

Memo



TO: Chief Administrative Officer

FROM: Brigid Reynolds, Contract Planner

DATE: January 20, 2025

SUBJECT: Conflict of Interest Guidelines

Authority

Procedures for conduct where a conflict of interest exists are prescribed in the *Community Charter* Sections 100 to 103.

Definition of Conflict of Interest

A conflict of interest is any situation in which a member of the Advisory Planning Commission (APC) or sub-committee of the Advisory Planning Commission is an interested party to a process to which the APC will make a recommendation and/or the APC member has a direct or indirect pecuniary (financial) interest in a matter that is being discussed by the Commission.

Situations where Conflict of Interest may Arise

Conflicts often occur between the member's public duty and his or her personal, business or property interests. The courts treat personal, business or property interests of a spouse, child, parent, partner, client (or in some cases, a corporation) of the member the same way they treat the interests of the member. If the member is in any way involved in a matter before council or commission that actually advances (or appears to advance) any of these interests, a conflict of interest may arise.

The appearance of a conflict arises when a reasonably informed person properly could have a perception that a member is making or attempting to make decisions that promote personal or private interests.

A conflict of interest can arise directly where personal gain is involved or indirectly where that of a friend, family member, business or corporation in which a member has an interest is involved.

A member must not use for personal purpose properties or information owned by the APC or advance personal or private gain by virtue of membership on either the Commission or its sub-committees.

How to Avoid the Perception of a Conflict of Interest

Where a conflict of interest exists or appears to exist, the following applies and shall be documented in the meeting minutes.

Commission members:

1. Must declare to the APC that a conflict exists or appears to exist;
2. Are not entitled to participate in the discussion of the matter or to vote on a question in respect of the matter; and
3. Must absent themselves from the meeting during consideration of the issue to which the conflict relates and not attempt to influence the vote.