

**CANDIDATE PROFILE  
AND DECLARATION***for Governing Boards***INSTRUCTIONS**

- For you to be considered for appointment to a governing board of a British Columbia public sector organization, the Board Resourcing and Development Office is required to collect your personal information.
- The "Organization" is the entity to which you are applying to serve.
- If you require more space, attach a separate sheet.

**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 organizations 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 Board Resourcing and Development Office is the office of record for this form. Questions about the collection or use of this information can be directed to the Board Resourcing and Development Office by email at [abc@gov.bc.ca](mailto:abc@gov.bc.ca) or by telephone at 604 775-2095.

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

KWANTLEN POLYTECHNIC UNIVERSITY

**PART A – PERSONAL INFORMATION**

FULL LEGAL NAME (include first, middle and last name)		PREFERRED NAME (if different than full legal name)	
AMANDEEP SINGH			
RESIDENTIAL ADDRESS (include street or PO box)	CITY	PROVINCE	POSTAL CODE
s.22	s.22	BC	s.22
HOME TELEPHONE NUMBER	CELL PHONE NUMBER	WORK TELEPHONE NUMBER	
s.22	s.22	s.22	
EMAIL ADDRESS	DATE OF BIRTH (required to verify background information)		
s.22	DD / MMM / YYYY s.22		

**PART B – BACKGROUND INFORMATION****1. Educational background (provide a chronology):**

INSTITUTION	DEGREE/DIPLOMA OBTAINED	TERM ATTENDED (MMM/YYYY)	
		FROM	TO
s.22			

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

ORGANIZATION	POSITION	TERM OF SERVICE (MMM/YYYY)	
		FROM	TO
s.22			

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

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

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

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

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5. Are you currently involved in lobbying activity? s.22

If **YES**, complete the following table.

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

s.22

6. Have you authored any published works? (*includes books, articles, blogs, professional journals*): s.22  
If **YES**, attach a separate document of published works along with corresponding dates.

**PART C – FINANCIAL ACUMEN**

Indicate if you have previous experience with each of the following:

1. Reading and interpreting financial statements s.22
2. Reading and interpreting budgets
3. Familiarity with audit reporting
4. Service in the capacity of a treasurer or finance committee member or chair

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#### PART D – CONFLICT OF INTEREST: DISCLOSURE STATEMENT

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

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:

- 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 Organization;
- Holding elected office;
- Existing professional or personal associations with the Organization;
- 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 Organization 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 Organization.

Additional information regarding the conflict of interest assessment and the code of ethics is available in the Board Resourcing and Development Office **Best Practices Guidelines**.

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

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## PART E – CHARTER OF EXPECTATIONS FOR APPOINTEES TO GOVERNING BOARDS

Board Appointees owe the Organization they serve a commitment to making 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

- You must ensure compliance with all accounting and audit principles;
- Take all necessary and reasonable measures to ensure compliance with laws, regulations and policies that apply to the Organization; and
- Know the Organization's mandate.

#### Accountability

- You must ensure the accuracy of financial information;
- Base your decisions upon facts and reliable information; and
- Properly inform yourself before taking action.

#### Integrity

- In making decisions, you must always act in the best interests of the Organization;
- Ensure integrity in all dealings with and on behalf of the Organization, including via social media platforms;
- Maintain the confidentiality of information received by you in your capacity as board 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 best interests of the Organization.

### RESPONSIBILITIES

#### Strategic Planning

- Provide input to management on emerging trends and issues; and
- Review and approve management's strategic plans, including significant capital allocations and expenditures.

#### Performance Monitoring and Reporting

- Monitor corporate performance against strategic and business plans; and
- Evaluate corporate performance reporting.

#### Organizational Leadership

- If legislation allows, appoint, monitor and evaluate the performance of the CEO/President;
- If legislation allows, replace CEO/President if necessary; and
- Ensure succession planning.

#### Risk Assessment

- Identify principal risks to the Organization's operations and ensure that appropriate systems are in place to manage and monitor these risks; and
- Review and approve material transactions not in the ordinary course of business.

#### Public Policy

- Understand the significance of the role of the Organization as an instrument of public policy; and
- Monitor performance of the Organization in relation to the strategic objectives of the shareholder.

#### Governance

- Ensure the Organization aligns with the **taxpayer accountability principles**;
- Establish appropriate governance structures to ensure efficient and prudent stewardship of the Organization;
- Assess the board's own effectiveness including monitoring the effectiveness of individual board members; and
- Participate as appropriate on board committees including: Audit, Finance, Risk Management, Governance and Human Resources.

I certify that I have read the above Charter and agree to abide by it for the duration of my service.

☒ I AGREE

## PART F – 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 BC or elsewhere:

s.22

- (a) Been charged with or convicted of an offence under the Criminal Code of Canada?
- (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?
- (c) Been the defendant of any civil action in which allegations of fraud, theft or defamation were made against you?
- (d) Have any outstanding charges against you, including civil action?
- (e) Been charged with or convicted of any offence under any Provincial statutes or regulations?
- (f) Been cited with or disciplined, censured, suspended or disqualified by any professional association or body?
- (g) Had any improper dealings with government (e.g. improper solicitation of contracts, improper lobbying or representations)?
- (h) Been involved in any issue or controversy that has gone, or is likely to go, to litigation or public review?
- (i) Made an assignment or lodged a proposal under the *Bankruptcy and Insolvency Act*?
- (j) Been discharged, suspended or asked to resign from any employment?

If **YES**, please describe:

s.22

2. Have you or any organization or group that 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?

If **YES**, please describe:

s.22

3. 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?

If **YES**, please describe:

s.22

4. The Board Resourcing and Development Office is responsible for ensuring awareness of all relevant information related to potential appointees. We are asking you to 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.

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Below, describe any issues:

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#### PART G – BIOGRAPHY

I agree that if I am appointed to serve, the Board Resourcing and Development Office and the Organization may publish a biography of me. Optional: include a 100 word biography below:

s.22

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#### PART H – DECLARATION

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

By signing below, I authorize the Board Resourcing and Development 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 with the Board Resourcing and Development Office an updated Candidate Profile and Declaration form describing such change.

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

I acknowledge and agree to adhere to the Board Resourcing and Development Office **Best Practices Guidelines**.

SIGNATURE (*type your name to sign electronically*)

AMANDEEP SINGH

DATE SIGNED  
DD / MMM / YYYY

06 / Dec / 2017

Gilbert Neves  
Director  
Crown Agencies and Board Resourcing Office  
Ministry of Finance  
C: 250-507-3306

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**From:** Everett, Mollie FIN:EX  
**Sent:** Wednesday, December 6, 2017 3:24 PM  
**To:** Shaw, Brea BRDO:EX  
**Subject:** FW: Kwantlen Polytechnic University Board of Governors

Sorry I think I forgot to cc you on my original email.

**From:** Amandeep Singh [<mailto:s.22>]  
**Sent:** Wednesday, December 6, 2017 11:40 AM  
**To:** Everett, Mollie FIN:EX  
**Subject:** RE: Kwantlen Polytechnic University Board of Governors

Mollie,

Here you go.

Amandeep Singh  
s.22

This message is intended solely for the individual(s) and entity(ies) named. They are confidential and contain legally privileged information. The use of them or any information they contain by anyone other than the Addressee or intended person(s) is prohibited. If you are not the intended recipient, you are hereby notified that any dissemination or copying of this material is strictly prohibited. If you have received this message in error, please delete it and contact Singh Thind & Associates at 604-543-3886.

**From:** Everett, Mollie FIN:EX [<mailto:Mollie.Everett@gov.bc.ca>]  
**Sent:** December 6, 2017 11:09 AM  
**To:** s.22  
**Subject:** Kwantlen Polytechnic University Board of Governors  
**Importance:** High

Hello Mr. Singh,

It was a pleasure speaking to you today. As discussed, you are being considered for a public sector board appointment on the Kwantlen Polytechnic University Board of Governors, and as part of this process we require you to complete the attached Candidate Profile and Declaration (CPD) Form. If you are interested in being considered, it would be appreciated if you could kindly complete the CPD form electronically and submit it back to me and Brea Shaw (cc'd on this email) by **end of day tomorrow Thursday December 7th**.

If you have any questions or require an extension, please contact me at my contact information below.

Thank you,

**Mollie Everett**  
Senior Advisor  
Crown Agencies and Board Resourcing Office  
Phone: 778-698-4737, Mobile: 250-882-4569  
[Mollie.Everett@gov.bc.ca](mailto:Mollie.Everett@gov.bc.ca)

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**From:** Everett, Mollie FIN:EX  
**Sent:** Thursday, December 7, 2017 11:27 AM  
**To:** Holt, Lynne FIN:EX  
**Subject:** FW: Kwantlen Polytechnic University Board of Governors

For you review as discussed

**From:** Amandeep Singh [mailto:s.22]  
**Sent:** Wednesday, December 6, 2017 11:40 AM  
**To:** Everett, Mollie FIN:EX  
**Subject:** RE: Kwantlen Polytechnic University Board of Governors

Mollie,

Here you go.

Amandeep Singh  
s.22

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**Mollie Everett**  
Senior Advisor  
Crown Agencies and Board Resourcing Office  
Phone: 778-698-4737, Mobile: 250-882-4569  
[Mollie.Everett@gov.bc.ca](mailto:Mollie.Everett@gov.bc.ca)

Page 11 to/à Page 12

Withheld pursuant to/removed as

s.12;s.14;s.22

## Olson, Lianna FIN:EX

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**From:** Olson, Lianna FIN:EX  
**Sent:** Monday, December 11, 2017 3:08 PM  
**To:** Prisiak, Lisa PREM:EX  
**Cc:** Shaw, Brea BRDO:EX; Neves, Gilbert FIN:EX; Holt, Lynne FIN:EX; Olson, Lianna FIN:EX  
**Subject:** CABRO LATE Summary and MO LATE Summary  
**Attachments:** CABRO\_APPT\_OIC\_Summary\_2017\_12\_13 LATE summary.docx;  
CABRO\_APPT\_MO\_Summary\_2017\_12\_13 -LATE.docx

**Importance:** High

Hi Lisa,  
Please find attached both the CABRO Late Summary and the MO Late Summary.

Thanks,  
Lianna

**Lianna Olson**  
Director  
Crown Agencies and Board Resourcing Office (CABRO)

Phone: 250 387-9222 C: 250-514-2459  
[lianna.olson@gov.bc.ca](mailto:lianna.olson@gov.bc.ca)

Page 14 to/à Page 17

Withheld pursuant to/removed as

s.12