

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 personal information gathered through this application form is collected under the authority section 26(a) of the *Freedom of Information and Protection of Privacy Act* (FOIPPA). This information is required to support the selection of appointees to the Property Assessment Review Panel and to support the work of the Panel as required under the authority of the *Assessment Act* [RSBC 1996] c. 20) and the *Financial Administration Act* [RSBC 1996] c. 138). 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 Property Assessment Review Panel Office is the office of record for this form.

If you have any questions about the collection or use of this information, please contact Steve Feldman, Administrator, Property Assessment Review Panel at (250) 356-5268 or email: [Steve.Feldman@gov.bc.ca](mailto:Steve.Feldman@gov.bc.ca). Also, you may call toll free through the Contact Centre 1-800-663-7867, or locally in Vancouver at (604) 660-2421.

<b>APPLICATION FOR APPOINTMENT (CANDIDATE PROFILE &amp; DECLARATION)</b> <b>2020 PROPERTY ASSESSMENT REVIEW PANEL</b>			
<input type="checkbox"/> <b>Application</b>		<input type="checkbox"/> <b>Reapplication</b>	
<b>PART A – PERSONAL INFORMATION (please print full legal name):</b>			
Last name:	First name:	Middle name:	Preferred name:
Residential Address (include street or PO Box):			
City:	Province:	Postal Code:	
Home phone: (    )	Work phone: (    )	Cell phone: (    )	
E-mail address:			
Date of Birth (required to verify background information) MMM/DD/YYYY:			
Position preferred (Select all applicable):  Chair <input type="checkbox"/> Member <input type="checkbox"/> Alternate (on call) <input type="checkbox"/>	Previously served on a Property Assessment Review Panel?  No: <input type="checkbox"/> Yes: <input type="checkbox"/> If yes, years served: _____		School district name and number:

**PART B – BACKGROUND INFORMATION** (Resume or CV attached is acceptable)

**1. Educational Background (please provide a chronology):**

Name of Institution	Dates attended	Degree/diploma obtained

**2. Professional and Employment Background (please provide a chronology):**

Name of Organization	Dates of service	Position

**3. Board directorship/community/volunteer/Panel activities (please provide a chronology):**

Name of Organization	Dates of service MMM/YYYY	Position

**4. Professional designations/memberships in professional organizations (please provide a chronology):**

Professional Organization	Designation (if applicable)	Term of Membership MMM/YYYY

**5. Are you currently involved in Lobbying Activity?** Yes:  No:

If you have answered yes, please fill out the following table. If you require more room than the space provided, please use a separate Word document.

Name of Client	Undertaking Start and End Date (MMM/YYYY to MMM/YYYY)

**6. Publications** (List any published works (these include books, articles, blogs and professional journals) you have authored):

Name of Publications and dates (or attach a separate document)

## Duties/Responsibilities to the Property Assessment Review Panel:

Chairs/members owe the Panel they serve undivided loyalty and a commitment to making the best possible decisions.

Chairs/members must carefully adhere to these duties and take their jobs seriously to set high standards of accountability.

By signing this Profile and Declaration, you acknowledge and understand that you are bound by the following duties and responsibilities.

### 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.

## PART C – CONFLICT OF INTEREST: DISCLOSURE STATEMENT

A conflict of interest exists for a panel member who has a private or personal interest which appears to influence the panel member's judgement in making decisions with the interests of the Property Assessment Review Panel.

A conflict of interest may take a number of forms:

- financial or non-financial;
- direct or indirect; and
- professional or family related.

A conflict of interest may arise from:

- Ongoing or outstanding matters before the Panel;
- Employment or board appointments;
- Professional practices including consultative services;
- directorships or other employment;
- financial interests in business enterprises or professional practices;
- share ownership;
- beneficial interests in trusts;
- private equity interests;
- real estate property interests;
- existing or proposed transactions with the Panel;
- holding elected office;
- existing professional or personal associations with the Panel;
- personal associations with other groups or organizations; and
- family relationships (a connection by blood, by marital or common law relationship, or by affinity).

Every appointee or potential appointee to the review panel must disclose any obligation, commitment, relationship or interest that might conflict or might be perceived to conflict with his or her duty or interest to the review panel.

Additional information regarding the conflict of interest assessment and the code of ethics is available in the Crown Agencies and Board Resourcing and Office [General Conduct Principles for Public Appointees](#).

Yes:

No:

If Yes, describe any real and/or perceived conflicts of interest with the panel:

## **PART D – CHARTER OF EXPECTATIONS FOR APPOINTEES TO PANELS**

Appointees commit to make the best possible decisions. Appointees must carefully adhere to these principles and responsibilities. They must strive for high standards of accountability and fiduciary duty.

### **Principles**

#### **Compliance**

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

#### **Accountability**

- Base your decisions upon facts and reliable information; and
- Properly inform yourself before taking action.

#### **Integrity**

- Ensure integrity in all dealings with and on behalf of the Panel, including via social media platforms;
- Maintain the confidentiality of information received by you in your capacity as Panel member both during and after your appointment;
- Maintain the ongoing responsibility to disclose real or perceived conflicts of interest; and
- Avoid real or perceived conflicts between your own private interests and the work of the Panel.

### **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 Panel'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; and
- Ensure that files are completed in a timely manner.

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.

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 charged with or convicted of an offence under the Criminal Code of Canada? Yes  No
- (b) Been charged with 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 the defendant of any civil action in which allegations of fraud, theft, or defamation were made against you? Yes  No
- (d) Have any outstanding charges against you, including civil action? Yes  No
- (e) Been charged with or convicted of any offence under any Provincial statutes or regulations? Yes  No
- (f) Been cited with or disciplined, censured, suspended or disqualified by any professional association or body? Yes  No
- (g) Had any improper dealings with government (e.g. improper solicitation of contracts, improper lobbying or representations?) Yes  No
- (h) Been involved in any issue or controversy that has gone, or is likely to go to litigation or public review? Yes  No
- (i) Made an assignment or lodged a proposal under *the Bankruptcy and Insolvency Act*? Yes  No
- (j) Been discharged, suspended or asked to resign from any employment? Yes  No

If you answered yes to any of the above question, please provide details below:

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:

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:

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?

Yes  No

Describe:

The Property Assessment Review Panel Administrator is responsible for ensuring awareness of all relevant information related to potential appointees. We are asking you use this section to disclose any issues that may be of public interest in the event you are appointed to serve. Such issues can include civil lawsuits, criminal charges or convictions.

Yes  No

Describe:

**PART F – REFERENCES** (Please provide a minimum of three references)

Name:	Occupation:
Address:	Home phone:
Email Address:	Business or Cellular phone:

Name:	Occupation:
Address:	Home phone:
Email Address:	Business or Cellular phone:

Name:	Occupation:
Address:	Home phone:
Email Address:	Business or Cellular phone:

**PART G - BIOGRAPHY**

I understand that if I am appointed to serve, the Crown Agencies Board Resourcing Office or Property Assessment Review Panel Administrator may publish a biography of me. Optional: Include a 200 word biography below:

**Confidentiality**

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

By signing below, I authorize the Crown Agencies and Board Resourcing Office and/or Property Assessment Review Panel Administrator to verify or obtain any personal information about me directly from organizations or references referred to in this Candidate Profile and Declaration 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 Profile and Declaration, there is a change to the information given regarding conflict of interest (real or perceived), or any other part of this form, either by way of addition or deflection, I will advise the PARP Administrator in writing as soon as practicable.

Initial:

**Attestation and Signature:**

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

- Solemnly promise that the information provided in this Candidate Profile and Declaration Form is true and complete;
- acknowledge the duties of Chair/member of a Panel as set out in this Profile and Declaration;
- am interested and willing to sit as a member of the 2019 Property Assessment Review Panel to adjudicate complaints of property assessment;
- am available to sit as a member of Property Assessment Review Panel between February 1, and March 15, 2019;
- 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, 2019 as required by the *Assessment Act*;
- 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;
- will immediately notify the Property Assessment Review Panel Administrator should any of the above change as soon as practicable; and
- acknowledge and agree to adhere to the Crown Agencies Board Resourcing Office Best Practices Guidelines.

Signature:

Date:

(MMM/DD/YYYY)

**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.**