Klein earned during his last three years of employment, which may be paid, at the option of the Corporation, in a lump sum or by salary continuance. The Corporation estimates that it would have had to pay Dr. Klein \$658,000 if Dr. Klein's employment had been terminated on November 30, 2021.

Mr. Bilal Awada, Chief Technology Officer of the Corporation, is an employee with a base salary of \$200,500. Mr. Awada does not have a contractual termination clause with the Corporation.

Mr. Art Slaughter, Chief Financial Officer of the Corporation, is not an employee of the Corporation. Mr. Slaughter is President of Art Slaughter CPA Professional Corporation and is compensated for work performed for the Corporation. Mr. Slaughter is paid at the rate of \$1,000 per day. Mr. Slaughter does not have a contractual termination clause with the Corporation.

## DIRECTOR COMPENSATION

The following table provides information regarding compensation paid to the Corporation's non-executive directors during the financial year ended November 30, 2021.

Name	Fees earned (\$)	Share-based awards (\$)	Option-based awards <sup>(1)</sup> (\$)	Non-equity incentive plan compensation (\$)	Pension Value (\$)	All other compensation (\$)	Total (\$)
Ronald Leslie	24,000	Nil	Nil	Nil	Nil	Nil	24,000
Eli Fathi	24,000	Nil	Nil	Nil	Nil	Nil	24,000
Arunas Slekyas	24,000	Nil	Nil	Nil	Nil	Nil	24,000

- (1) Award value is based on the grant date fair value calculated using the Black Scholes model. The Corporation chose the Black Scholes model because it is a commonly used and accepted method of calculating grant date fair value. The weighted average of the fiscal 2021 assumptions underlying the model included: expected dividend yield rate of 1.69%, expected volatility of 28.93%, risk-free interest rate of 1.11% and expected option life of 5 years.

During the fiscal year ended November 30, 2021, each outside director received an annual compensation of \$24,000 plus Nil options issued pursuant to the Option Plan. All directors are eligible for reimbursement of expenses to attend meetings of directors.

### ***Outstanding Option Based Awards and Share Based Awards***

The following table sets out all of the options in favour of the Corporation's non-executive directors as of November 30, 2021.

Name	Options Based awards				Share Based awards		
	Number of securities underlying unexercised options (#)	Option Exercise price (\$)	Option expiration date	Value of unexercised in the money options <sup>(1)</sup> (\$)	Number of shares or units of shares that have not vested (#)	Market or payout value of share-based awards that have not vested (\$)	Market or payout value of vested share-based awards not paid out or distributed (\$)
Ronald Leslie	100,000	0.93	Oct. 14, 2022	156,000	Nil	Nil	Nil
	50,000	1.06	Oct. 23, 2023	71,500			
	50,000	1.16	Oct. 17, 2024	66,500			
Eli Fathi	100,000	0.93	Oct. 14, 2022	156,000	Nil	Nil	Nil
	50,000	1.06	Oct. 23, 2023	71,500			
	50,000	1.16	Oct. 17, 2024	66,500			
Arunas Slekyas	100,000	0.93	Oct. 14, 2022	156,000	Nil	Nil	Nil
	50,000	1.06	Oct. 23, 2023	71,500			
	50,000	1.16	Oct. 17, 2024	66,500			

(1) Calculated based on the difference between the \$2.49 per share market value of the shares underlying the options at the end of the financial year ended November 30, 2021 and the exercise price of such option.

### ***Incentive Plan Awards – value vested or earned during the year***

The following table sets out the value of incentives earned by the non-executive directors or vested in their favour during the year ended November 30, 2021.

Name	Option based awards – value vested during the year (\$)	Share based awards – value vested during the year (\$)	Non-equity incentive plan compensation – value earned during the year (\$)
Ronald Leslie	Nil	Nil	Nil
Eli Fathi	Nil	Nil	Nil
Arunas Slekyas	Nil	Nil	Nil

(1) The aggregate dollar value that would have been realized if the options had been exercised on the vesting date. Calculated based on the difference between the market value of the shares underlying the options on the vesting date and the exercise price of such option.

## GENERAL MATTERS

### SECURITIES AUTHORIZED FOR ISSUANCE UNDER EQUITY COMPENSATION PLANS

The Corporation's Option Plan was approved by the shareholders of the Corporation as of June 30, 2002 and amended with shareholder approval as of April 23, 2002, May 11, 2007, May 9, 2008, May 2, 2012, April 27, 2016, May 1, 2019 and May 1, 2020. The purpose of the Option Plan is to develop the interest of and provide an incentive to eligible employees, officers, directors and consultants of the Corporation in the Corporation's growth and development by granting to eligible employees, officers, directors and consultants, from time to time, options to purchase Common Shares, thereby advancing the interest of the Corporation and its shareholders. All employees, directors and consultants of the Corporation are eligible to participate in the Option Plan. The extent to which any employee, director or consultant shall be entitled to be granted options pursuant to the Option Plan shall be determined in the discretion of the Board of Directors. Unless otherwise specified by the Board of Directors at the time of granting an option, and except as otherwise provided in the Option Plan, each option granted to an employee, director or consultant shall vest and be exercisable at a rate of 2.77% per month after the date of grant, such that the option will become fully exercisable on the third anniversary of the date of grant, and shall remain exercisable to and including the sixth anniversary of the date of grant.

Unless otherwise determined by the Board of Directors, if an employee's employment or services terminate for any reason, any option granted under the Option Plan held by such employee, which has vested prior to the effective date of termination of employment may, subject to the provisions of a Termination by Reason of Death, Disability or Retirement (as defined below), be exercised within ten business days of such employment or services being terminated. If an employee's employment or services terminate by reason of death, disability or retirement ("**Termination by Reason of Death, Disability or Retirement**"), any option granted under the Option Plan, held by such employee may thereafter be exercised to the extent exercisable in accordance with the Option Plan, or to such other extent as the Board of Directors may determine for a period of 180 days (or such other period as the Board of Directors may specify) from the date of such death, disability or retirement or until the expiration of the stated term of such option granted under the Option Plan, whichever period is shorter. Termination of a consultant's participation or participating director's engagement with the Corporation, whether or not such termination is by reason of death disability or retirement, will not affect the vesting or exercisability of any option granted under the Option Plan held by such consultant or director.

The exercise price per Common Share purchasable under an option shall be determined by the Board of Directors, provided that the exercise price shall not be less than the Discounted Market Price (as defined in the policies of the TSX Venture Exchange set forth in the TSX Venture Exchange Corporate Finance Manual).

The following table sets out certain information regarding the Option Plan as at November 30, 2021:

<b>Plan Category</b>	<b>Number of Securities to be issued upon exercise of outstanding options, warrants and rights</b>	<b>Weighted-average exercise price of outstanding options, warrants and rights</b>	<b>Number of securities remaining available for future issuance under equity compensation plans (excluding securities reflected in column (a))</b>
	<b>(a)</b>	<b>(b)</b>	<b>(c)</b>
Equity compensation plans approved by security holders -- Stock Option Plan	4,680,650	\$1.41	287,870
Equity compensation plans not approved by securityholders (n/a)	NIL	NIL	NIL
<b>Total</b>	<b>4,680,650</b>	<b>\$1.41</b>	<b>287,870</b>

## **EXECUTIVE AND AUDIT COMMITTEES**

The Corporation is not required to have and does not have an executive committee of the Board of Directors. The Corporation has an audit committee of the Board of Directors (the “**Audit Committee**”) comprised of Ronald Leslie, Eli Fathi and Arunas Sleky. The Audit Committee’s charter is attached as Appendix “A” to this Management Proxy Circular. All members of the Audit Committee are independent and financially literate. Below is a description of the education and experience that makes each member of the audit committee financially literate:

Ronald Leslie holds a Bachelor of Commerce, has been a member of the Institute of Chartered Accountants since 1988 and is currently a partner of a public accounting firm. Eli Fathi holds an Electrical Engineering degree and a Master of Science degree, is the Chairman of MindBridge Analytics Inc., has served on the boards of directors of a number of community and high-tech associations and has been involved in a number of task forces and committees on outsourcing and/or commercialization. Arunas Sleky holds a Bachelor of Applied Science degree in electrical engineering from the University of Toronto, an M.Sc. degree from the University of Illinois, a PhD in computer and communications engineering from UCLA and is currently Vice President of Corporate Marketing at Hughes Network Systems LLC.

### **AUDIT COMMITTEE OVERSIGHT**

At no time since the commencement of the Corporation’s most recently completed financial year have any recommendations by the Audit Committee respecting the appointment and/or compensation of the Corporation’s external auditors not been adopted by the Board of Directors.

### **RELIANCE ON CERTAIN EXEMPTIONS**

At no time since the commencement of the Corporation’s most recently completed financial year has the Corporation relied on exemptions in relation to “*De Minimis Non-audit Services*” or any exemption provided by Part 8 of National Instrument 52-110.

## ***PRE-APPROVAL POLICIES AND PROCEDURES***

Pursuant to the terms of the Audit Committee’s charter, the Audit Committee shall pre-approve all non-audit services to be provided to the Corporation by the Corporation’s external auditor.

## ***PAYMENTS TO AUDITORS***

The aggregate fees billed by the Corporation’s external auditors in each of the last two fiscal years for audit fees are as follows:

<b>Financial Year Ending</b>	<b>Audit Fees<sup>(1)</sup></b>	<b>Audit Related Fees<sup>(2)</sup></b>	<b>Tax Fees<sup>(3)</sup></b>	<b>All Other Fees<sup>(4)</sup></b>
November 30, 2021	\$60,000	\$Nil	\$Nil	\$Nil
November 30, 2020	\$55,000	\$Nil	\$Nil	\$Nil

- (1) The aggregate fees billed by the Corporation’s external auditors for professional services rendered for the audit of the consolidated financial statements of the Corporation and its subsidiaries, reporting in connection with the various securities offerings of the Corporation and for the reviews of the Corporation’s quarterly financial statements.
- (2) The aggregate fees, including expenses reimbursed, billed by the Corporation’s external auditors for services related to the audit or review of the Corporation’s financial statements.
- (3) The aggregate fees, including expenses reimbursed, billed by the Corporation’s external auditors for the preparation of corporate tax returns, tax compliance, tax advice and tax planning services.
- (4) The aggregate fees, including expenses reimbursed, billed by the Corporations’ external auditors for services rendered to the Corporation and its subsidiaries, other than the services described above.

## ***EXEMPTION***

The Corporation, as a TSX Venture Exchange issuer, is relying upon the exemption in section 6.1 of National Instrument 52-110 with respect to the requirements of Part 3 (Composition of the Audit Committee) and Part 5 (Reporting Obligations) of National Instrument 52-110.

## **COMPOSITION OF COMPENSATION COMMITTEE**

Ronald Leslie, Eli Fathi and Arunas Slekyas served as members of the compensation committee of the Corporation’s Board of Directors (the “**Compensation Committee**”) as of the end of the most recently completed financial year. All members of the Compensation Committee are independent and have experience in, among other areas, business management and executive compensation

Further information regarding the Compensation Committee is set out above under the heading “Compensation Discussions and Analysis”.

## **INDEBTEDNESS OF DIRECTORS, EXECUTIVE OFFICERS AND SENIOR OFFICERS**

As of the end of the most recently completed fiscal year no director, executive officer, senior officer, any proposed nominee for election as a director or any of their associates were indebted to the Corporation.

## **CORPORATE GOVERNANCE DISCLOSURE**

### ***INDEPENDENT DIRECTORS***

The Corporation’s Board of Directors currently consists of four members. Of those members, Eli Fathi, Ronald Leslie and Arunas Slekyas are considered by the Corporation to be independent and Leslie Klein is

not considered by the Corporation to be independent. Leslie Klein is not considered by the Corporation to be independent due to the fact that he is an officer and material shareholder of the Corporation.

The members of the Board of Directors are required to declare any conflict that they may have and abstain from voting in respect of any matter on which they are conflicted.

The Board of Directors does not hold regularly scheduled meetings of its independent members at which non-independent directors are not in attendance.

#### ***DIRECTORSHIPS ON OTHER BOARDS***

To the knowledge of the Corporation, none of the members of the Board of Directors serves as a director of any other reporting issuer except Ronald Leslie who serves as a Trustee on the Board of Trustees of InterRent Real Estate Investment Trust (TSX).

#### ***BOARD MANDATE***

The Board of Directors of the Corporation is responsible for the stewardship of the Corporation. In this regard, the Board of Directors (or the applicable committees of the Board of Directors) has responsibilities relating to: (i) setting and monitoring corporate goals and objectives; (ii) ensuring effective board and committee processes and practices; (iii) monitoring principal risks of the Corporation's business and ensuring the implementation of appropriate systems to manage these risks; and (iv) effective communications with shareholders.

In discharging its duties and responsibilities, the Board of Directors may conduct such examinations, investigations or inquiries and engage such special legal, accounting or other advisors at the expense of the Corporation, at such time or times and on such terms and conditions as the Board of Directors considers appropriate.

#### ***POSITION DESCRIPTIONS***

The Board of Directors has not developed written position descriptions for any of the officers of the Corporation. The Board of Directors looks to senior management, led by the Chief Executive Officer, to be responsible for the day-to-day operations of the Corporation and for providing the Board of Directors, directly or through the appropriate committees of the Board of Directors, with timely, complete and accurate information on such operations. The Board of Directors expects management to propose and, after Board of Directors approval, implement the Corporation's strategic plan and to be accountable for the Corporation's financial and competitive performance.

#### ***ORIENTATION AND CONTINUING EDUCATION***

Historically the rate of turnover on the Corporation's Board of Directors has been low and so to date it has been determined that it is an unnecessary use of resources for the Corporation to formally develop an orientation program for new members at this time and the Corporation has not developed or identified a need to develop a continuing education program for its directors at this time. If future circumstances warrant, the Corporation would look to develop such programs.

### ***ETHICAL BUSINESS CONDUCT***

The Corporation is committed to conducting business in an ethical manner. To that end, the Board of Directors and management of the Corporation expects all directors, officers, employees and consultants to conduct the business of the Corporation in strict compliance with both the letter and spirit of all applicable laws and in full adherence with the highest standards of business integrity and ethics. The Corporation has no knowledge of any breach of these standards.

### ***NOMINATION OF DIRECTORS***

Due to the very low historical turnover rate for directors and the anticipated continuation of such a low turnover rate, it has been determined that it is unnecessary to take active steps to identify new candidates for board nomination at this time.

### ***COMPENSATION***

To date the compensation for the directors has been reviewed and determined by the Board of Directors as a whole. The Board of Directors has a policy of compensating directors with stock option grants. The Compensation Committee of the Board of Directors determines the compensation for the Chief Executive Officer as described above under Compensation Discussion and Analysis.

### ***TERM LIMITS AND BOARD RENEWALS***

The Company does not have a mandatory age for the retirement of directors and has not adopted term limits for directors as it is focused on building a Board with the skills and expertise necessary to provide strong oversight for the Corporation. The Board does recognize that some turnover is beneficial in order to introduce fresh ideas and perspectives, but this must be balanced against the need for directors with increased insight into the Corporation gained over their years of service on the Board.

On an as needed basis, the Corporate Governance and Compensation Committee and/or Board considers the current size and composition of the Board and makes decisions, as necessary, regarding changes to its size and/or composition. On its most recent review of such matters, it was recommended that no changes be made to the size and/or composition of the Board at such time.

### ***ASSESSMENTS***

The Board of Directors believes that it and its committees have performed effectively. The Board of Directors has not implemented any formal policy or structure to assess its effectiveness but may do so in the future if it is thought to be in the best interests of the Corporation and its shareholders.

### ***DIVERSITY ON THE BOARD OF DIRECTORS AND SENIOR MANAGEMENT***

The Corporation recognizes and embraces the benefits of having diversity on the Board and in its senior management. The Corporation respects and values, among other things, differences in gender, age, ethnic origin, religion, education, sexual orientation, political belief and disability, and appreciates the benefits arising from Board, management and employee diversity. At the same time, the Corporation also recognizes that Board and senior management appointments must be based on performance, ability and potential. While the Corporation ensures a merit-based competitive process is followed for director and senior management appointments, the Corporation takes diversity considerations into account when identifying, evaluating and recommending director nominees and senior management appointments by

monitoring the level of diversity on the Board and in senior management positions and continuing to broaden recruitment efforts to attract and interview diverse candidates when applicable.

The Corporation has not currently adopted a written policy relating to the identification and nomination of: (i) women; (ii) members of visible minorities; (iii) Aboriginal persons; or (iv) persons with disabilities (collectively, the “**Designated Groups**”) on the Board or in senior management positions, as it does not believe that doing so will necessarily result in the identification and selection of the most qualified candidates for these roles.

The Corporate Governance and Compensation Committee and/or Board is responsible for assessing the effectiveness of the process for identifying, evaluating and recommending director nominees. Similarly, with respect to senior management appointments, the Corporate Governance and Compensation Committee and/or the Board is responsible for assessing the effectiveness of the process for identifying, evaluating and appointing senior management.

As of the date of this Circular, for each of the four Designated Groups, the Corporation has not adopted a target number or percentage, or a range of target numbers or percentages, for the members of the group to hold position on the Board or to be members of senior management by a specific date, as it believes that imposing targets based on specific selection criteria would limit the Corporation’s ability to ensure that the overall composition of the Board and senior management meets the needs of the Corporation and its shareholders.

As of the date of this Circular, the Corporation has a total of four directors and four members of senior management (one of which is also a director of the Corporation). The number and proportion of directors and members of senior management who self-identify as being a member of the four Designated Groups are as follows:

*Directors*

<b>Designated Group<sup>(1)</sup></b>	<b>Number</b>	<b>Proportion</b>
Women	Nil	Nil
Aboriginal Persons	Nil	Nil
Persons with Disabilities	Nil	Nil
Members of Visible Minorities	Nil	Nil

Note:

- (1) The number and proportion of directors who self-identify as being a member of the four Designated Groups has been furnished by the respective directors on a voluntary basis and such responses have not been independently verified by the Corporation.

*Senior Management*

<b>Designated Group<sup>(1)</sup></b>	<b>Number</b>	<b>Proportion</b>
Women	Nil	Nil
Aboriginal Persons	Nil	Nil
Persons with Disabilities	Nil	Nil
Members of Visible Minorities	Nil	Nil

Note:

- (1) The number and proportion of members of senior management who self-identify as being a member of the four Designated Groups has been furnished by the respective members of senior management on a voluntary basis and such responses have not been independently verified by the Corporation.

## **DEADLINE FOR SHAREHOLDER PROPOSALS**

If any person entitled to vote an annual meeting of the Corporation's shareholders wishes to propose any matter for consideration at the next annual meeting, in order for such proposal to be considered for inclusion in the materials mailed to shareholders in respect of such meeting, such proposal must be received by the Corporation no later than 90 days before the anniversary date of this Meeting.

## **ADDITIONAL INFORMATION**

Additional information relating to the Corporation is available on SEDAR at [www.sedar.com](http://www.sedar.com).

Further financial information regarding the Corporation is provided in the Corporation's MD&A for the year ended November 30, 2021. Shareholders of the Corporation may visit [www.sedar.com](http://www.sedar.com) or contact Stephen Reed of the Corporation, at the head office of the Corporation at 2574 Sheffield Road, Ottawa, Ontario, K1B 3V7 to request copies of the Corporation's financial statements and related MD&A.

## **APPROVALS AND CERTIFICATION**

The contents, mailing and delivery of this Management Proxy Circular have been approved by the Board of Directors of the Corporation.

The foregoing contains no untrue statement of material fact and does not omit to state a material fact that is required to be stated or that is necessary to make a statement not misleading in the light of the circumstances in which it was made.

**DATED AT OTTAWA, ONTARIO**, this 28th day of March, 2022.



Dr. Leslie Klein  
Chief Executive Officer

**APPENDIX “A”  
AUDIT COMMITTEE CHARTER**

**Purpose**

The purpose of the Audit Committee (the “**Committee**”) of the Board of Directors (the “**Board**”) of C-COM Satellite Systems Inc. (the “**Corporation**”) is to:

- i. Assist the Board in fulfilling its responsibility to oversee the Corporation’s accounting and financial reporting processes and audits of the Corporation’s financial statements.
- ii. Review the financial reports and other financial information provided by the Corporation, the Corporation’s disclosure controls and procedures, and its internal accounting and financial controls.
- iii. Assume direct responsibility for the appointment, compensation, retention (and where appropriate, replacement), and oversight of the work of the external auditor in preparing or issuing an audit report or related work.
- iv. Oversee the independence of the external auditor and approve all auditing services and permitted non-audit services provided by the external auditor.
- v. Receive direct reports from the external auditor and resolve any disagreements between management and the external auditor regarding financial reporting.
- vi. Carry out the specific responsibilities set forth below in furtherance of this stated purpose.

**Committee Membership and Procedures**

Committee members shall be appointed by the Board. The Board may designate one member of the Committee as its Chair.

The Committee shall be comprised of at least three directors. To the extent possible given the number of unrelated or independent directors on the Board, the members of the Committee should be: (i) unrelated directors for purposes of the Toronto Stock Exchange Governance Guidelines; (ii) and satisfy the independence requirements (the “**Independence Rules**”) of applicable securities regulators including CSA Multilateral Instrument 52-110 (“**MI-52-110**”), provided that if the circumstances warrant, the Board may designate a non-independent member of the Committee to the extent permitted by the Independence Rules; and (iii) have the ability to read and understand a set of financial statements, including but not limited to balance sheets, income statements and cash flow statements, that present a breadth and level of complexity of accounting issues that are generally comparable to the breadth and complexity of the issues that can reasonably be expected to be raised by the Corporation’s financial statements.

**RESPONSIBILITIES**

The Committee’s role is one of oversight, and it is recognized that the Corporation’s management is responsible for preparing the Corporation’s financial statements and that the external auditor is ultimately accountable to the Board and the Committee, as representatives of the stockholders, and is responsible for auditing those financial statements. In discharging its oversight role, the Committee is granted all responsibilities and authority required by MI 52-110.

The following functions shall be the common recurring activities of the Committee in carrying out its oversight role. The functions are set forth as a guide and may be varied and supplemented from time to time as appropriate under the circumstances.

*Appointment of External auditor.* The Committee shall have direct responsibility for the appointment, compensation, retention (and where appropriate, replacement), and oversight of the work of any accounting firm selected to be the Corporation's external auditor for the purpose of preparing or issuing an audit report or performing other audit, review or attest services for the Corporation.

*Appointment of Chief Financial Officer and Internal Auditor.* The Committee shall participate in the identification of candidates for the positions of Chief Financial Officer and the manager of the Corporation's internal auditing function, if any, and shall advise management with respect to the decision to hire a particular candidate.

*Disclosure Controls and Procedures.* The Committee shall review periodically with management the Corporation's disclosure controls and procedures.

*Internal Controls.* The Committee shall discuss periodically with management and the external auditor the quality and adequacy of the Corporation's internal controls and internal auditing procedures, if any, including any significant deficiencies in the design or operation of those controls which could adversely affect the Corporation's ability to record, process, summarize and report financial data and any fraud, whether or not material, that involves management or other employees who have a significant role in the Corporation's internal controls, and discuss with the external auditor how the Corporation's financial systems and controls compare with industry practices.

*Accounting Policies.* The Committee shall review periodically with management and the external auditor the quality, as well as acceptability, of the Corporation's accounting policies, and discuss with the external auditor how the Corporation's accounting policies compare with those in the industry and all alternative treatments of financial information within Canadian generally accepted accounting principles that have been discussed with management, the ramifications of use of such alternative disclosures and treatments and the treatment preferred by the external auditor.

*Pre-approval of All Audit Services and Permitted Non-Audit Services.* The Committee shall approve, in advance, all audit services and all permitted non-audit services to be provided to the Corporation by the external auditor; provided that any non-audit services performed pursuant to an exception to the pre-approval requirement permitted by applicable securities regulators shall not be deemed unauthorized.

*Annual Audit.* In connection with the annual audit of the Corporation's financial statements, the Committee shall:

- i. Request from the external auditor a formal written statement delineating all relationships between the auditor and the Corporation, discuss with the external auditor any such disclosed relationships and their impact on the external auditor's objectivity and independence, and take appropriate action to oversee the independence of the external auditor.
- ii. Approve the selection and the terms of the engagement of the external auditor.
- iii. Review with management and the external auditor the audited financial statements to be included in the Corporation's Annual Report filed on the System for Electronic Document Analysis and Retrieval ("SEDAR") and review and consider with the external auditor the matters required to be discussed under applicable statements of auditing standards.
- iv. Perform the procedures set forth below in "*Financial Reporting Procedures*" with respect to the annual financial statements to be reported.
- v. Review with management and the external auditor the Corporation's critical accounting policies and practices.
- vi. Recommend to the Board whether, based on the reviews and discussions referred to above, the annual financial statements should be included in the Corporation's Annual Report filed on SEDAR.

*Financial Reporting Procedures.* In connection with the Committee's review of each reporting of the Corporation's annual financial information, the Committee shall:

- i. Discuss with the external auditor whether all material correcting adjustments identified by the external auditor in accordance with Canadian generally accepted accounting principles and the rules of the applicable securities regulators are reflected in the Corporation's financial statements.
- ii. Review with the external auditor all material communications between the external auditor and management, such as any management letter or schedule of unadjusted differences.
- iii. Review with management and the external auditor any material financial or other arrangements of the Corporation which do not appear on the Corporation's financial statements and any transactions or courses of dealing with third parties that are significant in size or involve terms or other aspects that differ from those that would likely be negotiated with independent parties, and which arrangements or transactions are relevant to an understanding of the Corporation's financial statements.
- iv. Resolve any disagreements between management and the external auditor regarding financial reporting.

*Charter:* The Committee shall review and reassess at least annually the adequacy of this Charter and recommend any proposed changes to the Board for approval.

#### **RESOURCES AND AUTHORITY**

The Committee is granted all authority required by MI 52-110, including without limitation the authority to: (i) investigate any matter brought to its attention with full access to all books, records, facilities and personnel of the Corporation; (ii) engage independent legal, accounting or other advisors to obtain such advice and assistance as the Committee determines necessary to carry out its duties and set and pay the compensation for any advisors so engaged; (iii) communicate directly with the external auditors (and internal auditors, if any).

The Committee may request any officer or employee of the Corporation or the Corporation's counsel to attend a meeting of the Committee or to meet with any member of, or consultants to, the Committee.

The Corporation shall provide the Committee all appropriate funding, as determined by the Committee, for payment of compensation to any such advisors and any external auditor, as well as for any ordinary administrative expenses of the Committee that it determines are necessary or appropriate in carrying out its responsibilities.

#### **COMPLAINT PROCEDURES**

Any issue of significant financial misconduct shall be brought to the attention of the Committee for its consideration. In this regard, the Committee shall establish and maintain procedures for (i) the receipt, retention and treatment of complaints received by the Corporation regarding accounting, internal accounting controls or auditing matters and (ii) the confidential, anonymous submission by employees of the Corporation of concerns regarding questionable accounting or auditing matters.