



BOARD OF DIRECTORS

NOMINATION FORMS

Table of Contents

Candidate Application for Nomination to the Board of Directors	3
Nomination Form	4
Nominee's Acceptance	5
Consent to Act as a Director	6
Director's Disclosure Statement	8
Code of Ethics for Directors, Officers and Related Parties	9
Stabilization Credit Union Fidelity Bond Application	10

Be sure to allow adequate time to prepare and submit your documentation. To submit your official nomination, please follow the steps below:

1. **Complete all the required forms and prepare the required accompanying documents.**
2. Email election@kscu.com when you are ready to submit your official Nomination Package. To ensure the information provided in your documents remains confidential, **please DO NOT attach any of the required documents during this step.**
3. Once your email is received, we will follow-up with easy-to-follow instructions on how to **securely submit your documents using a secure file transfer site.**

All forms must not be handwritten and are provided as fillable and savable PDF forms for your convenience. Electronic signatures will be used wherever a signature is needed on the nomination forms. Once your forms have been submitted, they will be sent back to sign using our secure electronic signature platform.

CANDIDATE APPLICATION FOR NOMINATION TO THE BOARD OF DIRECTORS

Personal Information:

Name: _____ Date of Birth: _____

Home Address: _____

KSCU Account Number: _____ KSCU Branch: _____

Email: _____ Telephone: _____

SIN: _____

NOMINATION FORM

To be eligible for nomination, you must be nominated by at least three adult members in good standing with Kootenay Savings for at least one year prior to the submission of the Nomination Form. A member in good standing means a voting member who holds \$25 in membership shares in their name; has not been more than 90 days in arrears in any obligation to the Credit Union; has not had an obligation to the Credit Union written off within the previous seven years.

IMPORTANT: On a joint account with two or more members, where only \$25 is held in membership shares, only the first-named on that joint account is entitled to nominate a candidate and vote in the election. If two adult members under one joint account own the minimum membership shares (*\$25 each for a total of \$50 in that joint account*), the two members will have the right to nominate a candidate and vote in the election.

Prior to submitting your documents, please have your nominators verify their voting status by contacting our Member Service Centre at 1.800.665.5728.

> FIRST NOMINATOR

Name _____ Email Address _____

KSCU Account Number _____ KSCU Branch _____

Phone Number _____ * Signature _____

> SECOND NOMINATOR

Name _____ Email Address _____

KSCU Account Number _____ KSCU Branch _____

Phone Number _____ * Signature _____

> THIRD NOMINATOR

Name _____ Email Address _____

KSCU Account Number _____ KSCU Branch _____

Phone Number _____ * Signature _____

Once submitted, this Nomination Form will be emailed to each of the three nominators to sign.

NOMINEE'S ACCEPTANCE

I hereby accept the enclosed nomination for a position on the Board of Directors of Kootenay Savings Credit Union. I am aware of the Director's Conflict of Interest and Code of Ethics Guidelines and certify that the information provided in this application and on related attachments is true and complete to the best of my knowledge. I understand and agree that Kootenay Savings Credit Union may, at any time, take such steps as it deems necessary to verify the information provided. I understand and agree that Kootenay Savings may perform reference, criminal record, bankruptcy, insolvency, and credit checks as required.

Nominee's Full Name: _____

Nominee's Signature: _____

Date: _____

By accepting the nomination for Director, the nominee agrees to abide by the campaigning guidelines as outlined in the Nomination Package.

CONSENT TO ACT AS A DIRECTOR

I, the undersigned candidate for election as a Director of Kootenay Savings Credit Union, acknowledge and do hereby certify that:

1. At least 12 months prior to the closing date of nominations, I was a member in good standing of the Credit Union and was of the full age of nineteen (19) years.
2. I am neither an employee of Kootenay Savings, a subsidiary of the Credit Union, nor an associated corporation in which the Credit Union holds shares.
3. I am neither a spouse, parent, stepparent, child, stepchild, mother-in-law, father-in-law, daughter-in-law, or son-in-law of an employee of Kootenay Savings Credit Union, a subsidiary of the Credit Union, or an affiliate of the Credit Union.
4. I am neither an employee, officer or director of a bank, trust company, loan company, savings and loan association, investment dealer, deposit-taking institution or another credit union (other than a director of a central credit union) or their wholly-owned or controlled subsidiaries except where that person has been requested or authorized in writing by the directors to serve as a director of a bank, trust company, loan company, savings and loan association, investment dealer, deposit-taking institution, lending institution, other credit union or subsidiary;
5. I have not been an employee of the Credit Union, a subsidiary of the Credit Union, or any associated corporation in which the Credit Union holds shares at any time during the 2-year period immediately before such election or proposed appointment.
6. I am neither an employee of the Credit Union Deposit Insurance Corporation, an auditor or solicitor of a credit union, nor a public servant concerned by my duties with the affairs of a credit union.
7. I acknowledge that no person may hold office as a Director of a Credit Union if he or she:
 - a) has not yet been discharged from bankruptcy
 - b) under the age of 19
 - c) is found to be incapable of managing his / her own affairs by reason of mental infirmity
 - d) is a corporation
 - e) unless the court orders otherwise, convicted in the Province of British Columbia or elsewhere of an offence:
 - i. in connection with the promotion, formation, or management of a corporation: or,
 - ii. involving fraud, unless five (5) years have elapsed since the expiration of a period fixed for suspension on the passing of sentence without sentencing or since a fine was imposed, or the term of imprisonment and probation imposed by this paragraph ceases on a pardon being granted under the Criminal Records Act (Canada); or
 - f) in the case of a reporting company, a person whose registration in any capacity has been cancelled under:
 - i. the Securities Act by either the British Columbia Securities Commission or the Executive Director; or,
 - ii. The Mortgage Brokers Act by either the Commercial Appeals Commission or the registrar unless the commission, the executive Director, or the registrar, whichever

is applicable, otherwise orders, or unless 5 years have elapsed since the cancellation of the registration.

8. I am eligible to be insured as required under the *Financial Institution Act* and the Credit Union Deposit Insurance Corporation Master Bond.
9. I will comply with the Election Guidelines set out by Kootenay Savings Credit Union.
10. I will not campaign for a position on the board and understand that the credit union will be in charge of promoting the election and its candidates.
11. I will not interfere with or seek assistance in connection with the election from an Employee of the Credit Union.
12. If elected, I will observe and comply with the Conflict-of-Interest Guidelines and Code of Ethics prescribed for Directors.
13. If elected, I will comply with the Credit Union Incorporation Act with respect to Training.
14. I know of no reason why I may not hold office as a Director of the Credit Union.

And, if elected, I hereby do agree with the following:

- Attend all regular and special meetings of the Board when notified, unless prevented by circumstances beyond my control.
- Participate to the best of my ability in the determination of policy and other matters coming before the Board, give full attention to the matters of the Credit Union and vote on all issues submitted or proposed for Board action.
- Consider the business of the Credit Union and its members to be confidential in nature.
- Give all assistance possible to my colleague board members, appointed officers, management, and employees of the Credit Union in the discharge of the duties of their offices.
- Disclose any conflict of interest to the Board and refrain from voting on issues related to such conflict, should I ever find myself under obligation to any other group or organization that may create such conflict with the Credit Union.
- Attend the Credit Union's annual strategic planning session, Board training sessions as well as other informational/educational sessions.
- Continually seek to learn more about the Credit Union organization and its services and about my individual responsibilities as a board member.

I hereby consent to be nominated for the position of Director on the Board of Kootenay Savings Credit Union.

Date: _____

Nominee's Name: _____

Nominee's Signature: _____

Your signature on this form indicates that you have reviewed all the information in the Nomination Package and accompanying forms and appendices. Your signature also authorizes KSCU to obtain a credit report, conduct a criminal records check, and gather any other information deemed relevant by KSCU. If further consent is required to enable KSCU to obtain such information, you agree to provide such consent upon request. Failure to provide such consent may disqualify you as a candidate. Furthermore, your signature on this form represents consent for KSCU to consider the information gathered when determining the eligibility of a nominee as a candidate for the KSCU Board.

DIRECTOR'S DISCLOSURE STATEMENT

I have read the Kootenay Savings Credit Union Conflict of Interest Policy, and hereby declare that I:

- a) have no duty to any person or interest, direct or indirect, in any private or personal business, nor do I hold any office or property which may give rise to a conflict with the duties and responsibilities owed to Kootenay Savings Credit Union by virtue of my being a Director, Officer, or Related Party of KSCU.
- b) I am not a Director, Member, Officer or Employee of any other corporation, or a partner in, or owner of any firm.
- c) I do not have any material direct or indirect ownership, interest or participation in outside business enterprises which have, or are contemplating having, dealings with Kootenay Savings Credit Union.
- d) I have not accepted, and will not accept, any gift or hospitality of material value offered or tendered by virtue of my position as a Director, Officer or Related Party of Kootenay Savings Credit Union.

With the exception(s) of (if applicable):

--

I agree to comply with and be bound by Kootenay Savings Credit Union's conflict of interest policies for Directors, Officers, and Related Parties and employees as they apply to me. I will notify the President & CEO immediately, in writing, of any change to my conflict-of-interest status.

I understand that I am a Related Party of Kootenay Savings Credit Union according to the Financial Institutions Act and/or the International Financial Reporting Standards IFRS. I also understand that certain individuals and corporations may be related parties of Kootenay Savings Credit Union by reason of their relationship to me. In order to assist Kootenay Savings Credit Union in identifying its related parties, I make the following disclosure:

1. The name of my spouse (including any person with whom I am now living as married or common law, having done so continuously for the past two years) and any child (less than 18 years of age) and any child holding a Kootenay Savings Credit Union account regardless of age. Please note all accounts:

Name:	KSCU Account & Branch:	Age (Children only):
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. The corporations in which I have or control, directly or indirectly, 50% or more of the votes that are attached to the outstanding voting shares of the corporation, and that may be cast in the election of Directors, are:

--

Any additional Kootenay Savings Credit Union accounts of which I am associated:

Name/Organization:	KSCU Account & Branch:	% of Ownership
_____	_____	_____
_____	_____	_____

Name: _____ Date: _____

Signature: _____

CODE OF ETHICS FOR DIRECTORS, OFFICERS & RELATED PARTIES

A Director or Officer, in discharging their office with Kootenay Savings Credit Union, shall:

1. Always act in the best interest of Kootenay Savings Credit Union, acknowledging that the interests of Kootenay Savings Credit Union are paramount to any personal interests and the interests of any other organization of which the Director may be a member, officer or employee.
2. Exercise diligence, care, prudence and common sense and shall keep informed of the policies, business and affairs of Kootenay Savings Credit Union and of the statutes and rules to which Kootenay Savings Credit Union is subject and by which it is governed.
3. Deal with fellow Directors, Officers, and employees of Kootenay Savings Credit Union openly, honestly and in good faith and make available to and share with fellow Directors and Officers of Kootenay Savings Credit Union all information as may be relevant and properly disclosed to ensure the proper conduct and sound operation of the business and affairs of Kootenay Savings Credit Union.
4. Treat in confidence all matters and information involving Kootenay Savings Credit Union, the Board of Directors, its committees and the employees and members of Kootenay Savings Credit Union, not disclose the same where it is not in the public record or domain unless sanctioned by the Board of Directors to do so and refrain from entering into any transaction in which the Director makes use of confidential information in order, directly or indirectly, to obtain a benefit or advantage for the Director, Officer or anyone else, other than Kootenay Savings Credit Union.
5. Ensure that the policies of Kootenay Savings Credit Union, adopted by the Board of Directors, are accurately and clearly communicated to the members of Kootenay Savings Credit Union and ensure that the actions and conduct of the business and affairs of Kootenay Savings Credit Union are conducted and carried out in accordance with those policies.
6. Disclose to the Board of Directors any financial or personal interest, direct or indirect, which the Director, or Officer may have which may conflict with Kootenay Savings Credit Union or which may otherwise have bearing upon any transaction or business in which Kootenay Savings Credit Union may have or

contemplate having an involvement, whether such interest arises by reason of the personal affairs, employment, office or other association of the Director or Officer and in such circumstances refrain from participation in or voting upon such transaction or business.

7. Request such information through the Board of Directors from Officers and employees of Kootenay Savings Credit Union as may be necessary to permit the full discharge of the duties of a Director or Officer and ensure that accurate records, minutes and memoranda are maintained with respect to the conduct and discharge of the business of the Board of Directors.
8. Be mindful of the democratic basis upon which Kootenay Savings Credit Union is founded as a member organization and that the stewardship of the conduct of its affairs and business has been entrusted to the Board of Directors to be undertaken and conducted to meet the needs of those members collectively.

I acknowledge that I have read and considered the Code of Ethics for the Directors and Officers of Kootenay Savings Credit Union and agree to conduct myself as a Director or Officer in accordance with and to abide by the Code of Ethics. If I shall be found by my fellow Directors or Officers to have been in default of the Code of Ethics or to have acted contrary to the Code, I may be subject to sanctions by my fellow Directors and Officers including, without limitation, private censure, public censure and agree to be removed from my office as a Director or as an Officer.

Name: _____

Date: _____

Signature: _____