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**TO: MEMBERS OF THE FACILITY ASSOCIATION**  
**ATTENTION: CHIEF EXECUTIVE OFFICER**  
**BULLETIN NO.: F16 – 009**  
**DATE: FEBRUARY 17, 2016**  
**SUBJECT: FACILITY ASSOCIATION ANNUAL GENERAL MEETING FEBRUARY 24, 2016**

As advised in Bulletin F16- 002 dated January 25, 2016, the Facility Association Annual General Meeting will be held on Wednesday February 24, 2016 at 11:00 a.m. in the Rossetti Room at the Chelsea Hotel Toronto, 33 Gerrard Street West (Yonge and Gerrard Streets), Toronto, Ontario.

Please note we are no longer mailing any paper documents related to the Annual General Meeting. All Facility Association Annual General Meeting information is available on the Facility Association website at <http://www.facilityassociation.com/agmap-2016.asp>.

On the site you will find:

1. Agenda and its supporting materials
2. Member Voting materials including:
  - Voting Statement
  - Voting Allotment
  - Voting Registration Cards
  - Proxy Forms

#### **Action Required**

- If a representative from your company will be attending the meeting in person: Please print the appropriate registration card(s) depending on your voting rights as per the vote allotment, have it signed by the voting representative of the company, and present the registration card(s) to the registration desk at the meeting;

or

- If a representative from your company will NOT be attending the meeting in person: please print and complete the proxy form(s) depending on your voting rights as per the vote allotment and mail or fax the proxy form(s) to Facility Association at the above address by February 22, 2016. If the proxy form is in favour of the Chairman, 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 David Simpson, President & CEO at [dsimpson@facilityassociation.com](mailto:dsimpson@facilityassociation.com) or at 416-644-4915.

J. Robert Tisdale  
Board Chair