

Background and Criminal Record Checks

Policy Type: Governance Process

Policy Number: #125

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1. Statement of Principle

VAA is committed to maintaining appropriate controls to protect its assets from theft or fraud. To ensure that individuals who join the Victoria Airport Authority (VAA) Board of Directors are well qualified and have strong potential to be productive and successful, VAA will investigate the background of Director nominees.

2. Procedures

- a. VAA is required to conduct certain due diligence on prospective Board members to fully satisfy requirements imposed by the regulatory bodies and insurers. To fulfill these obligations, VAA will obtain and review background information before selecting new directors.
- b. VAA may conduct criminal record checks or background investigations when Board members are being considered, or in furtherance of an internal investigation of alleged misconduct. Criminal record checks or background investigations will be conducted at VAA's discretion and in accordance with federal and provincial laws.
- c. VAA relies on the accuracy of information contained in Board applications, as well as the accuracy of other data presented throughout the selection process and during a Member's tenure on the Board. Any misrepresentation, falsification, or material omissions in any of this information or data may result in an applicant being excluded from further consideration as a Board member or, if an individual has already been appointed, termination from the Board.

- d. As part of the candidate interview and evaluation process, all candidates must consent to a name-based Police Information Check (PIC) which is a search for criminal convictions, outstanding criminal charges, warrants and other judicial orders.
- e. A criminal record check will only be completed for candidates to be recommended by the Governance Committee for nomination as a Director.
- f. Results of the completed criminal record check will be confidentially reported to the Board Chair and the Chair of the Governance Committee. The results of the criminal record check will report clear or not clear. Disclosure of not clear results may be requested of the candidate by the Chair of the Governance Committee, subject to the candidate's consent.
- g. If the Governance Committee determines that a candidate cannot be offered a Director position, a letter will be provided to the nominating entity to inform them that the candidate will not be appointed to the Board of Directors based on the result of the criminal record check.
- h. The results of the criminal record check will be subsequently destroyed in a confidential manner.
- i. VAA will apply for a criminal record check using internal resources, with the results reported back to the VAA.
- j. VAA will cover the cost of the criminal record check.