

INSTRUCTION LETTER
FOR THE CLAIMS PROCESS FOR CANADA NORTH GROUP INC., CANADA NORTH CAMPS INC.,
CAMPCORP STRUCTURES LTD., D.J. CATERING LTD., 816956 ALBERTA LTD., 1371047 ALBERTA
LTD. and 1919209 ALBERTA LTD. (collectively, the “Canada North Group”)

1. Claims Procedure

By order of the Court of Queen’s Bench of Alberta dated December 6, 2017 (as may be amended or restated from time to time, (the “**Claims Process Order**”), in the proceeding commenced by the Canada North Group under the *Companies’ Creditors Arrangement Act*, R.S.C. 1985 c. C-36, as amended (the “**CCAA**”), Ernst & Young Inc., in its capacity as the Court-appointed Monitor of the Canada North Group (the “**Monitor**”), has been authorised to conduct a claims process with respect to claims against the Canada North Group entities (the “**Claims Process**”). A copy of the Claims Process Order may be found on the Monitor’s Website at: www.ey.com/ca/canadanorthgroup. Capitalised terms used in this letter which are not defined in this letter shall have the meaning ascribed to them in the Claims Process Order.

This letter provides instructions for completing the Proof of Claim for a **Claim** and / or a **Restructuring Claim**. A blank Proof of Claim is included with this letter.

The Claims Process is intended for:

- i. any Person asserting a Claim (other than an Unaffected Claim) of any kind or nature whatsoever against any of the Canada North Group entities and/or any of their Directors and/or Officers arising before the Commencement Date; and/or
- ii. any Restructuring Claim arising on or after the Commencement Date as a result of a restructuring, disclaimer, rescission, termination or breach by any of the Canada North Group entities on or after the Commencement Date of any contract, employment agreement, lease or other agreement or arrangement of any nature whatsoever, whether written or oral, and whether such restructuring, disclaimer, rescission, termination or breach took place or takes place before or after the date of Claims Process Order.

If you have any questions regarding the Claims Process, please contact the Court-appointed Monitor at the address below.

All enquiries with respect of the Claims Process should be addressed to:

Ernst & Young Inc.
Court-appointed Monitor of Canada North Group
EPCOR Tower, 10423 - 101 Street, Suite 1400
PO Box 44
Edmonton, Alberta T5H 0E7

Attention: Franca Mazzulla
Email: canadanorthgroup.monitor@ca.ey.com
Phone: 1-855-943-4472
Fax: 780-229-2997

2. For Claimants Submitting a Proof of Claim

i) Claims

You are required to file a Proof of Claim in respect of a **Claim**, in the form enclosed herewith, and **ensure that it is received by the Monitor by 5:00 p.m. (Mountain Time) on January 19, 2018** (the “**Claims Bar**”).

Date”) to avoid the barring and extinguishment of any Claim (other than a Restructuring Claim) that you may have against any of the Canada North Group entities and/or any of their Directors and/or Officers.

ii) **Restructuring Claims**

To avoid the barring and extinguishment of any **Restructuring Claim** you may have against any of the Canada North Group entities and/or any of their Directors and/or Officers, you are required to file a Proof of Claim, in the form enclosed herewith, and ensure **that it is received by the Monitor by the later of: (a) the Claims Bar Date; and (b) 5:00 p.m. (Mountain Time) on the day which is ten (10) Business Days after the date of the Notice of Disclaimer or Resiliation** sent to you (the “**Restructuring Claims Bar Date**”).

Additional Proof of Claim forms can be found on the Monitor’s website at www.ey.com/ca/canadanorthgroup or obtained by contacting the Monitor at the address indicated above and providing particulars as to your name, address, facsimile number and email address.

If you are submitting your Proof of Claim for a Claim or a Restructuring Claim electronically, please submit the Proof of Claim and supporting documents in PDF form and ensure that the name of the file is **[legal name of Claimant]poc.pdf**. If you submit your claim electronically and you do **not** receive an email confirming receipt of your Proof of Claim within one (1) business day of submitting the Proof of Claim, your Proof of Claim has **not** been successfully received by the Monitor and you should submit your Proof of Claim using an alternate method.

IF A PROOF OF CLAIM IN RESPECT OF YOUR CLAIM OR RESTRUCTURING CLAIM IS NOT RECEIVED BY THE MONITOR BY THE CLAIMS BAR DATE OR THE RESTRUCTURING CLAIMS BAR DATE, AS APPLICABLE:

- A. YOUR CLAIM SHALL BE FOREVER **BARRED** AND **EXTINGUISHED** AND YOU WILL BE PROHIBITED FROM MAKING OR ENFORCING ANY CLAIM AGAINST ANY MEMBER OF THE CANADA NORTH GROUP AND/OR ANY OF THEIR DIRECTORS AND/OR OFFICERS;
- B. YOU SHALL NOT BE PERMITTED TO VOTE ON THE PLAN OR ENTITLED TO ANY FURTHER NOTICE OR DISTRIBUTION UNDER THE PLAN, IF ANY;
- C. YOU SHALL NOT BE ENTITLED TO PARTICIPATE AS A CLAIMANT IN THE CCAA PROCEEDINGS OF ANY MEMBER OF THE CANADA NORTH GROUP

Please note that the submission and receipt of a Proof of Claim in respect of a Claim or a Restructuring Claim is not in and of itself acceptance of such Proof of Claim. All Proofs of Claim submitted are subject to review by the Monitor.