



POSITION STATEMENT

Administration
Number: 8.10

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Issued:

Updated:

Replaced:

TOPIC: CONFLICT OF INTEREST – COUNCIL AND COMMITTEES

Definition:

A conflict of interest is any situation where one's personal interests or those of a close friend, family member, business associate, corporation or partnership in which one holds a significant interest, or a person to whom one owes an obligation, could influence one's decision and impair one's ability to support the College's mandate or represent the College fairly and impartially.

It is the nature of conflict of interest, except where public facts speak clearly for themselves, that the College must rely on the individual Council or committee member's own good sense of propriety in the identification of potential conflict of interest situations. In assessing the potential for a conflict of interest to arise in any circumstances, two questions should be asked:

- Does the individual member feel personally comfortable with his/her ability to act impartially?
- Would a reasonable, informed person with access to the information also be confident that the relationship or activity would not impact negatively on the individual's ability to act impartially?

Avoiding Conflict Of Interest:

1. Unless otherwise authorized by the Council, or a person the Council designates, a Council or committee member may not:
 - a) act on behalf of the College, or participate in decision making, in any matter where one is in a conflict of interest or appears to be in a conflict of interest, nor
 - b) use one's position, office or affiliation with the College to pursue or advance one's personal interest or those of an associate.

A Position Statement is a formal position of the College with which members shall comply.

2. A Council or committee member must immediately disclose a conflict of interest in writing to the Council or committee Chair as soon as the conflict becomes known. The member must immediately disclose a potential conflict, even if she/he becomes aware of the conflict after the transaction is concluded or decision made.
3. A Council or committee member who is unsure as to whether a conflict exists should request the advice of the Council or committee Chair or designate.
4. A Council or committee member must immediately take steps to resolve the conflict or remove the potential for a conflict by exempting him or herself from the related decisions.
5. A Council or committee member must not use his or her relationship with the College to confer a benefit on a friend, family member, or associate nor personally benefit (directly or indirectly) from any transaction, unless authorized by the Council.
6. A Council or committee member must not use property owned by the College for personal purposes without the approval of the Council.
7. A Council or committee member must use information that is acquired solely by reason of involvement with the College and which the College is under obligation to keep confidential, or which the College has determined should be kept confidential for College business only, must protect such information from improper disclosure. If one is in doubt whether College information may be released, one must request advice from the Registrar, Freedom of Information and Protection of Privacy Ombudsman or other.
8. A Council or committee member or employee of the College may accept a gift made because of ones involvement with the College when:
 - a) the gift has no more than token value,
 - b) it is made in a normal exchange of hospitality or a customary gesture of courtesy between persons doing business together and
 - c) the exchange is lawful and the gift could not be construed by an impartial observer as a bribe, payoff or an improper or illegal payment.
9. A Council or committee member may not use College property to make a gift, charitable or political contribution to anyone on behalf of the College. Any gift must have the authorization of the Council or the person the Council designates.

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