

TO: MEMBERS OF THE FACILITY ASSOCIATION

ATTENTION: CHIEF EXECUTIVE OFFICER

BULLETIN NO: F2025 – 006

DATE: February 26, 2025

**SUBJECT: Electronic Voting for Facility Association Annual General Meeting
March 19, 2025**

This year, FA will be using a fully online, electronic voting process. Members will be able to cast their votes securely using a unique control number and password, which will be sent via email to each member representative.

Once logged on to the voting site, the member representative can cast their votes for all jurisdictions combined. The member has the option to cast votes for each individual jurisdiction if that method is preferred. Once the votes are submitted, the results are automatically updated.

Members may choose to assign a proxy to either the Chair of the Board or the President & CEO, or to another specified individual to cast the member's votes during voting. All Facility Association AGM information is available on the Facility Association website at <https://www.facilityassociation.com/Home/AGM>

The following action is required of the member/voting representative:

- The member/voting representative of the company is to complete **online Voting** at <https://web.lumiagm.com/416008923> by 3:00 pm on March 18, 2025. Please follow the instructions based on your voting rights per the vote allotment prior to the meeting to facilitate recognition of voters.

or

- If a proxy is to be assigned, please complete the **online Proxy Form** according to your voting rights per the vote allotment at <https://web.lumiagm.com/416008923> by 3:00 pm on March 18, 2025. If the proxy form is in favour of the Board Chair, votes will be cast 'YES' following the recommendation of the Board of Directors.

Please note you may also complete a proxy form even if you are sending a delegate to the meeting.

If you have any questions regarding the Annual General meeting, please contact Saskia Matheson, President & CEO at smatheson@facilityassociation.com or at 416-644-4915.

Karen Dyberg
Board Chair