



CANADIAN FIRE SAFETY ASSOCIATION
ASSOCIATION CANADIENNE DE SÉCURITÉ INCENDIE

2800 14th Avenue, Suite 210, Markham, Ontario L3R 0E4

Tel: 416-492-9417 Fax: 416-491-1670 Email: cfsa@associationconcepts.ca Website: www.canadianfiresafety.com

March 25, 2022

Dear CFSA Member,

The Canadian Fire Safety Association (CFSA) Annual General Meeting will be held virtually on Thursday, May 5, 2022 at 9:30 am EST.

As a member of CFSA, you are entitled to submit a **proxy** if you are unable to attend the meeting. Please complete the proxy provided and return it to the CFSA office by fax to 416-491-1670, email (operations@canadianfiresafety.com) or by mail to the above address.

Also enclosed is a **Call For Nominations** for **Board** and **Committee** members. We encourage you to review the **terms of reference** and identify and nominate eligible candidates.

The Annual General Meeting is a great opportunity to learn more about the activities of the CFSA and to let your voice be heard.

If you have any questions, please contact Melonie Hart, CFSA Operations Manager, at 416-492-9417 or by email at operations@canadianfiresafety.com.

We look forward to welcoming you to the meeting.

Sincerely,

A handwritten signature in black ink, appearing to read 'Scott Pugsley', with a long horizontal flourish extending to the left.

Scott Pugsley
President

Enc.



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NOTICE OF ANNUAL GENERAL MEETING

NOTICE IS HEREBY GIVEN that the Annual General Meeting of the Canadian Fire Safety Association (CFSA) will be held virtually on Thursday, May 5, 2022 beginning at 9:30 am EST.

The following matters will come before the meeting:

- 1.0 Call To Order
- 2.0 Review of Minutes of the 2021 Annual General Meeting
 - 2.1 Motion to waive the reading of the Minutes of the 2021 Annual General Meeting
 - 2.2 Motion to approve the Minutes of the 2021 Annual General Meeting
- 3.0 President's Report
- 4.0 Financial Report
 - 4.1 Motion to approve the December 31, 2021, year-end Financial Statements
 - 4.2 Motion to approve Stephen J. Sutherland as accounting firm for 2021
 - 4.3 Motion to approve the actions of the Board for 2021
- 5.0 Committee Reports
- 6.0 Nominating Committee Report
- 7.0 New Business
- 8.0 Adjournment

DATED at Toronto, Ontario the 25th day of March 2022

By Order of the Board of Directors

A handwritten signature in black ink, appearing to read 'Scott Pugsley', with a long horizontal flourish extending to the right.

Scott Pugsley
President



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INSTRUMENT OF PROXY

In accordance with the By-Laws* of the **Canadian Fire Safety Association**, I, the undersigned, a member in good standing of the Canadian Fire Safety Association, hereby appoints the following voting member:

if present or, in his/her absence, **Scott Pugsley, President** of the Canadian Fire Safety Association, as proxy of the undersigned at the **Annual General Meeting** of members of the Canadian Fire Safety Association to be held virtually, on **Thursday, May 5, 2022**, with respect to all matters that come before the meeting in the same manner that the undersigned could do if personally present. The undersigned hereby agrees to ratify all which such proxy holder may lawfully do by virtue thereof.

The undersigned hereby revokes all previous proxies.

Dated this _____ day of _____, 2022

Signature of member

Name (please print)

*Proxy Voting

Voting by proxy will be permitted. A proxy holder need not be a member of the association. An instrument appointing a proxy shall be in writing. The Secretary of the association (or duly authorized representative) shall send a form of proxy to each member of the association, requesting same, with the notice of an annual or special meeting of members. At any meeting of members, a proxy duly appointed by a member shall be entitled to exercise, subject to any restrictions expressed in the instrument appointing the holder the same voting rights that the member appointing the proxy would be entitled to exercise if present at the meeting. Proxies sent to the association by facsimile, mail or email will only be valid if received by the association by the date and time so specified by the association.

Please fax to (416) 491-1670 or email to operations@canadianfiresafety.com on or before Monday, May 2, 2022.