



Executive Committee: Meeting Summary

FOR INFORMATION

This document provides a summary of the Executive Committee on January 28, 2022. The full minutes of this meeting will be approved at the next meeting and circulated.

Discussion and Information Items

Executive Committee was asked to provide direction on several conflict of interest-related matters to support by-law revisions and policy development.

Council and Committee Eligibility Criteria

- At the last College election, some candidates stated they held a position of responsibility in international organizations. Under the current by-laws, Council and Committee eligibility criteria pertain to positions of responsibility in a national or provincial association.

The Executive Committee agreed to a general ‘catchall’ provision that would address conflicts with holding a position of responsibility in any organization and/or group whose mandate or interests conflict with the College.

Cooling-Off Periods

- The Executive Committee was asked to consider the appropriate minimum time before an individual can be elected to Council or appointed to a Committee after holding a position that could create an actual or perceived conflict of interest with respect to their Council or Committee duties (i.e.



cooling-off period). The Executive Committee agreed that the cooling-off period should be three years.

Duty to Report Council and Committee Members' Conflict of Interest

- The Executive Committee agreed that all Council and Committee members have a responsibility to report another Council or Committee member who is breaching fiduciary duty by not declaring a conflict. They should get advice from the Registrar. However, it recognized that this could place the Registrar in a difficult position given his reporting relationship to Council.

Currently, the by-laws are silent on the duty and appropriate procedures. Staff will prepare a policy for Council's consideration at its March 10, 2022 meeting. It will be important to emphasize reporting conflicts of interest as a fiduciary duty in education and orientation sessions.

Consequences for Failing to Declare a Conflict of Interest

- The Executive Committee agreed that there should be a defined mechanism/process put in place to manage failing to declare a conflict of interest.

The Executive Committee discussed the requirements in the CPMF relating to Conflict of Interest.

Conflict of Interest Requirements for Public Members

- The Executive Committee agreed that public members are considered equal voting members to elected members of Council and therefore should complete the same conflict of interest declaration form. It recommended that public members complete the declaration form when they are first appointed to the College.

In addition, Executive Committee agreed that any person involved in work with the College should be expected to complete a declaration form.

Membership of ICRC

- On January 20, 2022 Dr. John Lau, a non-Council committee member, resigned from his position on the Inquiries, Complaints and Reports Committee (ICRC).



The Executive Committee agreed it would be appropriate to delay appointing a new member to the ICRC until the next Council election. In the meantime, other non-Council committee members on ICRC will be assigned the panel appointments.

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