



**2011 ELECTION PROCESS**  
**CANDIDATE SELF-ASSESSMENT AND STATEMENT OF INTEREST**

*Candidates are asked to self-assess their qualifications, skills and experience against those determined by the Board as required to effectively fulfill the responsibilities of Directorship or Committee Membership. Please direct your questions to Heather MacDonald, C.E.O., at the Head Office in Stroud or call 705-436-2044 ext 224.*

*Below, please set out in the space provided a summary of your qualifications, skills and experience for each category.*

**BIOGRAPHICAL DATA**

Name:

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Email Address:

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Day Phone:

Home Phone:

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Address:

City

Postal Code

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|--|------------------------------|-----------------------------|
| Minimum 18 years of age  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Member of Peoples Credit Union   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Canadian Citizen   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Has an application by you for a bond ever been declined by a surety company  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Have you been compelled to pay a loss on your account  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Have you ever failed in your own business  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Has part of your salary ever been garnished  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Have you been found guilty of an offense for which you have NOT received an unrevoked pardon under the Criminal code, the Food and Drug Act, or the Narcotic Control Act | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Are you presently the subject of any civil action, or have you had a civil judgement rendered against you  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Have you been discharged or asked to resign from any position of employment  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Has it been determined by a court of law, quasi-judicial tribunal, or Board of Arbitration that you have committed a dishonest or fraudulent act of any kind

Yes

No

I acknowledge that as a Director of Peoples Credit Union, and as a member of the credit union, I and my spouse and other related or connected parties, will deal with Peoples Credit Union. Our deposit, loan and other service relationships will be conducted in the normal course of business subject to the same limits and on the same terms, rates and conditions as are available to members generally.

Yes

No

I am not involved in any material contract with the credit union.

Yes

No

I do not provide any professional services to the credit union as defined by the Act.

Yes

No

Representing

Dufferin

Simcoe

**A) BUSINESS BACKGROUND AND EXPERIENCE**

Please indicate those areas noted below in which you have some experience. For those areas noted, please describe your related experience.

Note: It is NOT expected that all candidates or Directors will possess knowledge or experience in all areas. It is hoped that, at a full Board composite level, the Board as a whole, will possess knowledge or experience in all of these areas.

**Experience in the Co-operative Sector:**

Yes

No

Please describe:

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Business experience in related fields:

Yes  No

Please describe:

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Knowledge and experience in association governance or management:

Yes  No

Please describe:

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Credit Union Director Association (CUDA) qualifications:

Yes  No

Please describe:

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Financial literacy:

Yes  No

Please describe:

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Government relations:

Yes  No

Please describe:

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Financial Services Sector:

Yes  No  Please describe:

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High-Growth Industry Sectors:

Yes  No

Please describe:

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Customer Relations in a Service Sector:

Yes  No

Please describe:

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Governance, Audit, and/or Risk Management:

Yes  No

Please describe:

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Past Director Experience:

Yes  No

Please describe:

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Mergers, Acquisitions and/or Strategic Alliances:

Yes  No

Please describe:

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Human Resources:

Yes  No

Please describe:

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Interest Rate or Credit Risk Management:

Yes  No

Please describe:

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Community Involvement Experience:

Yes  No

Please describe:

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I.T. / Computer Literacy:

Yes  No

Please describe:

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**C) PERSONAL STATEMENT OF INTEREST** (Use an additional sheet if necessary)

Why do you wish to become either a Director on Peoples Credit Union’s Board of Directors?

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How can you specifically contribute to Peoples Credit Union’s Board of Directors?

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**D) SPONSORSHIP AND ACCEPTANCE OF NOMINATION**

In order for this nomination to be valid it must be sponsored, in writing, by two members of The Credit Union who are eligible to vote at such election, who are not employees or officers of The Credit Union, and by the person nominated to signify in writing his/her acceptance of the nomination.

Sponsor #1 Name (please print):

Sponsor #2 Name: (please print):

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Signature

Signature

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Date

Date

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I, the undersigned, hereby accept the nomination and submit the above application.

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Nominee Name:

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Signature:

Date:

Signed and acknowledged the Statement of Disclosure

Yes, as attached \_\_\_\_\_  
initials

**STATEMENT OF DISCLOSURE  
RESPECTING  
CONFLICTS OF INTEREST, CONFIDENTIAL INFORMATION POLICY  
AND CODE OF CONDUCT  
OF THE BOARD OF DIRECTORS/AUDIT COMMITTEE OF  
PEOPLES CREDIT UNION LIMITED (PCU)**

I, the undersigned, have read and reviewed carefully and understand the attached policy.  
I confirm that to the best of my knowledge and belief that I have not in the past, I am not now in and do not foresee any conflict with or breach of any of its provisions except as specifically noted below and this confirmation shall include notice of any boards on which I serve or entities in which I am an officer:

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(if there are no exceptions, please insert 'none')

I further agree that I shall tender my resignation as a director/committee member of PCU in the event that I:

1. Am disqualified from being a Director/Committee Member under provisions of the Credit Unions and Caisses Populaires Act, 1994.
2. Am disqualified from being a Director/Committee Member under provisions of PCU bylaws and/or policies.
3. Have inadvertently or otherwise put myself in a conflict of interest position.
4. Refuse to sign the Statement of Disclosure respecting Conflict of Interest, Confidential Information and Code of Conduct.
5. Have made an assignment into bankruptcy.
6. Have been convicted of a criminal charge involving moral turpitude or am no longer bondable.

By signing the Statement of Disclosure, I hereby acknowledge that, the designated officers of PCU or whomever they may designate, may review and assess the contents of this affirmation. Prior to signing this statement of disclosure, I have been given the opportunity to seek independent counsel and review my business affairs.

Name (please print):

Witness (please print):

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Signature:

Signature:

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Date:

Date:

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Board Representative (please print):

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Signature

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Date:

## **STATEMENT OF ETHICAL CONDUCT FOR BOARD, COMMITTEES**

### **Purpose**

The purpose of this statement is to give directors and committees guidelines for ethical conduct and to permit them to establish procedures to resolve conflicts of interest, including techniques for the identification of potential conflict situations and for restricting the use of confidential information.

The board has adopted this statement and the board of directors shall review this policy annually.

### **Application**

This policy applies to all members of the board of directors, committee members, and management (collectively 'officials') of Peoples Credit Union Limited.

### **Ethical Conduct**

1. Directors, Committee Members, will:
  - Exercise the power that discharges the duties of his or her office honestly, in good faith, and in the best interests of the credit union, and strive to abide by the *Credit Unions and Caisses Populaires Act* (1994), the regulations, the by-laws of Peoples Credit Union Limited and the by-laws of the Deposit Insurance Corporation of Ontario.
  - Comply with and uphold the guidelines, policies and procedures of the credit union.
  - Indemnify and save harmless the credit union from any and all damage which it may suffer as a result of any failure on my part to comply with this undertaking.
  
2. Acceptance of Gifts

No official shall accept any gift, hospitality or favour offered or tendered by virtue of the official's position with the credit union, where the gift, hospitality or favour possesses any one of the following characteristics:

  - is in the substance or form such that an impartial observer would construe it to be an improper incentive;
  - places the official under an obligation;
  - has a value equivalent or greater than \$100;
  - is in the form of cash or cash equivalent.

When dealing with public officials whose responsibilities include the business of credit unions, acts of hospitality should be of such a scale and nature so as to avoid compromising the integrity or reputation of either the public official or the credit union. Such acts of hospitality should be undertaken in the expectation that they could become a matter of general knowledge and public record.

3. Maintenance of Records

Accounting, administrative and member records will be maintained in an accurate and timely fashion so as to present fairly and accurately the financial position of the credit union and of all member accounts for which it has responsibility. No undisclosed assets, liabilities or hidden funds of any sort are permitted.

### **Conflicts of Interest**

1. General

In order that actions, decisions and judgments are taken in the best interests of Peoples Credit Union's business, officials are expected to have no relationship, activity or personal financial interest that might impair or affect their judgment or influence their decisions in this regard. Sensitive information concerning the credit union's financial matters, plans, changes in products, prospects or business ventures is to be treated as confidential and is not to be disclosed to anyone other than the credit union's personnel who need to have the information to carry out their responsibilities and to those involved in conducting, assisting, reviewing, auditing or regulating the credit union's business and affairs.

This policy applies to family members of officials and in this regard the credit union's officials are responsible for the conduct of their family members.

2. Specific Rules

The following specific rules are offered for clarification purposes only and in no way limit the scope of the general rule articulated herein. Except for contracts relating to remuneration as a director or committee member, a contract of indemnity for officials or a contract with a subsidiary:

- An official shall not participate in discussions or vote on matters which relate to any person, cooperative or corporation in which they have an interest or to which they are affiliated, including cooperatives or corporations which:
  - they serve as board or committee members;
  - they have a material interest;
  - they have a material interest in a person who is a party to a material contract with the credit union.

- An official shall not participate in discussions or vote on matters which relate to his/her spouse, parent or child or the spouse, parent or child of an individual who is a party to a material contract with the credit union.
- An official with an interest in a supplier shall not participate in discussions or vote on matters that relate to that interest directly, be that a contract with that supplier or a contract with one of that supplier's competitors.

### 3. Disclosure and Exemption

Recognizing that certain non-compliance with the rules in paragraphs 1 and 2 hereof may be compatible with the credit union's best business interest, the exercise of reasonable judgment and prompt disclosure by officials are deemed to be the best safeguards to avoiding breaches of this policy. Officials who are aware of a breach or possible breach of this policy must make full and prompt disclosure to the CEO or chairperson of the board of directors.

Officials who believe they may have a conflict of interest on a matter before the credit union shall disclose its existence in writing to the CEO or chairperson of the board, or request that the nature and extent of the competing interest be entered in the minutes of the meeting.

### **Reporting Questionable or Fraudulent Actions**

Officials will report their awareness of any situation that might adversely affect the reputation of the credit union, including any questionable, fraudulent or illegal events or material actions in violation of credit union policy which come to their attention. Directors will report the matter to the board of directors, committee members to their Chair,. If the matter involves the CEO, the Board will be informed.

Every director or officer is expected to comply promptly with any request from internal and/or external auditors for assistance and to provide full disclosure of any situation under investigation.

Disclosure by a director, committee member, shall be made:

- at a meeting at which an issue related to his/her potential conflict of interest is first considered;
- if the official's interest in an issue did not put him/her in a potential conflict of interest at the first meeting at which it was discussed, at the first meeting after he/she becomes so interested;
- if the official's interest in an issue puts him or her in a potential conflict of interest after the issue is discussed, at the first meeting after he/she becomes so interested; or

- if a person who has an interest in an issue which puts him/her in a potential conflict of interest later becomes an official, at the first meeting after he/she becomes an official.

### **Confidentiality**

Each official must use utmost care and discretion in the handling of confidential information and other information not normally available to the public generally coming to them by reason of their directorship, office, and such information shall, subject to certain limited circumstances, not be disclosed to third parties and shall not be used for personal benefit or for the benefit of family, friends, or associates.

In respect of information respecting members' transactions with the credit union, an official may disclose such information in the following circumstances:

- to a person acting in a confidential or professional relationship to the credit union including an employee of Central;
- to a financial institution with which the credit union has transactions that may involve confidential matters;
- to a credit grantor or to a reporting agency, if the disclosure is for the purpose of determining the creditworthiness of the member;
- to the Director of credit unions, deposit insurer and the stabilization authority for the credit union;
- to protect the interests of the credit union;
- to any party with the prior written consent of the member; and
- to any other person entitled to the information by law.

Where any confidential information of any kind is disclosed under any circumstances, an official has a duty to advise the chairperson of the board, committees, and the CEO forthwith.

### **Bonding**

It is a condition that all board and committee members complete a bonding questionnaire on an annual basis, and that you remain bondable to retain your position on the board of directors of Peoples Credit Union. Should your circumstances change such that any of the answers given on the bonding questionnaire are no longer accurate or true, you shall immediately notify the CEO.

**For directors and committee members it is a requirement of the Act that you continue to be bondable and must immediately notify the Governance Committee of any changes in circumstances that may affect your bond.**

**CONFIRMATION**

I, the undersigned, have read and reviewed carefully and understand the above-noted policy.

I confirm that to the best of my knowledge and belief I am not and have not been in conflict with or breach of any of its provisions except as disclosed and this confirmation shall include notice of any boards or committees on which I serve or entities in which I am an officer:

I authorize the designated officials of Peoples Credit Union Limited or whomever they may designate to review and assess the contents of this affirmation.

Dated at \_\_\_\_\_, Ontario this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Witness (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness Signature

**Section 92 of The Credit Union and Caisses Populaires Act states that a Director is disqualified from serving as a Director if he/she does not meet all qualifications.**

Please complete the following questionnaire:

		Yes	No
1	<b>Has your membership in any credit union been terminated, other than voluntary?</b>		
2	<b>Has a court decided you are of unsound mind?</b>		
3	<b>Are you an undischarged bankrupt or have you been discharged as a bankrupt in the five years preceding the date on which you were elected as a Director?</b>		
4	<b>Have you ever failed in your own business?</b>		
5	<b>Have you ever voluntarily declared or been petitioned into personal bankruptcy?</b>		
6	<b>Are you unable to obtain a bond of an insurer licensed under the Insurance Act to write surety and fidelity insurance?</b>		
7	<b>Are you more than 90 days in arrears in the payment of a debt owed to the credit union unless the credit union has agreed to extend the time for repayment?</b>		
8	<b>Has any part of your salary ever been garnished?</b>		
9	<b>Are you a listed person within the meaning of the United Nations Suppression of Terrorism Regulations under the United Nations Act (Canada)?</b>		
10	<b>Have you been found guilty of an offence for which you have NOT received an unrevoked pardon under the Criminal Code, the Food and Drug Act, or the Narcotic Control Act?</b>		
11	<b>Are you presently the subject of any civil action, or have you had a civil judgement rendered against you?</b>		
12	<b>Have you been convicted, in the five years preceding the date on which you were elected as a director, of an offense related to the qualification, functions or duties of a director of a body corporate, involves theft or fraud, involves a contravention or failure to comply with the Credit Union Act or any Act governing a subsidiary of the credit union, or involves a contravention or failure to comply with the Securities Act, 2007?</b>		

Cont'd ...		Yes	No
13	Have you been discharged or asked to resign from any position of employment?		
14	Has your membership in a professional association been terminated, in the five years preceding the date on which you were elected as a director, for professional misconduct?		
15	Has it been determined by a court of law, quasi-judicial, or Board of Arbitration, that you have committed a dishonest or fraudulent act of any kind?		
16	Are you an employee of the credit union or league in which the credit union is a member, or your spouse, parent or child?		
17	Are you a professional advisor who provides services to the credit union in your professional capacity or have you provided such services in the three years preceding the date on which you were elected as a director?		
18	Are you an employee of the Corporation?		
19	Are you a public servant employed in regulating credit unions?		

If any of the questions are answered "yes", give full particulars in a separate letter securely attached to this form.

I, \_\_\_\_\_, hereby warrant that the foregoing statements are true and correct. I further represent and warrant that I have not concealed or failed to disclose any facts which, if know to the credit union, would cause the credit union to disqualify me as a director, or would cause an Insurer to decline a Fidelity Bond Application or which would make the Insurer's liability greater than would normally be expected.

Dated at \_\_\_\_\_, Ontario, this \_\_\_\_\_ day of \_\_\_\_\_, 2010 .

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Candidate