

TO: Members of the Facility Association
ATTENTION: Chief Executive Officer
BULLETIN NO.: F2022 - 009
DATE: February 22, 2022
SUBJECT: Facility Association Annual General Meeting March 3, 2022

As advised in Bulletin F2022-008 dated February 2, 2022, the Facility Association Annual General Meeting (AGM) will be held on Thursday March 3, 2022 at 11:00 a.m. Toronto Time via Zoom Meeting (Information to follow).

Please be reminded that we are no longer mailing any paper documents related to the AGM. All Facility Association AGM information is available on the Facility Association website at <https://www.facilityassociation.com/Home/AGM>.

On the site you will find:

1. The Agenda and supporting materials
2. Member Voting materials including:
 - Voting Statement
 - Vote Allotment
 - Voting Registration Card
 - Proxy Form

In addition to the Zoom Meeting for members, we will be providing virtual access to the AGM for guests and observers. Details will be available on the website at <https://www.facilityassociation.com/Home/AGM> in advance of the Meeting.

Action Required

- If a representative from your company will be participating the AGM via Zoom meeting: **Please complete the Voting Registration Card(s)** depending on your voting rights as per the vote allotment, have it **signed by the voting representative of the company**, and return it to faAGM@facilityassociation.com prior to the meeting to facilitate recognition of voters.
- or**
- If a representative from your company will NOT be participating the AGM: **Please complete the Proxy Form(s)** depending on your voting rights as per the vote allotment and **return the Form(s) to faAGM@facilityassociation.com by 3 pm February 25, 2022**. If the proxy form is in favour of the Board Chair, it will be voted in favour of any recommendation of the Board of Directors.

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.

Christopher Cooney
Board Chair