



Policies and Procedures - Governance

Name:	Approved:	Replaced:
Conflict of Interest Policy	May 2012	

1.0 Purpose of Policy

This policy has been developed to avoid conflicts of interest within Canoe Kayak BC (CKBC) and to maintain fair and ethical interactions among those who work, volunteer and do business with CKBC.

2.0 Definition of Conflict of Interest

Conflict of interest may be financial or non-financial. Associations which may provoke conflict include family members, partners, friends, employers or employees, and positions or memberships in organizations other than CKBC.

2.1 Financial Interest

A financial interest means there is reasonable possibility or expectation of financial gain or loss for you, or for another person, group or organization with which you are associated.

2.2 Non-Financial Interest

A non-financial interest means some other advantage to you or an advantage or potential financial gain or loss to another person, group or organization with which you are associated.

2.3 Examples of Situations That Could Give Rise To Conflict Of Interest

- Having a personal interest, or someone close to you having a personal interest, that could lead you to be influenced in the way you carry out your CKBC duties; or could lead a reasonable person to think that you could be influenced in this way or,
- Having responsibility for hiring a consultant, where one of the applicants is a relative, friend or associate; or,
- Supporting proposals from a club with which you are associated, or from groups of people or individuals with whom you have regular personal contact.

3.0 Basis for this Policy

At all times, CKBC must be impartial and fair in its dealings with members, suppliers, associates and the community at large. Members of the Board of Directors, committee members, staff, representatives and decision-makers of CKBC must ensure that their interests, or the interests of those close to them, do not conflict with the impartial performance of their duties. Not only must actions be free from conflicts, they must be seen to be free from conflict of interest. This is a challenge in a volunteer-driven Society where an individual may fill several different roles that may or may not include remuneration. However, any potential conflict, real or perceived, between an individual's interests and those of the Society must be resolved in favour of the Society.

4.0 Application of this Policy

This policy applies to all members of the CKBC Board of Directors, CKBC committee members, staff, representatives and decision-makers of CKBC.

5.0 Avoiding Conflict of Interest

Members of the CKBC Board of Directors, CKBC committee members, staff, representatives and decision-makers of CKBC shall not:

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- Engage in any transaction or have any financial or personal interest which is incompatible with the discharge of their duties and obligations with CKBC;
- Knowingly place themselves in a position where they are under obligation to any person or organization that might benefit from or seek preferential treatment from CKBC
- Accord, through their position, preferential treatment to any person or organization in which they or people close to them have an interest;
- Benefit from the use of information acquired in their position with CKBC which is not generally available to the public
- Engage in outside work, activity or business undertaking that conflicts, or appears to conflict with their duties within CKBC, or in which they have or appear to have an advantage derived from their position with CKBC, or that will or appear to influence or affect the carrying out of their duties within CKBC
- Use CKBC property, equipment, supplies or services of consequence for activities not associated with the discharge of official duties within CKBC
- Obtain any list of CKBC sponsors or suppliers for personal or other solicitation purposes at any time during their term of office;
- Incur expenses in furtherance of CKBC business, which are unreasonable, unnecessary or unsubstantiated;
- Place themselves in a position where they could influence decisions or contracts from which they derive any direct or indirect benefit or interest
- Accept any gift that could be construed as being given in anticipation or recognition of special consideration by the Board of Directors, Committee members, staff, representatives or decision-makers of CKBC

6.0 Procedure for Disclosure of Potential Conflict

Individuals who are elected, appointed or hired to positions within CKBC will disclose their potential conflict of interest as follows.

6.1 Board of Directors and Staff

Following the Annual General Meeting each year, each Board member and each staff person shall provide a written disclosure of their potential areas of conflict of interest on the CKBC Conflict of Interest Disclosure Statement.

- Board member and Executive Director Disclosure Statements shall be submitted to the CKBC Board of Directors no later than the first meeting following the AGM and appended to the Minutes of the Board of Directors following the AGM

Staff member Disclosure Statements shall be submitted to the Executive Director and the board will be advised of any relevant information as necessary.

- All Disclosure Statements will be held confidential and circulation limited in accordance with CKBC's Personal Information Privacy Policies and Procedures.

6.2 Committee Members

At each Committee's first meeting after the AGM, each member shall make verbal disclosure of their conflicts of interest, to be recorded and submitted to the Board of Directors with the minutes of the meeting.

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6.3 Additional Disclosures

- Whenever an individual considers that he or she is or could potentially be in conflict as defined in this policy, he or she shall disclose this conflict to the Board of Directors immediately.
- Any other person who feels that a Board member, committee member, staff person, representative or decision-maker of CKBC is in a conflict of interest may report the matter to the Board of Directors at any time.
- If an individual is in doubt as to whether a conflict of interest situation exists, he or she should provide disclosure to the Board of Directors immediately.

7.0 Procedure Following Disclosure

Once disclosure has been provided, the following principles shall apply:

- The individual in conflict may not participate in discussion of the matter as an advocate on his or her own behalf, either formally at a meeting or informally through private contact, unless such participation is approved in advance by a majority vote of the other directors or committee members.
- Except where participation has been approved, the individual in conflict shall not be present at that portion of a meeting when matters in which they have an interest are considered.
- The individual in conflict shall not participate in any vote on the matter.

8.0 Enforcement of this Policy

Compliance with this policy depends primarily upon understanding and voluntary compliance, secondarily upon reinforcement by peers, and, when necessary, upon enforcement through disciplinary action.

8.1 Initiating a Complaint

Anyone who believes that an individual who is required to do so failed to disclose a conflict of interest or, once disclosed, failed to adhere to the procedures following disclosure, is encouraged, under all but the most obvious circumstances, to first address that concern directly to that member.

If that action does not result in a satisfactory resolution, the complainant may file a signed, written complaint stating specifically the nature of the alleged misconduct with the Executive Director or the President as appropriate. In the event the ED or President becomes involved and after additional discussions with the complainant and the member who is the subject of the complaint, the ED or President may:

- Determine that the complaint does not merit further action.
- Counsel the member who is the subject of the complaint and record both the complaint and the nature of the counseling in the member's permanent record.
- Refer the complaint, as appropriate, to the Board or the appropriate Committee Chair;
- Refer the complaint to the CKBC Discipline Committee as mandated in the CKBC Constitution and By-laws.

8.2 Authority of the Discipline Committee Regarding Conflict of Interest

- The Discipline Committee will review the situation and if required, will interview the individual who is alleged to have failed to adhere to this policy.
- The Discipline Committee will inform the Board of Directors as to its findings.
- The Discipline Committee will recommend any appropriate sanction to the Board.

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8.3 Final Decision Regarding Conflict of Interest

The final decision regarding a breach of this policy rests with the CKBC Board of Directors.

8.4 Principles of Fairness and Privacy

Throughout their proceedings, the Executive Director and CEO, the President, the Discipline Committee and the Board of Directors will respect the principles of procedural fairness and the confidentiality of personal information obtained during their investigations.

9.0 Review of Policy

This policy will be reviewed by the Board of Directors at their first meeting following the Annual General Meeting in odd years. This policy may be amended at any time as needed by vote of the Board of Directors.



CKBC Conflict of Interest Disclosure Statement

I declare that I have read and understood the Canoe Kayak BC (CKBC) Conflict of Interest Policy and Procedures and shall remain at all times in full compliance.

At this time, I am a Board member, committee member, a contractor or an employee of the following organizations:

Organizations:

I certify that, except as described below, I am not now nor at any time during the past year have been:

- a) a participant, directly or indirectly, in any arrangement, agreement, investment or other activity with any vendor, supplier or other party doing business with CKBC which has resulted or could result in personal benefit to me; and,
- b) a recipient, directly or indirectly, of any payments, loans or gifts of any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with CKBC.

Any exceptions to a) or b) above are stated below with a full description of the transactions and of the interest, whether direct or indirectly, which I have or have had during the past year in the persons or organizations having transactions with CKBC.

Exceptions to a) or b) above:

Name:	Signature:	Date:
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Board members, committee members and Executive Director - please submit to President of CKBC prior to the first meeting of their respective group following the AGM

Staff members - please submit to ED within 30 days of the AGM

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Canoe Kayak BC, Sydney Landing Suite 2003B, 3713 Kensington Avenue, Burnaby, BC V5B 0A7 www.canoekayakbc.ca