



# Board of Directors

## Nomination Package

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# An Overview

## About North Peace Savings and Credit Union

At North Peace Savings and Credit Union, our goals are to be professional in all aspects of service delivery, and to be recognized by our members and the broader community as an organization that is values driven. We are committed to enhancing the value of membership through excellent product and service delivery.

## Co-operative Principles

North Peace Savings is distinctive from other financial institutions because it is entirely owned and operated by its members. We are an organization whose priority is its members' wellbeing. Apart from providing for operating costs and reasonable contingencies, any profit earned is either invested back into the organization or paid out to members as a dividend.

## Mission

### Helping our members succeed in life.

We work to simplify and enrich members' lives with exceptional, locally-relevant solutions.

## Vision

To foster and support a financially thriving membership.

## Values

- Exceptional Service
- Flexible
- Innovative

# About the Board of Directors

## Objective

North Peace Savings and Credit Union is governed by a 9 person Board of Directors representing over 12,000 members. The objective of the NPSCU Board of Directors is to set the strategic direction and to govern the credit union in the best interest of all members. Each Director is elected to serve the best interests of all credit union members. The board consists of the following committees: Audit, Conduct Review, Governance and Investment & Lending.

## Director Criteria & Position Expectations

### Criteria for Board Members

- The highest standards of ethical behavior, integrity & confidentiality.
- Alignment with North Peace Savings and Credit Union's Mission, Vision and Values.
- Exceptional leadership, judgment and decision-making skills and experience.
- Excellent interpersonal and communication skills, particularly in a team environment.
- The ability to understand and analyze financial statements and management reports.
- Previous Board of Director experience (i.e.: volunteer, business or government).

### Position Expectations

Directors are typically expected to prepare for and attend:

- Monthly Board meetings and various committee meetings, held outside of normal business hours.
- Annual strategic planning sessions.
- The Annual General Meeting of the membership.
- Director Orientation.
- Various conferences for educational and/or networking purposes.

### Accountability

Each Director is accountable to the membership for the following:

- Facilitate effective Board operation.
- Participate in the recruitment, selection, hiring and appraisal of the Chief Executive Officer.
- Think strategically in the creation of long-term vision.
- Speak as one voice on Credit Union matters outside of the boardroom.
- Effective governance and risk oversight of the credit union.

# Training & Development Opportunities

## Skills & Knowledge

A credit union Director will have:

- The ability to communicate well with members, directors, managers, and staff.
- The ability to effectively participate in meetings and groups by: reading the prepared material for each meeting, asking questions raised by the material and contributing ideas regarding the topics under discussion.
- The ability to understand a financial report.
- Knowledge of the credit union system through compulsory and voluntary Director Training.
- Basic computer/technology competency.

## Director Training

The Credit Union Director Achievement program (CUDA®) is a national director training program designed to assist Directors in fulfilling their leadership roles as elected member representatives. All Directors must complete the 6 web-based tutorials in Level A of the CUDA® program within one year of election of appointment.

### LEVEL A - Director Orientation

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Comprised of 6 web-based tutorials that cover an Overview of the Credit Union System, Board's Role and Responsibilities, Director's Role and Responsibilities, Financial Statements and Financial Metrics, Asset-Liability Management and Monitoring Credit Union Performance. The training also includes an on-line training session (Foundation of Governance in Theory and Action).

### LEVEL B - Advanced Courses (Instructor Led)

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The next level provides training on Board Development and Evaluation, Governance and Accountability, Strategic Planning, and Management Recruitment, Performance Planning and Evaluation.

### LEVEL C - Elective Courses (Instructor Led)

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The final level provides instructor-led courses in the area of credit and audit, among other provincial electives that are offered.

# Election Information

## 2021 Election

Director elections will be administered by an electronic voting process that is accessed by members via their personal computer or in branch terminals. Members will receive their voting information prior to the polls opening. Electronic voting will take place online from January 18 – 22, 2021. Election results are announced at our Annual General Meeting.

The 2021 Annual General Meeting will be held on Tuesday February 2, 2021. Due to COVID-19, the 2021 AGM will take place online, details will follow in January 2021. All candidates are encouraged to attend.

If you have questions about the Board of Directors or the nomination process, please contact:

### **Sharol Hofstrand**

Executive Assistant

North Peace Savings and Credit Union

10344 – 100<sup>th</sup> Street, Fort St. John, BC V1J 3Z1

Direct Line: 250-794-3762

Email: [shofstrand@npscu.ca](mailto:shofstrand@npscu.ca)

# Board of Directors

## Nomination Forms Package

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### Document Return Information

#### Important Information About Completing Your Documents

All nominations for the 2021 Board of Directors elections must be received by 12:00pm on Thursday, November 12, 2020 at the address listed below.

**Late applications will not be accepted.**

Please ensure all documentation is completed in full, signed by the appropriate individuals and returned to:

Nominating Committee  
c/o Sharol Hofstrand  
North Peace Savings and Credit Union  
10344 – 100<sup>th</sup> Street, Fort St. John, BC V1J 3Z1

# Director Nomination Form

## General Nominee Information

Date:

Nominee Name:

Nominee Address:

Nominee Membership No.:

## Nomination

In accordance with the Rules of North Peace Savings and Credit Union, the nominators hereby nominate the Nominee for the office of Director of the Credit Union.

Nominator Signature/Date:

Nominator Name (please print):

Nominator Member No.:

Nominator Signature/Date:

Nominator Name (please print):

Nominator Member No.:

Nominator Signature/Date:

Nominator Name (please print):

Nominator Member No.:

(At least 3 members in good standing of North Peace Savings and Credit Union who have reached the age of majority must nominate each candidate.)

# Director Candidate Information Form

## General Information About Filling Out This Form

To ensure that the membership of North Peace Savings and Credit Union have information about each candidate running for election to the Board of Directors, each Nominee is asked to complete this Director Candidate Information form. In addition to this form we encourage you to attach a biography, up to 250 words, detailing your background and reasons you wish to sit on the Board of Directors.

Nominee Name:

Credit Union Background *(if any)*:

Other Community Positions *(if any)*:

Employment *(Current and previous positions and length of service)*:

Interests:

Achievements and Awards *(if any)*:

Attachments: Please provide a photograph (headshot style) or contact Sharol Hofstrand to arrange for a picture.



# Director Candidate Information Form Continued

## Director Biography Guidelines

Please include a biography of 250 words or less. The information you provide will be reproduced and be made available for the members in branch and via our website. Please return your completed biography by November 12, 2020 as per the instructions on the front of this package.

The following is a list of areas candidates may wish to reference in their biographies. This list is not exhaustive, feel free to include other pertinent information.

- Education, hobbies, special interests/involvements
- Attributes which will contribute to the Board of Directors of North Peace Savings and Credit Union, Experience as a Director
- Reasons you wish to sit on the Board
- Time available for Director Duties

**INSTRUCTIONS**

1. [See page four](#) for instructions

2. Contact:

BC Financial Services Authority  
2800 - 555 West Hastings Street  
Vancouver, BC V6B 4N6

Web: <https://bcfsa.ca/>

Ph: 604-660-3555 Toll-free: 1-866-206-3030 (BC)

Fax: 604-660-3365

**Freedom of Information and Protection of Privacy Act (FOIPPA)**

The information requested on this form is collected under the authorities of sections 26(a) and 26(c) of the *Freedom of Information and Protection of Privacy Act*, sections 13(2)(e), 22(2)(c), and 105 of the *Financial Institutions Act*, and sections 11(3)(e) and 15.1(5)(a)(iii) of the *Credit Union Incorporation Act*. The information is collected for the purposes of administering the *Financial Institutions Act* and the *Credit Union Incorporation Act*. If you have any questions about the collection or use of this information, please contact the Privacy Officer at 604-660-3555, 2800 - 555 West Hastings Street, Vancouver, BC, V6B 4N6.

**PART A – GENERAL INFORMATION**

1. Form being submitted is  New submission  Update to existing information Specify which section of form

2. Personal Information for (check all that apply)

Director  Senior Officer  Subscriber  Shareholder  
(controlling 10% or more of the voting shares)

Commencement Date

Significant Shareholder (specify %)

3. Name of Financial Institution

4. Full legal name (first, middle, last)

Salutation

Miss  Mr.  Mrs.  Ms.  Other

5. All Previous Names (first, middle, last)

6. Residential Address (street number, city, province, postal code)

7. Phone Number

8. Citizenship

9. Place of Birth  
(city, country)

10. Date of Birth (mm/dd/yyyy)

11. If you were born outside of Canada, indicate the date of your arrival in Canada (mm/dd/yyyy)

12. Have you, at any time, resided in a country outside of Canada  Yes  No

If Yes, please indicate the states and locations (country, state, province or territory) of each residency (mm/dd/yyyy)

From	Until	Location
From	Until	Location

13. Driver's License #

14. Issuing Province/Territory

**PART B – EMPLOYMENT**

1. Position/Occupation

2. Name of Employer

3. Employer's Address (street number, city, province, postal code)

4. Phone Number

5. Email Address

**A most recent resume must be included with this form as per [Instructions](#)**

**PART C – OTHER INFORMATION**

1. List any memberships in professional societies or associations (if none, please indicate)

2. List any Directorships held (if none, please indicate)

3. List any companies in which you own or control more than 10% of the voting shares (if none, please indicate)

4. Connected party of a Trust or Insurance Company per section 48 of the *Financial Institutions Act*  Yes  No

5. Have you ever been convicted of, or are you currently charged with an offence, under the *Criminal Code* of Canada, provincial/territorial legislation or the legislation of any jurisdiction outside of Canada, for which you have not been granted a pardon? (includes impaired driving but not minor traffic offences)  Yes  No

If Yes, please provide the type and details of the conviction or offence:

From (mm/dd/yyyy)	Description
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From (mm/dd/yyyy)	Description
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**A Criminal Record Check report must be provided as per [Instructions](#)**

6. Has any disciplinary action been taken against you by professional organizations or self-regulatory bodies, or civil judgments where monetary awards have been made, but not satisfied, or findings of liability against you involving fiduciary, trust or fraud claims?  Yes  No

If Yes, please provide the type and details of the judgement or action:

From (mm/dd/yyyy)	Description
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From (mm/dd/yyyy)	Description
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7. Under the laws of any province, territory, state, or country, have you ever: (a) been petitioned into bankruptcy, (b) made a voluntary assignment in bankruptcy, or (c) filed a proposal under any bankruptcy or insolvency legislation?  Yes  No

If Yes to 7. (a) or (b), please provide the following:

i. Date of Assignment or Receiving Order (mm/dd/yyyy)

ii. Date of Absolute Discharge (mm/dd/yyyy)

iii. If Conditional, Date of Conditional Discharge (mm/dd/yyyy)

If Conditional Discharge, provide description of conditions:

iv. Cause of Bankruptcy/Insolvency

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If Yes to 7. (c) please provide the following:

v. Date of proposal

vi. Proposal was

Accepted

Rejected

vii. Current Status

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viii. Description of Proposal Terms

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A Bankruptcy and Insolvency Records Search Results report must be provided as per [Instructions](#).

**PART D – Certification**

I, the undersigned, hereby certify that the foregoing statements are true, correct and complete to the best of my knowledge, information and belief, and hereby undertake to submit a new Personal Information Return and supporting documents to the BC Financial Services Authority immediately upon any change therein.

I consent to the BC Financial Services Authority making such enquiries as it sees fit of government institutions, courts, credit bureaus, financial institutions, current and past employers, and professional organizations or self-regulatory bodies to which I belong or have belonged, for the purpose of investigating my suitability to be a person in a position to control or influence a financial institution, including, but not limited to, a criminal records search through the Royal Canadian Mounted Police or other law enforcement bodies and a bankruptcy and insolvency records search.

I acknowledge and agree that the information contained in this return and supporting documents will be used for the purposes described above. I understand that it is an offence under the *Financial Institutions Act* and the *Credit Union Incorporation Act*, as applicable, to make a false statement and that it may also be an offence under the CRIMINAL CODE of Canada.

I understand that the BC Financial Services Authority may also request additional information from me.

I am aware that I have duties and obligations under the *Company Act*, *Business Corporations Act*, *Financial Institutions Act*, or the *Credit Union Incorporation Act*, as applicable, and that it is my responsibility to fully understand these duties and obligations.

Position/Title at Financial Institution

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Signature

Date

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**Failure to supply all required documents may delay your ability to commence duties.**

## Instructions for Completing the Personal Information Return

This return is required pursuant to sections 13(2)(e), 22(2)(c), 105, 289(3)(a) and (b) of the *Financial Institutions Act*, and sections 11(3)(e), 15.1(5)(a)(iii) and 108(2)(a) and (b) of the *Credit Union Incorporation Act*, as applicable.

1. To protect your privacy, mark the envelope "Private and Confidential".
2. Upon completion, please submit all documents through the Secured File Transfer System. For further information on the submission method, please contact Financial & Regulatory Reporting by email at [Filings@bcfsa.ca](mailto:Filings@bcfsa.ca).
3. This return must not be handwritten except for the signature and is offered as a fillable and saveable PDF form for your convenience.
4. All applicable information must be provided. If additional space is required for answers, attach additional typed/ printed sheets as necessary.
5. A resume that includes employment history up to the date of submission of this return must be provided.
6. Both a criminal record check, by an appropriate police agency, and a bankruptcy and insolvency check from the Office of the Superintendent of Bankruptcy Canada must be provided.
7. If more than one individual is identified in the search, or any of the boxes on the criminal record check results form are marked "may or may not exist" the applicant must apply for their criminal record. To do so, they must get fingerprinted and send a request to Ottawa to obtain the details. The person needs to send us explanation of what may be on their record and confirmation they have applied for the fingerprint based criminal record check with this form.
8. Please note that this return is to be filed with the BC Financial Services Authority for new directors, senior officers, subscribers, and any controlling shareholders prior to taking office, commencing duties, or acquiring ownership. The bankruptcy and criminal record checks along with a resume do not need to be filed prior to taking office or commencing duties; these documents can be filed with us separately.
9. A new return is required to be completed and submitted to the BC Financial Services Authority immediately upon any change of information contained on the last filed return. A new criminal record check and/or bankruptcy and insolvency report is only required for subsequent changes to information contained in Section C. 5., C. 6. and/or C.7.

Please visit our website at: <https://bcfsa.ca/>