

# 2021 Governance Report

GULF AND FRASER FISHERMEN'S CREDIT UNION YEAR ENDED DECEMBER 31, 2021



**GULF AND FRASER FISHERMEN'S CREDIT UNION** 

#### **2021 ANNUAL REPORT**

## Governance Report

The year 2021 was an exciting year of new partnerships for our credit union! Aldergrove Credit Union members voted in favour of merging with G&F Financial Group which came into effect in August. We also were invited by V.P. Credit Union of Vancouver and Mount Lehman Credit Union of Abbotsford to pursue a partnership, and their memberships both voted in favour of merging at the close of the year. Following the merger with Aldergrove Credit Union, we welcomed their 17,000 members and 100 employees to our credit union family and added seven branches in the Fraser Valley. With the opening of our Fraser Street Branch in Vancouver, our branch network totaled 24 locations at year end.

The Board of Directors (The Board) demonstrate a standard of progressive corporate governance committed to the continuous evolution of their oversight practices enabling a standard of governance excellence. The Board envisions the credit union becoming the primary source of, and first choice for, financial products and services for our members through service excellence. As Directors and as a Board, this vision will be achieved through continuous improvement and professional development.

The Board continues to strengthen board and individual director development ensuring that their knowledge and skills are relevant to our dynamic industry. During 2021, the Board initiated a number of education sessions including Cybersecurity and Diversity, Equity and Inclusion. Also in 2021, Directors represented G&F Financial Group through various events such as the Central 1 Annual General Meeting, CCUA National Conference, World Credit Union Conference, and a variety of courses through the Institute of Corporate Directors. A number of Directors have also achieved or are in the process of achieving their ICD designation. The Board of Directors also have industry subject matter experts present on a variety of current and emerging topics ensuring the directors remain well informed.

During the summer of 2021, the Board of Directors provided oversight and participated in the strategic planning process. In the fall, the Board reviewed the three-year strategic plan with management to reaffirm key priorities, organizational goals and commitments to allow the Credit Union to continue to grow and provide exceptional service to our members.

The Board is committed to adopting processes and policies to ensure transparency and accountability in decision-making, ethical business practices and a commitment to community and social development. They hold themselves accountable, both as Directors and as a Board, for adhering to the highest standards of Board professionalism and performance.



#### BOARD OF DIRECTORS

#### Mandate

#### **PURPOSE**

Directors are responsible for representing the collective interests of the membership. This is accomplished by providing oversight over the affairs of the Credit Union. Directors must ensure that they carry out their responsibilities in accordance with established standards and applicable legislation. This includes completion of all information requests, disclosures, and other requirements as mandated by legislation. Directors are individually accountable for the decisions of the Board.

In representing the collective membership of the Credit Union, there are four primary areas of responsibilities:

- Diligence in performing their Directors' function
- Overseeing prudent risk management and safeguarding of members assets
- CEO Performance & Selection
- Strategic Planning Oversight
- Loyalty to the Credit Union, its' membership and anyone affected by decisions of the Board and the activities of the Credit Union

#### **ROLE OF THE DIRECTOR**

The role of a Director includes:

- Representing the collective membership and governing the Credit Union within the framework of relevant legislation and regulations;
- Monitoring and providing oversight over the Credit Union's affairs on behalf of members;
- Providing policy direction to ensure preservation of the collective best interests of the membership;
- Participating in the setting of strategic direction, ensuring allocation of adequate human and financial resources;
- Promoting the Credit Union within the community; and
- Providing oversight and monitoring of the Credit Union on behalf of its' members.

The Board derives its authority as a group, through the Board, not as individual Directors, and as individual Directors they have no legal authority to act on behalf of the Credit Union except when the authority and responsibility for a specific task is delegated by the Board.

#### **MEETING ATTENDANCE**

The Board recognizes that to carry out their Directorship responsibilities effectively, they must be committed to attending and being prepared for all Board meetings and meetings of those Committees of which they are members. Directors are expected to review all meeting material and prepare in advance for each meeting, rather than relying on the opinions of others. If anything is unclear, clarification and explanation should be sought from the applicable resource person prior to the meeting.



#### Composition

In accordance with our Rules, the Board is comprised of no fewer than nine (9) Directors, with each Director elected for a three-year (3) term to a maximum of four (4) consecutive terms. Directors are elected by democratic process where members vote in accordance with our Rules with the results being announced at the Annual General Meeting.

The Election Committee has oversight responsibility for Director nominations and the election of Directors.

Following the successful merger of Aldergrove Credit Union (ACU) and G&F an additional five (5) Directors were appointed to the G&F Board. The Selection Committee assessed what skills and attributes would be required and put forth a motion to recommend five (5) Directors be appointed to the G&F Board of Directors, one for a 1-year term, two for a 2-year term and two for a 3-year term. Following confirmation of the Selection Committee's recommendation, the G&F Board of Directors voted on the resolution and confirmed the appointment of the five (5) ACU Directors to the G&F Board, in addition to the appointment of the Vice Chair, bringing the total number of Directors to fourteen (14).

#### Independence

#### **ROLE OF THE BOARD**

As visionary leaders of the organization, the Directors undertake their responsibilities with an appreciation for the Credit Union's history and roots, a view to the future and consideration of the best interests of its membership and the communities that are served. The Board guides the Credit Union's strategic direction through the creation of the Credit Union's vision and mission, and they act in a manner consistent with the Credit Union's values.

The Board is committed to carrying out its activities in a manner that reflects the principles of integrity, teamwork, excellence in member service, open communication within the organization and efficient, prudent management of the credit union. In addition, the Board acts independently of management in carrying out its duties and responsibilities.

#### Fiduciary Responsibilities

The Board has the power and obligation to act for the Credit Union and, therefore, holds a position of trust. This type of association based on trust is called a fiduciary relationship. A fiduciary is one that stands in a special relation of trust, confidence, or responsibility in certain obligations to others.

The Board carries out its fiduciary duties with care, diligence and skill. The Board operates in good faith and with the best interests of the Credit Union in mind.



#### RESPONSIBILITIES OF THE BOARD OF DIRECTORS

The Board's trusteeship function includes responsibility:

- To act on behalf of the members to safeguard their funds deposited in the Credit Union. This includes monitoring the CEO's Office stewardship over credit union operations, and arranging for the periodic audit and appraisal of the financial affairs of the Credit Union
- To ensure that the Credit Union operates within the law, including the Credit Union Incorporation Act and Regulations and Financial Institutions Act and Regulations, the British Columbia Business Corporations Act and Regulations, and in accordance with the Credit Union's own Rules
- To ensure that the Board observes and upholds the policies by which it determines how it will conduct itself

#### The Board's <u>perpetuation function</u> includes responsibility:

- To ensure that a capable and qualified Board is perpetuated by the recruitment of suitable members for positions as Directors of the Board, and ensuring ongoing training is provided for Directors
- To ensure that plans are in place for the orderly succession of the CEO's Office and key executives in the event of both planned and unplanned events
- To select the CEO's Office, evaluate his/her performance and ensure that the CEO's Office is appropriately compensated

#### The Board's <u>decision-making function</u> includes responsibility:

• To define the mission of the Credit Union, establish strategic objectives, and to formulate, approve and monitor the execution of general policies

#### The Board's review and monitoring function includes responsibility:

- To review, in conjunction with the CEO's Office, strategic plans which will achieve the Credit Union's objectives
- To monitor, review, and evaluate adherence to annual budgets
- · To monitor, review, and evaluate changes in capital structure and contingent liabilities
- To establish the overall risk appetite for the Credit Union
- To monitor, review, and appraise major individual projects and programs, significant changes in policy, changes in organization and structure, and lawsuits of a material nature
- · To monitor, review, and appraise the Credit Union's performance relative to its plans and objectives
- To monitor, review, and appraise adherence to policies, plans and objectives

#### The Board's <u>advisory function</u> includes responsibility:

- To report to the membership, through the Board Chair, on the condition and progress of the Credit Union and to make recommendations on matters such as those related to changes in the Credit Union's Rules, structure of the organization, name changes, mergers, and acquisitions
- To actively participate in the democratic structure of the Credit Union and co-operative industry and bring forward issues and concerns for the betterment of all credit unions and cooperatives



The Board's external/public leadership function includes the responsibility:

- · To promote and defend, through the Board Chair, the Credit Union, its management and Board
- To enhance the image of the Credit Union by participating in and supporting worthwhile social and economic endeavours
- To do so in a manner consistent with the Credit Union's values and other Board policies

More specific duties of the Board include the following:

- To require management to present strategic plans, business plans, budgets and policies to the Board for approval
- To seek out the professional opinion and advice of management
- The selection of legal counsel, appraisers and other professionals as related to matters of governance;
- The selection of auditors
- To identify the Board's information needs and assure timely flow of requested information
- To direct committees and review and approve the Terms of Reference of committees
- To provide direction to the CEO's Office through ad hoc or standing committees of the Board on credit union objectives and philosophy
- To establish Board committees and review committee structure as required
- To establish a transparent and independent evaluation process to compare Board candidates on the basis of required skills and qualities
- To receive reports and minutes of committees
- To review and approve recommendations from committees and management
- To approve the annual report, the annual audited financial statements and year-end capital adequacy return
- Subject to legislative restrictions, delegate any or all of the foregoing duties

#### **Accountability**

The Board is accountable to the membership of the Credit Union.

The Board shall report directly to the membership of the Credit Union at least annually and shall place before the membership its annual report, audited financial statements, and other information as required by the *Credit Union Incorporation Act and Regulations* and the Rules of the Credit Union.

#### Records and Reporting

Under the *British Columbia Business Corporations Act and Regulations*, minutes of every Board meeting must be recorded and kept on file at the Credit Union office. A complete meeting record will be maintained by the Recording Secretary and is available to any Director and the CEO's Office. The minutes will contain information regarding the deliberations, decisions and actions of the meeting.

The minutes of each Board meeting are prepared and distributed in a timely fashion to the Board Chair and each Director.

#### **Purpose and Authority**

The Board represents the members of the Credit Union and is responsible for monitoring the performance of the Credit Union. The purpose of the Board is to ensure the sound management and operation of the Credit Union for the benefit of the collective membership and depositors to whom the Directors owe a fiduciary responsibility.



#### **GOVERNING LEGISLATION AND REGULATION**

The Credit Union is established under the legislation of the Province of British Columbia. It is regulated by the British Columbia Financial Services Authority (BCFSA). Key legislation that regulates the operations of the Credit Union includes: the *Financial Institutions Act and Regulations*, the *Credit Union Incorporation Act and Regulations*, and the applicable sections of the *British Columbia Business Corporations Act and Regulations*. It is a requirement of the legislation that the Credit Union provides to BCFSA monthly, quarterly, and annual reports and filings, and other such reports as may be requested.

#### **BOARD COMMITTEES**

The Credit Union has Statutory and Standing committees that are responsible for carrying out both legislated and delegated functions as described in each committee's Terms of Reference.

As per the *Financial Institutions Act and Regulations*, the Board elects the *Audit Committee*, the *Conduct Review Committee*, and the *Investment and Lending Committee*. All other standing committees are either elected or appointed by the Board.

The committees meet regularly throughout the year and are required to provide timely reports and recommendations to the Board. Each committee follows an Annual Workplan based upon its Terms of Reference to confirm that it meets its duties and responsibilities as required by legislation and fulfills its mandate. A brief overview of each Committee's mandate is as followed:

#### **AUDIT COMMITTEE**

The purpose of the Audit Committee is to assist the Board of Directors in fulfilling its obligations and oversight responsibilities related to the audit process, financial reporting, internal controls and enterprise-wide risk management. The Audit Committee meets regularly with both the internal and external auditors.

#### **CONDUCT REVIEW COMMITTEE**

The purpose of the Conduct Review Committee is to establish and to ensure adherence to procedures designed to prevent conflicts of interest, resolve them if they occur, and to review and approve specific transactions and classes of transactions between the Credit Union and related parties. The Committee may require the attendance of the corporate council at any meeting of the Committee.

#### **INVESTMENT AND LENDING COMMITTEE**

The purpose of the Investment and Lending Committee is to establish prudent investment and lending policies and ensure procedures are followed and on a regular basis review asset quality, new loan reports and delinquent accounts.



#### **ELECTION COMMITTEE**

The purpose of the Election Committee is to ensure that elections for Directors are conducted in a manner that fulfills the requirements of the Credit Union's Rules for elections and related legislation and to ensure there are a sufficient number of qualified candidates for election each year as required by the Rules of the Credit Union. Annually, the Board identifies its requirements to govern the Credit Union effectively. Based on these needs, the Election Committee actively recruits candidates who will make a positive contribution to the Credit Union and Board. The Election Committee presents to the Board a list of strong candidates, including current incumbents. The Election Committee carries out this process consistent with the Credit Union's Rules, regulatory and legislative requirements.

#### **GOVERNANCE, COMPENSATION AND HUMAN RESOURCES COMMITTEE**

The Governance, Compensation and Human Resources Committee is charged with reviewing, developing and recommending any changes to Governance and/or to the By-laws of the Credit Union to the Board of Directors. The Committee reviews and recommends approval for G&F Financial Group's overall compensation philosophy as well as all compensable and non-compensable plans that make up the Co-CEO's total rewards. The Committee recommends the comparable markets used for "benchmarking" compensation to a comparator group. The Committee reviews compensation trends and the linkage to performance as well as oversees incentive plan design and eligible participants. The Committee is also responsible for ensuring an effective process is in place for Succession Planning and Executive development.

#### **CREDIT UNION SUBSIDIARY**

Gulf and Fraser Insurance Services Ltd. is a wholly owned subsidiary of the Credit Union. It is in the business of offering wealth management advice services, business group insurance, life insurance, and living benefits solutions to its members.



CORPORATE GOVERNANCE DISCLOSURE

#### **DIRECTOR BACKGROUND**

**Current Directors** 

As of December 31, 2021 G&F's Directors are:



NAME: Lewis Bublé, Board Chair

Director Since: 1997 Current Term: 2021-2024

BACKGROUND/ EXPERIENCE: Lewis is very active in the business and sporting communities, as well as in the fishing industry. He is also a co-owner of the Vancouver

Giants Western Hockey League team and also owns and operates

Winning Edge Management Inc.

**COMMITTEES:** Audit Committee

Conduct Review Committee

**Election Committee** 

**G&F** Foundation Advisory Board

Governance, Compensation and HR Committee

Investment and Lending Committee Strategic Planning Committee

OTHER BOARD APPOINTMENTS:

President and Chair of the Board of Pacific Coast Fishermen's Mutual

Marine Insurance Company

Past Chair of the B.C. Salmon Marketing Council

2019 IIHF World Junior Hockey Championship Playmaker



NAME: Doug Sweeting, Vice Chair

Director Since: 2021 Current Term: 2021-2024

BACKGROUND/ EXPERIENCE: Doug has over 40 years of experience in the financial service industry, working with insurance companies, credit unions, securities dealers,

and a bank. He has owned several insurance agencies and developed wealth management divisions for BC credit unions. He is actively involved with non-profit organizations and is currently a member of the board with; CCS, BCY region and LAPS (Langley Animal Protection Society). He is a Portfolio Manager with a National IIROC regulated securities firm. Doug holds CFP (Certified Financial Planner) and CIM

(Chartered Investment Manager) designations.

COMMITTEES: Audit Committee

Strategic Planning Committee

OTHER BOARD Canadian Cancer Society, BCY division APPOINTMENTS: Langley Animal Protection Society

Chartered Investment Manager (CIM)

Certified Financial Planner (CFP)

**EDUCATION:** 





NAME: Linda Archer, Director Director Since: 2019

Current Term: 2019-2022

BACKGROUND/ EXPERIENCE:

Linda's background in the credit union system and cooperative sectors provided her the opportunity to develop an appreciation for and understanding of cooperative values and the credit union business model, operations, and governance. Linda has over 30 years of professional and executive experience including the credit union system and with the City of Vancouver, supplemented with formal governance education through the Institute of Corporate Directors. Her governance background includes positions as board and committee chair. She volunteers developing and facilitating credit union governance

education nationally and internationally.

COMMITTEES: Audit Committee

Conduct Review Committee

**Election Committee** 

Governance, Compensation & HR Committee

Investment & Lending Committee

OTHER BOARD APPOINTMENTS:

N/A



NAME: Christine Dacre, Director

Director Since: 2016 Current Term: 2019-2022

BACKGROUND/ EXPERIENCE:

Christine is a Chartered Professional Accountant and currently employed at TransLink as Chief Financial Officer. Christine oversees the finance, treasury, budgeting and forecasting, strategic sourcing, capital,

and long-range financial planning functions of the region-wide multimodal transit network. She is also responsible for risk

management and sustainability functions of the TransLink Enterprise. Other board positions she holds include the Transportation Property & Casualty Company Inc, and British Columbia Rapid Transit Company Ltd. Christine completed the Institute of Corporate Directors program and

received the ICD.D designation in December 2020.

COMMITTEES: Audit Committee

Election Committee

Governance, Compensation & HR Committee

Investment & Lending Committee Strategic Planning Committee

OTHER BOARD
APPOINTMENTS:

N/A

EDUCATION: Chartered Professional Accountant (CPA)

Institute of Corporate Directors, Director (ICD.D)





NAME: Bev Dornan, Director

Director Since: 2021 Current Term: 2021-2022

BACKGROUND/ EXPERIENCE: Bev has been a member of the co-operative community as a member of Aldergrove Credit Union her entire life and is the retired General Merchandise Manager of the Otter Co-op. A graduate of Simon Fraser University with a major in economics and commerce, Bev has experience in sales, marketing, human resources, planning and governance. Bev comes to the G&F family as the past Chair of the Board of Aldergrove Credit Union. She has served on the Audit, Investment and Loan, Planning and Governance, Nominating, and Compensation

and HR committees.

COMMITTEES: Conduct Review Committee

Governance, Compensation & HR Committee

OTHER BOARD APPOINTMENTS:

N/A

EDUCATION: Certified Credit Union Director (CCD)

Bachelor of Arts (BA)



NAME: Nate Hampson, Director

Director Since: 2021 Current Term: 2021-2024

BACKGROUND/ EXPERIENCE: Nate has worked in the technology industry for 15 years. In that time, he has built a successful consultancy firm that has helped hundreds of businesses build strategy and cope with change around technology and digital transformation. This includes businesses and not-for-profits in the medical, legal, financial, education, agriculture, manufacturing, and various other sectors. He is passionate about building sustainable organizations that provide a social good.

COMMITTEES: Audit Committee

G&F Foundation Advisory Board Investment & Lending Committee

OTHER BOARD APPOINTMENTS:

N/A

**EDUCATION:** Bachelor of Science - Computer Science (BSc)





NAME: Bill Nohr, Director

Director Since: 2011 Current Term: 2020-2023

BACKGROUND/ EXPERIENCE: Bill has been a member of G&F Financial Group since 1979 and has served on the Board since 2011. He held Senior Management roles for 25 years with Volvo Penta Canada with a focus on product marketing as well as developing and managing corporate budgets. Bill has extensive experience in the non-profit sector in the area of direct service and fundraising. Currently semi-retired, he spends time doing volunteer

work in the community.

**COMMITTEES:** Conduct Review Committee

**Election Committee** 

**G&F** Foundation Advisory Board

Governance, Compensation and HR Committee

Investment and Lending Committee

OTHER BOARD APPOINTMENTS:

N/A



NAME: Howard Normann, Director

Director Since: 1996 Current Term: 2021-2024

BACKGROUND/ EXPERIENCE: Howard was employed by the City of Vancouver/Vancouver Park Board for over 40 years and was responsible for overseeing its city-wide park operations and finished his career as the Director of Parks. Howard firmly believes that good corporate governance is the foundation of a successful organization and that the Board of Directors must continue to be accountable to the membership by showing strong leadership and solid business judgement.

**COMMITTEES:** Audit Committee

Conduct Review Committee G&F Foundation Advisory Board

Governance, Compensation and HR Committee

Investment & Lending Committee Strategic Planning Committee

OTHER BOARD APPOINTMENTS:

N/A

EDUCATION: Certified Credit Union Director (CCD)





NAME: Jennifer Phipps, Director

Director Since: 2015 Current Term: 2021-2024

BACKGROUND/ EXPERIENCE: Jennifer, a CPA and CA, has over 25 years of experience in the accounting profession and is currently a partner of Manning Elliot LLP. Jennifer brings her accounting, auditing, tax and general business knowledge to the position. She has strong communication skills and believes that teamwork produces great results. She has spent many years providing personalized professional services to her clients and appreciates the importance of meeting the personal needs of members, investing in employee development, and embracing

**COMMITTEES:** Audit Committee

**G&F Foundation Advisory Board** 

technological change.

Governance, Compensation & HR Committee

Investment and Lending Committee Strategic Planning Committee

OTHER BOARD
APPOINTMENTS:

N/A

EDUCATION: Chartered Accountant (CA)

Chartered Professional Accountant (CPA)



NAME: David Sawatzky, Director

Director Since: 2021 Current Term: 2021-2023

BACKGROUND/ EXPERIENCE: David has served in governance and leadership roles in various organizations, most notably as President of the Mission Regional Chamber of Commerce (MRCC). During his time at the MRCC, his experience in authoring policy resolutions and building consensus helped his Board of Trade to gain both provincial and national recognition. He is a champion of the cooperative movement, and prior to his appointment to G&F Financial Group's Board of Directors, he was honoured to serve on the Board of Aldergrove Credit Union.

COMMITTEES: Audit Committee

**Conduct Review Committee** 

**Election Committee** 

OTHER BOARD | APPOINTMENTS:

N/A





NAME: Tracey Scott, Director

Director Since: 2021 Current Term: 2021-2023

BACKGROUND/ EXPERIENCE: Tracey has spent over 22 years in the construction sector in a variety of positions from Business Owner, Operations Manager and Production & Logistics Manager to her current role as Project Manager (Quantum Properties). These positions collectively provided experience in material

purchasing, project tendering, contract management, Human

Resources, cost management, and general accounting practices. Tracey also spent 8 years in the hospitality sector in various roles including Reservations & Revenue Supervisor and Accounting Administrator, which provided experience in the revenue streams of the hotel industry

and management of strata owned properties.

COMMITTEES: Election Committee

Governance, Compensation and HR Committee

Investment & Lending Committee

OTHER BOARD APPOINTMENTS:

N/A

EDUCATION: Gold Seal Intern (GSI)

Diploma, Project Management



NAME: Lee Varseveld, Director

Director Since: 2014 Current Term: 2020-2023

BACKGROUND/ EXPERIENCE: Since 2009, Lee has served as General Manager of Pacific Coast Fishermen's Mutual Marine Insurance Company in Burnaby. He has been with the company since 1992. Lee holds the professional designations of Chartered Insurance Professional (CIP) and Certified

Credit Union Director (CCP).

COMMITTEES: Audit Committee

Conduct Review Committee

**Election Committee** 

Governance, Compensation and HR Committee

Investment & Lending Committee

OTHER BOARD
APPOINTMENTS:

Fishermen Helping Kids with Cancer (non-profit corporation)

EDUCATION: Certified Credit Union Director (CCD)

Chartered Insurance Professional (CIP)





NAME: Sonia Virk, Director

Director Since: 2014 Current Term: 2020-2023

BACKGROUND/ EXPERIENCE: A professional lawyer with a focus in corporate and commercial law, Sonia obtained her B.A. (Law) and LL.B. degrees from Guru Nanak Dev University in Punjab, India, as well as a second LL.B degree from the University of New Brunswick. She co-founded law firms Joomratty & Virk and Virk Viyas & Associate Lawyers. Sonia also serves on the Board

of Directors of the Surrey Hospitals Foundation.

**COMMITTEES:** Audit Committee

Conduct Review Committee

**Election Committee** 

Governance, Compensation and HR Committee

Investment & Lending Committee Strategic Planning Committee

OTHER BOARD
APPOINTMENTS:

Surrey Board of Trade's Surrey Women in Business Award Winner 2017

NTS: - Professional Category

Surrey Hospitals Foundation

**EDUCATION:** Bachelor of Arts – Law (B.A. Law)

Bachelor of Laws (LL.B)

Institute of Corporate Directors, Director (ICD.D)



NAME: Floyd Yamamoto, Director

Director Since: 2007 Current Term: 2019-2022

BACKGROUND/ EXPERIENCE: Through his work at G&F Financial Group, Stabilization Central Credit Union, and over 25 years of experience as an IT professional, Floyd has a solid understanding of the credit union system, board governance, and information technology. Floyd is a member of the Institute of Corporate Directors, owns and operates Sansei Consulting, and is a Co-Founder of Muoola a new social media start-up company.

**COMMITTEES:** Audit Committee

**Conduct Review Committee** 

**Election Committee** 

Governance, Compensation & HR Committee

Investment and Lending Committee Strategic Planning Committee

OTHER BOARD

City of Richmond Advisory Committee on the Environment

**APPOINTMENTS:** Wisteria Senior Health and Housing Society

YVR Environmental Advisory Committee



#### **DIRECTOR COMPENSATION DISCLOSURE**

The G&F Financial Group's Board of Directors Compensation Philosophy is designed to attract and retain Board members with the necessary professional skills and experience to provide good governance and oversight. G&F is a dynamic organization in a highly competitive market within an industry sector which itself is subject to transformational change and innovation in how it interacts with its current and future members. This requires that Directors be adequately and competitively compensated. The amount of compensation is reviewed every two years with an independent consultant. When determining the appropriate level of compensation the Directors consider:

- The values, vision and mission of G&F Financial Group,
- The level of responsibility and time commitment required of Directors, and
- The need to attract and retain Directors with the skills and attributes required to advance G&F Financial Group's business model and strategic plans and to control its risks

ANNUAL COMPENSATION	Benchmark: The Board has set its compensation based on a benchmark group of at least 8 Canadian credit unions who align with our asset size and operate in a similar market for remuneration. The intention is to pay at the median of this market and to review compensation levels every two years. The Board takes into account several considerations when it reviews Director compensation, including compensation practices at other credit unions, the opportunity cost of the expected time commitment by Directors, and the risk and responsibilities involved. They ensure that all considerations align with trends and proper governance in the credit union industry. G&F Financial Group benchmarks its Board compensation based on "total" compensation and makes decisions on its compensation based on an honorarium only method.  The total compensation paid to directors for 2021 was \$275,447.	
ADDITIONAL COMMITTEE COMPENSATION	There is no additional compensation for attending committee meetings as a Director.	
BOARD CHAIR HONORARIUM	The honourarium paid to the Board Chair is \$45,200	
VICE CHAIR HONORARIUM	The honourarium paid to the Vice Chair is \$27,300	
AUDIT COMMITTEE CHAIR ADDITIONAL STIPEND	The additional stipend paid to the Audit Committee Chair is \$3,250.	
COMMITTEE CHAIR ADDITIONAL STIPEND	The additional stipend paid to the Committee Chair is \$2,750.	
DIRECTOR	The honourarium paid to Directors is \$23,000	
EXPENSE REIMBURSEMENT	G&F Financial Group recognizes that Directors will incur expenses as they carry out their duties during the Board year. Directors are expected to exercise discretion and good judgment in determining what is a reasonable expense to be incurred on behalf of the Credit Union and demonstrate a good example for the use of credit union resources. Expenses include Director education and development, industry conference attendance and out of pocket expenses.	



BENEFITS AND PERQUISITES Directors may participate in the benefits program designed through the Credit Union Pension & Benefits Trust for Credit Union Directors. Directors pay all of the applicable premiums. While Directors are encouraged to use the products and services of G&F, they do so under the same terms and conditions as all other members of the Credit Union.

For the year 2021, the compensation received for each Director is outlined in the table below, along with their meeting attendance.

NAME	ROLES	BOARD MEETINGS ATTENDED	COMMITTEE MEETINGS ATTENDED	TOTAL COMPENSATION	EXPENSE REIMBURSEMENT
Lewis Bublé	Board Chair	19 of 19	45 of 49	\$45,200	\$221
Doug Sweeting <sup>25</sup>	Vice Chair	12 of 12	22 of 22	\$11,375	\$288
Linda Archer	Director	19 of 19	18 of 19	\$25,750	\$1,909
Christine Dacre <sup>3</sup>	Director	19 of 19	25 of 25	\$25,903	\$0
Bev Dornan <sup>5</sup>	Director	12 of 12	25 of 25	\$9,584	\$0
Nate Hampson <sup>5</sup>	Director	12 of 12	4 of 4	\$9,584	\$1,778
Bill Nohr	Director	19 of 19	11 of 12	\$25,750	\$1,358
Howard Normann	Director	18 of 19	12 of 15	\$25,750	\$0
Jennifer Phipps <sup>4</sup>	Director	19 of 19	13 of 14	\$26,098	\$0
David Sawatzky <sup>5</sup>	Director	12 of 12	4 of 5	\$9,584	\$0
Tracey Scott⁵	Director	12 of 12	5 of 5	\$9,584	\$159
Lee Varseveld	Director	19 of 19	19 of 19	\$25.750	\$0
Sonia Virk	Director	18 of 19	12 of 13	\$25,750	\$0
Floyd Yamamoto <sup>1</sup>	Director	19 of 19	36 of 37	\$25,509	\$1,330
Board General <sup>6</sup>					\$120,441
Total Expenses					\$127,484

<sup>&</sup>lt;sup>1</sup> Vice Chair until August 1, 2021

<sup>&</sup>lt;sup>2</sup> Vice Chair as of August 1, 2021

<sup>&</sup>lt;sup>3</sup> Audit Committee Chair until April 21, 2021

<sup>&</sup>lt;sup>4</sup> Audit Committee Chair as of April 21, 2021

<sup>&</sup>lt;sup>5</sup> Director as of August 1, 2021

<sup>&</sup>lt;sup>6</sup> Includes technology, facilitation, meals, annual planning session, and legal.



**GULF AND FRASER FISHERMEN'S CREDIT UNION** 

#### CORPORATE GOVERNANCE DISCLOSURE

#### CEO COMPENSATION DISCLOSURE

G&F Financial Group's Executive compensation is overseen by the Governance, Compensation and Human Resources Committee of the Board of Directors. The Governance, Compensation and Human Resources Committee makes recommendations to the Board about:

- Total Compensation Philosophy
- Total Compensation for the CEO's Office
- Structure and plan design for key elements of compensation
- Total compensation for the CEO's Office based on performance

The Governance, Compensation and Human Resources Committee retains independent compensation expertise to provide advice on the elements, structure and amount of CEO total compensation.

#### **G&F FINANCIAL GROUP'S COMPENSATION PHILOSOPHY**

G&F Financial Group's Total Compensation Philosophy applies to all employees and is based on a pay for performance philosophy. It is intended to attract and retain talented employees and ensure compensation levels are competitive and fair. Therefore, G&F offers a Total Compensation Program that is comprehensive, competitive in the marketplace and recognizes exceptional talent.

G&F Financial Group takes a broad view towards total compensation including monetary and non-monetary programs that reflect our vision, values, and strategies. Programs are designed to ensure employees act as a team, perform to the best of their capability, and consider members in decisions and actions. G&F's Compensation Philosophy provides the guiding principles for designing and delivering an effective reward program to attract, retain and engage employees.

*G&F's Total Compensation Program:* 

- Strikes a balance between market competitiveness and internal equity
- Aligns the interests of our employees with G&F's business goals and our members' interest
- Is competitive with that of peer companies where G&F competes for talent

#### **CEO'S OFFICE**

G&F Financial Group's CEO's Office is predicated on a Co-CEO model where leadership for the organization is a shared responsibility. The Co-CEO's bring complementary skills to the role and provide G&F with a broader set of experience and ideas, than would be otherwise possible, to develop the business strategy and make decisions.

The Co-CEO's total compensation is based on the guiding philosophy and principles that apply to all employees and includes all material elements of base salary, incentives, and benefits (including vacation, perquisites and retirement savings program).



	William Kiss	Jeff Shewfelt
ACTUAL BASE SALARY PAID	\$412,077	\$412,077
SHORT TERM INCENTIVE PAID FOR 2021	\$164,831	\$164,831
INTERIM INCENTIVE PLAN PAID FOR 2021	\$82,415	\$82,415
TOTAL	\$659,323	\$659,323

The Governance, Compensation and Human Resources Committee have recommended an approach to compensation for the CEO's Office that the Board has approved. The CEO's compensation comparator group is drawn from the Canadian credit unions who align with our asset size and operate in a similar market for remuneration. The Co-CEO salary range is established based on the 25<sup>th</sup> percentile for the comparator group as described.

#### **BASE SALARY**

Base salary is determined for the CEO's Office by the Board of Directors and is reviewed annually. Any changes to base salary applies equally to the Co-CEO's. Base salary progression is based on a pay for performance philosophy. Anticipating the merger with Aldergrove Credit Union a comprehensive review of the Co-CEO's total compensation was reviewed and based on the compensation philosophy, the asset size of the combined credit union, and complexity of business the Co-CEO's base salary for 2021 was increased to \$425,726.08 following the merger.

The salary range is reviewed by the Board of Directors at least every three years to ensure it remains market competitive.

#### **INCENTIVE PROGRAM**

The total compensation package for the Co-CEO's includes a base salary in line with the median of the designated comparative group and a target short and long-term incentive program designed to reward the achievement of annual and longer-term organizational performance objectives.

The Co-CEO's participate in the Management Short Term Incentive Plan (STI Plan) that rewards performance against a predefined set of objectives that are reviewed and approved annually by the Board of Directors. The plan is designed to ensure that we are not incenting behaviours which would create risk for our members or the sustainability of G&F.

The metrics under the plan consider member and employee engagement with G&F, the operational efficiency, financial performance, achievement of business initiatives and asset growth that together provide a balanced approach to assessing organization success. Payments under the STI Plan are contingent on achieving a threshold level of performance. The performance results are determined for the CEO's Office and shared equally by the Co-CEO's. Maximum payout is 40% of base salary. For 2021 performance, each CEO's STI Plan was \$164,831 which represents 40% of salary.

Anticipating an approved merger with Aldergrove Credit Union the Board engaged a 3<sup>rd</sup> party consultant to review best practices in compensation design for Executive position in comparable credit unions. The goal was to review total compensation and provide a comprehensive package that was market competitive. In the absence of



the Long-Term Incentive plan and anticipating a compensation review the Board of Directors approved a one-year Interim Plan for the Executive to ensure that the Executives opportunity for compensation remained whole. The CEOs were each paid \$82,415 for successfully completing the strategic goals and financial hurdle. In the future the CEO's will be eligible to participate in a market competitive Short-Term Incentive plan.

#### **BENEFITS AND PERQUISITES**

G&F Financial Group provides comprehensive benefits to support employees and their families with health, retirement and other work-related benefits to address their unique needs. A healthy and secure workforce is best able to contribute to the accomplishment of our business performance objectives. G&F's commitment to work life balance is evident in our vacation allowance, benefits and unique employee events.

The Co-CEO's participate in the benefits programs that are offered to all employees of G&F. The comprehensive Flexible Health Benefits Program can be tailored to the individual benefit needs based on the allocation of flex credits provided. The level of the plan varies by salary level due to income insurance benefits included under the flexible plan. The plan encompasses extended health care, dental care, life insurance, accidental death and dismemberment insurance, short and long term disability, employee and family assistance plan and provincial health.

The Co-CEO's each have an annual perquisite allowance of up to \$18,000. The Executive Perquisite Program is designed to support the Co-CEO's with business related expenses such as a taxable vehicle allowance and other taxable and nontaxable choices.

#### RETIREMENT INCOME PROGRAM

The Co-CEO's participate in the Registered Retirement Savings Plan (RRSP) designed for all G&F employees. They receive 10.5% of their base salary contributed to their G&F RRSP up to the limit allowable under the Canada Revenue Agency (CRA) guidelines. Any amount in excess of their RRSP limit is accrued into a Supplementary Executive Retirement Plan (SERP). The SERP was introduced on January 1, 2017 for the Co-CEO's and provides for the benefits in excess of the *Income Tax Act* maximum.

#### OTHER EMPLOYMENT TERMS

The Co-CEO's employment contract stipulates that if their employment is terminated for cause, no notice, salary, benefits or bonus are owed to them. If their employment is terminated without cause, there is a 24 month severance package (including salary, RRSP, incentives and benefits) owed to them.

#### **EXECUTIVE TEAM**

The G&F Financial Group Executive Team is comprised of the following individuals. For more information on these individuals, visit <a href="https://www.gffg.com/about-us/governance">https://www.gffg.com/about-us/governance</a>

William Kiss, Co-CEO

Jeff Shewfelt, Co-CEO

Gus Hartl, President

Mary Lynn Baker, Chief Information Officer

Scott Betts, Chief Risk Officer

Bobby Dhillon, Chief Marketing Officer

Ron Lee, Chief Financial Officer

Nelson Sandhu, Chief Experience and Innovation Officer

Diane Sullivan, Chief People and Culture Officer

Michael Atkinson, Senior Vice President, Member Experience and Advice



#### **INTERNAL AUDIT**

Internal Audit at G&F Financial Group reports administratively to the CEO's Office, and functionally to the Audit Committee of the Board of Directors. This reflects the dual mandate of Internal Audit to provide control assessment and services to management, and to provide assessments of the adequacy of the internal control system and management of risk to the Audit Committee.

The Internal Audit group maintains their independence through the exercise of objectivity and candor, while maintaining close communications and contact with all business units of the Credit Union.

#### **AUDITORS**

KPMG LLP Chartered Professional Accountants Vancouver, BC

The external auditor's responsibility is to express an opinion on the consolidated financial statements based on their audit. They conduct an audit in accordance with Canadian generally accepted auditing standards. Those standards require that they comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

#### CORPORATE COUNSEL

Powell, Gray & Kim LLP Vancouver, BC