



March 4, 2019

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 1, 2019**, together with a copy of the minutes of the AGM held on May 2, 2018.

In accordance with ACFA's [General Bylaws](#), nominations from the floor regarding the **Class "E"** election will not be accepted. Please see the Nomination Notification page for instructions on submitting a nomination prior to the AGM. Shareholders of this class will also be required to submit authorization for a representative to vote their shares in the Class "E" election, unless a standing resolution has been previously submitted.

In order to plan for the luncheon to be held in conjunction with the AGM, attendees must [register via EventBrite](#) no later than **April 17, 2019**.

Thank you for your attention to this matter.

Yours truly,

Rachel Anderson
Senior Administrative Assistant & Corporate Officer

Atts.



March 4, 2019

To the Shareholders of the
Alberta Capital Finance Authority

Re: Annual General Meeting

Date: Wednesday, May 1, 2019

Time: 10:00 a.m. – AGM Commences
12:00 p.m. – Luncheon & Guest Speaker

Location: Derrick Golf & Winter Club – Jasper Room
3500 – 119 Street NW
Edmonton, AB T6J 5P5

AGENDA

1. Call to order.
2. Introduction of Board of Directors and Officers.
3. Approval of minutes of the last Annual General Meeting.
4. Chair & President's report.
5. Presentation of ACFA's audited financial statements for 2018.
6. Group meetings of each shareholder class (**Election of Class "E" director**).
7. Guest Speaker – [Lorne Rubis](#)
8. Other Business.
9. Adjournment.

With respect to item 6 of the Agenda (shareholder class meetings including election of a Class “E” director), the present elected directors are:

Ed Kaemingh	Representing Class “B” shareholders – Municipal authorities
Ed Gibbons	Representing Class "C" shareholders – Cities
Kim Craig	Representing Class "D" shareholders – Towns & Villages
Ron Ritter	Representing Class "E" shareholders – Education authorities

Class "E" shareholders will be electing a representative to the Board of Directors of the Alberta Capital Finance Authority this year. Pursuant to the General Bylaws, incumbent Class “E” Director Ron Ritter is unable to stand for re-election, as he has served three consecutive terms. Nominations for Class “E” Director will be accepted until **Wednesday, April 24, 2019**.

To establish eligibility to vote in the election of a Class “E” Director (applies to Class E members only), please designate a representative 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 webacfa@acfacapital.ca as soon as possible (no later than **Friday, April 26, 2019**) 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 1, 2019 in Edmonton, Alberta.

Yours truly,

Rachel Anderson
Senior Administrative Assistant & Corporate Officer