

**To: Members of the Facility Association**  
**Attention: Chief Executive Officer**  
**Bulletin No.: F2024 - 004**  
**Date: February 9, 2024**  
**Subject: Electronic Voting for Facility Association Annual General Meeting  
March 6, 2024**

This year, FA has changed how members will cast votes from paper documents to a fully online, electronic 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 either all or each individual jurisdiction where they operate. Once the votes are submitted, the results are automatically updated. The member representative will also be able to assign a proxy other than the Chair of the Board or the President & CEO during the voting process should they wish.

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

- The member/voting representative of the company is to complete the online Voting Registration Form at <https://web.lumiagm.com/450388328>. 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 needed, please complete the online Proxy Form(s) according to your voting rights per the vote allotment at <https://web.lumiagm.com/450388328> by 5 pm March 5, 2024. 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](mailto:smatheson@facilityassociation.com) or at 416-644-4915.

**Karen Dyberg**  
**Board Chair**