

C2 - Nomination Documents

PLEASE PRINT IN BLOCK LETTERS

JURISDICTION (NAME OF MUNICIPALITY OR REGIONAL DISTRICT) CITY OF VANCOUVER		ELECTION AREA (NAME OF MUNICIPALITY, NEIGHBOURHOOD CONSTITUENCY, OR REGIONAL DISTRICT ELECTORAL AREA) CITY OF VANCOUVER	
We, the following electors of the above-named jurisdiction, hereby nominate:			
NOMINEE'S LAST NAME HALYK		FIRST NAME MARK	MIDDLE NAME(S) RICHARD
USUAL NAME OF PERSON NOMINATED IF DIFFERENT FROM ABOVE AND PREFERRED BY THE PERSON NOMINATED TO APPEAR ON THE BALLOT MARK HALYK			
RESIDENTIAL ADDRESS (STREET ADDRESS) s.22(1) - Personal & Confidential		CITY/TOWN VANCOUVER	POSTAL CODE s.22(1) - Personal & Confidential
MAILING ADDRESS IF DIFFERENT FROM RESIDENTIAL ADDRESS (STREET ADDRESS/PO BOX NUMBER)		CITY/TOWN	POSTAL CODE
As a Candidate for the office of:			
POSITION (E.G., MAYOR, COUNCILLOR, PARK BOARD COMMISSIONER) PARK BOARD COMMISSIONER		JURISDICTION (NAME OF MUNICIPALITY OR REGIONAL DISTRICT) CITY OF VANCOUVER	

Each of us affirms that to the best of our knowledge, the above-named person nominated for office:

1. Is or will be on general voting day for the election, 18 years of age or older.
2. Is a Canadian citizen.
3. Has been a resident of British Columbia, as determined in accordance with section 25 of the *Vancouver Charter*, for the past six months immediately preceding today's date.
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NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES) Victoria Jung		NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES) Scott Jensen	
RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR s.22(1) - Personal & Confidential		RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR s.22(1) - Personal & Confidential	
PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR Vancouver		PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR Vancouver	
☒ BY CHECKING THIS BOX YOU CONFIRM THAT YOU ARE A QUALIFIED ELECTOR IN THE JURISDICTION THE CANDIDATE IS RUNNING FOR OFFICE		☒ BY CHECKING THIS BOX YOU CONFIRM THAT YOU ARE A QUALIFIED ELECTOR IN THE JURISDICTION THE CANDIDATE IS RUNNING FOR OFFICE	
NOMINATOR'S SIGNATURE 		NOMINATOR'S SIGNATURE 	

Please see over for additional space when more than two nominators are required. Copies can be made as needed.

I consent to the above nomination for office:

NOMINEE'S SIGNATURE 	DATE: (YYYY/MM/DD) 2026/08/31
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CANDIDATE NOMINATION PACKAGE

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NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES) NANCY MARIE FORHAN	NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES) Jennifer Carrie Halyk
RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR s.22(1) - Personal & Confidential	RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR s.22(1) - Personal & Confidential
PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR	PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR above
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NOMINATOR'S SIGNATURE Nancy Marie Forhan	NOMINATOR'S SIGNATURE Jennifer Halyk

NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES) Theresa Feng	NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES) ARNOR VALOR CORRALES
RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR s.22(1) - Personal & Confidential	RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR Vancouver s.22(1) - Personal & Confidential
PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR	PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR
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NOMINATOR'S SIGNATURE Theresa Feng	NOMINATOR'S SIGNATURE Arnor Valor Corrales

NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES) David Liam Clark	NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES) Patricia Eileen Barker
RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR s.22(1) - Personal & Confidential	RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR Vancouver s.22(1) - Personal & Confidential
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NOMINATOR'S SIGNATURE David Clark	NOMINATOR'S SIGNATURE Patricia Barker

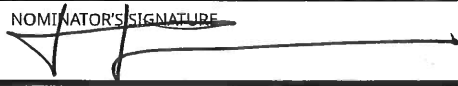
CANDIDATE NOMINATION PACKAGE

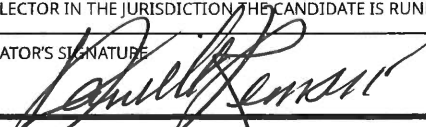
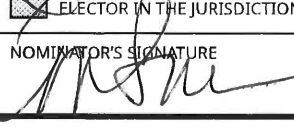
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NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES) LEE HABER	NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES) Taghi Bajeh-kian
RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR s.22(1) - Personal & Confidential VANCOUVER, BC	RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR s.22(1) - Personal & Confidential Vancouver
PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR	PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR
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NOMINATOR'S SIGNATURE 	NOMINATOR'S SIGNATURE 

NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES) LAUREN CAREY	NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES) RAEWYN BREWER
RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR s.22(1) - Personal & Confidential VANCOUVER	RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR s.22(1) - Personal & Confidential VANCOUVER
PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR	PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR
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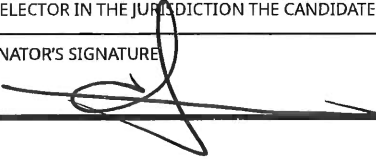
NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES) Danielle Luce Remoné	NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES) Evelyn Maura Stilwell
RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR s.22(1) - Personal & Confidential	RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR s.22(1) - Personal & Confidential
PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR Vancouver, BC s.22(1) - Personal & Confidential	PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR s.22(1) - Personal & Confidential
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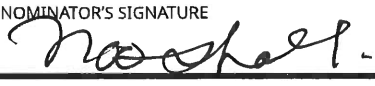
CANDIDATE NOMINATION PACKAGE

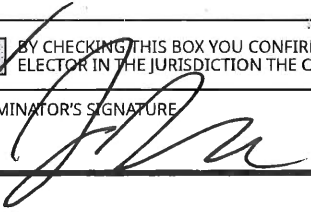
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RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR s.22(1) - Personal & Confidential Vancouver	RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR Vancouver s.22(1) - Personal & Confidential
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NOMINATOR'S SIGNATURE 	NOMINATOR'S SIGNATURE 

NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES) Sason Ross	NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES) Noorsha Mehdi
RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR s.22(1) - Personal & Confidential Vancouver, BC	RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR Vancouver s.22(1) - Personal & Confidential
PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR	PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR
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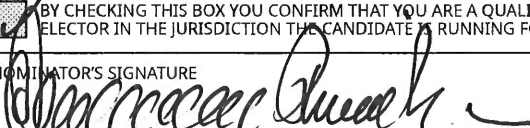
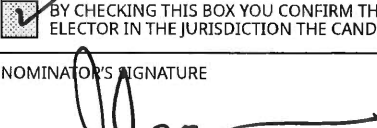
NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES) Sarah Jo Weddell	NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES) Joshua L.H. Cameron
RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR s.22(1) - Personal & Confidential Vancouver	RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR Vancouver s.22(1) - Personal & Confidential
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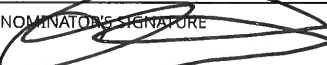
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RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR s.22(1) - Personal & Confidential Vancouver, B.C. s.22(1) - Personal & Confidential	RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR s.22(1) - Personal & Confidential Vancouver s.22(1) - Personal & Confidential
PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR	PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR
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NOMINATOR'S SIGNATURE 	NOMINATOR'S SIGNATURE 

NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES) ROBERT RIVERS	NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES) Amariot Haur Bains
RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR Vancouver s.22(1) - Personal & Confidential	RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR s.22(1) - Personal & Confidential Vancouver s.22(1) - Personal & Confidential
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NOMINATOR'S SIGNATURE 	NOMINATOR'S SIGNATURE 

NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES) Michael Wu Vancouver	NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES) Isabel Ochoa Prieto Vancouver
RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR s.22(1) - Personal & Confidential	RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR s.22(1) - Personal & Confidential
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NOMINATOR'S SIGNATURE 	NOMINATOR'S SIGNATURE Isabel Ochoa

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NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES) <i>Michelle Mongall</i>	NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES) <i>Krista Brisang Trounce</i>
RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR s.22(1) - Personal & Confidential <i>Vancouver</i>	RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR s.22(1) - Personal & Confidential
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NOMINATOR'S SIGNATURE <i>Michelle Mongall</i>	NOMINATOR'S SIGNATURE <i>Krista Trounce</i>

NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES) <i>Erik Trounce</i>	NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)
RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR s.22(1) - Personal & Confidential <i>Vancouver</i>	RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR
PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR	PROPERTY ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A NON-RESIDENT PROPERTY ELECTOR
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NOMINATOR'S SIGNATURE <i>Erik Trounce</i>	NOMINATOR'S SIGNATURE

NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)	NOMINATOR'S NAME (FIRST, MIDDLE AND LAST NAMES)
RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR	RESIDENTIAL ADDRESS (CITY/TOWN, STREET ADDRESS, POSTAL CODE) IF NOMINATING AS A RESIDENT ELECTOR
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NOMINATOR'S SIGNATURE	NOMINATOR'S SIGNATURE

C2 – Nomination Documents

PLEASE PRINT IN BLOCK LETTERS

I do solemnly declare as follows:

1. I am qualified under section 38 of the *Vancouver Charter* to be nominated, elected and to hold the office of:

POSITION (E.G., MAYOR, COUNCILLOR, PARK BOARD COMMISSIONER)

PARK BOARD COMMISSIONER

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4. I have been a resident of British Columbia, as determined in accordance with section 25 of the *Vancouver Charter*, for the past six months immediately preceding today's date.
5. I am not disqualified by the *Vancouver Charter* or any other enactment from voting in an election in British Columbia or from being nominated for, being elected to or holding the office, or be otherwise disqualified by law.
6. To the best of my knowledge, the information provided in these nomination documents is true.
7. I fully intend to accept the office if elected.
8. I am aware of and understand the requirements and restrictions of the *Local Elections Campaign Financing Act* and I intend to fully comply with those requirements and restrictions.

NOMINEE'S SIGNATURE

DECLARED BEFORE ME: CHIEF ELECTION OFFICER OR COMMISSIONER FOR TAKING AFFIDAVITS FOR BRITISH COLUMBIA

AT (LOCATION)

DATE: (YYYY/MM/DD)

WILLIAM S. CLARK
Barrister & Solicitor
Harper Grey Barrister
3200 - 650 West Georgia Street
Vancouver, BC V6B 4P7
Tel: (604) 687-0411



I am acting as my own Financial Agent



I have appointed as my Financial Agent

Aleksandar Samardzi

NOMINEE'S SIGNATURE

FINANCIAL AGENT'S NAME (IF APPLICABLE)

ELECTOR ORGANIZATION CANDIDATE ENDORSEMENT AND CONSENT

NAME OF ELECTOR ORGANIZATION (AS REGISTERED WITH ELECTIONS BC):

VANCOUVER LIBERALS

PRINCIPLE OFFICIAL'S LAST NAME

Kadian

FIRST NAME

Loussine

MIDDLE NAME(S)

B

The above-named Elector Organization Agrees to Endorse:

CANDIDATE'S LAST NAME

HALYK

FIRST NAME

MARK

MIDDLE NAME(S)

RICHARD

PRINCIPLE OFFICIAL'S SIGNATURE

DATE: (YYYY/MM/DD)

2026/08/31

I consent to the endorsement by the above-named Elector Organization

CANDIDATE'S SIGNATURE

DATE: (YYYY/MM/DD)

2026/08/31

Statement of Disclosure

Financial Disclosure Act

You must complete a Statement of Disclosure form if you are:

- a nominee for election to provincial or local government office*, as a school trustee or as a director of a francophone education authority
- an elected local government official
- an elected school trustee, or a director of a francophone education authority
- an employee designated by a local government, a francophone education authority or the board of a school district
- a public employee designated by the Lieutenant Governor in Council

*("local government" includes municipalities, regional districts and the Islands Trust)

Who has access to the information on this form?

The *Financial Disclosure Act* requires you to disclose assets, liabilities and sources of income. Under section 6 (1) of the *Act*, statements of disclosure filed by nominees or municipal officials are available for public inspection during normal business hours. Statements filed by designated employees are not routinely available for public inspection. If you have questions about this form, please contact your solicitor or your political party's legal counsel.

What is a trustee? – s. 5 (2)

In the following questions the term "trustee" does not mean school trustee or Islands Trust trustee. Under the *Financial Disclosure Act* a trustee:

- holds a share in a corporation or an interest in land for your benefit, or is liable under the *Income Tax Act* (Canada) to pay income tax on income received on the share or land interest
- has an agreement entitling him or her to acquire an interest in land for your benefit

Person making disclosure:	HALYK <i>last name</i>	PARK BOARD COMMISSIONER <i>first & middle name(s)</i>
Street, rural route, post office box:	s.22(1) - Personal & Confidential	
City:	VANCOUVER	Province: BC
Postal Code:	s.22(1) - Personal & Confidential	
Level of government that applies to you:	☐ provincial ☒ local government ☐ school board/francophone education authority	

If sections do not provide enough space, attach a separate sheet to continue.

Assets – s. 3 (a)

List the name of each corporation in which you hold one or more shares, including shares held by a trustee on your behalf:

NBI Money Market Fund; NBI Canadian Equity Fund
NBI Small Cap Fund; National Bank Bond Fund - INV 2
NBI Global Equity Fund; BMO Managed Growth Funds
VanadiumCorp Resource Inc. - TSXV: VRB; Bank of Nova Scotia - TSX: BNS
Royal Bank of Canada - TSX: RY; Suncor Energy Inc. - TSX: SU
Tesla, Inc. - NASDAQ: TSLA; Hypercharge Networks Corp. - TSXV: HC

Liabilities – s. 3 (e)

List all creditors to whom you owe a debt. Do not include residential property debt (mortgage, lease or agreement for sale), money borrowed for household or personal living expenses, or any assets you hold in trust for another person:

creditor's name(s)

N/A

creditor's address(es)

Income – s. 3 (b-d)

List each of the businesses and organizations from which you receive financial remuneration for your services and identify your capacity as owner, part-owner, employee, trustee, partner or other (e.g. director of a company or society).

- Provincial nominees and designated employees must list all sources of income in the province.
- Local government officials, school board officials, francophone education authority directors and designated employees must list only income sources within the regional district that includes the municipality, local trust area or school district for which the official is elected or nominated, or where the employee holds the designated position.

your capacity

CHIEF OPERATING OFFICER - EMPLOYEE

name(s) of business(es)/organization(s)

PEQISH GROUP - 6647 FRASER ST #448, VANCOUVER, BC V5X 0K3

Real Property – s. 3 (f)

List the legal description and address of all land in which you, or a trustee acting on your behalf, own an interest or have an agreement which entitles you to obtain an interest. Do not include your personal residence.

- Provincial nominees and designated employees must list all applicable land holdings in the province.
- Local government officials, school board officials, francophone education authority directors and designated employees must list only applicable land holdings within the regional district that includes the municipality, local trust area or school district for which the official is elected or nominated, or where the employee holds the designated position.

legal description(s)

N/A

address(es)

Corporate Assets – s. 5

Do you individually, or together with your spouse, child, brother, sister, mother or father, own shares in a corporation which total more than 30% of votes for electing directors? (Include shares held by a trustee on your behalf, but not shares you hold by way of security.)

☒ no ☐ yes

If yes, please list the following information below & continue on a separate sheet as necessary:

- the name of each corporation and all of its subsidiaries
- in general terms, the type of business the corporation and its subsidiaries normally conduct
- a description and address of land in which the corporation, its subsidiaries or a trustee acting for the corporation, own an interest, or have an agreement entitling any of them to acquire an interest
- a list of creditors of the corporation, including its subsidiaries. You need not include debts of less than \$5,000 payable in 90 days
- a list of any other corporations in which the corporation, including its subsidiaries or trustees acting for them, holds one or more shares.


signature of person making disclosure

2026/08/31
date

Where to send this completed disclosure form:

Local government officials:

... to your local chief election officer

- with your nomination papers, and

... to the officer responsible for corporate administration

- between the 1st and 15th of January of each year you hold office, and
- by the 15th of the month after you leave office

School board trustees/Francophone Education Authority directors:

... to the secretary treasurer or chief executive officer of the authority

- with your nomination papers, and
- between the 1st and 15th of January of each year you hold office, and
- by the 15th of the month after you leave office

Nominees for provincial office:

- with your nomination papers. If elected you will be advised of further disclosure requirements under the *Members' Conflict of Interest Act*

Designated Employees:

... to the appropriate disclosure clerk (local government officer responsible for corporate administration, secretary treasurer, or Clerk of the Legislative Assembly)

- by the 15th of the month you become a designated employee, and
- between the 1st and 15th of January of each year you are employed, and
- by the 15th of the month after you leave your position