

Draft Conflict of Interest Policy

Effective Date: [Insert Date]

Approved by: 2026 CNSC Board of Directors

1. Purpose

The purpose of this Conflict of Interest Policy is to ensure that all decisions of the Caledonia Nordic Ski Club (CNSC) are made honestly, in good faith, and in the best interests of the Society and its members, as required under the BC Societies Act (the “Act”). This policy establishes procedures for identifying, disclosing, and managing conflicts of interest in accordance with Division 4 – Directors’ Conflicts of Interest (subsection 56–58 or as amended from time to time) of the Act.

2. Application and Scope

For the purposes of this policy, the term “members” of CNS includes:

- All directors of CNSC
- All employees of the CNSC
- All individuals performing functions of a director, whether formally appointed or not
- Coaches, committee members, and volunteers when acting on behalf of CNSC.

3. Definition of Conflict of Interest

A Conflict of interest exists when member has a direct or indirect material interest in:

- A proposed or existing contract or transaction with CNSC; or
- A matter under consideration by the Board that could reasonably conflict with their duty to act in CNSC’s best interests

Conflicts may be actual, potential, or perceived but must all be treated equally for disclosure purposes.

4. Statutory Duty of Disclosure

4.1 Mandatory Disclosure

A member must promptly disclose any direct or indirect material interest if:



- CNSC is considering a contract or transaction in which the member has an interest; or
- The member's personal interests may reasonably conflict with their duties as a member.

4.2 Timing and Method

- Disclosure must be made as soon as the member becomes aware of the conflict; and
- Disclosure shall be made verbally and/or recorded in meeting minutes, should the conflict and disclosure occur while regular meeting minutes are being recorded.

5. Restrictions on Participation (BC Societies Act Compliance)

Once a conflict is disclosed, the member:

- a. May leave the meeting during discussion of the matter;
- b. May abstain from voting; and
- c. Must not attempt to influence the decision in any way.

6. Accountability and Board Determination

The Board of Directors may:

- Determine whether the disclosed interest constitutes a conflict under the Act; and
- Decide whether the contract or transaction is fair and reasonable to the Society, as permitted under section 57 of the Act (or the relevant section, if the Act is amended from time to time).

7. Validity of Contracts and Transactions

A contract or transaction is not invalid solely because of a disclosed conflict if:

- Disclosure was made in accordance with the Act; and
- The conflict-of-interest procedures were followed; and
- The transaction was approved in good faith.



8. Record-Keeping Requirements

CNSC will:

- Record all conflict disclosures in Board or committee minutes; and
- Keep records at CNSC's registered office as required under Part 3 of the Act.

9. Gifts, Benefits, and Use of Information

Members and representatives must not:

- Accept gifts, hospitality, favours, discounts, payments, or other benefits that could reasonably be perceived as influencing, or appearing to influence, decisions;
- Use or disclose confidential CNSC information for personal benefit.

10. Breaches of Policy

Failure to comply with this policy may result in:

- Removal from office, subject to CNSC bylaws and the Act; and
- Other disciplinary action consistent with CNSC bylaws and other club policies.

11. Policy Review

This policy shall be reviewed from time to time or as required due to amendments of the Act or Regulations.

12. Acknowledgement

All members, including directors and applicable representatives, shall acknowledge they have read and agree to comply with this Conflict of Interest Policy, consistent with best practice for BC societies.

