

Conflict of Interest Guidelines: PlanH Grant Recipients

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Purpose

The purpose of this policy is to provide guidance to BCHC program grantees and BCHC staff on handling conflicts of interest when they arise in relationship to a grant administered by BC Healthy Communities Society.

Definitions

"Conflict of Interest": A conflict occurs where a decision-maker has a private interest, or the appearance of private interest, in the outcome of the decision.

"Decision-maker": a person who has a vote on a matter due to their elected position, or who has decision making authority due to their staff position.

Scope

This policy applies to all grant recipients and partner agencies funded by BCHC programs, and staff of the grant recipients and partner agencies directly involved in managing grant-funded activities. This includes persons authorizing grant spending, budgeting, or contracts related to grant-funded activities.

Policy

Related legislation

Most grantees will be bound by legislation or procedural guidelines that describe their responsibilities in relation to conflict of interest. BCHC uses these guidelines as a standard.

For municipal governments, regional districts and the Island's Trust: *Community Charter*:

Legislation: https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/03026_01#part1

Guidelines on conflict of interest: <https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/conduct-of-locally-elected-officials/ethical-standards/recognizing-potential-conflicts-of-interest>

For non-profit organizations, the *Societies Act*

Legislation *Societies Act Division 4, Section 56 Disclosure of Directors Conflict of Interest*:

https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/15018_01#division_d1e4256

Indigenous governments have laws, policy and protocol covering conflict of interest. Each indigenous government follows their own protocol for conflict of interest.

Types of conflict that can arise

- Applicant is a local government partnering with a non-profit organization, and a local government councillor also has a job with the non-profit organization

- Lead contact for an applicant is a married to a contractor who bids on a grant-funded contract

Procedures

Where a grantee is in a conflict of interest, they will first ensure they have followed the requirements set out in the applicable legislation for their government or organization. They will then notify BCHC, in writing, of the conflict and the steps taken to address the conflict in accordance with that legislation.

Example:

Nature of the conflict:

A Village council member's primary job is working for a local non-profit.

The local non-profit will partner on the grant and will receive some revenues from the grant budget.

Steps to address conflict:

The Village Council member declares conflict in accordance with Community Charter protocol.

The grant holder writes an email to BCHC to describe nature of conflict and steps taken to follow protocol.

Where BCHC receives a disclosure of conflict of interest, this disclosure will be filed in the grant community's communication folder, in accordance with BCHC records and archive policy.

The staff member receiving the notice of conflict of interest will confirm receipt by email and cc the Executive Director.