

Conflict Of Interest And Disclosure Policy
Chinook Park-Kelvin Grove-Eagle Ridge Community Association (the “Association”)
Approved as of June 4, 2003 and Modified as of Feb 23, 2022

I. Purpose And Linkage To By-Laws Of The Association

This Conflict Of Interest and Disclosure Policy (“Policy”) is one of the “Policies and Procedures” contemplated by the By-Laws of the Association. It has been created to enable individuals involved with the Association to avoid conflicts of interest in their dealings with the Association.

This Policy is to be read in conjunction with the By-Laws of the Association in effect at the relevant time, and all terms defined therein shall have the same meaning when used in this Policy.

II. Background

Directors and other Members of the Association will be involved in various ways as volunteers in the leadership and day-to-day management and operation of the Association. It is acknowledged that there may be situations in which the interest of a Director or other Member coincides or conflicts with the interests of the Association. Consequently, it is important that effective disclosure and control procedures are established so that conflicts between the interests of a Director or other Member and the Association may be avoided or dealt with in an appropriate manner.

For the purpose of this Policy, a “Conflict of Interest” generally exists whenever an individual has an interest in an entity or matter which may influence or cloud his or her judgment as it relates to the discharge of that person’s responsibilities as a Director or a volunteer of the Association.

For the purpose of this Policy, any employee of the Government of Canada, the Government of Alberta or the City of Calgary also remains subject to the potential application of any code of conduct or ethics (or similar policy) established by that employer insofar as it also applies to that individual’s involvement with the Association.

It is acknowledged that Directors and other Members of the Association may wish to participate in the normal business and programming activities of the Association as individuals or through their business by such means as sponsorship of events or other activities. Except as restricted by this Policy, the By-Laws and other Policies and Procedures of the Association, such participation in the business and activities of the Association is permitted.

III. General Policy

Each Director and other Member of the Association is under a duty to act honestly and in good faith in his or her dealings with (or on behalf of) the Association, with the expectation that each such individual shall act in the best interest of the Association and shall exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

Each Director must exercise reasonable care to avoid any potential Conflict of Interest, and shall report any such potential Conflict of Interest to the President, Vice-President and Secretary of the Association as soon as possible after discovering it. The Executive shall promptly report any such potential Conflict of Interest to the Board for further review by the Board, together with any recommendation by the Executive that the potential Conflict of Interest not be regarded as a Conflict of Interest within the meaning of this Policy.

Subject to the other provisions of this Policy, no Director shall:

- (a) use that position or the knowledge gained therein in such a manner which is, or is likely to be, in conflict with the interests of the Association, or for personal gain;

- (b) accept any payments, gifts, entertainment or other favours of more than nominal value that might reasonably be perceived as likely to interfere with or influence the exercise of independent and objective judgment of that Director in the best interests of the Association; or
- (c) participate in any decision or activity on behalf of the Association if such decision or activity involves any subject matter in which that Director has a Conflict of Interest.

IV Disclosure Requirements

The disclosure requirements in this Policy apply to each Director with respect to any contract proposed to be entered into by the Association with: (i) that Director; (ii) a Legally Related Person to that Director; (iii) any person who is a business partner or employee of that Director; or (iv) the employer of that Director.

Each Director shall, with respect to any proposed contract described in the preceding paragraph:

- (a) disclose the nature and extent of that Director's involvement in that contract or that Director's relationship to the party to that contract, as applicable;
- (b) not participate in any formal or informal discussion of that contract with other Directors, including informal persuasion or other lobbying to influence the vote of any Director on the approval of that contract; and
- (c) not be in attendance during that portion of the Board meeting at which that contract is discussed and voted upon by the Board.

V Acknowledgement Of Requirement To Comply With This Policy

Upon commencement of each term of involvement, each Director must evidence knowledge of this Policy and compliance with it by signing an acknowledgement in the form of the Schedule attached to this Policy, or any replacement for that Schedule.

Failure to comply with the requirements of this Policy represents a breach of the Policies and Procedures of the Association for the purpose of Article 7.3.2 of the By-Laws.

Schedule

Evidence Of Acknowledgement And Requirement To Comply With Policy

I have read and understand the Conflict Of Interest And Disclosure Policy of the Association.

I agree with this Policy and realize that compliance with it is a responsibility of my involvement as a Director of the Association. I acknowledge that non-compliance with this Policy may result in my removal as a member of the Board of Directors pursuant to the By-Laws of the Association.

Signature of Director

Date

Signature of Witness

Date