



**SAGE PROPERTIES CORP.
SHAREHOLDER BUY-SELL DATABASE**

USER GUIDE

WWW.SAGEDATABASE.CA

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PURPOSE OF DATABASE:

As part of the District Plan, a provision was included in the By-Laws requiring that the corporation maintain a database of shareholders wishing to sell their shares. After receiving feedback from some of our shareholders regarding the current process in place, SAGE developed an alternative system that will help reduce the time and costs that was involved in maintaining the original database. This new database will allow shareholders to access the database at any time, view the information of other sellers and purchasers (i.e. how many shares they are selling and at what price), and use that information to contact sellers or purchasers when they are ready to enter the negotiation phase of the buy-sell process, thus reducing the need to involve SAGE staff.

ACCESSING THE DATABASE PLATFORM:

To access the database, please visit www.sagedatabase.ca

If you do not have access to the internet and are interested either getting information from the website or listing yourself as an interested buyer or purchaser, please contact Sage Properties Corp. at (403)-478-9661

CREATING AN ACCOUNT:

To create an account, please select **either** of the options below and fill out the fields as required.

1. Purchaser or;
2. Seller

SAGE Properties Corp.
Buy-Sell Database

* Email :

* Password :

Register As:

[Purchaser](#)

[Seller](#)

[Forgot Password?](#)

Seller Registration Form:

Seller Registration Form

* Email:

* First Name:

* Last Name:

* Phone Number:

* # Shares:

* Price Per Share (\$):

* New Password:

* New Password Again:

Agreement: [> Website Privacy Policy](#)

I have read the agreement

Purchaser Registration Form:

Purchaser Registration Form

* Email:

* First Name:

* Last Name:

* Phone Number:

* New Password:

* New Password Again:

Agreement: [> Website Privacy Policy](#)

I have read the agreement

TERMS OF USE AGREEMENT:

In order to confirm your account, you will be required to review and agree to the *terms of use*. Please refer to *Appendix A*

Usage Agreement

It is understood and agreed to that the below identified discloser of confidential information may provide certain necessary under patent and/or trade secret laws, it is agreed that

1. The Confidential Information to be disclosed can be described as and includes:

Invention description(s), technical and business information relating to proprietary ideas and inventions, ideas, p
research and development, production, costs, profit and margin information, finances and financial projections, c
designated as "Confidential Information" at the time of its disclosure
2. The Recipient agrees not to disclose the confidential information obtained from the discloser to anyone unless
3. This Agreement states the entire agreement between the parties concerning the disclosure of Confidential Inf
4. If any of the provisions of this Agreement are found to be unenforceable, the remainder shall be enforced as f
of the Agreement as a whole.

WHEREFORE, the parties acknowledge that they have read and understand this Agreement and voluntarily accep

Recipient of Confidential Information:

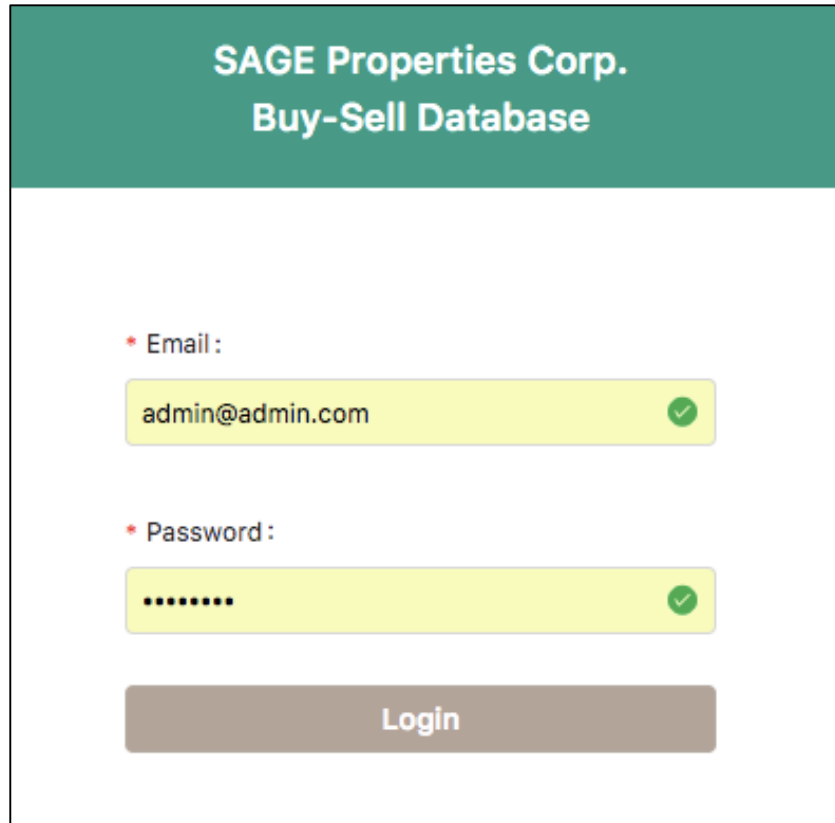
Discloser of Confidential Information:

I have read the agreement

I Agree

LOGGING IN TO YOUR ACCOUNT AND USING THE DATABASE:

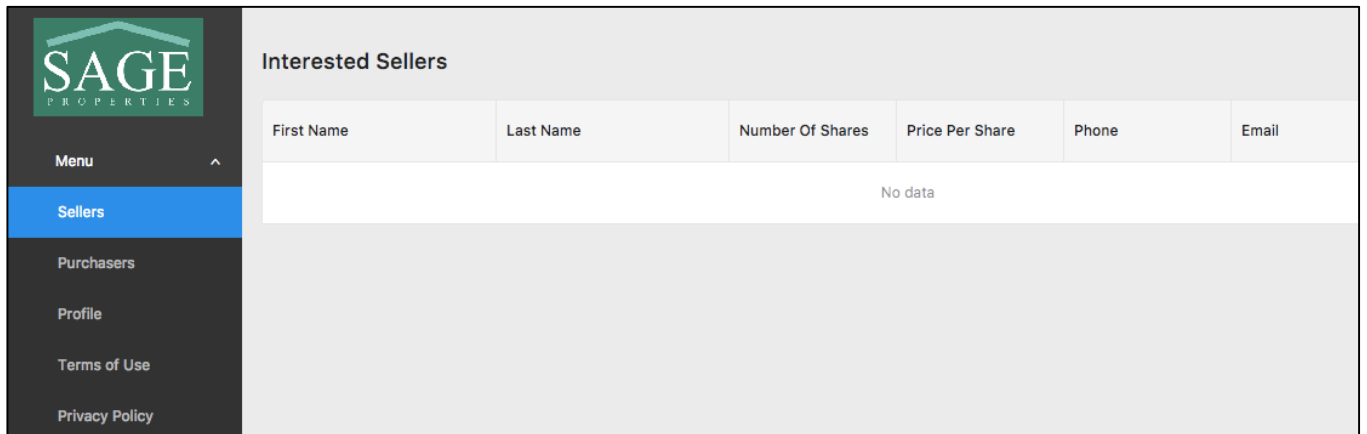
Once you've created an account, you can use your credentials you used to set up your account to login to the database.



The image shows a login form for the SAGE Properties Corp. Buy-Sell Database. The form is contained within a white rectangular area with a dark green header. The header text reads "SAGE Properties Corp. Buy-Sell Database". Below the header, there are two input fields. The first is labeled "* Email:" and contains the text "admin@admin.com" with a green checkmark icon to its right. The second is labeled "* Password:" and contains seven black dots with a green checkmark icon to its right. Below these fields is a brown button labeled "Login".

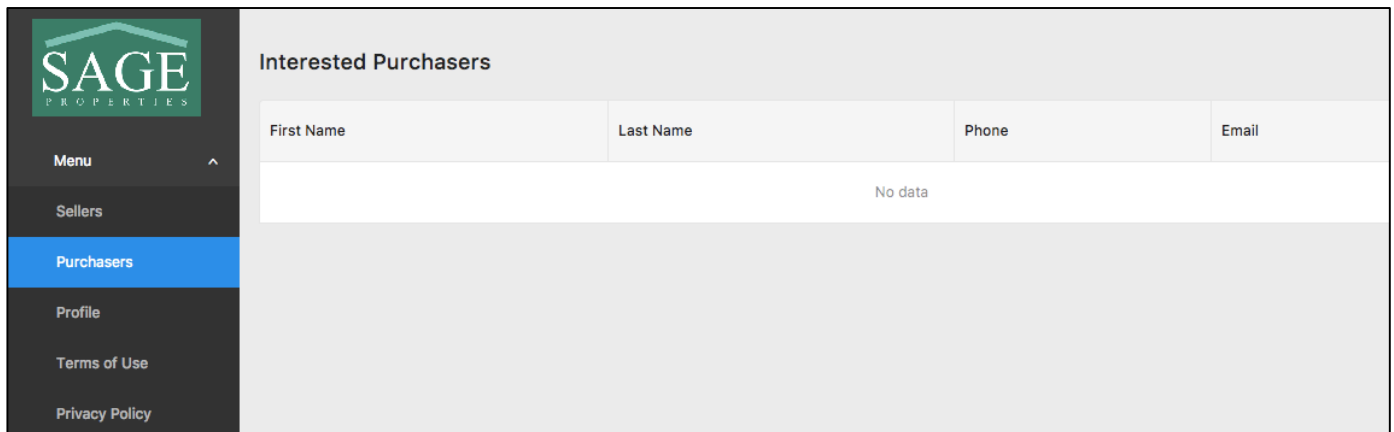
ACCESSING SELLERS AND PURCHASERS INFORMATION:

To view a list of shareholders who have listed themselves on the ‘*sellers*’ list, you’ll be able to access their information by clicking on the ‘*sellers*’ page which is located on the navigation bar on the left hand side of the screen.



Interested Sellers					
First Name	Last Name	Number Of Shares	Price Per Share	Phone	Email
No data					

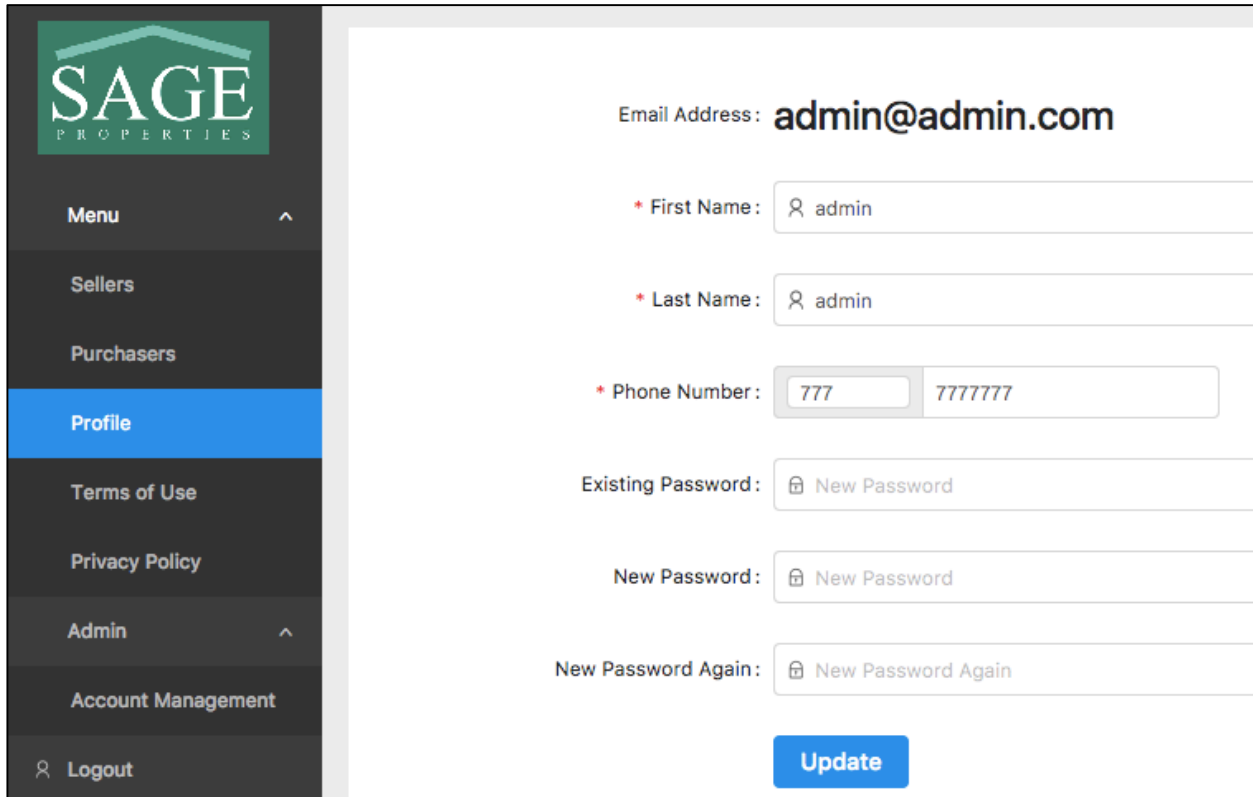
To view a list of current shareholders and non-shareholders who are interested in purchasing shares, click on the ‘*purchasers*’ page which is located on the navigation bar on the left hand side of the screen.



Interested Purchasers			
First Name	Last Name	Phone	Email
No data			

ACCESSING/CHANGING INFORMATION ON YOUR PROFILE:

To access your profile and make changes to your personal information (i.e. address, phone number, email, number of shares wishing to sell etc.) you can do this by clicking on the ‘*profile*’ page under the drop down menu located to the left of the screen.



The screenshot displays the SAGE PROPERTIES user profile management interface. On the left is a dark sidebar menu with the SAGE PROPERTIES logo at the top. The menu items are: Menu, Sellers, Purchasers, Profile (highlighted in blue), Terms of Use, Privacy Policy, Admin, Account Management, and Logout. The main content area shows the profile details for the user 'admin' with the email address 'admin@admin.com'. The form includes fields for First Name (admin), Last Name (admin), and Phone Number (777 7777777). There are three password fields: Existing Password, New Password, and New Password Again, all currently showing 'New Password'. A blue 'Update' button is located at the bottom right of the form.

SAGE PROPERTIES

Menu ^

Sellers

Purchasers

Profile

Terms of Use

Privacy Policy

Admin ^

Account Management

Logout

Email Address: **admin@admin.com**

* First Name:

* Last Name:

* Phone Number:

Existing Password:

New Password:

New Password Again:

Update

FORGOT PASSWORD:

If you forgot your password for your account, you can reset your password by clicking on the '*forgot password*' link at the login page.

**Sage Properties
Access**

* Email :
admin@admin.com ✓

* Password :
Please enter your password ✕
Password must be at least 8 characters

Login

[Register as Purchaser](#) or [Register as Seller](#)

[Forgot Password?](#)

APPENDIX A

Terms of Use Agreement

Terms of Use

By accessing or using the Sage database website and using the Sage database service (together, the "**Service**"), however accessed, you agree to be bound by these terms of use ("**Terms of Use**"). The Service is owned or controlled by SAGE Properties Corp. ("**SAGE**"). **These Terms of Use affect your legal rights and obligations. If you do not agree to be bound by all of these Terms of Use, do not access or use the Service.**

If you no longer wish to have a registered account, you may terminate your account by sending an e-mail to [•]. If you no longer accept these Terms of Use, or any future amendment to these Terms of Use, you must cease using the Service. Continued use of the Service indicates your continued acceptance of these Terms of Use.

If, for any reason, we believe that you have not complied with these Terms of Use, we may, at our sole discretion, cancel your access to the Service immediately and without further notice. Further, we may terminate your registered account, at our sole discretion, by e-mailing you at the e-mail address you registered with, stating that your registered account has been terminated.

Personal Information

The nature of this Service promotes the sharing of personal information by users with others, including other users. SAGE cannot, and does not, assure that it is safe for you to have direct contact with other users of the Service. Your use of the Service, its content and any services or items obtained through the Service is at your own risk. You agree to exercise extreme caution before sharing personally identifiable information, transacting with or meeting with other users of the Service. Technological developments make it possible for users of the Internet to obtain personal information about, and locate other users, with very little other information. In addition to these Terms of Use, please read our privacy policy (the "**Privacy Policy**").

If you believe that any user of this Service is harassing you or is otherwise using personal information about you for unlawful purposes, we encourage you to first

inform local law enforcement and then to contact us via [•] so that we may take action to block further use of the Service by any user for improper purposes.

By providing personal information and using the Service, you consent to the collection, use and disclosure of your personal information in accordance with these Terms of Use and the Privacy Policy. Further, by accessing the Service, you agree to use any personal information of other users of the Service in a lawful and responsible manner. **You further agree that you will not use personal information about other users of the Service for any reason other than the express purpose of buying and/or selling Class A Common Shares of SAGE ("Shares").**

SAGE SPECIFICALLY DISCLAIMS ANY AND ALL LIABILITY FOR ANY CLAIMS OR DAMAGES THAT MAY RESULT FROM SAGE PROVIDING THE INFORMATION OR SERVICES AVAILABLE ON THE SERVICE OR THE INFORMATION IT CONTAINS.

You may not reproduce any portion of any materials provided through the Service mechanically, electronically, or by any other means, including photocopying, without written permission of SAGE. It is illegal to copy any materials provided through the Service, post such materials to a website, or distribute them by any other means without written permission from SAGE.

Sale of Shares

You acknowledge that if you decide to proceed with the sale or purchase of any Shares that: (i) you do so at your own risk; (ii) you should obtain independent financial, legal and tax advice prior to agreeing to such sale; (iii) SAGE has not provided you any advice or representations as to the value of the Shares or any other matter relating to SAGE or the sale of the Shares; (iv) any prospective purchaser or seller may possess, now or in the future, confidential and/or non-public information concerning SAGE, including, but not limited to, information concerning the financial condition, liabilities and obligations (contingent and otherwise), history, past transactions and business plans of SAGE, that may or may not be known to you (all of such non-public information is referred to as the "**Non-Public Information**"); (v) prior to agreeing to such sale of Shares you have an opportunity to ask any potential purchaser about any Non-Public Information that such potential purchaser may be aware of; and (vi) neither SAGE nor any representative of SAGE has acted as a dealer, broker or agent with respect to any purchase or sale of Shares by you.

Prohibited Uses

You may use the Service only for lawful purposes and in accordance with these Terms of Use. You agree not to use the Service:

- In any way that violates any applicable federal, provincial, state, local or international law or regulation (including, without limitation, any laws regarding the export of data or software to and from Canada or other countries).
- To transmit, or procure the sending of, any advertising or promotional material, including any "junk mail", "chain letter" or "spam" or any other similar solicitation.
- To undertake any activity that may constitute the solicitation of proxies from Shareholders of SAGE for voting at any meeting of the Shareholders of SAGE.
- To impersonate or attempt to impersonate SAGE, a SAGE employee, another user or any other person or entity.
- To engage in any other conduct that restricts or inhibits anyone's use or enjoyment of the Service, or which, as determined by us, may harm SAGE or users of the Service or expose them to liability.

Additionally, you agree not to:

- Use the Service in any manner that could disable, overburden, damage, or impair the Service or interfere with any other party's use of the Service.
- Use any robot, spider or other automatic device, process or means to access the Service for any purpose, including monitoring or copying any of the material on the Service.
- Use any device, software or routine that interferes with the proper working of the Service.
- Introduce any viruses, malware or other material which is malicious or technologically harmful.
- Attempt to gain unauthorized access to, interfere with, damage or disrupt any parts of the Service, any server on which any portion of the Service is stored, or any server, computer or database connected to the Service.
- Otherwise attempt to interfere with the proper working of the Service.

Limitation of Liability

YOU AGREE THAT SAGE IS NOT RESPONSIBLE FOR THE CONDUCT OF ANY USER OF THE SERVICE AND IS NOT LIABLE (DIRECTLY OR INDIRECTLY) FOR ANY LOSSES OR DAMAGES WHATSOEVER

ARISING OUT OF, OR RELATING TO, THE CONDUCT OF YOU OR ANYONE ELSE IN CONNECTION WITH THE USE OF THE SERVICE.

UNDER NO CIRCUMSTANCES WILL SAGE OR ITS AFFILIATES, EMPLOYEES, AGENTS, OFFICERS OR DIRECTORS BE LIABLE FOR ANY INCIDENTAL, SPECIAL, INDIRECT OR CONSEQUENTIAL LOSS OR DAMAGE OR ANY INJURY INCURRED OR SUFFERED BY YOU WHICH MAY ARISE IN CONNECTION WITH YOUR USE OF THE SERVICE, INCLUDING AS A RESULT OF ANY PURCHASE OR SALE OF SHARES BY YOU, WHETHER OR NOT SAGE WAS TOLD OF THE POSSIBILITY OF SUCH LOSS OR DAMAGE OR INJURY AND INCLUDING BUT NOT LIMITED TO THOSE RESULTING FROM DEFECTS IN THE SERVICE.

YOU SPECIFICALLY ACKNOWLEDGE THAT SAGE SHALL NOT BE LIABLE FOR USER GENERATED CONTENT OR ANY DEFAMATORY, OFFENSIVE OR ILLEGAL CONDUCT OF ANY THIRD PARTY, AND THAT THE RISK OF HARM OR DAMAGE FROM SUCH USER GENERATED CONTENT AND THIRD-PARTY CONDUCT RESTS ENTIRELY WITH YOU.

IN ALL OTHER CIRCUMSTANCES, SAGE'S TOTAL AGGREGATE LIABILITY TO YOU OR ANY THIRD PARTY, HOWEVER ARISING, WILL BE LIMITED TO \$10.00 (CDN). THIS LIMITATION WILL APPLY TO ALL CAUSES OF ACTION IN THE AGGREGATE, INCLUDING NEGLIGENCE, STRICT LIABILITY, MISREPRESENTATIONS AND OTHER TORTS, NOTWITHSTANDING ANY FAILURE OF ESSENTIAL PURPOSE OF ANY REMEDY.

Indemnity

You agree to indemnify and hold harmless SAGE, its employees, officers, directors, agents and partners from any and all claims and demands, including reasonable attorney fees, made by anyone due to or arising in connection with your use of the Service or your violation of these Terms of Use.

Security

SAGE uses standard technological security efforts to safeguard the confidentiality of your personal information. However, you acknowledge and agree that applications and systems made for use over the Internet are inherently insecure against targeted electronic attacks, and SAGE cannot and does not guarantee that any personal information provided will not be accessed by third parties, or will not become public under any circumstances. SAGE has no obligations or liability to you for any breach of its security measures as a result of such an electronic attack.

You must maintain the security of any password created by you or issued to you. You agree that SAGE shall not be liable for any loss that you may suffer as a result of the authorized or unauthorized use of your password by a third party. You agree to immediately notify SAGE of any unauthorized use of your password, any violation of these Terms of Use, or any other breach of security known to you in connection with any information on the Service. In addition to these Terms of Use, please read our Privacy Policy.

Warranty Disclaimer

THE SERVICE IS PROVIDED "AS IS" AND "AS AVAILABLE" AND IS USED BY YOU AT YOUR SOLE RISK. EXCEPT AS OTHERWISE EXPLICITLY PROVIDED HEREIN, SAGE EXPRESSLY DISCLAIMS ANY AND ALL WARRANTIES AND CONDITIONS CONCERNING THE SERVICE, INCLUDING ANY AND ALL WARRANTIES AND CONDITIONS OF DESIGN, MERCHANTABILITY AND FITNESS FOR ANY PARTICULAR PURPOSE, PERFORMANCE AND ANY AND ALL WARRANTIES AND CONDITIONS THAT MIGHT OTHERWISE ARISE DURING THE COURSE OF DEALING, CUSTOM OR TRADE USAGE AND THOSE WHICH MAY BE IMPLIED BY STATUTE.

THE SERVICE MAY CONTAIN BUGS, ERRORS, PROBLEMS, VIRUSES AND OTHER LIMITATIONS. SAGE ASSUMES NO LIABILITY OR RESPONSIBILITY FOR ANY SUCH BUGS, ERRORS, PROBLEMS, VIRUSES OR OTHER LIMITATIONS.

Governing Law

Your use of the Service is governed by the laws of the Province of Alberta and the laws of Canada otherwise applicable therein. You agree that any legal action or proceeding between you and SAGE which in any way concerns these Terms of Use or the use of the Service, or the relationship between the parties in connection with the same, will be brought exclusively in the courts of Alberta.

Communications

You agree and consent to receive e-mail messages from us. These e-mails may be communications relating to the Service, such as administrative notices and service announcements or changes, or other matters in connection with the business, operations and management of SAGE or SAGE shareholder communications.

Notice

Any notice, direction or other communication given regarding the matters contemplated by these Terms of Use must be in writing and sent and addressed to SAGE by personal delivery, courier or e-mail at:

Attention: Communications Department
Address: Sage Properties Corp.
410, 505 - 8th Avenue S.W.
Calgary, AB T2P 1G2

Phone: (403) 478-9661

E-mail: info@sageproperties.ca

A notice is deemed to be given and received by SAGE: (i) if sent by personal delivery or same day courier, on the date of delivery if it is a business day and the delivery was made prior to 4:00 p.m. Calgary time and otherwise the next business day; (ii) if sent by overnight courier, on the fifth business day following delivery of the notice to the courier; or (iii) if sent by e-mail, on the business day following the date of confirmation of transmission of the originating e-mail.

A notice is deemed to be given and received by you on the sending of the e-mail. You will be deemed to have received the e-mail even if it is undelivered. If your e-mail address changes, you are responsible for updating your e-mail address in your account settings on the Service. Further, you are responsible to ensure that your e-mail account and e-mail address are functioning at all times. You will bear all risks for failure to comply with the foregoing.

Severability

If any term or condition of these Terms of Use or the application thereof to any party or circumstance is held to be invalid or unenforceable to any extent, the remainder of these Terms of Use and the application of such term or condition to a party or circumstance other than those to which it is held invalid or unenforceable will be enforceable to the fullest extent permitted by law.

No Waiver

SAGE's failure to insist upon or enforce strict compliance with any provision of these Terms of Use may not be construed as a waiver of any provision or right of the same or different type in the future.

Entire Terms and Conditions

The terms and conditions set out in these Terms of Use, together with the Privacy Policy, constitute the entire terms and conditions with respect to your use of the Service and the relationship between the parties for the purposes of the same. No representative of SAGE is authorized to amend these Terms of Use other than as specifically provided for herein.

APPENDIX B

Privacy Policy

SAGE Properties Corp. ("SAGE") considers matters relating to the protection of your personal information and your privacy to be extremely important. In developing this Privacy Policy, SAGE wants to assure you that SAGE has taken into account your personal information and privacy.

SAGE encourages you to review this Privacy Policy. SAGE has created and implemented this Privacy Policy so that you understand how SAGE may collect, use and disclose your personal information, and how it is protected.

By providing personal information while using the Sage database website and using the Sage database service (together, the "Service") and while dealing with SAGE, with or without knowledge of this Privacy Policy, you consent to the collection, use and disclosure of your personal information in accordance with the terms set out in this Privacy Policy unless you advise SAGE otherwise.

If you have questions regarding this Privacy Policy or our privacy practices then please contact us. Our contact information is set out at the bottom of this Privacy Policy.

Our Commitment

Except as otherwise provided in this Privacy Policy, SAGE will not sell, rent, loan, trade, lease, transfer or otherwise disclose your personal information, including e-mail addresses, to any third party.

Amendments to this Privacy Policy

SAGE may amend this Privacy Policy at any time by posting a new privacy policy in place of this one. These amendments may include, without limitation, adding to, deleting from or modifying any of the provisions in this Privacy Policy. SAGE will post notice that the Privacy Policy has been amended on the fronting webpage located at www.sagedatabase.ca for a period of 30 days. [NTD: Confirm] The amended privacy policy shall automatically be effective when posted. Your continued use of the Service following the posting of the amended privacy policy and the posting of such notice shall mean that you accept the terms of this Privacy Policy as amended. If you do not agree with any of the terms or conditions in the amended Privacy Policy then you agree to immediately cease all use of the Service and delete your account if you have one, which shall be your sole recourse and remedy in the event you are dissatisfied with the amended Privacy Policy. This Privacy Policy may not otherwise be amended.

Definitions

In this Privacy Policy, the following terms have the following meanings:

- "personal information" means information about you as an identifiable individual. Personal information does not include information that cannot be

attributed to you. For example, information of an aggregate or anonymous nature.

- **"aggregated information"** means personal information that has been rendered anonymous or aggregated and cannot be attributed to any identifiable individual.

Personal Information Made Anonymous

To the extent that we make any of your personal information anonymous or we aggregate it with the personal information of others such that it cannot be attributed to you, then that information will no longer be considered to be personal information. Rather, it will be aggregated information. Therefore, SAGE will be entitled to use and disclose aggregated information in any manner that it desires.

Choosing to Provide Personal Information

By providing your personal information, you acknowledge and agree that such information will be shared with other users of the Service.

In using the Service and in dealing with us you may choose to not provide certain of your personal information. If you choose not to provide all information requested of you, it may limit the manner in which you can make use of the Service and to otherwise interact with SAGE or you may not be able to use the Service at all.

Privacy Policy as a Means of Consent

The collection, uses and disclosures that will be made of your personal information are specifically set out in this Privacy Policy. Be sure to review this Privacy Policy since by providing your personal information to us we will assume that you are consenting to the collection, use and disclosure of your personal information in accordance with the terms of this Privacy Policy.

Consent

All of your personal information you provide in the use of the Service will be shared with other users of the Service and SAGE and you expressly consent to the collection, use and disclosure of such personal information as further set out below.

Changing Consent

You may change or withdraw your consent at any time on reasonable notice, subject to pre-existing legal and contractual obligations, by contacting SAGE as set out below. If you withdraw certain consents, it may limit the manner in which you can make use of the Service and otherwise interact with SAGE. For clarity, your ability to change or withdraw consent is not absolute. SAGE reserves the right to continue handling your personal information in those circumstances required or permitted by law despite a change or withdrawal of your consent.

Use

Except as otherwise provided in this Privacy Policy, we will obtain your explicit or implied consent to use your personal information in a particular manner. Set out below are certain circumstances where we may use your personal information without obtaining your further consent. These are:

- listing your personal information on the databases provided on the Service, which databases shall be accessible by all other users of the Service;
- managing your account;
- using identification information and contact information, such as your name and e-mail address to provide information about SAGE when you request that information;
- using personal information for the purpose for which it was provided and certain other activities that are reasonably ancillary to that purpose. For example, if you send us an e-mail with a question or comment, SAGE will use your e-mail address to respond to you. Further, SAGE may store your e-mail and e-mail address and a copy of our response for future reference;
- using your e-mail address to provide you with information about new features or enhancements to the Service;
- analyzing your personal information to assist us in developing and enhancing the Service;
- analyzing your personal information to assist us in strategic planning; and
- using your personal information for sending SAGE shareholder communications, including for solicitation of proxies and other proxy related matters.

Except as otherwise provided in this Privacy Policy, SAGE will not use your personal information for any other purpose.

Disclosure

By you providing your personal information to us, we assume that you consent to the following disclosures unless you inform us otherwise. By nature of the services provided by SAGE, there are inherent disclosures to third parties which you will be deemed to have consented to by your use of the Service. These include:

- Certain of your personal information may be posted on the Service for others to view so they can contact you personally;
- Personal information that you supply to the Service may be disclosed in accordance with the description of disclosures as set out in the related documentation for the Service, or as may be readily apparent through the general operation of the Service;

- SAGE may engage certain product and service providers. Those providers may provide products and services to SAGE to assist SAGE in its activities relating to the Service. Other providers may provide products and services directly to you at the request of SAGE. As such, it may be necessary for SAGE to disclose your personal information to these providers. However, SAGE will take steps to ensure that these providers will only use and disclose your personal information as necessary to provide the products and services relating to the Service and that they will adhere to the terms of this Privacy Policy or their own similar privacy policy; and
- SAGE may work with other organizations towards some common purpose consistent with the objectives of SAGE. In that case, it may be necessary for SAGE to disclose your personal information to these organizations. However, SAGE will require that these organizations agree that they will only use and disclose your personal information as necessary for the common purpose and that they will adhere to the terms of this Privacy Policy.

Use of the Service

In order to use some of the features of the Service, you may be required to provide personal information. SAGE may issue to you a unique "user id" which you will be required to provide each time you use the Service.

If you have a user id, then SAGE may collect information about your use of the Service (whether or not you provide your user id each time) and SAGE may associate this information with your other personal information.

Our web servers collect the domain names, IP addresses and the activity of visitors. This information is aggregated for the purposes of measuring the number of visits, average time spent on the Service, pages viewed, and other similar purposes. SAGE uses this information to measure the use of the Service and to improve the content of the Service.

Cookies

A technology called cookies may be used on certain pages of the Service. A cookie is a tiny element of data that a website can send to your browser, which may then be stored on your hard drive. Cookies allow us to track visitors to the Service so we will know when they return. Cookies also allow us to provide the visitor with tailored information and services based on their previous visits. If your browser permits, you may set your browser to notify you when you receive a cookie or to reject cookies altogether. **(See the documentation provided with your Internet browser for more information on cookies and how to disable them.)**

Other Collection, Use and Disclosure

SAGE may monitor your use of the Service to ensure the proper use and operation of the Service and your compliance with the Terms of Use for the Service.

As well, the law permits or requires the collection, use and disclosure of personal information without the knowledge or consent of the individual in a number of

circumstances. We reserve the right to collect, use and disclose your personal information in these circumstances without your knowledge or consent as the law may permit or require.

Accuracy and Completeness

When we collect, use or disclose personal information, we will make a reasonable effort to ensure that it is accurate, up-to-date and complete. To do so, we may need to request additional information from you or have you verify your information.

Retention and Destruction

For legal and business purposes, we may retain your personal information for as long as it is reasonably needed. Upon expiry of the appropriate retention period, bearing in mind our reasonable legal and business requirements, your personal information will either be destroyed in a secure manner or made anonymous. You should be aware that there are legally required minimum retention periods, which SAGE must and does observe.

Security of Personal Information

SAGE recognizes its obligation to protect personal information in its possession and will make reasonable arrangements to secure that personal information against unauthorized access. These measures will be reasonable in the circumstance and may include providing access to only those individuals with a need to know the information, locked doors and/or filing cabinets, standard technological security measures and other physical and electronic security measures as well as contractual measures, such as non-disclosure or confidentiality agreements.

Requests for Access to Personal Information

On your written request, we will provide you with:

- access to your personal information (if any) under our custody or control; and
- information about the purposes for which your personal information under our custody or control has been and is being used by us.

All requests may be subject to reasonable fees and disbursements. Where appropriate to do so, we may require advance payment of a deposit or the entire cost of responding to a request for access to personal information.

Requests Must be in Writing

We require that all requests for access be in writing and be signed by the requestor. We require sufficient information and detail from the requestor in order to verify their identity, properly locate the information and respond to the request.

Limits on Individual Rights to Information

An individual's ability to access his or her personal information under our control is not absolute. SAGE reserves all rights to not disclose personal information in certain circumstances. For example, we may not disclose personal information where:

- the disclosure could reasonably be expected to threaten the safety, physical or mental health of an individual;
- the disclosure would reveal personal information about another individual;
- the disclosure of the information would reveal confidential commercial information; or
- the personal information was collected by us for an investigation or legal proceeding.

Requests for Correction of Personal Information

On a request by you, we will correct errors or omissions in your personal information where that information is in our custody or control. We require that all such requests be in writing and signed by you. We may require sufficient information and detail from the individual requesting a correction of personal information in order to verify their identity, properly locate the information and respond.

If you make such a request, we will either:

- correct the personal information and, if reasonable to do so, send correction notifications to any third party to whom we disclosed the incorrect information; or
- decide not to correct the personal information but we will annotate the personal information that a correction was requested but not made.

Corrections or amendments will rarely, if ever, be made to opinions, including expert or professional opinions, as opposed to factual information, which may be corrected if in error.

Limited Nature of this Privacy Policy

Nothing contained in this Privacy Policy is intended to create a contract or agreement between SAGE and you and you may not rely on it as such.

Contacting or Communicating with Us

If you:

- have any questions with respect to our privacy policies or practices;
- have any questions with respect to our handling of your personal information;
- if you wish to request access to or correction of your personal information under our care or control; or

- if you are dissatisfied with our handling of your personal information, please contact us at:

Attention: Communications Department

Address: Sage Properties Corp.
410, 505 - 8th Avenue S.W.
Calgary, AB T2P 1G2

Phone: (403) 478-9661

E-mail: info@sageproperties.ca