



RECREATION & PARKS ASSOCIATION OF NUNAVUT

Policy Title: Conflict of Interest Policy	Policy No: 100.04
Approved: March 21st, 2013 Current version approved: Date of last review:	Pages: 4

PURPOSE

1. The purpose of this Policy is to describe how Recreation & Parks Association of Nunavut Members will conduct themselves in matters relating to real or perceived conflicts of interest, and to clarify how Recreation & Parks Association of Nunavut will make decisions in situations where conflicts of interest may exist.
2. This Policy applies to all Recreation & Parks Association of Nunavut Members as defined in the Definitions section.
3. Conduct that violates this Conflict of Interest Policy may be subject to sanctions pursuant to this Policy, and may be further dealt with under Recreation & Parks Association of Nunavut's Discipline and Complaints Policy.

FIELD OF APPLICATION

4. Recreation & Parks Association of Nunavut is incorporated and governed under the Act in matters involving a real or perceived conflict between the personal interests of Recreation & Parks Association of Nunavut Members and the broader interests of the Recreation & Parks Association of Nunavut..
5. Under the Act, any real or perceived conflict, whether pecuniary or non-pecuniary, between a Recreation & Parks Association of Nunavut Members' interest and the interests of the Recreation & Parks Association of Nunavut, must at all times be resolved in favor of the Recreation & Parks Association of Nunavut.
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DEFINITIONS

6. The following terms have these meanings in this Policy:

"Act" – Canada Corporation's Act.

"Conflict of Interest" – A real or seeming incompatibility between one's private interests and one's public or fiduciary duties.

"Pecuniary Interest" - An interest that an individual may have in a matter because of the reasonable likelihood or expectation of financial gain or loss for that individual, or another person with whom that individual is associated.



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“Non-Pecuniary Interest” - Family relationships, friendships, volunteer positions in associations or other that do not involve the potential for financial gain or loss.

“Perceived Conflict of Interest” – A perception by an informed person that a conflict of interest exists or may exist.

“Recreation & Parks Association of Nunavut Member”- All categories of members within Recreation & Parks Association of Nunavut, as well as all individuals employed by or engaged in activities with Recreation & Parks Association of Nunavut, including but not limited to volunteers, directors, officers, employees.

PRINCIPLES

7. The Recreation & Parks Association of Nunavut shall ensure that Association members conduct themselves in a manner that is acceptable in a real or perceived conflict.

POLICY STATEMENT

8. Recreation & Parks Association of Nunavut will provide guidelines to how members shall conduct themselves in a real or perceived conduct and how RPAN will make decisions where conflict of interests may exist.

PROVISIONS

9. Recreation & Parks Association of Nunavut will enforce this Conflict of Interest Policy and members of RPAN who do not meet these standards of behaviour will be subject to the penalties or sanctions identified within the Disciplinary Policy.
10. Members shall act in a responsible manner that not only is but is perceived to be ethical while conducting the business of the Association.

SCOPE AND APPLICATION

11. This policy applies to the Individuals defined above, relating to conflict of interest that that may arise during the course of Recreation & Parks Association of Nunavut business, activities and events, including but not limited to travel and any meetings.
12. This policy may apply to conflict of interest that occurs outside of Recreation & Parks Association of Nunavut business and events when such conduct adversely affects relationships within Recreation & Parks Association of Nunavut and its work and environment and is detrimental to the image and reputation of the organization.

RESPONSIBILITY

13. In addition to fulfilling all requirements of the Act, Recreation & Parks Association of Nunavut Members will also fulfill the additional requirements of this Conflict of Interest Policy as follows, Recreation & Parks Association of Nunavut Members will not:



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- a. Engage in any business or transaction, or have a financial or other personal interest that is incompatible with their official duties with Recreation & Parks Association of Nunavut, unless such business, transaction or other interest is properly disclosed to Recreation & Parks Association of Nunavut and approved by Recreation & Parks Association of Nunavut;
- b. Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration, or who might seek, in any way, preferential treatment;
- c. In the performance of their official duties, accord preferential treatment to family members, friends or colleagues, or to organizations in which their family members, friends or colleagues have an interest, financial or otherwise;
- d. Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with Recreation & Parks Association of Nunavut, where such information is confidential or is not generally available to the public;
- e. Use Recreation & Parks Association of Nunavut property, equipment, supplies or services for activities not associated with the performance of official duties with the Recreation & Parks Association of Nunavut without the permission of Recreation & Parks Association of Nunavut;
- f. Place themselves in positions where they could, by virtue of being an Recreation & Parks Association of Nunavut Member, influence decisions or contracts from which they could derive any direct or indirect benefit or interest; or
- g. Accept any gift or favor that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being a Recreation & Parks Association of Nunavut Member.

14. Disclosure of Conflict of Interest

- a. A Recreation & Parks Association of Nunavut Member will disclose a conflict of interest to the Recreation & Parks Association of Nunavut Board of Directors immediately upon becoming aware that there exist real or perceived conflicts of interest.
- b. Any person who is of the view that a Member of the Recreation & Parks Association of Nunavut may be in a position of conflict of interest may report this matter in writing to the Recreation & Parks Association of Nunavut Board of Directors.

Resolving Conflicts in Decision-making

15. Decisions or transactions that involve a real or perceived conflict of interest that have been disclosed by a Recreation & Parks Association of Nunavut Member will be considered and decided upon by Recreation & Parks Association of Nunavut Board of Directors provided that:
 - a. The nature and extent of the Recreation & Parks Association of Nunavut Member's interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded in the minutes;
 - b. The Recreation & Parks Association of Nunavut Member does not participate in discussion on the matter giving rise to the conflict of interest;
 - c. The Recreation & Parks Association of Nunavut Member abstains from voting on the proposed decision or transaction;
 - d. The Recreation & Parks Association of Nunavut Member is not included in the determination of quorum for the proposed decision or transaction; and
 - e. The decision or transaction is in the best interests of Recreation & Parks Association of Nunavut.



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Conflicts Involving Employees

- a. Recreation & Parks Association of Nunavut will restrict employees from being affiliated with any Recreation & Parks Association of Nunavut member during the term of their employment unless consented to by Recreation & Parks Association of Nunavut Board of Directors. Any determination as to whether there is a conflict of interest will rest solely with the Recreation & Parks Association of Nunavut, and where a conflict of interest is deemed to exist, the employee will resolve the conflict by ceasing the activity giving rise to the conflict.
- b. Recreation & Parks Association of Nunavut will not restrict employees from accepting other employment, contracts or volunteer appointments during the term of their employment with Recreation & Parks Association of Nunavut, provided that the employment, contract or volunteer appointment does not diminish the employee's ability to perform the work contemplated in their employment agreement with Recreation & Parks Association of Nunavut. Any determination as to whether there is a conflict of interest will rest solely with Recreation & Parks Association of Nunavut, and where a conflict of interest is deemed to exist, the employee will resolve the conflict by ceasing the activity giving rise to the conflict.

REVIEW AND APPROVAL

The Recreation & Parks Association of Nunavut Board of Directors and Executive Director shall review this policy biennially.

- I. This policy was approved by the Recreation & Parks Association of Nunavut Board of Directors on the XXXXXXXXXXXXXXXXXXXXXXXXXXXX
- II. Date of last review:
- III. Original Policy Lead: Dawn L. Currie