

## Community Task Force: Managing Conflicts of Interest

### INTRODUCTION

In accordance with the Community Task Force (CTF) Charter, CTF members are asked to proactively manage any conflict of interest. Should any apparent, potential or perceived conflict of interest in matters that may be considered by the group arise during the process, the CTF member should declare this conflict to the CTF members and facilitator so that these may be appropriately managed and ensure the group’s future accountability, transparency and success. For more information see the example guide below.

### GUIDE FOR MANAGING CONFLICTS OF INTEREST

A Potential Conflict Is...	An Actual Conflict Is...
Any action or any decision or recommendation the effect of which could be to the private pecuniary benefit ( <i>i.e. a financial benefit</i> ) or detriment of the person or the person’s relative, or a business with which the person or the person’s relative is associated	Any action or any decision or recommendation the effect of which would be to the private pecuniary benefit or detriment of the person or the person’s relative or any business with which the person or a relative of the person is associated
<b>In a Potential Conflict: Announce and Participate</b>	<b>In an Actual Conflict: Announce and Abstain</b>
<ul style="list-style-type: none"> <li>• Announce publicly the nature of the potential conflict before any action is taken               <ul style="list-style-type: none"> <li>○ Must be specific - “I have a potential conflict because...”</li> <li>○ Must announce at each meeting where the issue arises</li> </ul> </li> <li>• <b>Can participate</b> in discussion or debate on the issue</li> <li>• <b>Can vote</b> on the issue</li> </ul>	<ul style="list-style-type: none"> <li>• Announce publicly the nature of the actual conflict before any action is taken               <ul style="list-style-type: none"> <li>○ Must be specific - “I have an actual conflict because...”</li> <li>○ Must announce at each meeting where the issue arises</li> </ul> </li> <li>• <b>Cannot participate</b> as a public official in any discussion or debate on the issue</li> <li>• <b>Cannot vote</b> on the issue               <ul style="list-style-type: none"> <li>○ Unless all members are present and the number of members who must refrain due to actual conflicts make it impossible to take action [must announce and cannot participate in discussion]</li> </ul> </li> </ul>
<p><b>Example:</b></p> <p><i>I have a potential conflict because I am an employee of XXXX company who is located on land in proximity of the Burnside Bridge.</i></p>	<p><b>Example:</b></p> <p><i>“I have an actual conflict because I own a property adjoining Burnside Street and the Burnside Bridge. I will be abstaining from this discussion and vote”</i></p>

*If unsure, declare as a potential conflict, and seek further clarification from County staff or facilitator for future meetings and discussions.*