

# FACILITY ASSOCIATION

151 Yonge Street • 18<sup>th</sup> Floor • Toronto • Ontario • M5C 2W7  
Tel: (416) 863-1750 • Fax: (416) 868-0894 • Email: mail@facilityassoc.com

**TO: HEAD OFFICES OF FACILITY ASSOCIATION MEMBERS**  
**ATTENTION: CHIEF EXECUTIVE OFFICER**  
**BULLETIN NO.: F04-013**  
**DATE: APRIL 8, 2004**  
**SUBJECT: ANNUAL GENERAL MEETING – APRIL 28, 2004**

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As advised in Bulletin F04-010 dated March 23, 2004, the Facility Association Annual General Meeting will be held on **Wednesday April 28, 2004 at 11:00 a.m.** at the Cambridge Suites Hotel, 15 Richmond Street East (corner of Victoria and Richmond Streets), Toronto, Ontario.

We are enclosing the following:

**1. VOTING REGISTRATION CARD(s):**

This card is to be signed by the voting representative of the member company and given to the registration desk at the meeting. Please note that there are two cards: one for the Residual Market and one for the Ontario Risk Sharing Pool. Please bring one or both, depending on your voting rights.

**2. PROXY FORM(s):**

It is most important that your company be represented, either in person or by proxy. If you will not be able to attend the meeting in person, please complete the enclosed proxy form(s) and return to our office by April 19, 2004.

There are 2 proxy forms enclosed: one for the Residual Market (for all jurisdictions in which Facility Association operates) and one for the Ontario Risk Sharing Pool. Please complete one or both, depending on your voting rights. If the proxy form is in favour of the Chairman, it will be voted in favour of any recommendation of the Board of Directors.

**3. DETAILS OF VOTE ALLOTMENT.**

**The Agenda for the Annual General Meeting is as follows:**

1. Reading of Notice and Confirmation of Quorum
2. Approval of Minutes of the Annual Meeting of April 23, 2003  
(Residual Market and Ontario Risk Sharing Pool) **attached**
3. Chairman's Remarks
4. President's Report
5. Reports of the Provincial Operating Committees **attached**
  - (a) Alberta / Yukon / Northwest Territories / Nunavut
  - (b) New Brunswick
  - (c) Newfoundland & Labrador
  - (d) Nova Scotia
  - (e) Ontario
  - (f) Prince Edward Island
6. Reports of the Technical Committees **attached**
  - (a) Accounting
  - (b) Actuarial
  - (c) Claims
  - (d) Rates and Rules
7. Nominating Committee report
8. Election of Directors
9. Presentation for approval of the Audited Financial Statements  
as at October 31, 2003 **attached**
  - (a) Facility Association
  - (b) Facility Association - Residual Market Segment
  - (c) Facility Association - Risk Sharing Pool
10. Appointment of Auditors
11. Any further business which may properly be brought before this meeting

*Note: Please advise if you wish to bring any matters before the annual meeting. Kindly forward your request to the attention of David J. Simpson, President & CEO.*

Andrew Cartmell  
Chairman