

The Application Process

1. Request an information package.

Qualified individuals are asked to consider the responsibilities, skills, and time commitment required to effectively fulfill a director role before submitting their nomination. To receive a director candidate information and nomination package, please call:

Linda Taylor, Secretary to the Board
at 604.517.7602 or toll-free at
1.888.517.7000.

Nominations for the Directors Election close at noon on Wednesday, December 9, 2015.

2. Attend the candidate information session.

The Rules require that interested candidates attend an information session to receive relevant information on Coast Capital, the credit union system, and the roles and responsibilities of a director. The Nominations Committee is hosting a formal session for this purpose on Tuesday, November 17, 2015. This session is mandatory unless the Nominations Committee provides an advance waiver.

3. Candidates may be asked to attend an interview.

Short-listed candidates will be interviewed by the Nominations Committee and asked questions relating to the 2016 Description, along with other relevant questions. Some of the candidates' responses may be posted to our website to assist members with their assessment of candidates.

4. Candidates' names are finalized for the Directors Election.

By January 20, 2016, candidates will be asked to confirm their intention to stand for the 2016 Directors Election.

When is the 2016 Directors Election?

In mid-March, the Nominations Committee will mail a complete election package profiling all candidates. Eligible voters must be members in good standing, at least 19 years old, and hold the required \$5 membership shares as of December 31, 2015. The election will run from March 15 to April 12.

Note: *If you have multiple joint memberships, your election package will be mailed to an address provided on one of your joint memberships, and may not necessarily be your home address. If you do not receive a ballot within 4-5 days of the mailing, you can pick up a ballot at one of our branches or ask for another one to be mailed to you. You can also vote online if you use Coast Online Banking.*

How do members submit Member Resolutions?

To submit an ordinary resolution, the proposed resolution must be received in writing by the close of business on December 31, 2015. The proposed resolution must then be approved by the Board for submission to the members.

Special resolutions, which require a rule change, may also be submitted in accordance with the *Credit Union Incorporation Act* and the Rules.

Please mail ordinary resolutions to:

Linda Taylor, Secretary to the Board
Coast Capital Savings Board of Directors
#800 - 9900 King George Boulevard
Surrey, BC V3T 0K7

For more information, visit
coastcapitalsavings.com/governance.

Important Dates

November 17, 2015

Candidate Information Session

December 9, 2015

Director nominations close at noon

March 15 to April 12, 2016

Directors Election

Week of May 2, 2016*

Annual General Meeting

How to contact us.

Metro Vancouver: 604.517.7000

Greater Victoria: 250.483.7000

Toll-free: 1.888.517.7000

coastcapitalsavings.com



How can we help you?®

*The date and location of the AGM will be announced in early 2016. Please check our website for details.

Important Information About the 2016 Directors Election

*Seeking Qualified Candidates
for Your Board*

BR-PA-BOD (09.15)

Board Governance is Key to Our Success

Your Coast Capital Savings Credit Union ("Coast Capital") Board of Directors (the "Board") is elected by you, the membership. As your representatives, they are held accountable by law to act in the best interests of Coast Capital and oversee the processes required to ensure the safety of your money and our credit union.

Increased regulatory compliance within the financial services industry, along with a rapidly changing and competitive financial environment, has led to increased emphasis on the need for an experienced board of dedicated individuals. That's why your Coast Capital directors must collectively have the essential skills and expertise to successfully govern a financial institution with over \$15 billion in assets under administration.

We look for leaders in our communities who share Coast Capital's values, reflect the diversity of our membership, have strong business skills, and relevant board experience.

Your 10-member Board works closely with the management team to guide and strengthen the performance of Coast Capital for the benefit of all members, employees, and the communities we serve. That's a promise to all our members.

What's the Board's job?

They safeguard your money and ensure that Coast Capital continues to provide members with top-notch financial products and services both now and in the future. The Board oversees the senior management of Coast Capital by setting important short- and long-term goals and holding the Chief Executive Officer accountable for achieving them. To do this effectively, the collective skills and experience of the Board are applied on behalf of the membership to:

- fulfill oversight responsibilities by ensuring strong management is in place to manage risk and protect the members' assets;

- provide expert insight to management based on previous experience to guide and approve Coast Capital's strategic plan. This includes understanding the business, its environment, and its future opportunities and strategies; and
- engage with and report to our members, our regulator, and other stakeholders.

What's my role in governance?

As a member/owner of Coast Capital, you have a say in how the credit union is governed by nominating candidates and voting in our annual directors election.

An informed and engaged membership is the goal of every credit union and something that sets us apart from other financial institutions. We have spent the past 75 years listening to our members and will continue to do so to serve you better and help you achieve financial well-being.

The Nominations Process

Every year, following the Annual General Meeting ("AGM"), the Board establishes an independent Nominations Committee with directors who are not eligible for re-election in the upcoming election. This year's Nominations Committee is chaired by Mary Jordan and includes Robin Chakrabarti, Christian Findlay, and Faye Wightman. The Nominations Committee serves the membership in the directors election process in several important ways:

- determines the skills, business experience, and qualifications needed on the Board to provide an effective governing team and support the achievement of the strategic plan;
- develops an Ideal Director Candidate Description* (the "Description") and circulates it to the membership. This identifies the skills, experience, and qualifications needed to fill the upcoming vacant positions in order for the Board to fulfill its responsibilities;
- requests nominations from the membership and seeks out candidates from the community at large who fulfill the needs as identified; and
- identifies and recommends to the membership those candidates who best align with the Description and the overall needs of the Board. These recommendations

are the outcome of the detailed assessment performed on our members' behalf with assistance from an external governance consultant, and are provided for information as members consider their voting choices.

How many positions are up for election?

Four directors' terms expire in 2016 and members will elect four candidates to fill these positions. The Nominations Committee is now seeking and recruiting qualified candidates for the 2016 Directors Election. All positions are for three-year terms, beginning at the end of the 2016 AGM and ending at the 2019 AGM.

What are the criteria for qualified candidates?

The Nominations Committee will be using the following criteria to determine which candidates are recommended:

2016 Ideal Director Candidate Description

Specific Skills and Experience:

For the 2016 Directors Election, preference will be given to potential candidates with:

- executive or board leadership experience within the co-operative sector, with a significant track record of successful and productive member engagement;
- executive leadership experience with a proven track record of successfully creating and implementing new digital business models that transform the customer experience; and
- leadership on significant business boards with an understanding of modern governance practices.

Consideration will also be given to senior-level experience in financial reporting/analysis and oversight of the audit function; with a relevant professional designation in the finance or accounting industry.

Diversity:

The Nominations Committee seeks to ensure that the Board reflects an overall diversity of skill, experience, and perspective.

Personal Attributes:

All directors must have the following personal attributes:

- follow the highest ethical standards and be free of any conflict of interests that would affect their eligibility requirements;
- possess strong interpersonal skills and sound business judgment;
- support Coast Capital's Purpose, Mission, and Values and demonstrate a strong sense of community values;
- be sufficiently financially literate and demonstrate an ability to understand and interpret the credit union's financial performance; and
- commit to 30 hours or more each month to prepare for and attend board, committee, and planning meetings, and director education and development sessions.

How are Candidates Nominated?

1. **Members can nominate qualified candidates.**
2. **The Nominations Committee actively seeks out qualified candidates who align with the Description.**
3. **The current directors whose terms are expiring in 2016 may also put their names forward for consideration.**

All candidates must have a deep understanding of corporate governance and be fully qualified to carry out the responsibilities of overseeing one of Canada's largest credit unions.

Candidates must meet the requirements set out in Rule 15 of the Coast Capital Savings Credit Union Rules (the "Rules"), be members in good standing as of noon, Wednesday, December 9, 2015, and submit their nomination packages to the Secretary to the Board by this same deadline.

To be considered for recommendation by the Nominations Committee, candidates should meet the requirements of Rule 16.12 and have significant experience in one or more of the areas identified in the 2016 Description.