



**TO: ALL MEMBERS OF THE CANADIAN INSTITUTE OF CHARTERED BUSINESS VALUATORS  
WHOSE PRINCIPAL PLACE OF BUSINESS IS IN THE PROVINCE OF QUÉBEC**

**SUBJECT: NOTICE OF ELECTION OF A REGIONAL DIRECTOR FOR THE PROVINCE OF QUÉBEC**

---

The term of office of Luc Lafontaine, the Director elected in 2018 for the Province of Québec, was for three years and, accordingly, is completed in 2021. The Board of Directors, in accordance with the By-laws of the Institute, has authorized that an election for a Director for this Region take place and that a regional petition requesting this election is not required.

We have enclosed a nomination form by which you are entitled to nominate any Member, whose principal place of business is in the Province of Québec. The nomination form must be signed by three Members whose principal place of business is in the specified Region in order to be valid. The nomination form must also be signed by the Member who is nominated to indicate his/her consent to act as a Director if elected. When submitting the nomination form, Members are required to submit a summary of their biographical and professional background.

Important changes were made to the Regional Director election process in 2019 to increase the transparency for serving on the Board of Directors.

1. Prior to the end of the nominating period, the Institute will disclose to all Members the names of those Members nominated for each Region in which an election is being held, along with a summary of their biographical and professional background.
2. A Board of Directors Position Profile was prepared to provide Members with information on the role of the Board Director, current Board and Committee/Advisory Council structure, time commitments and desirable Board Director competencies. The Board Position Profile can be accessed by clicking [here](#).

The completed nomination form is to be returned March 31, 2021 in person, by mail or by email (PDF) to:

The Secretary  
c/o Deborah Hanlon ([deborah.hanlon@cbvinstitute.com](mailto:deborah.hanlon@cbvinstitute.com))  
CBV Institute  
277 Wellington Street West, Suite 808  
Toronto, Ontario, M5V 3E4

The Institute will be implementing an electronic voting process for elections of regional directors. After the close of the nominating period (March 31, 2021), the Institute will circulate instructions on the electronic voting process. Members in the Province of Quebec who are unable to vote electronically or who prefer to vote by printed ballot, may vote by printed ballot. If you wish to vote by printed ballot, please make a formal request in writing to Deborah Hanlon ([deborah.hanlon@cbvinstitute.com](mailto:deborah.hanlon@cbvinstitute.com)) by February 28, 2021 to receive a printed ballot in early April 2021. The nominated Member receiving the most votes will be declared the winner.

The term of the Director elected for the Province of Québec will commence immediately following the next Annual Meeting of Members, which is tentatively scheduled for June 14, 2021, and will continue until the Annual Meeting of Members in the third year after this election.

Any questions should be directed to either Christine Sawchuk at [christine.sawchuk@cbvinstitute.com](mailto:christine.sawchuk@cbvinstitute.com) or Bob Boulton at [robert.boulton@cbvinstitute.com](mailto:robert.boulton@cbvinstitute.com).

A handwritten signature in blue ink that reads "CRodenhiser".

Charlene Rodenhiser  
Secretary  
January 8, 2021



**TO:** The Secretary, CBV Institute

**SUBJECT:** Nomination for the Election of a Director to the Board of Directors of The Canadian Institute of Chartered Business Valuators by the Members whose principal place of business is in the Province of Québec

We, the undersigned, hereby nominate \_\_\_\_\_ to serve as a Director of The Canadian Institute of Chartered Business Valuators

1.       Name of Member: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Principal Place of Business: \_\_\_\_\_  
Date: \_\_\_\_\_
  
2.       Name of Member: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Principal Place of Business: \_\_\_\_\_  
Date: \_\_\_\_\_
  
3.       Name of Member: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Principal Place of Business: \_\_\_\_\_  
Date: \_\_\_\_\_

-----CONSENT-----

I hereby consent to serve as a Director of The Canadian Institute of Chartered Business Valuators, if elected:

Name of Member: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Principal Place of Business: \_\_\_\_\_  
Date: \_\_\_\_\_