



Conflict of Interest Policy

Policy Statement

1. Canoe Kayak Ontario (CKO) is committed to the values of ethical conduct, integrity and honesty. Good governance requires an avoidance of conflict of interest, and the regulation of conflict of interest is necessary to promote good governance practices.

Purpose

2. The purpose of this policy is to describe how individuals involved in CKO will conduct themselves in matters relating to real or perceived conflicts of interest, and to clarify how CKO will make decisions in situations where conflicts of interest may exist.

Definition of Conflict of Interest

3. A conflict of interest is a situation where an individual, or the organization he or she represents or has an interest in, has a real, potential or perceived, direct or indirect competing interest with CKO's activities. This competing interest may result in the individual, or entities in which they have an interest, being in a position to benefit from the situation or in CKO not being able to achieve a result which would be in the best interest of CKO.

4. Conflicts of interest include both pecuniary and non-pecuniary interests. A pecuniary interest is 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. A non-pecuniary interest may include family relationships, friendships, volunteer positions in associations or other interests that do not involve the potential for financial gain or loss.

Application

5. This policy applies to directors, officers, committee members, and other volunteers who are involved in decision-making or decision-influencing roles within CKO and its disciplines (hereafter referred to as "Representatives" of CKO).

6. CKO recognizes that Coach and Athlete Representatives on councils and committees have an inherent non-pecuniary interest given their positions. This does not disqualify them from acting in their capacity as such.

Statutory Obligations

7. At the time of the adoption of this policy, CKO is incorporated under the Corporations Act of Ontario (the "Act") and is governed by the Act in matters involving a real or perceived conflict between the personal interests of a director or officer and the broader interests of the corporation.

8. Under the Act, any real or perceived conflict, whether pecuniary or non-pecuniary, between a director's and an officer's interest and the interests of CKO must at all times be resolved in favour of CKO.

Additional Obligations

9. In addition to fulfilling all requirements of the Act, CKO and its Representatives will also fulfil the additional requirements of this policy. Representatives of CKO will not:

- a) Engage in any business or transaction, or have a financial or other personal interest that is incompatible with their official duties with CKO, unless such business, transaction or other interest is properly disclosed in accordance with this policy;
- 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, give 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 CKO, where such information is confidential or is not generally available to the public.
- e) Engage in any outside work, activity or business or professional undertaking that conflicts or appears to conflict with their official duties as a representative of CKO, or in which they have an advantage or appear to have an advantage on the basis of their association with CKO;
- f) Use CKO's property, equipment, supplies or services for activities not associated with the performance of official duties with CKO;
- g) Place themselves in positions where they could, by virtue of being a Representative of CKO, influence decisions or contracts from which they could derive any direct or indirect benefit or interest; or
- h) Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being a Representative of CKO.

Disclosure of Conflict of Interest

10. On an annual basis, all directors, officers, committee members, and other volunteers who are involved in decision-making or decision-influencing roles will complete the attached form disclosing any real or perceived conflicts that they might have.

11. At any time that a Representative of CKO becomes aware that there may exist a real or perceived conflict of interest, they shall immediately disclose this conflict to the Executive Director or to the President of CKO, as appropriate.

12. Any person who is of the view that a Representative of CKO may be in a position of conflict of interest may report this matter to the Executive Director or to the President of CKO, as appropriate.

Resolving Conflicts in Decision-making

13. Decisions or transactions that involve a real or perceived conflict of interest that has been disclosed by a Representative of CKO may be considered and decided upon by CKO provided that:

- a) The nature and extent of the Representative's interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded in the minutes of that body's meetings;
- b) The Representative does not participate in discussion on the matter giving rise to the conflict of interest, unless the body considering the matter votes to allow such participation;
- c) The Representative abstains from voting on the proposed decision or transaction;
- d) The Representative 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 CKO.

Enforcement

14. Failure by a Representative to adhere to this policy may give rise to discipline, as determined by the appropriate person in a position of authority (President of CKO, Chair of a Discipline Council or Committee).