8.0 CONFLICT OF INTEREST

Commission members should not participate in a decision or any discussion leading up to the decision where they have a pecuniary conflict of interest or a non-pecuniary conflict of interest (bias). It is the responsibility of the Commission member to determine and declare a conflict of interest.

8.1. Pecuniary Conflicts

A pecuniary interest includes a direct or indirect financial interest in a matter. Some examples of what could qualify as a direct or indirect pecuniary interest are where the matter under consideration by the Commission may affect the Commission Member's financial interest as a result of the Commission Member's:

a) Employer/employee relationships

b) Professional/client relationships

c) Business or land interests

d) Contractual relationships

e) Directorship on a Society or Corporate Board

f) Family relationship

g) Lawsuit

A pecuniary conflict of interest does not exist if the pecuniary interest:

a) Is an interest is in common with electors generally;

b) Remuneration of expenses; or

c) So remote or insignificant so as to not reasonably be regarded as influencing the Commission Member.

8.2. Non-Pecuniary Conflicts

A non-pecuniary conflict of interest also disqualifies a person from discussing or voting on a matter. This includes matters where a person has a personal interest that would give rise to a real likelihood of bias.

Where a conflict of interest exists, the commission member:

- Is not entitled to participate in the discussion of the matter or vote on a question in respect of the matter;
- Attempt in any way, whether before, during or after a Commission meeting at which the matter will be considered, to influence the voting on the question in respect of the matter;
- Must declare to the commission that the conflict exists; and
- Must absent themselves from the meeting during consideration of the issues to which the conflict relates.

The members' declaration of conflict and their exit and return from the meeting shall be noted in the minutes.

Corporate Services can provide some general guidance around conflict of interest, however, it is up to the individual member to make the determination and declaration. It is recommended that a member seek legal counsel regarding determination of conflict of interest. This would be at the expense of the individual member. Should a commission wish to make a legal determination regarding conflict, by way of a resolution to the appropriate Board Standing Committee, the expense will be paid for out of the commission budget.

In many Electoral Area Commissions the number of volunteers available to serve are limited and many are active in several committees, societies and commissions. Being a member of another organization does not in itself mean there is a conflict of interest, if the item under consideration does not directly benefit the other organization. For instance being a member of a local trails society does not result in a conflict of interest if they are also a member of a CRD Parks and Recreation Commission. The only conflict would arise if the Parks Commission were to specifically be dealing with an item directly related to the trail society such as purchasing land.

9.0 BUDGETING AND FINANCIAL PLANNING

The *LGA* requires the Board to adopt a five-year financial plan bylaw. Each year the CRD prepares an updated five-year financial plan that represents the operation and capital needs of each service. Through this process, each service is reviewed and budgets are created based on approved work plans and priorities.

Because the financial plan that is approved by the CRD Board consists of the plans put forward by all CRD departments and commissions, most commissions go through a financial planning process.

Financial Planning (budgeting) is coordinated by the Senior Manager, Financial Services, who has a staff of financial specialists that sets the standards for formats and handles the data that goes into the final CRD financial plan. The requirement of the budgeting process is to manage each service’s budget as a separate entity with revenue matching expenditures.

9.1. CRD Financial (Budget) Planning Process

The financial planning process is standard for all services. In general, the process lasts from July to March of the following year when the CRD Board votes approval of a final financial plan. The process basically breaks into three phases.

Phase One – Development of a draft financial plan for the CRD commissions/departments. This will involve direct input from Commissions.

Phase Two – Combining of all CRD budgets into a preliminary financial plan for the whole CRD. In forming a preliminary financial plan, each department/commission plan goes through a series of reviews conducted by CRD Finance & Technology Services, operational staff and in some cases, the Electoral Areas Committee, to ensure that financial plans are reasonable, complete and accurate. Changes to the financial plan may occur at every stage of review. The Board reviews and approves a provisional plan prior to the start of the new budget year.

Phase Three – In this last phase, the preliminary financial plan is adjusted for actual surpluses/deficits and grants-in-place of taxes, then finalized and adopted by the CRD Board. The CRD Board must adopt the final five-year financial plan by the end of March. The budget