



**TO: ALL MEMBERS OF THE CANADIAN INSTITUTE OF CHARTERED BUSINESS VALUATORS WHOSE PRINCIPAL PLACE OF BUSINESS IS IN THE PROVINCE OF BRITISH COLUMBIA AND THE TERRITORY OF YUKON, COLLECTIVELY**

**SUBJECT: NOTICE OF ELECTION OF A REGIONAL DIRECTOR FOR THE PROVINCE OF BRITISH COLUMBIA AND THE TERRITORY OF YUKON, COLLECTIVELY**

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The term of office of Susie Foley, the Director elected in 2022 for the Province of British Columbia and the Territory of Yukon, collectively, was for three years and, accordingly, is completed in 2025. 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 British Columbia and the Territory of Yukon, collectively. 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.

Prior to the close of the nominating period, the names of those nominated in this Region, along with a summary of their biographical and professional background, will be disclosed to all Members by the Institute.

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 Position Profile can be accessed [here](#).

The completed nomination form is to be returned **February 28, 2025** in person, by mail or by email (PDF) to:

The Secretary  
c/o Deborah Hanlon (deborah.hanlon@cbvinstitute.com)  
CBV Institute  
141 Adelaide Street West, Suite 1007  
Toronto, Ontario, M5H 3L5

The Institute will be conducting an electronic voting process for elections of regional directors. After the close of the nominating period (February 28, 2025), the Institute will circulate instructions on the electronic voting process. Members in the specified Region, 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) by **February 15, 2025** to receive a printed ballot in early March 2025. The nominated Member receiving the most votes will be declared the winner.

The term of the Director elected for the specified Region will commence immediately following the next Annual Meeting of Members, which is tentatively scheduled for June 19, 2025, and will continue until the Annual Meeting of Members in the third year after this election.

Any questions should be directed to Christine Sawchuk at [christine.sawchuk@cbvinstitute.com](mailto:christine.sawchuk@cbvinstitute.com).

A handwritten signature in black ink, appearing to read 'Prem Lobo', written in a cursive style.

Prem Lobo  
Secretary  
January 6, 2025



**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 Valuers by the Members whose principal place of business is in the Province of British Columbia and the Territory of Yukon, collectively

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

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 Valuers, if elected:

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