



INSTRUCTIONS FOR TICO ANNUAL GENERAL MEETING (AGM) **on September 17, 2020**

Attending via Zoom

1. A few minutes before the start time, click the following link on your computer to join the meeting:
<https://zoom.us/j/97300488103?pwd=d045NIhGUUprWmk5V0hVZGJOalcrZz09>

To join by phone:
+1 647 374 4685 Canada
+1 647 558 0588 Canada
Meeting ID: 973 0048 8103
Passcode: 932716
2. All attendees will be muted during the meeting to avoid background noise and disruptions.
3. Individuals attending via Zoom will not be able to vote at the meeting. Members can email TICO to request a proxy if they wish to designate someone to vote on their behalf in person at the meeting. There will be a vote on the appointment of Auditors for the next year. The Board is recommending BDO Canada LLP as TICO's Auditors for 2020/2021. The deadline for proxies is September 15, 2020 at 4:30 p.m.
4. Individuals attending via Zoom will be able to view the meeting presenters and PowerPoint presentation, and to ask questions through the online chat feature at relevant points during the meeting and during the Question and Answer Session.
5. To access the chat feature, click Chat in the meeting controls at the bottom of the screen. This will open the chat window where you can type your message.
6. Chat messages will be directed to Tony Aramouni, TICO's Director of Information Technology, who is the host for the meeting.
7. We will have a staff member monitoring the chat window and relaying questions to the presenters at the podium.

8. Please limit use of the chat box to questions only so that we can easily see and respond to your queries.
9. If it is not possible to answer all questions during the time available, TICO will post answers on the website following the meeting.
10. The Agenda and Minutes from the last AGM are available on the website for your review prior to the meeting. TICO's 2020 Annual Report & Business Plan will be posted on the website by noon on September 16, 2020.

Attending in Person

1. Under the Reopening Ontario Act – Stage 3 Orders, indoor gatherings are limited to a maximum of 50 people. Therefore, anyone planning to attend the meeting in person is required to register in advance by sending an email to tico@tico.ca by 4:30 p.m. on September 16, 2020.
2. Appropriate health and safety protocols and physical distancing requirements will be in place for the meeting.
3. Please remember to wear a face mask.
4. Attendees are asked to enter the Corporate Event Centre through the main doors. There will be a QR code to scan with links to a Health Questionnaire that you will be asked to complete when you enter the venue. This will also allow for contact tracing, if required.