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TO: MEMBERS OF THE FACILITY ASSOCIATION
ATTENTION: CHIEF EXECUTIVE OFFICER
BULLETIN NO.: F18 – 009
DATE: FEBRUARY 12, 2018
SUBJECT: FACILITY ASSOCIATION ANNUAL GENERAL MEETING FEBRUARY 22, 2018

As advised in Bulletin F18-002 dated January 15, 2018, the Facility Association Annual General Meeting will be held on Thursday February 22, 2018 at 11:00 a.m. in the University Room 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-2018.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 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 mail or fax the Proxy Form(s) to Facility Association at the above address by February 20, 2018. 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 or at 416-644-4915.

Patrick Barbeau
Board Chair