



777 Bay Street, Suite 2400
P.O. Box 121
Toronto, Ontario
M5G 2C8

T: 416 863 1750
F: 416 868 0894
E: mail@facilityassociation.com

TO: MEMBERS OF THE FACILITY ASSOCIATION

ATTENTION: CHIEF EXECUTIVE OFFICER

BULLETIN NO.: F2020 – 010

DATE: FEBRUARY 7, 2020

SUBJECT: FACILITY ASSOCIATION ANNUAL GENERAL MEETING FEBRUARY 20, 2020

As advised in Bulletin F2020-002 dated January 17, 2020, the Facility Association Annual General Meeting will be held on Thursday February 20, 2020 at 11:00 a.m. in the University Room B at the Courtyard Toronto Downtown, 475 Yonge Street (Yonge and Carlton 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-2020.asp>

On the site you will find:

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

As part of our efforts to improve transparency and make Facility Association more accessible we will be testing webcast access to the Annual General Meeting. Details will be available on the website at <http://www.facilityassociation.com/AGMAP-2020.asp> in advance of the Meeting.

Action Required

- If a representative from your company will be attending the meeting in person: Please print the appropriate 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 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 email or fax the Proxy Form(s) to Facility Association at the above address by February 13, 2020. 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 Saskia Matheson, President & CEO at smatheson@facilityassociation.com or at 416-644-4915.

George Hardy
Board Chair