

**PUBLIC AGENCIES
REGIONAL TRANSPORTATION ADVISORY COMMITTEES
CANDIDATE PROFILE AND DECLARATION**

The personal information on this Profile and Declaration is collected because you wish your name to be considered for appointment to a British Columbia agency, board, advisory committee or commission. 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)

Name of agency: **Regional Transportation Advisory Committee** (the "Agency")

CONTACT INFORMATION *(Please Print)*

Name: _____

Telephone: Work _____ Home _____ Cell _____

Email Address: _____

Home Address: _____

BACKGROUND INFORMATION

1. Educational background *(Provide a chronology of your educational background)*

<i>Name of Institution</i>	<i>Years attended</i>	<i>Degree/diploma obtained</i>
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_____	_____	_____
_____	_____	_____
_____	_____	_____

2. 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)*

<i>Name of Organization</i>	<i>Years of Service</i>	<i>Position</i>
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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3. Past and present community and civic activities.

Name of Organization

Years of service

Position

4. Memberships in professional organizations.

5. Publications. (List any published works you have authored)

CONFLICT OF INTEREST – DISCLOSURE STATEMENT

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 Agency. 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 the Agency; professional associations or relationships with other organizations; personal associations with other groups or organizations; or family relationships.

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

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6. A direct or indirect conflict with my duty as an appointee to the Agency 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:

7. The nature and extent of the conflicting office duty or interest referred to in paragraph 6 is:

8. A real or perceived conflict of interest with my duty as an appointee to the Agency 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:

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9. 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.
10. 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 Agency?

Yes: ____ No: ____

Describe:

DUTIES/RESPONSIBILITIES TO THE AGENCY

Directors/members of a public agency owe the agency they serve undivided loyalty and a commitment to making the best possible decisions. Directors/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. (Note: These duties are in addition to the Agency's own Code of Conduct or Conflict of Interest Guidelines.)

11. **Duty of Care:** You have a duty of care to the Agency 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 Agency;
 - you must base your decisions upon facts and reliable information; and
 - you must not to act without first taking care to be properly informed.
12. **Duty of Loyalty:** This duty embraces fairness, good faith and honesty. It means that, in all decisions, you must act in the Agency's best interests, not your own. Specifically, you must:
- be honest in your dealings within the Agency and with others on behalf of the Agency;

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- maintain the confidentiality of information received by you in your capacity as board 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 Agency.
13. **Duty of Obedience:** This duty requires that you know the Agency's mission and the laws and regulations that affect the carrying-out of the mission. This duty means that you must:
- carry out the Agency's purposes;; and
 - take all necessary and reasonable measures to assure compliance with laws, regulations and policies that apply to the Agency.

INTEGRITY AND PUBLIC ACCOUNTABILITY

Note: An affirmative answer to any of the questions in paragraphs 14 to 18 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.

14. 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 (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 ___

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(f) been involved in any issue or controversy that Yes ___ No ___
has gone, or is now likely to go to litigation or
public review?

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

15. 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:

16. 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:

17. 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 Agency?

Yes: ___ No: ___

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Describe disability and identify any accommodation that may be required to assist you in carrying out your duties:

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 Agency?

Yes: ____ No: ____

Describe:

18. I understand that 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 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 British Columbia public agency. 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 British Columbia public agency. This authorization is valid for one year following the date of my signature.

Additional Organizations:

- a) _____
- b) _____
- c) _____

19. Birth Date: *(Required only to verify background information)*: _____

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REFERENCES

20. Please provide a minimum of three references.

- Name: _____
Occupation: _____
Address: _____
Home Telephone: _____ Business Telephone: _____

- Name: _____
Occupation: _____
Address: _____
Home Telephone: _____ Business Telephone: _____

- Name: _____
Occupation: _____
Address: _____
Home Telephone: _____ Business Telephone: _____

BIOGRAPHY

22. I agree that if I am appointed to the Agency, 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 paragraphs 1 through 5 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, _____ (*Please print name*)

1. attest to the veracity of the information provided in this Personal Profile and Declaration; and
2. acknowledge the duties of directors/members of public agencies as set out in this Profile and Declaration.

Signature

Date

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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. This Profile and Declaration will be kept for a minimum of one year.

Applications for RTAC Chairs and Committee Members should be mailed or faxed to:

Jim Hester
Director, Highway Planning
Ministry of Transportation
PO Box 9850 STN PROV GOVT, Victoria BC V8W 9T5
FAX: (250) 953-4974

Please circle which position you are applying for: *Chair* or *Member*

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