



## **2025 ANNUAL MEETING OF SHAREHOLDERS**

### **GENERAL MEETING PROCEDURES**

Below are general rules for the conduct of Altus Group's annual meeting of shareholders to be held virtually via live webcast on May 7, 2025, or any adjournment thereof (the "**Meeting**"). None of these rules limit the powers and authority conferred upon the Chair of the Meeting to determine the procedure and rules of conduct at the Meeting in all respects. These rules and procedures may be amended or supplemented at any time.

We look forward to your participation at the Meeting and welcome your questions and feedback.

#### **Attending the Meeting**

The Meeting will begin at 10:00 a.m. (Toronto time) on May 7, 2025, unless otherwise adjourned or postponed. With your smartphone, tablet or computer, use Chrome, Safari, Edge or Firefox to go to <https://meetings.lumiconnect.com/400-226-840-492>. Internet Explorer is not supported. Once you arrive on the landing page, if you are a registered shareholder or duly appointed proxyholder, you should click "I have a login". Registered shareholders should enter the control number listed on their form of proxy and the password "altus2025". Appointed proxyholders should enter the control number or username provided by the transfer agent and the password "altus2025" (case sensitive). Beneficial shareholders who fail to register a proxyholder with TSX Trust Company will only be able to attend the Meeting as a guest. Guests should select "I am a guest" and fill in the form when prompted. Once logged in, you will see the home page, where you can access the Meeting information, documents and the broadcast. To watch the Meeting, press the broadcast icon. If you are using a computer to attend the Meeting, the broadcast will appear automatically at the right-side once the Meeting has started. We recommend logging into the Meeting at least one hour before it starts.

If you need more information about how to attend the Meeting, ask questions or vote, please refer to the virtual Meeting guide that has been posted on our website at [www.altusgroup.com](http://www.altusgroup.com) (the "**Meeting Guide**") and the section entitled "Voting Information" in Altus Group's management information circular, both of which are available on SEDAR+ at [www.sedarplus.ca](http://www.sedarplus.ca).

If you experience technical or other difficulties attending or participating in the Meeting, you can contact [support-ca@lumiglobal.com](mailto:support-ca@lumiglobal.com) to receive technical support.

#### **Chair of the Meeting**

The Chair of the Board will preside at and conduct the Meeting. The Chair of the Meeting (the "**Chair**") has authority and discretion to conduct the Meeting in an orderly manner, including through delegates that are designated for that purpose. Decisions of the Chair on all matters, including the business of the Meeting and its agenda, are conclusive and binding upon the Meeting.

#### **Addressing the Meeting and asking questions**

Only registered shareholders and duly appointed proxyholders will be able to ask questions in real time. Guests will be able to listen to the Meeting but will not be able to vote or ask questions. Participants can ask questions via the messaging tab in the Lumi virtual platform as explained in the Meeting Guide.

The following general guidelines will be followed to help ensure the Meeting is conducted in a fair, orderly and effective manner.

- When asking a question, please include your name, the entity you represent (if any) and confirm your status as a registered shareholder or duly appointed proxyholder.
- We will summarize each question we answer and state the name of the person who asked

the question and the entity they represent (if any) out loud.

- If substantially similar questions or comments are received, these may be grouped, and a single response provided to avoid repetition.
- As a general rule, questions will be addressed at the end of the meeting, however questions regarding procedural matters or directly related to the motions before the shareholders may be addressed during the meeting.
- We may refuse to consider an intervention that is inappropriate or unrelated to the business of the Meeting or the affairs of Altus Group, or that uses language which is inappropriate.
- We expect to have sufficient time for all questions or comments. In the unlikely event that this is not the case, we will communicate with you after the Meeting if you have provided your contact information.

Matters of individual concern to a shareholder rather than of general concern to all shareholders need not be addressed at the Meeting and should be raised separately after the Meeting by contacting Altus Group's Corporate Secretary by e-mail at [corporatesecretary@altusgroup.com](mailto:corporatesecretary@altusgroup.com) or by mail at Altus Group Limited, 33 Yonge Street, Suite 500, Toronto, Ontario, Canada M5E 1G4, Attention: Corporate Secretary.

### **Voting**

Subject to the provisions of the *Business Corporations Act* (Ontario) and other applicable law, any item of business at the Meeting will be decided by a ballot. Each participant is entitled to the number of votes that are attached to the shares which such person is entitled to vote at the Meeting.

At the Meeting, all resolutions, proposals and motions shall be passed by a simple majority of the votes cast. In the event of an equality of votes, the Chair is not entitled to a second or casting vote.

### **Technical issues**

In the event of technical difficulties with the Meeting, we expect that an announcement will be made on the LUMI virtual platform at <https://meetings.lumiconnect.com/400-226-840-492>. If necessary, the announcement will provide updated information regarding the date, time, and location of the adjourned or postponed meeting. Any updated information regarding the Meeting will also be posted on our website at [www.altusgroup.com](http://www.altusgroup.com).

Please note that internal network security protocols including firewalls and VPN connections may block access to the LUMI virtual platform for the Meeting. If you are experiencing any difficulty connecting or watching the Meeting, ensure your VPN setting is disabled or use a computer on a network not restricted to security settings of your organization.