

Page 001 to/à Page 015

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Board: Chartered Professional Accountants of British Columbia

- There is one vacancy and one expiry (March).
- The CPABC is responsible for regulating the profession and the protection of the public. This includes training and certification of CPA students and the professional development of its members.
- The Board of Directors consists of not less than 9 elected members and up to 3 appointed public members.
 - appointments cannot be chartered professional accountant members
 - elected members are elected in June

s.12,s.22

Page 017

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s.12;s.22

Page 018

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Page 019 to/à Page 021

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s.12;s.22

Background Note: Chartered Professional Accountants of British Columbia (OIC)

Overview:

The Chartered Professional Accountants of British Columbia (CPABC) is a self-regulating professional organization established as a result of an amalgamation between the Institute of Chartered Accountants of British Columbia, Certified General Accountants Association of British Columbia and Certified Management Accountants Society of British Columbia (known as the "legacy bodies"). The board is the presiding body of the CPABC and it makes bylaws governing the affairs of the CPABC in accordance with the Act. This includes bylaws relating to internal matters such as meetings, and committees, as well as bylaws regarding members, and investigations.

Mandate:

The Chartered Professional Accountants of British Columbia is established under the *Chartered Professional Accountants Act*. Its legislated objects are:

- To promote and maintain the knowledge, skill and proficiency of members and students in the practice of accounting;
- To establish qualifications and requirements for admission as a member and continuation of membership, and for enrollment and continuation of enrollment of students;
- To regulate all matters, including competency, fitness and professional conduct, relating to the practice of accounting by members, students, professional accounting corporations and registered firms;
- To establish and enforce professional standards; and,
- To represent the interest of members and students.

Composition:

When the *Chartered Professional Accountants Act* came into effect in 2015, an interim board was established that included 18 members appointed by the Minister of Advanced Education. Of those members, 15 came from the boards of the legacy bodies to ensure continuity in the transition from the legacy bodies to the new CPABC organization. The remaining 3 members were public representatives who were not members of the legacy bodies. The legacy positions on the interim board will gradually be replaced with elected members in staggered elections to form the "permanent" board (the first election occurred in June 2017). Up to three public representatives will remain on the "permanent" board, to be appointed by the Lieutenant Governor in Council.

Page 023 to/à Page 026

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The personal information on this Profile and Declaration is collected because you wish your name to be considered for appointment to the governing board of a British Columbia public sector organization. The information obtained on this form will be used to assess your candidacy against the skills and experience sought for the vacant position.

In completing the Profile, please note that the information sought is that which is relevant to the position in which you have expressed an interest. For more information about the candidate selection and appointment process, please refer to the Board Resourcing and Development Office website (www.brdo.gov.bc.ca) and link to the page "The Appointment Process".

Name of the organization: BCSLA Board of Examiners

CONTACT INFORMATION

Name: Ms Catherine A J Evans

s.22

BACKGROUND INFORMATION

1. Educational background (*Provide a chronology*)

<i>Institution</i>	<i>Term Attended (Date to Date)</i>	<i>Degree/Diploma Obtained</i>
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s.22

CANDIDATE PROFILE AND DECLARATION GOVERNING BOARD

2. Professional and employment background. *(Provide a chronology)*

s.22

<i>Organization</i>	<i>Term of Service (Date to Date)</i>	<i>Position</i>
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3. The following is a list of every company of which I am currently a director or officer.
(Provide a chronology)

s.22

<i>Organization</i>	<i>Term of Service (Date to Date)</i>	<i>Position</i>
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4. The following is a list of every company of which I was previously a director or officer. *(Provide a chronology)*

s.22

<i>Organization</i>	<i>Term of Service (Date to Date)</i>	<i>Position</i>
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CANDIDATE PROFILE AND DECLARATION GOVERNING BOARD

5. Past and present community and civic activities. *(Provide a chronology)*

Organization	Term of Service (Date to Date)	Position
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s.22

6. Memberships in professional organizations.

Professional Organization	Term of Membership (Date to Date)
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s.22

7. Publications *(List any published works you have authored).*

Publication	Publication Date(s)
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s.22

8. On a scale of 1-10 where 1 = low and 10 = high, indicate the level of your ability to read and understand financial statements.

s.22

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 Organization.

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.

Prepared by: Board Resourcing and Development
Latest Revision: May 2007
Page 3 of 11

CANDIDATE PROFILE AND DECLARATION GOVERNING BOARD

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

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

9. A direct or indirect conflict with my duty as a Director of the Organization may arise because (please indicate if non-applicable):

a) I, or my associates¹, hold the following offices (appointed or elected):
s.22

b) I, my associates, or any trustee or any nominee on my behalf, own or possess, directly or indirectly, the following interests (i.e., shares, businesses, or properties):
s.22

c) I, or my associates, have the following interests in existing or proposed transactions with the Organization.
s.22

10. The nature and extent of the conflicting office duty or interest referred to in subparagraphs 9(a) or 9(b) is (please indicate if non-applicable):
s.22

11. A real or perceived conflict of interest with my duty as an appointee to the Organization 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 (please indicate if non-applicable):
s.22

¹ "associate" of a person means any person closely connected by blood or otherwise including, but not limited to, a spouse (including common-law spouse), parent, grandparent, brother, sister, child or grandchild.

CANDIDATE PROFILE AND DECLARATION GOVERNING BOARD

12. The following is a list of each subsidiary² or affiliate³ of a company listed in paragraph 9(b) or 11 of this Profile and Declaration.
s.22
13. If, at any time following the signing of this Profile and Declaration, there are changes to the information given herein regarding conflict of interest, either by way or addition or deletion, I shall forthwith file with the Organization a supplementary disclosure statement describing such change.
s.22
14. 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 Organization?
s.22

DUTIES/RESPONSIBILITIES TO THE ORGANIZATION

Board Directors owe the Organization they serve undivided loyalty and a commitment to making the best possible decisions. Directors 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 Organization's own Code of Conduct or Conflict of Interest Guidelines.)

15. **Duty of Care:** You have a duty of care to the Organization which means that:

² For the purposes of this Profile and Declaration, a corporation is a subsidiary of another corporation where:

(a) it is controlled by:

- (i) that other corporation;
- (ii) that other corporation and one or more other corporations, each of which is controlled by that other corporation; or
- (iii) two or more other corporations, each of which is controlled by that other corporation; or

(b) it is a subsidiary or a subsidiary of that other corporation.

³ For the purposes of this Profile and Declaration, one corporation is affiliated with another corporation where one of them is the subsidiary of the other, or both are subsidiaries of the same corporation, or each of them is controlled by the same person.

CANDIDATE PROFILE AND DECLARATION GOVERNING BOARD

- 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 Organization;
 - you must base your decisions upon facts and reliable information; and
 - you must not act without first taking care to be properly informed.
16. **Duty of Loyalty:** This duty embraces fairness, good faith and honesty. It means that, in all decisions, you must act in the Organization's best interests, not your own. Specifically, you must:
- be honest in your dealings within the Organization and with others on behalf of the Organization;
 - maintain the confidentiality of information received by you in your capacity as board member both before and after termination (for whatever reason) of your appointment; and
 - avoid situations where you could put yourself in a position of conflict between your own private interests and the best interests of the Organization.
17. **Duty of Obedience:** This duty requires that you know the Organization's mission and the laws and regulations that affect the carrying-out of the mission. This duty means that you must:
- carry out the Organization's purposes; and take all necessary and reasonable measures to assure compliance with laws, regulations and policies that apply to the Organization.

INTEGRITY AND PUBLIC ACCOUNTABILITY

Note: An affirmative answer to any of the questions in sections 18 to 21 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.

18. 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:

CANDIDATE PROFILE AND DECLARATION GOVERNING BOARD

s.22

- (a) been charged with (where charges are still outstanding) or convicted of an offence under the Criminal Code of Canada?
- (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?
- (c) been charged with (where charges are still outstanding) or convicted of any offence under any Provincial statutes or regulations?
- (d) been charged with (where charges are still outstanding) or disciplined by any professional association or body?
- (e) had any improper dealings with government (e.g. improper solicitation of contracts, lobbying or representations?
- (f) been involved in any issue or controversy that 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.

s.22

19. 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?

s.22

20. Have you had, or do you have any kind of disability (*example: substance abuse*)

Prepared by: Board Resourcing and Development

Latest Revision: May 2007

Page 7 of 11

CANDIDATE PROFILE AND DECLARATION GOVERNING BOARD

that may affect your ability to serve as a board member?

s.22

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

s.22

21. 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?

s.22

22. BRDO is responsible for ensuring awareness of all relevant information related to potential appointees. As such, we are asking you use this section to disclose any issues that may be of public interest in the event you are appointed to a government agency, board or commission. Such issues can include criminal charges/convictions.

Describe:

s.22

23. I understand that the Board Resourcing and Development Office and the Organization 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 the governing board of a British Columbia organization. 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 sector organization. This authorization is valid for one year following the date of my signature.

Additional Organizations:

s.22

CANDIDATE PROFILE AND DECLARATION GOVERNING BOARD

s.22

24. Birth Date (*Required only to verify background information*): s.22

REFERENCES

25. Please provide a minimum of three references.

s.22

BIOGRAPHY

25. I agree that if I am appointed to the governing board of a British Columbia organization, the Board Resourcing and Development Office and the Organization 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.*)

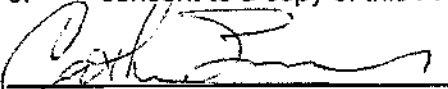
CANDIDATE PROFILE AND DECLARATION GOVERNING BOARD

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, Catherine Evans:

1. attest to the veracity of the information provided in this Profile and Declaration;
2. acknowledge and agree to adhere to the Charter of Expectations for Directors of Governing Boards; and
3. consent to a copy of this Profile being provided to the Organization.


Signature

July 13, 2018
Date

CONFIDENTIALITY

The personal information requested on this form is collected under the authority of and used for the purpose 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 - 2084, Room 730 - 999 Canada Place, Vancouver, BC V6C 3E1.

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

If you are appointed to the Organization, a copy of this Profile and Declaration will be provided to the Organization.

Schedule "A" to Governing Board Candidate Profile and Declaration

CHARTER OF EXPECTATIONS FOR DIRECTORS OF GOVERNING BOARDS

The Charter of Expectations for Directors of Governing Boards, as set out below, outlines for potential candidates the duties and expectations of board members generally.

Strategic Planning

- provide input to management on emerging trends and issues
- 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
- evaluate corporate performance reporting
- evaluate performance of senior management

Risk Assessment

- identify principal risks of the Organization's operations and ensure that appropriate systems are in place to manage these risks

Public Policy

- appreciate the role of the Organization as an instrument of public policy
- monitor performance of Organization in relation to the strategic objectives of the shareholder

Senior Staff

- appoint, monitor and evaluate the performance of the CEO; replace if necessary
- ensure succession planning

Financial/Legal Integrity

- ensure ethical behaviour of entity and compliance with all laws and regulations:
- ensure accuracy of financial information and compliance with all accounting and audit principles

Personal Integrity

- ensure personal integrity in all dealings with and on behalf of the Organization, including ongoing responsibility to disclose conflict of interest

Governance

- establish appropriate governance structures to ensure efficient and prudent stewardship of the Organization
- assess board's own effectiveness including monitoring the effectiveness of individual board members

Material Transactions

- review and approve material transactions not in the ordinary course of business

Committees

- participate as appropriate on board committees including: Audit and Risk Management, Governance, Human Resources

From: Prisiak, Lisa AEST:EX

Sent: May 2, 2019 4:03 PM

To: Johnson, Tricia FIN:EX <Tricia.Johnson@gov.bc.ca>; Shaw, Brea BRDO:EX <Brea.Shaw@gov.bc.ca>

Cc: Franklin, Rachel AEST:EX <Rachel.Franklin@gov.bc.ca>

Subject: Upcoming Expiry: BCSLA Board of Examiners

Hello,

The BC Society of Landscape Architects has one vacancy and three members expiring this year on the board of examiners.

Member	Experience	First Appointment	Term Expiry	
Vacancy	s.22			s.22
Elizabeth A. Cunnin		2018-07-31	2019-07-31	
Matthew G. Soules		2018-06-28	2019-07-31	
Susan Herrington		2018-11-15	2019-10-31	

Two public interest members along with two KPU members have been nominated:

s.22

Cheers

Lisa Prisiak

Board Appointment Coordinator

Ministry of Advanced Education, Skills and Training

778-974-3570



BRITISH
COLUMBIA

Ministry of
Finance

Crown Agencies and
Board Resourcing Office (CABRO)
gov.bc.ca/cabro

REQUEST FOR APPOINTMENT (RFA) CHECKLIST

INSTRUCTIONS

- Complete the parts of this checklist that apply to your situation and send it to your ministry appointment co-ordinator and cc the Crown Agencies and Board Resourcing Office (CABRO).

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 25(a) of the FOIPPA. 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 or by telephone at 604 660-0465.

PART A – GENERAL INFORMATION

Name of Board or Public Sector Organization: British Columbia Society of Landscape Architects	Name and title of individual and title completing this form: Stephen Vincent, BCSLA Board of Examiners Chair & Past President	Date Completed: DD/MM/YYYY 01/05/2019
Ministry Responsible: Melanie Mark, Minister of Advanced Education	Governing Legislation: Architects (Landscape) Act	Type of Appointment: (OIC/MO/ ML/SR, etc.) OIC

PART B – RECOMMENDED REAPPOINTMENTS (due to upcoming expiries)

Member Name (Include first, middle and last name)	Position (Eg. Chair, Vice-Chair, Member, Director, etc.)	Initial Appointment Date (DD/MM/YYYY)	Term Expiry Date (DD/MM/YYYY)	Is the Performance Appraisal (PA) form attached? (Y/N)	Suggested Term
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PART C – RECOMMENDED RECRUITMENT AND EVALUATION

Describe competencies sought for vacant position(s) and/or reappointments including: gender, diversity and regional/geographic representation on the Board

s.12

PART D – VACANCIES (due to members not recommended for reappointment, served maximum term, resignations or legislation requirements)

Member Name (Include first, middle and last name of outgoing member)	Position (Eg. Chair, Vice-Chair, Member, Director, etc.)	Current/Upcoming date of vacancy (DD/MM/YYYY)	Is the Notice of Position (NOP) form attached? (Y/N)	Suggested Term
1.				
2.				
3.				
4.				
5.				

PART E – NEW CANDIDATES FOR APPOINTMENT CONSIDERATION (OPTIONAL)

Candidate Name (Include first, middle and last name)*rank by priority	Position (Eg. Chair, Vice-Chair, Member, Director, etc.)	Is a resume attached? (Y/N)	Is a Candidate Profile and Declaration (CPD) form attached? (Y/N)
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S.12,s.22

Board: BC Society of Landscape Architects (OIC)**Status:** 1 vacancy**Notes:**

- 8(1) The board of examiners consists of the following:
 - (c) 4 or more persons appointed by the Lieutenant Governor in Council including
 - (i) a person nominated by the President of Kwantlen College,
 - (ii) a person nominated by the Director of the School of Architecture and Landscape Architecture of The University of British Columbia
 - (iii) the head of the Landscape Architecture program of the University of British Columbia or a person nominated by the Dean of the Faculty of Applied Science of the University of British Columbia, and
 - (iv) a person chosen to represent the public interest in the development and maintenance of proper standards of professional practice in landscape architecture in British Columbia

s.12,s.22

Page 042 to/à Page 043

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s.12;s.22

Name of the Board: BC Society of Landscape Architects Appointment: By OIC	
Mandate:	<p>The British Columbia Society of Landscape Architects (BCSLA) Board of Examiners sets and administers the examination necessary for the registration of members in the BC Society of Landscape Architects and reviews all applicants' qualifications to determine acceptability. The role of the Board of Examiners is to confirm the Standards of the Profession at the point of entry through an examination as defined in the <i>Architects (Landscape) Act</i> [RSBC 1996] Chapter 18, Section 8 and Section 2.22 of the BCSLA By-Laws as amended April 1, 2017.</p>
Act:	<i>Architects (Landscape) Act</i> , R.S.B.C. 1996, s. 8 (1)
Composition of Board:	<p>In accordance to the <i>Architects (Landscape) Act</i>, the board of examiners consists of:</p> <ul style="list-style-type: none"> (a) the president or a director of the society designated for the purpose by the president of the society; (b) the past president or a director of the society designated for the purpose by the president of the society; (c) 4 or more persons appointed by the Lieutenant Governor in Council including <ul style="list-style-type: none"> (i) a person nominated by the President of Kwantlen College, (ii) a person nominated by the Director of the School of Architecture and Landscape Architecture of The University of British Columbia, (iii) the head of the Landscape Architecture program of The University of British Columbia or a person nominated by the Dean of the Faculty of Applied Science of The University of British Columbia, and (iv) a person chosen to represent the public interest in the development and maintenance of proper standards of professional practice in landscape architecture in British Columbia. <p>The Board of Examiners is chaired by the Past President of the BCSLA.</p>
Compensation:	Compensation, if any, is paid by the association.
Term Length:	There are no legislated restrictions on term length, a policy of 6 years is followed unless there are extraordinary circumstances.

Board: BC Society of Landscape Architects (OIC)**Status:** 1 vacancy**Notes:**

- 8(1) The board of examiners consists of the following:
 - (c) 4 or more persons appointed by the Lieutenant Governor in Council including
 - (i) a person nominated by the President of Kwantlen College,
 - (ii) a person nominated by the Director of the School of Architecture and Landscape Architecture of The University of British Columbia
 - (iii) the head of the Landscape Architecture program of the University of British Columbia or a person nominated by the Dean of the Faculty of Applied Science of the University of British Columbia, and
 - (iv) a person chosen to represent the public interest in the development and maintenance of proper standards of professional practice in landscape architecture in British Columbia

s.12,s.22

Page 046 to/à Page 047

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s.12;s.22

Name of the Board: BC Society of Landscape Architects Appointment: By OIC	
Mandate:	<p>The British Columbia Society of Landscape Architects (BCSLA) Board of Examiners sets and administers the examination necessary for the registration of members in the BC Society of Landscape Architects and reviews all applicants' qualifications to determine acceptability. The role of the Board of Examiners is to confirm the Standards of the Profession at the point of entry through an examination as defined in the <i>Architects (Landscape) Act</i> [RSBC 1996] Chapter 18, Section 8 and Section 2.22 of the BCSLA By-Laws as amended April 1, 2017.</p>
Act:	<i>Architects (Landscape) Act</i> , R.S.B.C. 1996, s. 8 (1)
Composition of Board:	<p>In accordance to the <i>Architects (Landscape) Act</i>, the board of examiners consists of:</p> <ul style="list-style-type: none"> (a) the president or a director of the society designated for the purpose by the president of the society; (b) the past president or a director of the society designated for the purpose by the president of the society; (c) 4 or more persons appointed by the Lieutenant Governor in Council including <ul style="list-style-type: none"> (i) a person nominated by the President of Kwantlen College, (ii) a person nominated by the Director of the School of Architecture and Landscape Architecture of The University of British Columbia, (iii) the head of the Landscape Architecture program of The University of British Columbia or a person nominated by the Dean of the Faculty of Applied Science of The University of British Columbia, and (iv) a person chosen to represent the public interest in the development and maintenance of proper standards of professional practice in landscape architecture in British Columbia. <p>The Board of Examiners is chaired by the Past President of the BCSLA.</p>
Compensation:	Compensation, if any, is paid by the association.
Term Length:	There are no legislated restrictions on term length, a policy of 6 years is followed unless there are extraordinary circumstances.

Board: BC Society of Landscape Architects (OIC)

Status: 1 vacancy and 2 expiries

Notes:

- 8(1) The board of examiners consists of the following:
 - (c) 4 or more persons appointed by the Lieutenant Governor in Council including
 - (i) a person nominated by the President of Kwantlen College,
 - (ii) a person nominated by the Director of the School of Architecture and Landscape Architecture of The University of British Columbia
 - (iii) the head of the Landscape Architecture program of the University of British Columbia or a person nominated by the Dean of the Faculty of Applied Science of the University of British Columbia, and
 - (iv) a person chosen to represent the public interest in the development and maintenance of proper standards of professional practice in landscape architecture in British Columbia

s.12,s.22

Page 050 to/à Page 052

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s.12;s.22

Name of the Board: BC Society of Landscape Architects Appointment: By OIC	
Mandate:	<p>The British Columbia Society of Landscape Architects (BCSLA) Board of Examiners sets and administers the examination necessary for the registration of members in the BC Society of Landscape Architects and reviews all applicants' qualifications to determine acceptability. The role of the Board of Examiners is to confirm the Standards of the Profession at the point of entry through an examination as defined in the <i>Architects (Landscape) Act</i> [RSBC 1996] Chapter 18, Section 8 and Section 2.22 of the BCSLA By-Laws as amended April 1, 2017.</p>
Act:	XXXX Act, S.B.C. 20xx, s. x (x) (x)
Composition of Board:	<p>In accordance to the <i>Architects (Landscape) Act</i>, the board of examiners consists of:</p> <ul style="list-style-type: none"> (a) the president or a director of the society designated for the purpose by the president of the society; (b) the past president or a director of the society designated for the purpose by the president of the society; (c) 4 or more persons appointed by the Lieutenant Governor in Council including <ul style="list-style-type: none"> (i) a person nominated by the President of Kwantlen College, (ii) a person nominated by the Director of the School of Architecture and Landscape Architecture of The University of British Columbia, (iii) the head of the Landscape Architecture program of The University of British Columbia or a person nominated by the Dean of the Faculty of Applied Science of The University of British Columbia, and (iv) a person chosen to represent the public interest in the development and maintenance of proper standards of professional practice in landscape architecture in British Columbia. <p>The Board of Examiners is chaired by the Past President of the BCSLA.</p>
Remuneration:	Remuneration, if any, is paid by the association.
Term Length:	There are no legislated restrictions on term length, a policy of 6 years is followed unless there are extraordinary circumstances. (stock language if no legislated limits – otherwise put in legislated information)

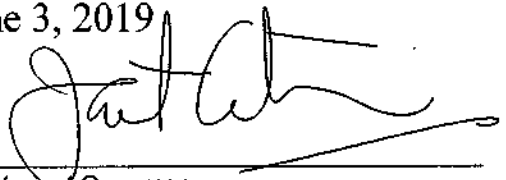
PROVINCE OF BRITISH COLUMBIA

ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

Order in Council No. 269

, Approved and Ordered

June 3, 2019


Lieutenant Governor

Executive Council Chambers, Victoria

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that Catherine A. J. Evans is appointed as a member of the Board of Examiners of the British Columbia Society of Landscape Architects for a term ending July 31, 2020.



Minister of Advanced Education, Skills and Training



Presiding Member of the Executive Council

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: Architects (Landscape) Act, R.S.B.C. 1996, c. 18, s. 8 (1) (c) (iv)

Other: _____

Board: BC Society of Landscape Architects

- There are two positions to be filled (1 expiry, 1 vacancy).
- 8(1) The board of examiners consists of the following:
 - (c) 4 or more persons appointed by the Lieutenant Governor in Council including
 - (i) a person nominated by the President of Kwantlen College,
 - (ii) a person nominated by the Director of the School of Architecture and Landscape Architecture of The University of British Columbia
 - (iii) the head of the Landscape Architecture program of the University of British Columbia or a person nominated by the Dean of the Faculty of Applied Science of the University of British Columbia, and
 - (iv) a person chosen to represent the public interest in the development and maintenance of proper standards of professional practice in landscape architecture in British Columbia

s.12,s.22

Page 056 to/à Page 058

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s.12;s.22

Background Note: Board of Examiners - BC Society of Landscape Architects (OIC)

Overview:

The British Columbia Society of Landscape Architects (BCSLA) Board of Examiners sets and administers the examination necessary for the registration of members in the BC Society of Landscape Architects and reviews all applicants' qualifications to determine acceptability.

Mandate:

The role of the Board of Examiners is to confirm the Standards of the Profession at the point of entry through an examination as defined in the *Architects (Landscape) Act* [RSBC 1996] Chapter 18, Section 8 and Section 2.22 of the BCSLA By-Laws as amended April 1, 2017.

Composition:

In accordance to the *Architects (Landscape) Act*, the board of examiners consists of:

- (a) the president or a director of the society designated for the purpose by the president of the society;
- (b) the past president or a director of the society designated for the purpose by the president of the society;
- (c) 4 or more persons appointed by the Lieutenant Governor in Council including
 - (i) a person nominated by the President of Kwantlen College,
 - (ii) a person nominated by the Director of the School of Architecture and Landscape Architecture of The University of British Columbia,
 - (iii) the head of the Landscape Architecture program of The University of British Columbia or a person nominated by the Dean of the Faculty of Applied Science of The University of British Columbia, and
 - (iv) a person chosen to represent the public interest in the development and maintenance of proper standards of professional practice in landscape architecture in British Columbia.

The Board of Examiners is chaired by the Past President of the BCSLA.

Compensation:

Remuneration, if any, is paid by the association.



BRITISH
COLUMBIA

Ministry of
Finance

Crown Agencies and
Board Resourcing Office (CABRO)
gov.bc.ca/cabro

REQUEST FOR APPOINTMENT (RFA) CHECKLIST

INSTRUCTIONS

- Complete the parts of this checklist that apply to your situation and send it to your ministry appointment co-ordinator and cc the Crown Agencies and Board Resourcing Office (CABRO).

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. 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 or by telephone at 604 660-0465.

PART A – GENERAL INFORMATION

Name of Board or Public Sector Organization: British Columbia Society of Landscape Architects	Name and title of individual and title completing this form: Scott Watson, BCSLA Past President & Chair of the Board of Examiners	Date Completed: DD/MM/YYYY 17/08/2018
Ministry Responsible: Ministry of Advanced Education	Governing Legislation: Architects (Landscape) Act PA 47	Type of Appointment: (OIC/MO/ ML/SR, etc.) OIC

PART B – RECOMMENDED REAPPOINTMENTS (due to upcoming expiries)

Member Name (Include first, middle and last name)	Position (Eg. Chair, Vice-Chair, Member, Director, etc.)	Initial Appointment Date (DD/MM/YYYY)	Term Expiry Date (DD/MM/YYYY)	Is the Performance Appraisal (PA) form attached? (Y/N)	Suggested Term
1.					
2.					
3.					
4.					
5.					

PART C – RECOMMENDED RECRUITMENT AND EVALUATION

Describe competencies sought for vacant position(s) and/or reappointments including: gender, diversity and regional/geographic representation on the Board

s.12

PART D – VACANCIES (due to members not recommended for reappointment, served maximum term, resignations or legislation requirements)

Member Name (Include first, middle and last name of outgoing member)	Position (Eg. Chair, Vice-Chair, Member, Director, etc.)	Current/Upcoming date of vacancy (DD/MM/YYYY)	Is the Notice of Position (NOP) form attached? (Y/N)	Suggested Term
1.				
2.				
3.				
4.				
5.				

PART E – NEW CANDIDATES FOR APPOINTMENT CONSIDERATION (OPTIONAL)

Candidate Name (Include first, middle and last name)*rank by priority	Position (Eg. Chair, Vice-Chair, Member, Director, etc.)	Is a resume attached? (Y/N)	Is a Candidate Profile and Declaration (CPD) form attached? (Y/N)
---	--	-----------------------------	--

s.12,s.22



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Ministry of
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Crown Agencies and
Board Resourcing Office (CABRO)
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REQUEST FOR APPOINTMENT (RFA) CHECKLIST

INSTRUCTIONS

- Complete the parts of this checklist that apply to your situation and send it to your ministry appointment co-ordinator and cc the Crown Agencies and Board Resourcing Office (CABRO).

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. 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 or by telephone at 604 660-0465.

PART A – GENERAL INFORMATION

Name of Board or Public Sector Organization: Vancouver Island University	Name and title of individual and title completing this form: Marie Armstrong, University Secretary	Date Completed: DD/MM/YYYY 18/03/2019
Ministry Responsible: Advanced Education	Governing Legislation: University Act	Type of Appointment: (OIC/MO/ ML/SR, etc.) OIC

PART B – RECOMMENDED REAPPOINTMENTS (due to upcoming expiries)

Member Name (Include first, middle and last name)	Position (Eg. Chair, Vice-Chair, Mem- ber, Director, etc.)	Initial Appointment Date (DD/MM/YYYY)	Term Expiry Date (DD/MM/YYYY)	Is the Performance Appraisal (PA) form attached? (Y/N)	Suggested Term
---	--	--	----------------------------------	---	----------------

s.12,s.22

PART C – RECOMMENDED RECRUITMENT AND EVALUATION

Describe competencies sought for vacant position(s) and/or reappointments including: gender, diversity and regional/geographic representation on the Board.

PART D – VACANCIES (Vacating member due to members not recommended for reappointment, served maximum term, resignations or legislation requirements)

Member Name (Include first, middle and last name of outgoing member)	Position (Eg. Chair, Vice-Chair, Member, Director, etc.)	Current/Upcoming date of vacancy (DD/MM/YYYY)	Is the Notice of Position (NOP) form attached? (Y/N)	Notes (eg. not seeking Reappointment (RE), not recommended for RE, Resignation or Retired)
--	--	---	--	--

S.12,S.22

PART E – NEW CANDIDATES FOR APPOINTMENT CONSIDERATION (OPTIONAL)

Candidate Name (Include first, middle and last name)*rank by priority	Position (Eg. Chair, Vice-Chair, Member, Director, etc.)	Is a resume attached? (Y/N)	Is a Candidate Profile and Declaration (CPD) form attached? (Y/N)	Suggested Term
---	--	-----------------------------	--	----------------

S.12,S.22

**PERFORMANCE APPRAISAL**
for Governing Boards**INSTRUCTIONS**

- Refer to the Charter of Expectations for Appointees to Governing Boards on **Page 2** and use these parameters in evaluating performance.
- 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. 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 or by telephone at 604 660-0465.

PART A – GENERAL INFORMATION

NAME OF BOARD OR PUBLIC SECTOR ORGANIZATION

Vancouver Island University

APPRAISAL PERIOD

MMM / YYYY

MMM / YYYY

FROM: AUG/2018

TO: MAR/2019

NAME OF INDIVIDUAL BEING APPRAISED (*appraisee*)

s.22

NAME OF APPRAISER (*usually a board or committee chair*)

Makenzie Leine, Board Chair

PART B – PERFORMANCE APPRAISAL

1. Degree and value of participation:

s.22

2. Commitment to the Organization's mandate:

s.22

3. Attendance (*during appraisal period*):

	NUMBER OF MEETINGS	NUMBER OF UNEXCUSED ABSENCES
REGULAR BOARD MEETINGS	s.22	
COMMITTEE MEETINGS		

Type of committee(s) the appraisee serves on (check (✓) all that apply):

s.22

4. Additional comments:

s.22

s.22

5. Does the skill set brought forward by the appraisee fit with the future needs of the Board/Organization?

6. I recommend the above individual to be reappointed to the organization

PART C – CERTIFICATION

I confirm the information on this form is true and complete to the best of my knowledge.

SIGNATURE OF APPRAISER (*type your name to sign electronically*)

Makenzie Leine

DATE SIGNED

DD / MMM / YYYY

18 / Mar / 2019

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.

**PERFORMANCE APPRAISAL**
for Governing Boards**INSTRUCTIONS**

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MMM / YYYY

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TO: MAR/2019

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s.22

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s.22

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I confirm the information on this form is true and complete to the best of my knowledge.

SIGNATURE OF APPRAISER (*type your name to sign electronically*)

Makenzie Leine

DATE SIGNED

DD / MMM / YYYY

18 / Mar / 2019

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APPRAISAL PERIOD
MMM / YYYY

MMM / YYYY

FROM: AUG/2018

TO: MAR/2019

NAME OF INDIVIDUAL BEING APPRAISED (*appraisee*)

s.22

NAME OF APPRAISER (*usually a board or committee chair*)

Makenzie Leine, Board Chair

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s.22

2. Commitment to the Organization's mandate:

s.22

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	NUMBER OF MEETINGS	NUMBER OF UNEXCUSED ABSENCES
REGULAR BOARD MEETINGS	s.22	
COMMITTEE MEETINGS		

Type of committee(s) the appraisee serves on [*check (✓) all that apply*]:

s.22

4. Additional comments:

s.22

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s.22

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PART C – CERTIFICATION

I confirm the information on this form is true and complete to the best of my knowledge.

SIGNATURE OF APPRAISER (*type your name to sign electronically*)

Makenzie Leine

DATE SIGNED
DD / MMM / YYYY

18 / Mar / 2019

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- Avoid real or perceived conflicts between your own private interests and the best interests of the Organization.

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- 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.

From: Marie Armstrong <Marie.Armstrong@viu.ca>
Sent: March 21, 2019 8:57 AM
To: Prisiak, Lisa AEST:EX <Lisa.Prisiak@gov.bc.ca>
Subject: Board of Vancouver Island University - reappointments/appointment

Good morning Lisa.

Attached are:

1. Request for Appointment Checklist
2. Performance Appraisals – three
3. Candidate Profiles – two
4. Competency Matrix
5. Notice of Position

s.12,s.22

I would be happy to discuss our material and proposal.

Regards,

Marie



Marie Armstrong
University Secretary
Vancouver Island University
900 Fifth Street, Nanaimo BC V9R 5S5
Phone: 250.740.6564 Fax: 250.740.6555
email: marie.armstrong@viu.ca
<http://www.viu.ca>

Page 071 to/à Page 074

Withheld pursuant to/removed as

s.12;s.22

Name of the Board: Vancouver Island University Appointment: By OIC	
Mandate:	VIU operates under the authority of the <i>University Act</i> and the <i>Designation of Special Purpose, Teaching Universities Regulation</i> and has a regional mandate to provide a broad range of programming and to undertake applied research and scholarly activities to support the programs of the institution.
Act:	<i>University Act</i> , R.S.B.C. 1996, s. 19 (1) (d)
Composition of Board:	The Board of Governors is comprised of fifteen members, including: the Chancellor, the President, eight persons appointed by the Lieutenant Governor in Council (two of whom are nominated by the alumni association), two faculty members elected by the faculty (non-CABRO), two students elected by the students (non- CABRO), and one person elected by and from the employees and who is not a faculty member (non- CABRO).
Remuneration:	No compensation is paid to Order in Council members of the Board; however, approved expenses are reimbursed according to University policy.
Term Length:	According to the <i>University Act</i> section 20(1.1) each member of the board appointed under section 19(1)(d) holds office for a term of up to 3 years and after that until a successor is appointed.

Page 076 to/à Page 081


Withheld pursuant to/removed as

s.14

PROVINCE OF BRITISH COLUMBIA
ORDER OF LIEUTENANT GOVERNOR IN COUNCIL

Order in Council No. 272

, Approved and Ordered June 3, 2019


Lieutenant Governor

Executive Council Chambers, Victoria

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that the following appointments to the board of the Chartered Professional Accountants of British Columbia are made:

- (a) Bereket Kebede is appointed for a term of one year;
- (b) Elizabeth A. Jackson is appointed for a term of two years.



Minister of Advanced Education, Skills and Training



Presiding Member of the Executive Council

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: Chartered Professional Accountants Act, S.B.C. 2015, c. 1, s. 4 (1) (b)

Other: OIC 78/2019

Page 083 to/à Page 084

Withheld pursuant to/removed as

s.14



BRITISH
COLUMBIA

Ministry of
Finance

Crown Agencies and
Board Resourcing Office (CABRO)
gov.bc.ca/cabro

CANDIDATE PROFILE AND DECLARATION

for Governing Boards

INSTRUCTIONS

- To save the completed form, choose File > Save As Other > Reader Extended PDF > Enable More Tools (Includes Form Fill-in & Save).
- For you to be considered for appointment to a governing board of a British Columbia public sector organization, the Crown Agencies and Board Resourcing 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.
- Please send back to respondent who requested this form.

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 28(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 or by telephone at 604 680-0465.

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

PART A – PERSONAL INFORMATION

FULL LEGAL NAME (include first, middle and last name)

Bereket Kebede

PREFERRED NAME (if different than full legal name)

RESIDENTIAL ADDRESS (include street or PO box)

S.22

CITY

PROVINCE

POSTAL CODE

HOME TELEPHONE NUMBER

S.22

CELL PHONE NUMBER

WORK TELEPHONE NUMBER

EMAIL ADDRESS

S.22

DATE OF BIRTH (required to verify background information)
DD / MMM / YYYY

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

s.22

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

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

s.22

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

PUBLICATION	PUBLICATION DATE	HYPERLINK (IF AVAILABLE)
-------------	------------------	--------------------------

s.22

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

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 ethical code of conduct is available at: General Conduct Principles for Public Appointees

Below, describe any real and/or perceived conflicts of interest with the Organization: s.22

s.22

TABLE 1: SUMMARY OF EXPECTATIONS FOR APPOINTEES TO GOVERNING BODIES

Board/Appointees owe the Organization the same commitment to maintain the highest standards. Appointees must adhere to these principles and responsibilities. They must strive for high standards of honesty, integrity and objectivity.

PRINCIPLES

Compliance

- You must ensure compliance with all accounting and auditing policies.
- Take all necessary and reasonable measures to ensure compliance with laws, regulations and policies applicable 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 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
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RESPONSIBILITIES

Strategic Planning

- Provide input to management on emerging trends and issues, and
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Risk Assessment

- Identify principal risks to the Organization's operations and ensure the 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 employer, public policy, and
- Monitor performance of the Organization in relation to the strategic objectives of the Board.

Governance

- Ensure the Organization aligns with its governance and accountability standards.
- Establish appropriate governance including to ensure efficient and proper management of the Organization.
- Assess the Board's own effectiveness including monitoring the effectiveness of its composition, members and
- Participants as appropriate on board committees including Audit, Finance, Risk Management, Governance and Human Resources.
- Advise that they have read the above Charter and agree to abide by it in the future and sign below. **I AGREE**

Signature and Date:

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 B.C. 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 Crown Agencies and Board Resourcing 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.

Below, describe any issues:

s.22

s.22

PART G – BIOGRAPHY

I agree that if I am appointed to serve, the Crown Agencies and Board Resourcing Office (CABRO) and the Organization may publish a biography of me. Please include a 200 word biography below:

s.22

PART H – REFERENCES (OPTIONAL)

Please provide a minimum of two references:

NAME	TITLE	CONTACT NUMBER	EMAIL ADDRESS
s.22			

PART I – DECLARATION

I understand that the Crown Agencies and Board Resourcing Office and the Organization 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 and describing such change.

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

I acknowledge and agree to adhere to the Crown Agencies and Board Resourcing Office Best Practices Guidelines.

SIGNATURE (type your name to sign electronically)

Bereket Kebede

DATE SIGNED
DD / MMM / YYYY
10/Feb/201

Page 6

FIN 900/WEB Rev. 2018 / 08 / 22

Clear Form

Submit Form

Below describe any issues

§.22

§.22

s.22

Clear North

Abstract

s.22
From: Bereket Kebede
Sent: February 12, 2019 3:08 PM
To: Martin, Victoria FIN:EX <Victoria.Martin@gov.bc.ca>
Cc: Johnson, Tricia FIN:EX <Tricia.Johnson@gov.bc.ca>
Subject: Re: Bereket

Yes Victoria that's correct. My apologies for missing that section.

Sent from my iPhone

On Feb 11, 2019, at 1:32 PM, Martin, Victoria FIN:EX <Victoria.Martin@gov.bc.ca> wrote:

Hi Bereket,

The top section under which board you are applying for was left blank – can you confirm that you completed the form for the Chartered Professional Accountants of BC board?

Many thanks Bereket.

Best,

Victoria

s.22
From: Bereket Kebede
Sent: February 10, 2019 6:25 PM
To: Martin, Victoria FIN:EX <Victoria.Martin@gov.bc.ca>
Subject: Bereket

Olson, Lianna FIN:EX

From: Johnson, Tricia FIN:EX
Sent: July 10, 2019 10:21 AM
To: Olson, Lianna FIN:EX
Subject: FW: Upcoming expiry: Chartered Professional Accountants of BC
Attachments: CPABC RFA Checklist - November 2017 - FINAL.pdf; RFA Checklist_CPABC_Sep 2018.pdf; Notice of Position_CPABC_Sep 2018.pdf; Notice of Position CPABC 2018.doc; PA-Jackson.pdf

Tricia Johnson | Senior Advisor
Crown Agencies and Board Resourcing Office | [CABRO](#)
Ministry of Finance | 778-698-9781 | Tricia.Johnson@gov.bc.ca
617 Government St, Victoria

Note: This email is intended only for the use of the individual or organization to whom it is addressed. It may contain information that is privileged or confidential. Any distribution, disclosure, copying, or other use by anyone else is strictly prohibited. If you have received this in error, please telephone or e-mail the sender immediately and delete the message.

From: Prisiak, Lisa AEST:EX
Sent: February-06-19 12:15
To: Johnson, Tricia FIN:EX <Tricia.Johnson@gov.bc.ca>
Subject: Upcoming expiry: Chartered Professional Accountants of BC

Hello,
With Elizabeth Jackson expiring March 2nd and the vacancy from last year still outstanding do you have an update on when we might see something.

Lisa Prisiak
Board Appointment Coordinator

778-974-3570

From: Prisiak, Lisa AEST:EX
Sent: Tuesday, September 25, 2018 9:17 AM
To: Shaw, Brea BRDO:EX; Johnson, Tricia FIN:EX
Cc: Franklin, Rachel AEST:EX
Subject: Upcoming expiry: Chartered Professional Accountants of BC

Hello,
There is one vacancy and one position expiring in March for the CPABC Board. In November 2017, the CPABC provided five names for possible public representatives they thought met the skills requirements for the role (attached). The most recent RFA does not provide any additional names but the CPABC has offered to work to find more candidates if necessary, they would like to fill the position. Please advise if you require the CPDs for the five candidates forwarded again.

Name	First Appointed	Current Term Expiry	Position	
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Vacancy			Order-in-Council	
Elizabeth A. Jackson	2015-06-01	2019-03-02	Order-in-Council	s.22

Cheers

Lisa Prisiak

Board Appointment Coordinator

Ministry of Advanced Education, Skills and Training

778-974-3570



The Best Place on Earth

Board
Resourcing and
Development

Checklist

Request for Appointment

Ministry Responsible	Date
Ministry of Advanced Education	

BOARD	NUMBER OF VACANCIES	TYPE OF APPOINTMENT
Chartered Professional Accountants of British Columbia	3	OIC (Initial appointment to CPABC Board was by MO 156, Minister of Advanced Education)

BOARD CHAIR
Heather Banham, FCPA, FCGA

POSITION(S)	INITIAL APPOINTMENT	CURRENT TERM	TERM EXPIRY
MEMBER NAME/POSITION	YYYY/MM/DD	YYYY/MM/DD	YYYY/MM/DD
1. Barbara Brink, Public Representative	2015/06/01		2017/12/31
2. Elizabeth Jackson, Public Representative	2015/06/01		2017/12/31
3. Roland Krueger, Public Representative	2015/06/01		2017/12/31
4.			
5.			
6.			
7.			

Governing Legislation
Chartered Professional Accountants of British Columbia Act

Notice of Position	YES X	NO
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RECOMMENDED RECRUITMENT AND EVALUATION

Describe competencies sought for vacant position(s) *including: gender, diversity and regional/geographic representation on the Board.*

s.12

Candidates for Reappointment	Re-Appointment Performance Appraisal	
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s.12,s.22

<i>Optional: New Candidates for Appointment Consideration (in alphabetical order)</i>	Resume	Candidate Profile
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s.12,s.22



BRITISH
COLUMBIA

Ministry of
Finance

Crown Agencies and
Board Resourcing Office (CABRO)
gov.bc.ca/cabro

REQUEST FOR APPOINTMENT (RFA) CHECKLIST

INSTRUCTIONS

- Complete the parts of this checklist that apply to your situation and send it to your ministry appointment co-ordinator and cc the Crown Agencies and Board Resourcing Office (CABRO).

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 25(a) of the FOIPPA. 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 or by telephone at 604 660-0465.

PART A – GENERAL INFORMATION

Name of Board or Public Sector Organization: Chartered Professional Accountants of British Columbia	Name and title of individual and title completing this form: Lori Mathison, President & CEO	Date Completed: DD/MM/YYYY 24/09/2018
Ministry Responsible: Ministry of Advanced Education, Skills & Training	Governing Legislation: Chartered Professional Accountants Act	Type of Appointment: (OIC/MO/ ML/SR, etc.) OIC

PART B – RECOMMENDED REAPPOINTMENTS (due to upcoming expiries)

Member Name (Include first, middle and last name)	Position (Eg. Chair, Vice-Chair, Member, Director, etc.)	Initial Appointment Date (DD/MM/YYYY)	Term Expiry Date (DD/MM/YYYY)	Is the Performance Appraisal (PA) form attached? (Y/N)	Suggested Term
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s.12,s.22

PART C – RECOMMENDED RECRUITMENT AND EVALUATION

Describe competencies sought for vacant position(s) and/or reappointments including: gender, diversity and regional/geographic representation on the Board.

s.12

PART D – VACANCIES (due to members not recommended for reappointment, served maximum term, resignations or legislation requirements)

Member Name (Include first, middle and last name of outgoing member)	Position (Eg. Chair, Vice-Chair, Member, Director, etc.)	Current/Upcoming date of vacancy (DD/MM/YYYY)	Is the Notice of Position (NOP) form attached? (Y/N)	Suggested Term
1.				
2.				
3.				
4.				
5.				

PART E – NEW CANDIDATES FOR APPOINTMENT CONSIDERATION (OPTIONAL)

Candidate Name (Include first, middle and last name)*rank by priority	Position (Eg. Chair, Vice-Chair, Member, Director, etc.)	Is a resume attached? (Y/N)	Is a Candidate Profile and Declaration (CPD) form attached? (Y/N)
1.		No	No
2.			
3.			
4.			
5.			

**INSTRUCTIONS**

- Refer to the Charter of Expectations for Appointees to Governing Boards on Page 2 and use these parameters in evaluating performance.
- 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. 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 or by telephone at 604 660-0465.

PART A – GENERAL INFORMATION

NAME OF BOARD OR PUBLIC SECTOR ORGANIZATION

Chartered Professional Accountants of British Columbia

APPRAISAL PERIOD

MMM / YYYY

MMM / YYYY

FROM: 03/2018 TO: 03/2019

NAME OF INDIVIDUAL BEING APPRAISED (*appraisee*)

s.22

NAME OF APPRAISER (*usually a board or committee chair*)

Barry Macdonald, FCPA, FCA, ICD.D., Board Chair

PART B – PERFORMANCE APPRAISAL

1. Degree and value of participation:

s.22

2. Commitment to the Organization's mandate:

s.22

3. Attendance (*during appraisal period*): (Note: from March 2, 2018 to September 24, 2018)

	NUMBER OF MEETINGS	NUMBER OF UNEXCUSED ABSENCES
REGULAR BOARD MEETINGS	s.22	
COMMITTEE MEETINGS		

Type of committee(s) the appraisee serves on [*check () all that apply*]:

s.22

4. Additional comments:

s.22

5. Does the skill set brought forward by the appraisee fit with the future needs of the Board/Organization?

s.22

6. I recommend the above individual to be reappointed to the organization

PART C – CERTIFICATION

I confirm the information on this form is true and complete to the best of my knowledge.

SIGNATURE OF APPRAISER (*type your name to sign electronically*)

Barry Macdonald, FCPA, FCA, ICD.D.

DATE SIGNED

DD / MMM / YYYY

20 / Sep / 2018

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.

Page 101 to/à Page 103

Withheld pursuant to/removed as

s.12;s.22

Name of the Board: Chartered Professional Accountants of British Columbia Appointment: By OIC	
Mandate:	<p>The Chartered Professional Accountants of British Columbia is established under the <i>Chartered Professional Accountants Act</i>. Its legislated objects are:</p> <ul style="list-style-type: none"> • To promote and maintain the knowledge, skill and proficiency of members and students in the practice of accounting; • To establish qualifications and requirements for admission as a member and continuation of membership, and for enrollment and continuation of enrollment of students; • To regulate all matters, including competency, fitness and professional conduct, relating to the practice of accounting by members, students, professional accounting corporations and registered firms; • To establish and enforce professional standards; and, • To represent the interest of members and students.
Act:	<i>Chartered Professional Accountants Act</i> , S.B.C. 2015, s. 4 (1) (b)
Composition of Board:	<p>When the <i>Chartered Professional Accountants Act</i> came into effect in 2015, an interim board was established that included 18 members appointed by the Minister of Advanced Education. Of those members, 15 came from the boards of the legacy bodies to ensure continuity in the transition from the legacy bodies to the new CPABC organization. The remaining 3 members were public representatives who were not members of the legacy bodies. The legacy positions on the interim board will gradually be replaced with elected members in staggered elections to form the "permanent" board (the first election occurred in June 2017). Up to three public representatives will remain on the "permanent" board, to be appointed by the Lieutenant Governor in Council.</p>
Remuneration:	Not mentioned in legislation
Term Length:	There are no legislated restrictions on term length, a policy of 6 years is followed unless there are extraordinary circumstances.

Page 105 to/à Page 107

Withheld pursuant to/removed as

s.12;s.22

Name of the Board: Chartered Professional Accountants of British Columbia Appointment: By OIC	
Mandate:	<p>The Chartered Professional Accountants of British Columbia is established under the <i>Chartered Professional Accountants Act</i>. Its legislated objects are:</p> <ul style="list-style-type: none"> • To promote and maintain the knowledge, skill and proficiency of members and students in the practice of accounting; • To establish qualifications and requirements for admission as a member and continuation of membership, and for enrollment and continuation of enrollment of students; • To regulate all matters, including competency, fitness and professional conduct, relating to the practice of accounting by members, students, professional accounting corporations and registered firms; • To establish and enforce professional standards; and, • To represent the interest of members and students.
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Remuneration:	Not mentioned in legislation
Term Length:	There are no legislated restrictions on term length, a policy of 6 years is followed unless there are extraordinary circumstances.

Competency Matrix for Governing Board

Name	Appointment Expiry	Renewable To	Specialized Sectoral Experience/Education	Accounting	Investment Management	Business Management	Risk Management	Real Estate	Communications	Marketing	Labour Relations	Human Resources	Construction	Legal Expertise	Financial Expertise	Public Sector: Knowledge of how government operates	Previous Leadership experience	Tourism Industry	Engineering	Governance & Board Expertise	Gender	Ethnic Diversity	Geography
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s.22

* Upcoming appointment expiry: July 31, 2019

s = some experience

