



April 3, 2017

**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 **Thursday, May 4, 2017**, together with a copy of the minutes of the Annual General Meeting held on May 4, 2016. In accordance with ACFA's corporate bylaws, nominations from the floor regarding the **Class "D"** 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 2017 AGM, please complete the attached ***Confirmation of Attendance form*** and return it to ACFA as soon as possible. The form may be returned via e-mail to rachel.anderson@gov.ab.ca, via regular mail, or sent via fax to (780) 422-2175. To assist in making arrangements for meal service and seating it is essential that ACFA receive your confirmation of attendance by **April 17, 2017**.

Please complete the attached form **only** if a representative of your Council or Board will be attending the Annual General Meeting. Thank you for your attention to this matter. We look forward to seeing you at this year's AGM and luncheon.

Yours truly,

Rachel Anderson
Corporate Secretary

Attachments



April 3, 2017

**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 **Thursday, May 4, 2017 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 11:30 a.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. President's presentation of ACFA's audited financial statements for 2016.
5. Group meetings of each shareholder class (**Election of Class "D" director**).
6. Guest Speaker – Bob Black, Executive Vice President, The Katz Group.
7. Other Business.

With respect to item 5 of the Agenda (Election of **Class "D"** director), the present elected directors are:

Tracy Anderson **Representing Class "B" shareholders** – Municipal authorities (defined as including improvement districts, Métis settlements, municipal districts, counties, special areas, and specialized municipalities) and to regional authorities (includes drainage districts, irrigation districts, regional airport authorities and regional services commissions), and health authorities (includes approved hospitals, mental health hospitals, regional health authorities, and provincial health boards)

Ed Gibbons **Representing Class "C" shareholders** – Cities

Ron Ritter **Representing Class "E" shareholders** – Education authorities (includes school districts and divisions, colleges, technical institutes, universities and Northland School Division)

Class "D" shareholders will be electing a representative to the Board of Directors of the Alberta Capital Finance Authority this year. *Kim Craig, Class "D" Director indicated he will be standing for re-election, subject to being nominated.* 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 e-mail, mail or by facsimile to the undersigned, as soon as possible (**no later than Monday, May 1, 2017**) 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 4, 2017 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

THURSDAY, MAY 4, 2017

AT THE

DERRICK GOLF AND WINTER CLUB

Jasper Meeting Room

3500 – 119 STREET

EDMONTON, ALBERTA

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.) _____

RETURN TO:

**ALBERTA CAPITAL FINANCE AUTHORITY
SUITE 2160 SUN LIFE PLACE
10123 – 99 STREET EDMONTON, AB T5J 3H1
FAX NUMBER: (780) 422-2175
EMAIL: RACHEL.ANDERSON@GOV.AB.CA**

PLEASE CONFIRM ATTENDANCE BY APRIL 17, 2017

ALBERTA CAPITAL FINANCE AUTHORITY

ELECTION NOTICE TO

CLASS "D"

SHAREHOLDERS

This year Class "D" 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 27, 2016**.

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 xxx, City of xxx) and signs the nomination form on the signature line.

Nomination Notification

We hereby nominate [*fill in name of nominee*]_____ for election to the Board of Directors by the Class _____ shareholders at the Alberta Capital Finance Authority Annual General Meeting on May 4, 2017.

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. **NOMINATIONS FROM THE FLOOR BY SHAREHOLDERS ARE NO LONGER ACCEPTED** (as per recent changes to the ACFA bylaws). Nominations can be submitted via email directly to the **Corporate Secretary** at rachel.anderson@gov.ab.ca, via facsimile to (780) 422-2175, or by means of courier or registered mail to:

Alberta Capital Finance Authority
Suite 2160, Sun Life Place
10123 – 99 Street
Edmonton, AB T5J 3H1

If an e-mail address is provided with the *Nomination Notification*, 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 17, 2017**

Nomination Notification as soon as possible - no later than **April 27, 2017**

Designation of Eligibility to Vote as soon as possible - no later than **May 1, 2017**