

Memo

TO: Chair, Advisory Planning Commission

FROM: Chief Administrative Officer

DATE: November 9, 2022

SUBJECT: Conflict of Interest Guidelines

Definition of Conflict of Interest

A conflict of interest is any situation in which a member of the Advisory Planning Commission, either for himself/herself or some person attempts to promote a private or personal interest which results or appears to result in the following:

- a) either an interference with the objective exercise of his/her duties
- b) a gain or advantage by virtue of his/her position in the Commission.

Situations where Conflict of Interest may Arise

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

How to Avoid Conflict of Interest Perception

- a) A member or staff member must avoid a “conflict of interest” when it first becomes known and must notify the Commission prior to a decision being made to avoid any perception that such person is promoting direct or indirect gain.
- b) Where there is doubt about a potential conflict of interest the member must so declare and vacate the meeting room.
- c) A member should not use for personal purpose properties or information available to the Commission or advance personal or private interests by virtue of his/her membership on the Commission.



Joseph A. Fernandez