



Healthcare & Municipal
Employees' Credit Union

ANNUAL GENERAL MEETING

DIRECTOR CANDIDATE

NOMINATION AND INFORMATION
PACKAGE

2025

NOMINATION AND INFORMATION PACKAGE

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THANK YOU!...for your interest in serving on the Board of Directors of Healthcare and Municipal Employees' Credit Union. HMECU and all Credit Unions provide its member owners with a distinct values-based and community-owned and controlled alternative. Unlike the private, public, or voluntary sectors, all Credit Unions around the world are guided by the same principles, one being the principle of democratic member control. Credit Unions are operated democratically and owned by their customers as members. As a member of our Board, you'll have an opportunity to help lead an organization that is committed to building strong relationships aimed at improving financial health, enriching people's lives and building healthier communities in the areas we serve.

✓	Item #	Checklist for the Board of Director Nomination Package
	1	Nominees are encouraged to arrange an appointment to meet with our President and CEO or a representative of the Board, to find out more about being an HMECU Board member. Call Jennifer Swing, Executive Assistant at 905-575-8888 ext. 139 or e-mail jswing@hmecu.com to arrange.
	2	Review pages 6 and 7 to be sure that you and your nominators qualify. These rules are set out in the Credit Unions and Caisses Populaires Act, 2020 of Ontario which governs all Credit Unions in the province.
	3	You will need 2 members of HMECU to endorse your nomination. Nominators themselves must also meet the qualification criteria as if they were seeking to be nominated (per Sections 83 and 84 of the Act). Refer to pages 6 and 7 for these requirements. The nomination form is found on page 9.
	4	Nominees must consent to the HMECU obtaining a personal Credit Bureau and a Criminal Record Check through Sterling Backcheck as part of the nomination eligibility process upon submission of the Director Candidate Nomination Package, as indicated on page 10. Incumbent Directors must consent to a Criminal Record Check after serving 2 terms (6 years).
	5	Once the nomination form is complete, we need you, as the Nominee, to review, complete and sign the Nominee Statement on page 10. This document ensures you have read and understand all of the information provided in this package and confirms that you qualify to be a member of our Board.
	6	Next, carefully review and complete the Experience and Skills Form and Board of Directors Applicant Expertise/Experience Assessment on pages 12 through to 15.
	7	For your information, we include a summary of general background information about the Board, Committees, meetings, time commitments and more on pages 16-19.
	8	The Nomination Package, once completed, may be submitted in either electronic or paper formats, along with your resume or LinkedIn profile, and must be received by the close of business on February 7, 2025, to the Attention of Jennifer Swing, Executive Assistant, C/O 209 Limeridge Road East, Hamilton, ON, L9A 2S6 or jswing@hmecu.com . Please keep a copy of your completed Nomination Package for reference.

9	Upon receipt of the Director Nomination Package, the President and CEO will contact any nominee who has not previously contacted him/her.
10	All qualified nominees are encouraged to attend the Annual General Meeting (AGM).
11	All Nominees should be able to use current technology (ie. Zoom, MS Teams, WebEx, etc.).
12	Director Candidates must abide by the Campaigning Rules found on page 11.
13	Note - successful candidates will be required to complete a Bonding application and must be approved for the Bond to be a Director. The current Bonding application is attached as reference.

PREFERRED DIRECTOR CRITERIA AS PER THE BOARD GOVERNANCE

POLICIES OF HEALTHCARE AND MUNICIPAL EMPLOYEES CREDIT UNION

A Director:

- ◆ should understand the principles behind and share the vision of the Credit Union, and have the ability to reflect the values and commitments of the Credit Union, as well as acting in the Credit Union's best interest at all times.
- ◆ should demonstrate the ability to bring a perspective of social, external business or financial issues to Board deliberations.
- ◆ should understand corporate governance and the fiduciary duties, role and responsibilities of the Board as a whole and as an individual Director of a Credit Union, including the willingness to ask probing questions and be an active participant in Board discussions and debates within the governance framework.
- ◆ must commit to regular attendance at Board/Committee meetings, and to full preparedness and willingness to contribute to meeting content.
- ◆ should understand the importance of Credit Unions in their communities.
- ◆ should demonstrate the ability to provide leadership and be an effective communicator.
- ◆ should uphold the values of teamwork, demonstrating the ability to operate as "a team at Board level and speak with one voice" once full discussion has been undertaken and a decision made by the Board.
- ◆ must demonstrate personal integrity and high ethical standards.
- ◆ must not be deemed a Disqualified Individual as reference by section 84 of the Credit Unions and Caisses Populaires Act, 2020, on page 6 and 7 of the package.
- ◆ must consent to a Criminal Record Check and a personal Credit Bureau check as part of the nomination eligibility process.
- ◆ must be willing to commit to continuous learning and undertake appropriate Director training and development initiatives.
- ◆ should have the ability to understand and assess implications of financial statements and auditors' reports.
- ◆ must agree to abide by the additional time commitment, including travel time and workload associated with being a Director of the Credit Union.
- ◆ shall be proficient with common office technology.

DIRECTOR QUALIFICATIONS AS LEGISLATED IN SECTION 83 OF THE CREDIT UNIONS AND CAISSES POPULAIRES ACT, 2020, S.O. 2020, c. 36, Sched. 7

Qualifications of directors

83 Only an individual who meets the following criteria is eligible to be a director of a credit union:

1. The person is a member of the credit union.
2. The person is at least 18 years of age.
3. The person is a Canadian citizen or a person lawfully admitted to Canada for permanent residency who is ordinarily resident in Canada.

DIRECTOR DISQUALIFICATIONS AND OTHER REQUIREMENTS AS LEGISLATED IN SECTION 84 OF THE CREDIT UNIONS AND CAISSES POPULAIRES ACT, 2020, S.O. 2020, c. 36, Sched. 7 and O. REG. 105/22: GENERAL, SECTION 29 (1), (2) & (3)

Disqualified individuals

84 Such individuals as may be prescribed by Authority rule are disqualified from being directors of a credit union.

Disqualified individuals

29. (1) For the purposes of section 84 of the Act, the following individuals are disqualified from being directors of a credit union:

1. One whose membership in any credit union has been terminated, other than voluntarily.
2. One who has been found under the Substitute Decisions Act, 1992 or under the Mental Health Act to be incapable of managing property or who has been found to be incapable by a court in Canada or elsewhere.
3. One who is an undischarged bankrupt or who has been discharged as a bankrupt in the five years preceding the date on which the individual may be elected as director.
4. One who is unable to obtain proof of bonding insurance that is satisfactory to the Chief Executive Officer.
5. One who is 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.
6. One who is a listed person within the meaning of the United Nations Suppression of Terrorism Regulations under the United Nations Act (Canada).
7. One who has been convicted, in the five years preceding the date on which the individual may be elected as a director, of an offence described in subsection (3) and who has not received a pardon for the offence.

8. One whose membership in a professional association has been terminated, in the five years preceding the date on which the individual may be elected as director, for professional misconduct.
9. An employee of the credit union or a central in which the credit union is a member or the employee's spouse, parent or child.
10. A professional advisor who provides services to the credit union in the individual's professional capacity or who has provided such services in the three years preceding the date on which the individual may be elected as a director.
11. An employee, director or officer of the Authority.
12. A public servant employed under Part III of the Public Service of Ontario Act, 2006 whose employment duties include regulating credit unions.
13. One who has not met the training requirements or qualifications for directors established by the credit union.
14. One who has not met any reasonable condition or qualification set out in the by-laws of the credit union.

(2) An individual is not an employee for the purposes of paragraph 9 of subsection (1) solely because the individual provides, without remuneration, services to the credit union or central that are ordinarily provided by an employee.

(3) An offence referred to in paragraph 7 of subsection (1) is an offence that,

- (a) is related to the qualifications, functions or duties of a director of a body corporate;
- (b) involves theft or fraud;
- (c) involves a contravention of or failure to comply with the Act, a predecessor of the Act or an Act governing a subsidiary of the credit union; or
- (d) involves a contravention of or failure to comply with the Securities Act.

HMECU's Candidate Eligibility Requirements

In addition to complying with Director qualifications and disqualifications prescribed in the Credit Unions and Caisses Populaires Act and Regulations, and HMECU's By-Law #1, candidates must:

- a. be a member of the Credit Union in full compliance with the minimum membership share requirements contained as defined in By-Law #1, Article 2, section 2.05.
- b. be a member in good standing as defined in By-Law #1, Article 1, section 1.01, (17).
- c. be a member as of December 31st prior to the year in which they seek election to the Board (ie. for a 2025 election, candidates are required to be a member as of Dec. 31, 2024).
- d. not be a director, officer, or employee of another credit union.
- e. have not completed a period of fifteen (15) consecutive years of service as a Director less than one year before the meeting at which the person will be a candidate for election as a Director or
- f. if elected to fill a vacancy for a 3-year term would otherwise have the right to serve as a Director continuously for a period not exceeding fifteen (15) consecutive years.
- g. deem, for the purposes of paragraph 1.7 e above, a Director who resigns in the final year of the Director's current term as if the Director had completed that term.
- h. not be a former employee of the Credit Union whose employment was terminated at the initiative of the Credit Union, whether that termination was with just cause or without cause.
- i. not be a former employee of the Credit Union who initiated the termination of their employment, has not been employed by the Credit Union in the three years proceeding that time.
- j. not be a spouse of a Director or Officer of the Credit Union
- k. not be a relative by blood, marriage or adoption of a Director or Officer of the Credit Union.
- l. not be the auditor of the Credit Union, if the auditor is an individual.
- m. not be the President and/or Chief Executive Officer of the Credit Union.

HEALTHCARE AND MUNICIPAL EMPLOYEES' CREDIT UNION LIMITED

NOMINATION FORM

I, _____, _____, and
Print 1st Nominator's Full Name *Address and Phone Number*

_____, _____
Print 2nd Nominator's Full Name *Address and Phone Number*

both members in compliance with Section 83 and 84 of the Act (see pages 6 and 7) hereby nominate

_____ for election
Nominee's Full Name *Address and Phone Number*

to the Board of Directors of Healthcare and Municipal Employees' Credit Union.

1st Nominator's Signature

Date

2nd Nominator's Signature

Date

I, _____, accept the above noted nomination and will stand
Print Nominee Name

for election and if elected will serve as a Director of the Credit Union pursuant to all of the information, regulations and requirements outlined in this nomination package.

Nominee's Signature

Date

Note – HMECU staff are not eligible to support candidate nominations.

**HEALTHCARE AND MUNICIPAL EMPLOYEES' CREDIT UNION LIMITED
BOARD OF DIRECTORS NOMINEE STATEMENT**

I, _____, **STATE AS FOLLOWS:**

1. I am a member of HEALTHCARE AND MUNICIPAL EMPLOYEES' CREDIT UNION LIMITED, (hereinafter called the "Credit Union") and, I wish to stand for election to the position of Director of the Board of HMECU.
2. I have been a member of the Credit Union as of December 31st prior to the year in which I seek election to the Board (ie. for the 2025 election, I am required to be a member as of Dec. 31, 2024), I am 18 years of age or older and I am a Canadian citizen or a person lawfully admitted to Canada for permanent residency who is ordinarily resident in Canada,
3. I have not been disqualified from becoming or acting as a Director pursuant to the Credit Unions and Caisses Populaires Act, 2020 (see section 84 attached), nor am I a Director of another Credit Union or other deposit taking financial institution.
4. (check one):
 - I authorize HMECU to obtain a Criminal Record Check and a Credit Bureau Check.
 - or**
 - I, (if an incumbent Director), am not required to provide a Criminal Record Check, and have had no criminal convictions since my last Criminal Record Check.

The Credit Bureau Check and Criminal Record Check are required and will be referred to by the Nominating Committee of the Board, relating to the qualifications of a Board Member nominee as it relates to Section 84 of the Credit Union Act, 2020. The undersigned consents to the obtaining of such information.

Signed before me in the City of _____, in the Province of Ontario.

This _____ day of _____ year _____.

Nominee Signature

Print Nominee's Name

Print Nominee's Address

(_____)_____
Nominee's Telephone Number

Nominee's Email Address

In the presence of

Witness Signature

Print Name

Nominee's Account Number

All Director Candidates must abide by the following Campaigning Rules:

- a. The Board, under the Credit Unions and Caisses Populaires Act, may in its discretion, determine from time to time whether campaigning shall be permitted and/or the method in which nominees shall be permitted to campaign for election.
- b. Formal campaigning by candidates is prohibited. This does not preclude one-on-one discussions by a candidate to a Member, but does prohibit formal dissemination of campaign materials including messaging via mass electronic distribution; advertising; rallies; etc.
- c. The following further defines what is prohibited:
 - i. Communications with groups, including:
 - a. The production and distribution of flyers or notices – whether in printed form or electronic
 - b. The creation of a website to promote on a mass basis
 - c. Holding public forums
 - ii. Physically positioning oneself on Credit Union premises to speak to those entering or attending at branches
 - iii. Campaign expenditures; or
 - iv. Activities that would reflect negatively on the professionalism of the Credit Union
- d. No director candidate shall interfere with or permit any person on their behalf to interfere with the duties of HMECU employees. To minimize any potential conflict of interest, direct contact during the election between director candidates and employees including existing directors is limited to HMECU's Returning Officer. Direct contact means in person, by telephone, or by email/text or similar. Assistance provided during the election will be limited to administrative or informational details.
- e. The Nominating Committee has the power to exercise remedies, including the ability to invalidate a nomination, as it determines under the circumstances.



Nomination Package - Experience and Skills Form

The following information will provide the Board's Nominating Committee with a detailed summary of your relevant education, business and governance skills and experience. In addition, the information is used for Director development, recruiting and succession planning in order to address the short and long-term needs of the Board.

Should you need additional space when completing the below, please feel free to include extra pages.

1. Current Employment

(check one) Healthcare _____ Government _____ Other _____

Actively Employed with: _____

Current Position is: _____

Or Retired From: _____

Last Employer and Position was:

2. List any post secondary education in progress or completed (college, university or other).

3. List previous board or committee experience (include brief summary of duties/responsibilities).

4. List any management, financial, accounting, legal or information technology or other relevant skills and experience you bring to the HMECU Board.

5. List relevant risk management or policy development skills and experience you bring to the HMECU Board, if any.

6. Please provide a brief statement on your interest, telling us why you want to be a Director of the Board of HMECU.

BOARD OF DIRECTORS APPLICANT EXPERTISE/EXPERIENCE ASSESSMENT

HMECU is committed to the principle of a high-quality Board of Directors, and expects that each Director brings to the Board a certain level of knowledge and experience, demonstrates certain key attributes and adheres to certain principles. The following self-assessment will assist the *Nominating Committee* in determining the degree of expertise that you bring as a Candidate.

Please indicate your level of expertise/experience in the following table by indicating:

E - Expert
S - Strong
G - Good
B - Basic
N/A – no relevant experience

To assist you in answering, please refer to the following definitions:

Expert: You possess a degree/certificate/diploma in the skill area and/or have significant work experience in that field.

Strong: You have direct experience, or significant familiarity with the field as part of your employment or volunteer activities.

Good: You understand the basic fundamentals and concepts that are encountered in this skill area.

Basic: You have some knowledge of the competency.

N/A: You have no familiarity with the topic or area.

***Please Note:** It is a Board policy requirement that if elected to the Board, you will be expected to complete a more comprehensive self-assessment of specific competencies within 90 days of election. This assessment is used to help determine your training and self-development needs in order to fulfill the Director training and qualifications requirements as established by the Credit Union.*

Competency/Area	Rating
1. Audit and Compliance Performance and regulatory standards; examination & auditing procedures	
2. Board & President and CEO Performance Setting and evaluating criteria and standards of performance of the Board, Directors and the President and CEO	
3. Credit Union Operations Cooperative business model; key components of operations (people, physical and technical infrastructure), operational risks	
4. Financial Literacy / Expertise Reading and interpreting financial statements and financial performance indicators	
5. Governance and Ethics Board roles and responsibilities; structure; decision making powers; Board policies and processes; Committees (mandates; structure; process)	
6. Leadership Leadership traits; skills and effective professional and personal attributes	
7. Regulatory Environment with Respect to Financial Services & Credit Union Sectors Governing legislation and guidance; regulators	
8. Risk Management Oversight; Enterprise Risk Management Financial and operational risks; risk management and monitoring	
9. Strategic Planning Strategic planning concepts; process; importance of clear strategic direction; monitoring of strategic plan implementation	
10. Information Technology Hardware; software; networking; banking systems; databases; web-enabled services	
11. Partnering / Mergers and Acquisitions Merger strategies; issues, benefits and challenges	
12. Executive Recruiting & Human Resource Management Recruitment; hiring criteria and practices; performance evaluation, union negotiations, privacy legislation	
13. Other competencies; areas of expertise <hr/> <hr/>	<hr/> <hr/>

BACKGROUND INFORMATION FOR CANDIDATES

A summary of recent history, evolution and key facts of the Credit Union can be found on our web site at www.hmecu.com

General

HMECU Directors are expected to attend all scheduled Board and Committee meetings and be active participants therein. They are also encouraged to attend other Credit Union-related organizational and community-related activities, meetings and conferences. Directors are also required to participate in Director education as outlined below.

The information found below identifies and briefly describes HMECU Committees, Director education requirements and a summary of meetings and estimated commitment of time which one might expect when they become a Director of HMECU. We hope that the information below will assist you in clarifying your obligations should you become a Director. However, if you have any questions regarding the information, or wish to learn more about the Credit Union's Governance structure/practices, please contact our President and CEO.

Committees

1 Full Board

The Board of Directors consists of 9 Directors, each elected by the Membership for a term of three years, subject to a term-limit of 15 consecutive years in office. The Board is responsible for establishing corporate objectives, policies and performance standards and measuring their achievement and hiring and delegating authority to the President and CEO.

2 Board Committees

The Board has established 3 standing Committees which are assigned responsibilities to assist the Board to carry out its mandate.

The current Committees and their mandates are as follows:

- A. **Audit and Risk Committee:** The Audit and Risk Committee provides the Board with reports on matters related to accounting and financial reporting practices, risk management, and internal and external control procedures. The Audit and Risk Committee is charged with a number of statutory responsibilities, as required under the Credit Union Act. It also reviews and recommends the annual financial statements to the Board. It is responsible to ensure effective management of operational risk as well as capital, liquidity management and internal control systems are at acceptable levels.
- B. **Executive Committee:** The Chair of the Board will be the Chair of the Executive Committee. The balance of this Committee is the Board Secretary and Vice-Chair. The Committee has the responsibility to ensure effective corporate governance, including its structure, and the establishment of Committee mandates so that the Board's responsibility to the Membership is fulfilled. It is responsible to assess the performance of the Board and its Committees.

- C. Nominating Committee: The Nominating Committee is responsible to oversee the Director Nomination, Evaluation, Selection and Election processes for Board Candidates, as well as the oversight of activities associated with the Annual General Meeting of Members, including the development of the Annual Report.
- D. There may be ad-hoc committees appointed by the Board to perform specific functions for specific periods on an as required basis.

Meetings / Time Commitment

Board meetings are held at least quarterly. A meeting schedule is prepared and distributed in the late fall for the coming year. It is expected that, in addition to the actual time spent at a Board or Committee meeting, a Director will fully review all materials (e.g., Board materials, Committee agendas and supporting material) provided prior to attending each meeting. Materials for all Board and Committee meetings are uploaded to the Credit Union's secure, password protected Board site. The Board package is available generally the Friday prior to the scheduled meeting. Elected Directors are expected to be proficient with common office technology. While the amount of time required for this task will vary for each individual, it is not unusual for a Director to spend approximately 2 – 4 hours preparing for a Board meeting and for some Committee meetings.

While travel time to and from meetings will vary with each Director, it is another factor to be considered. All Directors will sit on at least one Committee.

Attendance at all Board and Committee meetings is tracked and reported to the Executive Committee. Meetings will be held via Zoom and in person.

The following meeting summary shows the approximate time commitment for each Director during the course of a year:

BOARD MEETINGS	Board meetings begin at 5:00 pm and are usually held on the 5 th Thursday of <u>the month</u> (allow 2.0 hours per meeting). The location of the meetings is at the Credit Union's head office at 209 Limeridge Rd. E., Hamilton or via Zoom.
ONBOARDING PROGRAM	Newly elected Directors are required to complete the Board Onboarding Program within 120 days following election to the Board.
AUDIT AND RISK COMMITTEE	Meets approximately 4-6 times a year (allow 2.0 hours per meeting).
EXECUTIVE COMMITTEE	Meets approximately 10-12 times a year (allow 1.5 hours per meeting).
NOMINATING COMMITTEE	Meets approximately 3-4 times per year (allow 1.5 hours per meeting)
EDUCATION COMMITTEE	Meets approximately 3-4 times a year (allow 1.5 hours per meeting)
STRATEGIC PLANNING COMMITTEE (ad-hoc)	Meets 2 to 3 times prior to a Board Planning Session (allow 1.5 hours per meeting)
HONORARIA COMMITTEE	Meets 1-2 times per year and is charged with reviewing the annual Director compensation.
ANNUAL GENERAL MEETING	Usually held during the 1st or 2 nd week in April during the evening (allow 2.5 hours).
STRATEGIC PLANNING SESSIONS	Currently done biennially and generally involves a 1 and a half day meeting, usually on a Friday evening and Saturday in the Fall. (allow 10 hours in total)

Education

HMECU considers training and development programs for our Directors extremely important to assist them in understanding the roles and responsibilities of being a Director of a Credit Union. HMECU's Board Governance Policy sets out minimum expectations for individual Director competencies which will require various programs to be completed within certain time frames. A copy of this directive can be obtained upon request.

In addition, other in-house training sessions are developed for which attendance is expected. The Board may hold educational sessions prior to its scheduled meetings. The Board allocates funds annually for training and development purposes, and it is incumbent on each Director to consider additional opportunities for development wherever possible.

Remuneration

Directors are paid an annual honorarium in recognition of the significance of the accountabilities and responsibilities associated with governing the Credit Union, and in recognition of the time required for Directors to fulfill their responsibilities. As well, reasonable expenses incurred while attending offsite meetings, educational courses and conferences are reimbursed as per Board policy.

REMINDER: Please ensure you have followed all of the steps outlined under the **Checklist for the Board of Director Nomination Package** on page 3 and that the forms are properly signed and dated.

PLEASE FULLY COMPLETE THE DIRECTOR CANDIDATE NOMINATION & INFORMATION PACKAGE AND RETURN IT AND YOUR RESUME

to the

Attention of Jennifer Swing, Executive Assistant,
C/O 209 Limeridge Road East, Hamilton, ON, L9A 2S6 or by email to jswing@hmecu.com
by the close of business on February 7, 2025.

A listing of our branch hours can be found at www.hmecu.com or by calling
905-575-8888

More information regarding credit union Director roles and responsibilities as well as general information on how Ontario credit unions are regulated can be found on the Financial Services Regulatory Authority of Ontario web site.

www.fsrao.ca

Thank you once again for your interest in serving as a Director on the Board of HMECU.

The Credit Union Bonding Program (TCUBP) – Fidelity Bond Application

RESET FORM

Internal Use – To be completed by credit union staff only		
Name of credit union	Criminal Record Check Completed <input type="checkbox"/> Yes <input type="checkbox"/> No	Criminal Record Check Clear <input type="checkbox"/> Yes <input type="checkbox"/> No
Individual Fidelity Bond Application for Board Member		
<p>Fidelity bonding is a firmly established business practice. The fidelity bond you are applying for, within its agreements, conditions, and limitations, guarantees that your employer will not sustain a loss by reason of your dishonesty. It also serves notice that you meet the high standards required by the issuer of your bond. Compliance with your employer's rules and faithful and honest discharge of the duties of your position will assure your ability to obtain a bond in any future employment.</p>		
Instructions for Applicant		
<p>1. Complete all questions fully and accurately, as all answers are material to this application. PLEASE PRINT. 2. Return the completed application to your credit union.</p>		
First Name	Middle Name	Last Name
Date of Birth (Month / Day / Year)		Social Insurance Number
Current Address		
Previous Address <small>(if less than 3 years at current address)</small>		
Position on Board		Start date on Board
Instructions for the credit union		
<p><u>BEFORE SUBMITTING THIS APPLICATION</u> use the following checklist to ensure there are no delays in the processing.</p> <ul style="list-style-type: none"> the applicant must provide a detailed explanation for answering "Yes" to any questions 1 - 11 below the applicant must <u>provide a detailed explanation</u> for any unfavourable items on their credit report such as collection items, R9, credit score under 600, judgements etc. (can use the empty section on page 2 or a separate page) <p>TO ENSURE THAT ALL REQUIRED INFORMATION HAS BEEN INCLUDED PLEASE REVIEW THE APPLICATION IN FULL PRIOR TO SUBMITTING</p>		
Declarations		
<p>For the following questions, if you answer "Yes", <u>provide a full explanation on the following page.</u></p>		
	Yes	No
1. Has any application for a bond been declined by a surety company?	<input type="checkbox"/>	<input type="checkbox"/>
2. Has any person or surety company been compelled to pay a loss on your account?	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you ever failed in your own business?	<input type="checkbox"/>	<input type="checkbox"/>
4. Have you ever voluntarily declared or petitioned into personal bankruptcy or consumer proposal?	<input type="checkbox"/>	<input type="checkbox"/>
5. Has any part of your salary ever been garnished?	<input type="checkbox"/>	<input type="checkbox"/>
6. Have you been found guilty of a Criminal Code of Canada offence either in Canada, for which you have NOT received an unrevoked pardon under the Criminal Code, the Food and Drug Act, or the Narcotic Control Act or similar laws? (Example: Impaired Driving Conviction). If you have been found guilty of a criminal offence in another country, and that offence is considered similar to an offence under the Criminal Code of Canada, you must select 'yes' to this question.	<input type="checkbox"/>	<input type="checkbox"/>
7. Have you accepted responsibility for a criminal offence in an "Alternative Measures" or other similar "Restorative Justice Program"?	<input type="checkbox"/>	<input type="checkbox"/>
8. Are you presently the subject of any civil action, or have you ever had a civil judgement rendered against you? (Are you being sued, have you been sued successfully, is there a judgment on your credit report etc.)	<input type="checkbox"/>	<input type="checkbox"/>
9. Have you been discharged, terminated, or asked to resign from any position of employment? (does not include lay-off)	<input type="checkbox"/>	<input type="checkbox"/>
10. 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?	<input type="checkbox"/>	<input type="checkbox"/>
11. Are you related to any individual currently employed by the credit union which has hired you? (i.e.: biologically, stepfamily, by marriage) If yes, what personal and working relationship do you have?	<input type="checkbox"/>	<input type="checkbox"/>

FBA-EN - Jan 2020



Explanations for "Yes" Answers above

(FDL_004 - 10/2002)

CUMIS

Agreement of the Applicant

IT IS IMPORTANT THAT THE APPLICANT READ AND FULLY UNDERSTAND THE CONTENTS OF THE AGREEMENT HEREUNDER BEFORE SIGNING

I hereby warrant that the foregoing statements are true and correct, and in consideration of CUMIS General Insurance Company, hereinafter called the Insurer becoming Insurer for me under this bond (the term "bond" shall include the bond herein applied for, every continuation or alteration thereof, and any new bond) in my present or any other position, I agree to unconditionally indemnify and save harmless the said insurer against all actions, proceedings, liabilities, damages, loss, cost and expense, including costs of realization and legal fees on a solicitor client basis, that it may sustain or become liable for by reason of dishonesty on my behalf.

I ALSO UNDERSTAND AND AGREE THAT:

- (a) In the event I am bonded, and it is later discovered by the Insurer that any of the answers given are untrue or inaccurate, the insurer may, at its sole option, terminate the bond.
- (b) Should my circumstances change such that any of the answers given on this application (questions 1 to 11) by me are no longer accurate or true, I shall immediately notify the insurer of such change and any failure to do so may result in termination of the bond, at the sole option of the Insurer.
- (c) In the event that I am bonded, I am bound by the terms and provisions of this Agreement.
- (d) The bond is automatically deemed terminated on the discovery of any dishonest act on my part whether or not such dishonest act is related to my employment and results in any monetary loss to the entity requiring the bond, the Insurer or any other person or organization.
- (e) The Insurer, its agent or the entity requiring the bond, may collect such additional information about me as may be necessary to review and verify the information contained on this bond application. Information may be obtained from sources such as: financial institutions, police forces (federal, provincial, municipal and foreign), current and former employers, credit bureaus, insurance companies, business associates, provincial and federal government departments and foreign governments. The information furnished on this form will be used by the Insurer to determine your eligibility for a bond.
- (f) I may be requested by the Insurer to periodically complete and file an updated "Employee's Application for Fidelity Bond" in substantially the same form as the one filed herewith, with such modifications as may be requested by the Insurer.

I further represent and warrant that I have not concealed or failed to disclose any facts which, if known to the Insurer, would cause the Insurer to decline the bond or which would make the Insurer's liability greater than would normally be expected and I understand and agree that if any such facts should become known to the Insurer, it may, at its option, terminate the bond.

Signature of Applicant	Date (mm/dd/yyyy)
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CUMIS Services Inc. asks for your consent to collect, use, and disclose your personal information for the purposes of confirming your identity, underwriting your bond application for insurance, administering your bond coverage, including assessing claims, detecting, and preventing fraud, and performing business and statistical analyses. Your information may be disclosed to our service providers, both within and outside of Canada, for processing, storage, analysis, and disaster recovery purposes and may be subject to disclosure to those duly authorized under the laws of Canada and applicable foreign jurisdictions. Additional information about our collection, use, and disclosure of your personal information is available in our privacy policy. Our most recent privacy policy can be found at <https://www.cooperators.ca/en/PublicPages/Privacy.aspx>. If you have any questions regarding our privacy policies, please contact The Co-operators Privacy Officer: 130 Macdonell Street, Guelph, ON, N1H 6P8, Tel: 1-888-887- 7773. E-mail: privacy@cooperators.ca (please include The Co-operators company you deal with in your inquiry).

Signature of Applicant	Date (mm/dd/yyyy)
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PLEASE NOTE: PLEASE ENSURE ALL QUESTIONS ARE ANSWERED AND BOTH SECTIONS HAVE BEEN SIGNED BEFORE SUBMITTING. WE ARE UNABLE TO PROCESS INCOMPLETE APPLICATIONS.

F3A_B1- Sep 2023

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