

Council Policy

Policy Title	Council and Committee Conflict of Interest Policy
Date Created	June 2020
Date of next Review	September 2021

1. POLICY STATEMENT

Council and committee members (member/s) have a duty to uphold the integrity of the Council or committee’s activities and decision-making processes. In performing their fiduciary duties, members must act at all times in the best interest of the CPSA. Members must set aside personal self-interest and perform their duties in a manner that promotes public confidence and trust in the integrity, objectivity and impartiality of the CPSA Council or Committee.

The Canadian Institute on Governance defines conflict of interest as follows: Board (committee) members are considered to be in a conflict of interest whenever they themselves or members of their family, business partners, or close associates, may personally benefit either directly or indirectly, financially or otherwise, from their position on the board. A conflict of interest may be “real,” “potential” or “perceived” the same duty to disclose applies to each. Full disclosure in itself does not remove a conflict of interest.

Examples of conflict of interest situations:

- Any situation where a private interest has the potential to compromise the proper performance of the Council or committee member’s fiduciary duties.
- Any circumstance that may result in a personal or financial gain to a Council or committee member or his/her family member, business partner, friend or close associate. This includes, but is not limited to, accepting any payment for services rendered to the CPSA, including contracted work, or accessing financial or other resources for personal use, i.e. transportation, accommodation, training, supplies or equipment.
- Seeking, accepting or receiving any personal benefit (gift, credit, payment or service) from a supplier, vendor or other individual or organization doing or seeking to do business with the CPSA, or attempting to influence an act or decision of Council.
- Exercising one’s powers as a Council or Committee member motivated by self-interest or some other improper purpose.

- Being a Council/Board, Committee member or staff of another organization which may have material interests that conflict with the interests of the CPSA; and dealing with matters on one board or committee which may materially affect the other Council/Board or Committee.

A regulated member of the profession is the subject of a formal complaint or hearing tribunal/appeal process and members of the Council have had personal or significant professional interactions with the regulated member

2. PURPOSE

To ensure Council and Committee members are aware of situations which may create a conflict of interest and to provide guidance and direction in dealing with real or potential conflicts of interest for Council and Committee activities in a manner that is transparent and promotes public confidence in CPSA Council and Committees..

3. SCOPE

This policy applies to all individual Council and Committee Members authorized under Part 1, Section A.1, 2 and 17 of the CPSA Bylaws. As well, any invited non-voting members of Council or Committees are subject to this Council policy.

4. RESPONSIBILITIES

A Council or Committee member who is in a position of conflict or potential conflict must immediately disclose this conflict to the Council President (or Vice-President if it is the President in conflict) or committee chair. The disclosure must be detailed enough to explain the nature or extent of the Council or Committee member's interest.

Disclosure of conflicts of interest must be made at the earliest possible time and prior to any discussion or vote. Unless otherwise directed by Council or committee, the member must leave the room for the duration of the discussion or vote. The disclosure of the conflict must be duly recorded in the meeting minutes, including the time the Council or Committee member left and returned to the meeting.

Process for resolution of conflict

A Council or committee member may be referred to the President, with notice to the registrar, if it is believed that the member is in a situation of actual or potential conflict of interest. The President may either:

- a. attempt to resolve the matter collaboratively and informally,
- b. refer the matter to the Council or Committee as a whole to resolve, or

- c. refer the matter to an ad hoc subcommittee of Council at Councils approval.

Possible contravention of this policy may require Council to review the conduct of any Council or Committee member, and, if Council is satisfied that the member has contravened the policy, it may take action as outlined in Part 1 Section A.5 of the Bylaws.

5. APPROVAL

This policy requires approval by CPSA Council.

6. AUTHORITY DOCUMENTS

Approved by Council, September 2020, motion number

[Health Professions Act Part 1 Section 5 & 6 .](#)

7. SUPPORTING DOCUMENTS

Councillor’s Oath

Annual Conflict of Interest Declaration

8. DOCUMENT HISTORY

VERSION NO.	Version Date	DESCRIPTION OF CHANGE
1	June 26, 2020	Initial Policy Draft
2	September 10, 2020	Approved by Council
APPROVAL	DATE	Signature
Council Motion #C43-20	September 10, 2020	