



Deloitte Restructuring Inc.  
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Canada

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February 26, 2015

## Notice to Creditors

**Re: Lutheran Church – Canada, the Alberta – British Columbia District (the “District”), Lutheran Church – Canada, the Alberta – British Columbia District Investments Ltd., Encharis Community Housing and Services and Encharis Management and Support Services (collectively, the “District Group”) – Proceedings under the *Companies’ Creditors’ Arrangement Act* (the “CCAA”)**

As you are likely aware, the District Group obtained an Initial Order from the Court of Queen’s Bench of Alberta (the “Court”) on January 23, 2015 (the “Filing Date”). Deloitte Restructuring Inc. (“Deloitte”) acts as Court-appointed Monitor in the CCAA proceedings. The Initial Order provided for an initial stay of proceedings until February 20, 2015 on which date the Court granted a further Order (the “February 20 Order”), which provided an extension of the stay of proceedings until March 27, 2015. Pursuant to the February 20 Order, a claims procedure was also approved, which directed the District Group and the Monitor to solicit claims from all creditors of the District Group for the purpose of determining the claims which will participate in the CCAA proceedings (the “Claims Process”). A copy of the February 20 Order will be available for viewing on the Monitor’s website (the “Monitor’s Website”) at the following link:

[http://www.insolvencies.deloitte.ca/en-ca/Pages/lutheran\\_church\\_canada\\_the\\_alberta\\_british\\_columbia\\_district\\_et\\_al.aspx](http://www.insolvencies.deloitte.ca/en-ca/Pages/lutheran_church_canada_the_alberta_british_columbia_district_et_al.aspx)

Attached are the following documents with respect to your claim in the Claims Process:

1. A Notice to Creditors regarding the Claims Process, attached as “Schedule 1”; and
2. A General Proof of Claim Form, attached as “Schedule 2” (the “Claim”), including instructions for completing the Claim.

All Claims must be sent by courier service or regular mail to Deloitte Restructuring Inc., 700, 850 – 2<sup>nd</sup> Street SW, Calgary, Alberta T2P 0R8 or via facsimile to: 403-718-3681 to the attention of Joseph Sithole on or before 4:00 p.m. Mountain Daylight Time on April 20, 2015 (the “Claims Bar Date”). Creditors who do not submit a Claim to the Monitor by the specified time on the Claims Bar Date, or such later date as the Court may order, shall:

1. Not be entitled to receive any further notice of these proceedings;
2. Not be entitled to attend any creditors’ meeting;
3. Not be entitled to participate in any creditor vote;
4. Not be entitled to receive any distribution under an Plan of Arrangement, which may be approved in these proceedings; and
5. Be forever barred from making or enforcing any Claim against the District Group, and their current or former directors, officers and employees.

Should you have additional questions, please contact the undersigned at 403-298-5955.

Yours truly,

**DELOITTE RESTRUCTURING INC.**

In its capacity as the Court-appointed Monitor of Lutheran Church – Canada, the Alberta – British Columbia District, Encharis Community Housing and Services, Encharis Management and Support Services and Lutheran Church – Canada, the Alberta – British Columbia District Investments Ltd. and not in its personal or corporate capacity



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Per: Vanessa Allen, B. Comm, CIRP  
Vice-President

# **Schedules**

# **Schedule 1**

COURT FILE NUMBER 1501-00955

COURT COURT OF QUEEN'S BENCH  
OF ALBERTA

IN BANKRUPTCY AND INSOLVENCY

JUDICIAL CENTRE CALGARY

IN THE MATTER OF THE *COMPANIES' CREDITORS  
ARRANGEMENT ACT*,  
R.S.C. 1985, c. C-36, as amended

APPLICANTS LUTHERAN CHURCH – CANADA, THE ALBERTA – BRITISH  
COLUMBIA DISTRICT, ENCHARIS COMMUNITY HOUSING  
AND SERVICES, ENCHARIS MANAGEMENT AND SUPPORT  
SERVICES, AND LUTHERAN CHURCH – CANADA, THE  
ALBERTA – BRITISH COLUMBIA DISTRICT INVESTMENTS  
LTD.

### **NOTICE TO CREDITORS**

On January 23, 2015, the Applicants in the above noted proceedings obtained an Initial Order under the *Companies' Creditors Arrangement Act* (the "CCAA") from the Court of Queen's Bench of Alberta (the "Court"). Deloitte Restructuring Inc. was appointed by the Court as the monitor in these proceedings (the "Monitor").

On February 20, 2015, the Court directed the Applicants and the Monitor to solicit claims from all creditors of the Applicants for the purpose of determining the claims which will participate in the CCAA proceedings.

Except for Depositors and Residents as those terms are defined in the Court Order dated February 20, 2015, any creditor having a claim against any of the Applicants before January 23, 2015 of any nature whatsoever, including an unsecured, secured, contingent or unliquidated claim (a "Claim") is required to file, in the manner set out in the Notice to Creditors, a proof of claim in the prescribed form (which has been provided to you with this Notice to Creditors) with the Monitor in order to participate in any voting or distribution associated with the CCAA proceedings.

Additional copies of the prescribed proof of claim form can be obtained by contacting the Monitor via telephone at 403-267-1899 or via email at: [CalgaryRestructuring@deloitte.ca](mailto:CalgaryRestructuring@deloitte.ca) or it can be downloaded from the Monitor's website at [www.insolvencies.deloitte.ca](http://www.insolvencies.deloitte.ca).

Any creditor, except for Depositors and Residents, who chooses to file a proof of claim is required to provide whatever documentation they may have to support their Claim against the Applicants, such as contracts, invoices, bills of lading, and shipping receipts, in relation to the goods and/or services provided to the Applicants in the appropriate currency under which their Claim arose.

Except for Depositors and Residents, all proof of claim forms, together with the required supporting documentation, must be delivered by mail or courier service to Deloitte Restructuring Inc., 700, 850 – 2<sup>nd</sup> Street SW, Calgary, Alberta T2P 0R8 or sent by facsimile to 403-718-3681 to the attention of Joseph Sithole on or before 4:00 p.m. Mountain Daylight Time on April 20, 2015 (the "Claims Bar Date").

Where a creditor is claiming an offset against all or a portion of amounts owing by the Applicants, full particulars of the offset must be included.

Except for Depositors and Residents, the Monitor will on or before May 5, 2015, in turn provide to the creditor a notice in writing by registered mail, by courier service, or by facsimile as to whether their Claim is accepted or disputed in whole or in part, and the reason for the dispute pursuant to a Notice of Revision or Disallowance.

Except for Depositors and Residents, all Claims received by the Monitor or, in the case of mailing, postmarked, after the Claims Bar Date will, unless otherwise ordered by the Court, be forever extinguished, barred, and will not participate in any voting or distributions in the CCAA proceedings.

Where a creditor objects to a Notice of Revision or Disallowance, the creditor shall notify the Monitor and the Applicants of its objection in writing (the "Dispute Notice") by registered mail, courier service or facsimile within 10 days from the date on the Notice of Revision or Disallowance.

With respect to Depositors and Residents, if the Depositor or Resident does not deliver a Dispute Notice or Non-Participation Notice to the Monitor on or before 4:00 p.m. Mountain Daylight Time on April 20, 2015, the Depositor's or Resident's Proof of Claim will be deemed accepted by the Monitor.

A Depositor or Resident who objects to the amount provided in their Proof of Claim must deliver a Dispute Notice to the Monitor, which must be delivered by registered mail or courier service to Deloitte Restructuring Inc., 700, 850 – 2<sup>nd</sup> Street SW, Calgary, Alberta T2P 0R8 or sent by facsimile to 403-718-3681 to the attention of Joseph Sithole on or before the Claims Bar Date.

A Depositor or Resident who does not wish to participate in the CCAA proceedings or who wishes to donate or assign their Claim must deliver a Non-Participation Notice or Assignment Notice to the Monitor by registered mail or courier service to Deloitte Restructuring Inc., 700, 850 – 2<sup>nd</sup> Street SW, Calgary, Alberta T2P 0R8 or via facsimile to 403-718-3681 to the attention of Joseph Sithole on or before the Claims Bar Date.

The Monitor and the Applicants will attempt to consensually resolve disputes with respect to any claim. If the dispute cannot be resolved, the Monitor or the Applicants shall bring an application before the Court for the determination of the claim.

A creditor not filing a Dispute Notice to a Notice of Revision or Disallowance issued by the Monitor shall, unless otherwise ordered by the Court, be conclusively deemed to have accepted the assessment of its Claim as set out in such Notice of Revision or Disallowance.

Dated February 26, 2015 in Calgary, Alberta.

**DELOITTE RESTRUCTURING INC.**, in its capacity as Monitor of the LUTHERAN CHURCH – CANADA, THE ALBERTA – BRITISH COLUMBIA DISTRICT, ENCHARIS COMMUNITY HOUSING AND SERVICES, ENCHARIS MANAGEMENT AND SUPPORT SERVICES, AND LUTHERAN CHURCH – CANADA, THE ALBERTA – BRITISH COLUMBIA DISTRICT INVESTMENTS LTD.

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Per: Vanessa Allen, B. Comm, CIRP  
Vice-President

# **Schedule 2**

COURT FILE NUMBER            1501-00955

COURT                            COURT OF QUEEN'S BENCH  
OF ALBERTA

                                      IN BANKRUPTCY AND INSOLVENCY

JUDICIAL CENTRE                CALGARY

                                      IN THE MATTER OF THE *COMPANIES' CREDITORS  
ARRANGEMENT ACT*,  
R.S.C. 1985, c. C-36, as amended

APPLICANTS                      LUTHERAN CHURCH – CANADA, THE ALBERTA –  
BRITISH COLUMBIA DISTRICT, ENCHARIS  
COMMUNITY HOUSING AND SERVICES, ENCHARIS  
MANAGEMENT AND SUPPORT SERVICES, AND  
LUTHERAN CHURCH – CANADA, THE ALBERTA –  
BRITISH COLUMBIA DISTRICT INVESTMENTS LTD.

DOCUMENT                        **GENERAL PROOF OF CLAIM FORM**

Regarding the claim of \_\_\_\_\_ (*name of creditor*) (referred to in this form as the "Creditor").

All notices or correspondence regarding this claim to be forwarded to the Creditor at the following address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

1. I, \_\_\_\_\_ (*name of person signing claim*), residing in \_\_\_\_\_ (*city/town*) in the Province of \_\_\_\_\_, do hereby certify that:

*Check one:*

\_\_\_\_\_ I am the creditor.

\_\_\_\_\_ I am \_\_\_\_\_ (*if an officer or employee, state position or title*) of the Creditor.

2. I have knowledge of all the circumstances connected with the claim referred to in this form.



3. Check which CCAA debtor(s) your claim is against:

- LUTHERAN CHURCH – CANADA, THE ALBERTA – BRITISH COLUMBIA DISTRICT, INCLUDING THE CHURCH EXTENSION FUND
- ENCHARIS COMMUNITY HOUSING AND SERVICES
- ENCHARIS MANAGEMENT AND SUPPORT SERVICES
- LUTHERAN CHURCH – CANADA, THE ALBERTA – BRITISH COLUMBIA DISTRICT INVESTMENTS LTD.

The CCAA Debtor (above) was, as at January 23, 2015, and still is indebted to the Creditor in the sum of \$ \_\_\_\_\_ as shown by the statement of account attached hereto and marked as Schedule "A". Claims should **not** include the value of goods and/or services supplied after January 23, 2015. If the Creditor's claim is to be reduced by deducting any counter claims to which the CCAA debtor is entitled and/or amounts associated with the return of equipment and/or assets by the CCAA debtor, please specify.

*The statement of account must specify invoices or other evidence in support of the claim including the date and location of the delivery of all services and materials. Any claim for interest must be supported by contractual documentation evidencing the entitlement to interest.*

4. Check one:

(A) **Unsecured claim.** \$ \_\_\_\_\_. In respect of the said debt, the creditor does not and has not held any assets as security.

(B) **Secured claim.** \$ \_\_\_\_\_. In respect of the said debt, the creditor holds assets valued at \$ \_\_\_\_\_ as security:

*Provide full particulars of the security, including the date on which the security was given and the value at which the Creditor assesses the security together with the basis of valuation, and attach a copy of the security documents as Schedule "B".*

(C) **Claim against Directors/Officers/Management.** \$ \_\_\_\_\_. In respect of the said claim, the particulars of my claim are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Provide full particulars of the claim, including date that the claim arose, what the claim is about and how the value of the claim is arrived at together with a copy of any relevant documents as Schedule "C".*

(D) **Wage Earners/Employees.** \$ \_\_\_\_\_.

(E) **Pension Holders.** \$ \_\_\_\_\_.

(F) **Trust Claim.** \$ \_\_\_\_\_. In respect of the said trust, the particulars of my claim are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Provide full particulars of the trust claim, including the date that the trust arose, what the trust is about, the nature of the trust, and how the value of the trust is arrived at together with a copy of any relevant documents as Schedule "D".*

Dated at \_\_\_\_\_ (city/town), this \_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
(signature of individual completing the form)

*Must be signed and witnessed.*

*Instructions for completing a General Proof of Claim Form:*

1. Please complete the General Proof of Claim Form as set out therein.
2. The General Proof of Claim Form is intended for all persons asserting a claim, other than Depositors or Residents (as those terms are defined in the Court Order dated February 20, 2015), of any kind or nature whatsoever, including an unsecured, secured, contingent or unliquidated claim, against any of the Applicants and their directors and officers arising before January 23, 2015.
3. General Proof of Claim Forms must be delivered to the Monitor via mail, courier service or facsimile, as follows:

Deloitte Restructuring Inc.  
700, 850 - 2<sup>nd</sup> Street SW  
Calgary, Alberta T2P 0R8  
Attention: Joseph Sithole

VIA facsimile to: 403-718-3691  
VIA email to: CalgaryRestructuring@deloitte.ca

4. Please note that if you do not file a proof of claim form prior to April 20, 2015:
  - *You will not receive any further notice of the CCAA proceedings.*
  - *You will not be entitled to attend any creditors' meeting.*
  - *You will not be entitled to participate in any creditors vote.*
  - *You will not be entitled to receive any distribution under any Plan of Compromise or Arrangement which may be approved in the CCAA proceedings.*
  - *You will be forever barred from making or enforcing any claim that you may have against Lutheran Church – Canada, the Alberta – British Columbia District, including the Church Extension Fund, Encharis Community Housing and Services, Encharis Management and Support Services, and Lutheran Church – Canada, the Alberta – British Columbia District Investments Ltd., and current and former directors, officers, and employees.*