



CANDIDATE PROFILE AND DECLARATION

for Tribunals

INSTRUCTIONS

- The "tribunal" is the entity to which you are applying to serve
- To save the completed form, choose File > Save As Other > Reader Extended PDF > Enable More Tools (Includes Form Fill-in & Save)
- If you require more space, attach a separate sheet
- Please send back to the person who requested this form
- For candidates to be considered for appointments, completion of all sections of this form is mandatory (as marked by a red asterisk "**").

Freedom of Information and Protection of Privacy Act (FOIPPA)

The personal information on this form is collected for the purpose of administering a variety of statutes that authorize the appointment of individuals to public sector tribunals under the authority of section 26(a) of the FOIPPA. Information on the authority for a specific appointment is available on request. All information provided to us will be considered as supplied in confidence. Under certain circumstances some information may be released subject to the provisions of the FOIPPA. The Crown Agencies and Board Resourcing Office is the office of record for this form. Questions about the collection or use of this information can be directed to the Crown Agencies and Board Resourcing Office by email at abc@gov.bc.ca, by telephone at 604 660-0465, or by mail at P.O. Box 9300 STN PROV GOV, Victoria, BC V8V 1V2.

Enter the name of the tribunal you are applying to serve on the board of:*

PART A – PERSONAL INFORMATION

FULL LEGAL NAME* (include first, middle and last name)		PREFERRED NAME (if different than full legal name)	
RESIDENTIAL ADDRESS* (include street or PO box)	CITY*	PROVINCE*	POSTAL CODE*
Provide at least one contact number: home, cell or work*			
HOME TELEPHONE NUMBER	CELL PHONE NUMBER	WORK TELEPHONE NUMBER	
EMAIL ADDRESS*		DATE OF BIRTH* (required to verify background information) DD / MMM / YYYY	

PART B – PROFILE

- ☐ My CV (resume) has been submitted* ☐ My online profile has been completed*

1. Directorship/volunteer/community activities (provide a chronology):*

ORGANIZATION	POSITION	TERM OF SERVICE (MMM/YYYY)	
		FROM	TO

2. Professional and employment background (provide a chronology):*

ORGANIZATION	POSITION	TERM OF SERVICE (MMM/YYYY)	
		FROM	TO

3. Educational background (*provide a chronology*):*

INSTITUTION	DEGREE/DIPLOMA OBTAINED	TERM ATTENDED (MMM/YYYY)	
		FROM	TO

4. Professional designations/memberships in tribunals (*provide a chronology*):*

PROFESSIONAL ORGANIZATION	DESIGNATION/MEMBERSHIP (<i>if applicable</i>)	TERM OF MEMBERSHIP (MMM/YYYY)	
		FROM	TO

5. Are you currently involved in lobbying activity?* ☐ YES ☐ NO If **YES**, complete the following table.

NAME OF CLIENT	UNDERTAKING START AND END DATES (MMM/YYYY)	
	FROM	TO

6. Have you authored any published works? (*includes books, articles, blogs, multimedia postings, professional journals, and or other works*):*

☐ YES

☐ NO

If **YES**, please list below. If you require more space attach a separate document.

PUBLICATION	PUBLICATION DATE (MMM/YYYY)	HYPERLINK (IF APPLICABLE)

PART C – CONFLICT OF INTEREST: DISCLOSURE STATEMENT

A conflict of interest exists for a tribunal member who has a private or personal interest that appears to influence the tribunal member's judgement in making decisions in the tribunal's best interest.

A conflict of interest may take a number of forms:

- Financial or non-financial
- Direct or indirect
- Professional or family related

A conflict of interest may arise from:

- Ongoing or outstanding matters before the tribunal
- Employment or board appointments
- Professional practices including consultative services
- Financial interests in business enterprises
- Share ownership
- Beneficial interests in trusts
- Private equity interests
- Real estate property interests
- Existing or proposed transactions with the tribunal
- Holding elected office
- Existing professional or personal associations with the tribunal
- Personal associations with other groups or tribunals
- Family relationships (a connection by blood, by marital or common law relationship, or by affinity)

Every potential appointee must disclose any obligation, commitment, relationship, or interest that might conflict or might be perceived to conflict with their duty or interest to the tribunal.

Additional information can be found at: [General Conduct Principles for Public Appointees](#)

Below, describe any real and/or perceived conflicts of interest with the tribunal:*

☐ NOT APPLICABLE

PART D – CHARTER OF EXPECTATIONS FOR APPOINTEES TO TRIBUNALS

Tribunal members serve with a commitment to making the best possible decisions. Expectations of you as a tribunal member include the following:

Integrity

- Judiciously and rigorously apply legislation when making decisions, and through this important work, serve the public interest
- Ensure integrity in all dealings with and on behalf of the tribunal, including via social media platforms
- Maintain the confidentiality of information received in your capacity as tribunal member both during and after your appointment
- Maintain the ongoing responsibility to disclose real or perceived conflicts of interest
- Avoid real or perceived conflicts between your own private interests and the best interests of the tribunal

Compliance

- Know the tribunal's mandate
- Take all necessary and reasonable measures to ensure compliance with laws, regulations and policies that apply to the tribunal

Accountability

- Base your decisions upon facts and reliable information
- Properly be informed before taking action

Responsibilities

- Be courteous and treat all parties fairly and with respect
- Be punctual and organized
- Identify opportunities to resolve disputes or issues and bring those opportunities to the attention of the parties at the earliest possible time, with the least cost while ensuring that all parties are treated fairly
- Ensure that organizational and preliminary procedural matters are resolved quickly
- Conduct effective hearings and render fair, well-reasoned decisions based on the evidence and applicable law and policy
- Recognize and deal appropriately with situations that may involve an issue of bias or conflict of interest for the parties involved and do so in accordance with the tribunal's applicable code of conduct
- Maintain currency with respect to the justice system, including relevant legislation, policies and procedures
- Work with agency staff and be familiar with case management practices
- Ensure that files are completed in a timely manner

Note: These duties are in addition to duties and responsibilities set out in the tribunal's own Code of Conduct or Conflict of Interest Guidelines.

I certify that I have read the above charter and agree to abide by it for the duration of my service.* ☐ I AGREE

PART E – INTEGRITY AND PUBLIC ACCOUNTABILITY

NOTE: An affirmative answer to any of the questions below does not automatically disqualify an applicant from being appointed. Each candidate's background will be considered in relation to the specific requirements of the appointment.

1. In your employment, business or personal affairs, have you, or any company in which you have a direct or indirect controlling interest, in B.C. or elsewhere:

- | | | |
|--|------------------------------|-----------------------------|
| (a) Been convicted of an offence under the Criminal Code of Canada?* | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| (b) Been convicted of an offence under any other Federal or provincial statutes or regulations, including the <i>Income Tax Act</i> , the <i>Controlled Drugs and Substances Act</i> or others?* | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| (c) Been the defendant of any civil action in which allegations of fraud, theft, defamation or other charges were made against you?* | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| (d) Have any outstanding charges against you under federal or provincial statute, including civil action?* | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| (e) Been cited by, disciplined, censured, suspended or disqualified by any professional association or body?* | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| (f) Made an assignment or lodged a proposal under the <i>Bankruptcy and Insolvency Act</i> ?* | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| (g) Had any improper dealings with government (e.g. improper solicitation of contracts, improper lobbying or representations)?* | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| (h) Been involved in any issue or controversy that has gone, or is likely to go, to litigation or public review?* | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| (i) Been discharged, suspended or asked to resign from any employment?* | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

If **YES**, to questions 1. a, b, c, d e, f, g, h, and i please describe:*

2. Generally, are you aware of any facts or matters which, if publicly disclosed, could cause the government embarrassment or hinder your performance of your duties as a board member?*

☐ YES ☐ NO

If **YES**, please describe:

PART F – BIOGRAPHY

I agree that if I am appointed to serve, the Crown Agencies and Board Resourcing Office (CABRO) and the tribunal may publish a biography of me. Please include a biography of no more than 400 words below. Address past leadership roles, employment, community involvement, lived experience, education/credentials and other life aspects that would impact your role as a board member. Note your biography may be edited for clarity.*

PART G – REFERENCES (OPTIONAL)

☐ References have been provided with CV or online candidate profile*

Please provide a minimum of two references: (Optional if already provided with CV or online profile)*

NAME	TITLE	CONTACT NUMBER	EMAIL ADDRESS

PART H – HOW DID YOU HEAR ABOUT THIS OPPORTUNITY?*

- ☐ CABRO Website
☐ Ministry
☐ Organization
☐ Other

If you were referred, please provide the name of the person or organization who referred you:

PART I – DECLARATION*

I understand that the Crown Agencies and Board Resourcing Office and the tribunal may verify relevant information with respect to all candidates for potential appointments.

By signing below, I authorize the Crown Agencies and Board Resourcing Office to verify or obtain any personal information about me directly from organizations or references referred to in this form and from any person, government education institution, police force, military authority or governing body for the purpose of evaluating my ability to serve. I also consent to the disclosure of my personal information to such persons or organizations when such disclosure is necessary to evaluate my suitability for appointment.

If, at any time following the signing of this form, there are changes to the information given herein regarding conflict of interest, or any other part of this form, either by way of addition or deletion, within 14 calendar days of this change, I will submit an updated Candidate Profile and Declaration form to the Crown Agencies and Board Resourcing Office describing such change.

I solemnly promise that the information provided is true and complete.

SIGNATURE (*type your name to sign electronically*)

DATE SIGNED
DD / MMM / YYYY