



The personal information on this Profile and Declaration is collected because you wish your name to be considered for appointment to a British Columbia Property Assessment Review Panel (for the purposes of this document, also referred to as the Panel). The information contained on this form will be used to assess your candidacy. (If you require more room than the space provided, please use a separate piece of paper)

The information gathered through this application form is collected under the authority of the *Assessment Act* (RSBC 1996, c. 20) and the *Financial Administration Act* (R.S.B.C. 1996, c.138). This information is required to select appointees to the Property Assessment Review Panel and to support the work of the Panel. If you have any question about the collection or use of this information, please contact Steve Feldman, Administrator, Property Assessment Review Panel at (250) 356-5268 or fax to (250) 356-6924. Also you may call toll free through Enquiry BC 1-800-663-7867, or locally in Vancouver at (604) 660-2421.

**APPLICATION FOR APPOINTMENT TO THE 2018 PROPERTY ASSESSMENT REVIEW PANEL**

**A. Contact Information (please print full legal name):**

Surname:		First name:		Middle name:	
Address:					
City:		Province:		Postal Code:	
Home phone: (    )		Work phone: (    )		Cell phone: (    )	
Fax number: (    )		E-mail address:			
Position preferred (circle one): Chair Member Alternate (on call)		Previously served on a Property Assessment Review Panel? No: _____ Yes: _____ If yes, years served:		School district name and number:	

**B. Background information:**

Educational Background (provide a chronology of your educational background): *(Resume or CV attached is acceptable)*

Name of Institution	Years attended	Degree/diploma obtained

**C. Professional and Employment Background:**

(Provide a chronology of all relevant work experience, starting with the most recent and showing clear time periods for each experience and all employers)

Name of Organization	Years of service	Position

<b>D. Current or recent appointments to other tribunals:</b>		
Name of Organization	Years of service	Position

<b>E. Past and Present Community and Civic Activities:</b>		
Name of Organization	Years of service	Position

<b>F. Memberships in Professional Organizations:</b>		
Name of Organization	Years of service	Position

<b>G. Publications (List any published works you have authored):</b>
Name of Publications and dates

<b>H. Duties/Responsibilities to the Property Assessment Review Panel:</b>
<p>Chairs/members owe the Panel they serve undivided loyalty and a commitment to making the best possible decisions.</p> <p>Chairs/members must carefully adhere to these duties and take their jobs seriously to set high standards of accountability.</p> <p>By signing this Profile and Declaration, you acknowledge and understand that you are bound by the following duties and responsibilities.</p>

**Duty of Care:**

You have a duty of care to the Property Assessment Review Panel which means that you must exercise the degree of skill and diligence reasonably expected from an ordinary person of your knowledge and experience;

- in making decisions, you must always act in the best interests of the Panel;
- you must base your decisions upon facts and reliable information; and
- you must not act without first taking care to be properly informed.

**Duty of Loyalty:**

This duty embraces fairness, good faith and honesty. It means that, in all decisions, you must act in the Panel's best interests, not your own. Specifically, you must:

- \* be honest in your dealings within the Panel and with others on behalf of the Panel;
- \* maintain the confidentiality of information received by you in your capacity as Panel member; and
- \* avoid situations where you could put yourself in a position of conflict between your own private interests and the best interests of the review panel.

**Duty of Obedience:**

This duty requires that you know the Property Assessment Review Panel's mission and the laws and regulations that affect the carrying-out of the mission. This duty means that you must:

- \* carry out the Panel's purposes; and
- \* take all necessary and reasonable measures to assure compliance with laws, regulations and policies that apply to the Property Assessment Review Panel.

**I. Conflict of Interest – Disclosure Statement** (please indicate yes/no or n/a for each portion of section I):

A conflict of interest arises where you have an interest which conflicts (or might conflict, or might be perceived to conflict) with the interests of the Property Assessment Review Panel.

A conflict of interest may take a number of forms.

- It may be financial or non-financial.
- It may be direct or indirect.
- It may be professional or family related?

A conflict of interest may arise from: directorships or other employment; interests in business enterprises or professional practices; share ownership; beneficial interests in trusts; existing professional or personal associations with a review panel; professional associations or relationships with other organizations; personal associations with other groups or organizations; or family relationships.

Every appointee or potential appointee of a review panel must disclose any duty or interest that might conflict with his or her duty or interest to the review panel.

A direct or indirect conflict with my duty as an appointee to the Panel may arise because:

- a) I hold the following offices (appointed or elected):
  
- b) I, or any trustee or any nominee on my behalf, own or possess, directly or indirectly, the following interests:
  
- c) I, or a member of my family, is affiliated with or has an interest in an entity that represents others or appears before the Tribunal:

The nature and extent of the conflicting office duty or interest referred to above is:

A real or perceived conflict of interest with my duty as an appointee to a Property Assessment Review Panel may arise because I receive financial remuneration (either for services performed by me, as an owner or part owner, trustee, or employee or otherwise) from the following sources:

**If, at any time following the signing of this Profile and Declaration, there occurs any material change to the information given herein regarding conflict of interest, either by way or addition or deletion, I shall forthwith file a supplementary disclosure statement describing such change.**

**Initial:**

Other than disclosed above, do you have any relationships or interests that could compromise, or be perceived to compromise, your ability to exercise judgment with a view to the best interests of the Panel?

Yes:            No:

Describe:

**J. Integrity and Public Accountability:**

Note: An affirmative answer to any of the questions in sections H through J does not automatically disqualify a potential 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 business in which you have a direct or indirect controlling interest, in B.C. or elsewhere:

- (a) been charged with (where charges are still outstanding) or convicted of an offence under the Criminal Code of Canada?      Yes       No
- (b) been charged with (where charges are still outstanding) or convicted of an offence under any other Federal statutes or regulations, including the Income Tax Act, the Controlled Drugs and Substances Act, or others?      Yes       No
- (c) been charged with (where charges are still outstanding) or convicted of any offence under any Provincial statutes or regulations?      Yes       No
- (d) been charged with (where charges are still outstanding) or disciplined by any professional association or body?      Yes       No
- (e) had any improper dealings with government (e.g. improper solicitation of contracts, lobbying or representations)?      Yes       No
- (f) been involved in any issue or controversy that has gone, or is now likely to go to litigation or public review?      Yes       No
- (g) been cited by any court for contempt or prohibited from appearing before any court or tribunal?      Yes       No

If you answered "Yes" to any of the above questions, please provide details below.

2. Are you involved in a dispute with a public body or government that is likely to go to litigation or an adjudicative process?  
Yes: No:  
Describe:

3. Have you or any organization or group which you are associated with promoted or encouraged hatred against people or persons on the basis of ethnicity, language, colour, religion, culture, gender or sexual orientation?  
Yes: No:  
Describe:

4. Do you have any kind of a disability (for example: substance abuse) that would limit or prevent you from carrying out your duties to the Panel?  
Yes: No:  
Describe disability and identify any accommodation that may be required to assist you in carrying out your duties:

5. 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 an appointee to the Panel?  
Yes: No:  
Describe:

I understand that the Property Assessment Review Panel Office and the Board Resourcing and Development Office and the Agency have an obligation to verify reference information with respect to all candidates for potential appointments, including myself.

By signing below, I authorize the Property Assessment Review Panel Office and the Board Resourcing and Development Office to verify or obtain any personal information about me directly from me, from organizations or references referred to in this Profile and Declaration, or from the specific organization(s) listed below for the purpose of evaluating my suitability for appointment to a review panel. 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 to a review panel. This authorization is valid for one year following the date of my signature.

Additional Organizations:

a)

b)

c)

**References:**  
(Please provide a minimum of three references)

Name:	Occupation:
Address:	
Home Telephone:	Business Telephone:

**References continued:**

Name: \_\_\_\_\_ Occupation: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Home Telephone: \_\_\_\_\_ Business Telephone: \_\_\_\_\_

Name: \_\_\_\_\_ Occupation: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Home Telephone: \_\_\_\_\_ Business Telephone: \_\_\_\_\_

**Biography**

I agree that if I am appointed to a review panel, the office of the Property Assessment Review Panel Administrator and the Board Resourcing and Development Office may publish a biography of me that states the area of the Province in which I reside and contains some or all of the information provided in sections A through F of this Profile and Declaration. (If you wish, you may attach a short (i.e., 100 words) biography of yourself for publication purposes)

**Attestation and Signature:**

I, (print full legal name): \_\_\_\_\_

1. attest to the veracity of the information provided in this Personal Profile and Declaration; and
2. acknowledge the duties of Chair/member of a Panel as set out in this Profile and Declaration.
3. am interested and willing to sit as a member of the 2018 Property Assessment Review Panel to adjudicate complaints of property assessment.
4. am available to sit as a member of Property Assessment Review Panel between February 1, and March 15, 2018
5. understand that exact dates will not be known until late January and that additional dates may be required to ensure the hearings are completed before March 15, 2018 as required by the *Assessment Act*.
6. have read the Conflict of Interest disclosure statement and confirm that I do not have a conflict of interest, and further I confirm that I am willing to comply with the disclosure statement during the term of my appointment to a Property Assessment Review Panel.
7. will immediately notify the Property Assessment Review Panel administrator should any of the above change.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Confidentiality**

The personal information requested on this form is collected under the authority of and used for the purposes of administering a variety of statutes which authorize the appointment of individuals to government's agencies, boards and commissions. 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 *Freedom of Information and Protection of Privacy Act*.  
 If you have any questions about the collection and use of this information, please contact the Board Resourcing and Development Office at (604) 775-1683, Room 730 – 999 Canada Place, Vancouver, BC V6C 3E1  
 This Profile and Declaration will be kept for a minimum of one year.

**Should your application for appointment to a Property Assessment Review Panel be accepted, the province will require your social insurance number (SIN) in order to comply with Canada Revenue Agency requirements.**

**For Ministry Use Only****D. Authorization**

Administrator: Property Assessment Review Panel signature:	Date: <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">YYYY</td> <td style="width: 20px; text-align: center;">MM</td> <td style="width: 20px; text-align: center;">DD</td> </tr> <tr> <td style="height: 30px;"></td> <td></td> <td></td> </tr> </table>	YYYY	MM	DD			
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