



April 3, 2018

**To the Shareholders of the
Alberta Capital Finance Authority**

Re: Annual General Meeting

Enclosed is the agenda for the Annual General Meeting (AGM) of the Alberta Capital Finance Authority (ACFA) to be held on **Wednesday, May 2, 2018** together with a copy of the minutes of the AGM held on May 4, 2017.

In accordance with ACFA's [General Bylaws](#), nominations from the floor regarding the **Class "B"** elections will not be accepted. Please see the [Nomination Notification page \(attached\)](#) for instructions on submitting a nomination prior to the AGM.

In order to plan for the luncheon to be held in conjunction with the 2018 AGM, please complete the attached [Confirmation of Attendance form](#) and return via e-mail to rachel.anderson@gov.ab.ca. To assist in making arrangements for meal service and seating it is essential that ACFA receive your attendance confirmation by **April 16, 2018**.

Please complete the attached form **only** if a representative of your Council or Board will be attending the AGM. Thank you for your attention to this matter.

Yours truly,

Rachel Anderson
Corporate Secretary

Attachments



April 3, 2018

**To the Shareholders of the
Alberta Capital Finance Authority**

Re: Annual General Meeting

The Annual General Meeting and luncheon of the shareholders of the Alberta Capital Finance Authority will be held on **Wednesday, May 2, 2018 commencing at 10:00 a.m.** at the Derrick Golf and Winter Club, 3500 – 119 Street NW, Edmonton (Jasper meeting room) with the luncheon to begin at 12:00 p.m.

Agenda

1. Introduction of Board of Directors and Officers.
2. Approval of minutes of the last Annual General Meeting.
3. Chair's report.
4. Presentation of ACFA's audited financial statements for 2017.
5. Group meetings of each shareholder class (**Election of Class "B" director**).
6. Guest Speaker – David Oh
7. Other Business.

With respect to item 5 of the Agenda (Election of Class “B” director), the present elected directors are:

- Ed Gibbons** **Representing Class "C" shareholders – Cities**
- Kim Craig** **Representing Class "D" shareholders – Towns and Villages**
- Ron Ritter** **Representing Class "E" shareholders – Education authorities (includes school districts and divisions, colleges, technical institutes, universities and Northland School Division)**

Class "B" shareholders will be electing a representative to the Board of Directors of the Alberta Capital Finance Authority this year. Tracy Anderson, incumbent Class “B” Director indicated she will not be standing for re-election. Nominations for Class “B” Director will be accepted until **April 25, 2018.** To establish eligibility to vote, please designate a representative of your shareholder class to vote at the Annual General Meeting by complying with 4.8(a) of the *General Bylaws of the Alberta Capital Finance Authority*, which reads, in part, as follows:

“... a shareholder shall attend a meeting of the shareholders by a person appointed as its authorized representative by delivering to the Corporation, no later than 3 business days immediately preceding the meeting, notice of the bylaw, resolution or other authority of the governing body of the shareholder (whether the governing body is a council, board of governors, board of directors or other similar body, and including any administrator or other person appointed by law to act for an on behalf of the body) appointing the individual as its authorized representative.”

Please forward via email to the undersigned, as soon as possible (no later than **Friday, April 27**) a copy of your bylaw, resolution or other authority of the governing body of the shareholder designating the name and/or title of the person eligible to vote the share(s) of the shareholder at the Annual General Meeting. Suggested wording is as follows:

That _____, or designee, be appointed to represent and vote the shares of the _____ at the Annual General Meeting of the Alberta Capital Finance Authority to be held on May 2, 2018 in Edmonton, Alberta.

Yours truly,

Rachel Anderson
Corporate Secretary

CONFIRMATION OF ATTENDANCE

ANNUAL GENERAL MEETING

OF THE

ALBERTA CAPITAL FINANCE AUTHORITY

TO BE HELD ON

Wednesday, May 2nd, 2018

AT THE

DERRICK GOLF AND WINTER CLUB
Jasper Meeting Room

3500 – 119 STREET EDMONTON, ALBERTA T6J 5P5

COMMENCING AT 10:00 A.M.

NAME: _____

REPRESENTING: _____
(SHAREHOLDER I.E. CITY, TOWN, COUNTY, SCHOOL DISTRICT, ETC.)

DIETARY RESTRICTIONS: _____
(i.e. dairy allergy, vegetarian, etc.)

KINDLY RETURN TO:

ALBERTA CAPITAL FINANCE AUTHORITY
EMAIL: RACHEL.ANDERSON@GOV.AB.CA

PLEASE CONFIRM ATTENDANCE BY APRIL 16, 2018

ALBERTA CAPITAL FINANCE AUTHORITY

ELECTION NOTICE TO

CLASS "B"

SHAREHOLDERS

This year Class "B" shareholders will be required to elect a Director to the Board of Directors of the Alberta Capital Finance Authority.

The Corporate Secretary requires Nomination Notification **5 business days prior** to the Annual General Meeting. The deadline for receiving the nomination is **April 25, 2018.**

Note: see [Nomination Notification](#) instructions (attached)

**PLEASE NOTE THE ANNUAL GENERAL MEETING WILL
BE HELD AT 10:00 A.M. PRIOR TO THE LUNCHEON.**

Sample wording for Nomination Notification (below). Copy and paste the nomination wording onto your own letterhead. Ensure the individual nominating the person to be a representative of their class prints their name, title and name of shareholder group (i.e. University of xxxx, City of xxxx) and signs the nomination form on the signature line.

Nomination Notification

We hereby nominate _____ for election to the Board of Directors by the Class “B” shareholders at the Alberta Capital Finance Authority Annual General Meeting held on Wednesday, May 2, 2018.

Signature

Name: _____

Shareholder: _____

Note: **A nomination from a shareholder of the class being nominated** shall be submitted to the Alberta Capital Finance Authority no later than **5 business days** immediately preceding the Annual General Meeting. The deadline for nominations is **April 25, 2018**. **NOMINATIONS FROM THE FLOOR BY SHAREHOLDERS ARE NO LONGER ACCEPTED, AS PER THE GENERAL BYLAWS.** Nominations can be submitted via email directly to the Corporate Secretary at rachel.anderson@gov.ab.ca. The Corporate Secretary will acknowledge via e-mail that the nomination has been received. Thank you.

Dates to Remember:

Confirmation of Attendance as soon as possible - no later than **April 16, 2018**

Nomination Notification as soon as possible - no later than **April 25, 2018**

Designation of Eligibility to Vote as soon as possible - no later than **April 27, 2018**