

Approved, October 2001

POLICY AND GUIDELINES ON CONFLICTS OF INTEREST

Board, Council, Committee or Staff members of CanoeKayak Canada (CKC) are bound to act honestly, in good faith, and in the best interests of CKC. Consistent with such standards of conduct, conflicts of interest and the appearance of conflict of interest are to be avoided where possible and acted upon openly and appropriately when encountered.

A conflict of interest is a situation in which a Board, Council, Committee or Staff member has, in relation to a matter coming before the Board, Council or Committee, a private or personal interest, sufficient to influence or to appear to influence the objective, and open-minded exercise of his or her function as a Board, Council, Committee or Staff member.

The circumstance giving rise to the conflict of interest need not be that of the individual Board member, Council member, Committee member or staff member, but may be the interest of a person having close family ties to the Board member, Council member, Committee member or Staff member, or a friend, business associate, or colleague of the Board member, Council member, Committee member or Staff member.

Each Board member, Council member, Committee member or Staff member is under an obligation to avoid, whenever reasonably possible, a conflict of interest. However, conflicts of interest may nevertheless arise. In such situations the Board member, Council member, Committee member or Staff member is required to declare the conflict of interest, and refrain from voting on the issue in question. He or she is also required by these guidelines to absent himself or herself from the meeting at any time discussion of the matter giving rise to the conflict occurs. In circumstances of conflict of interest, besides declaring the conflict and absenting himself or herself from the meeting and not voting on the issue, a Board member, Council member, Committee member or Staff member will be expected not to lobby or otherwise participate in the decision-making process.

In the event a Board member, Council member, Committee member or Staff member has a conflict of interest in relation to a particular issue or matter of discussion, it is expected that the individual will make a brief but informative declaration of the conflict which declaration will be recorded in the minutes of the relevant meeting. The individual will then absent herself or himself from the meeting while the topic is discussed and such absence shall be recorded in the minutes. It does not matter whether the topic that involves the individual in a conflict situation was formally on the agenda or came up unexpectedly.

As soon as the meeting considers a matter or begins to discuss an issue that puts an individual in a circumstance of conflict of interest, he or she must interrupt and say:

“I am declaring my conflict as (here insert your conflicting position or interest) and I am leaving the meeting while this subject is under discussion.”

Or words to that effect. The secretary of the meeting shall then record this in the minutes as follows:

“Ms. A. having disclosed her conflict as a director of XYZ organization (or whatever) was absent from the meeting during discussion of (describe topic).”

A topic which involves a conflict for a Board member, Council member, Committee member or Staff member may come up in several meetings and the conflict must be disclosed and the Board member, Council member, Committee member or Staff member must absent herself or himself from the meeting during discussion at each of the meetings.

I have read and understand the above policy and guidelines on conflicts of interest. I agree with the policy guidelines and standards of conduct and promise to always act in accordance with them.

Board Member, Council Member, Committee Member, Staff Member

Signature

Address

Note: This document is to be signed and returned by each CKC Board Member, Sprint Racing Council Member, all SRD Committee Members and all CKC staff within 30 days of appointment. Current Board members, Council members, Committee members and staff are to sign the document within 30 days of receipt from the CKC National Office.