

**APPENDIX II - ANNUAL MEMBER CONFLICT OF INTEREST
ACKNOWLEDGEMENT & DECLARATION**

In accordance with the requirements of Article XIV of the
Toronto Catholic Parent Involvement Committee Bylaws:

I _____ hereby affirm
(Name of Committee Member)

that I:

- 1) Have in my possession or have received a copy of the Toronto Catholic Parent Involvement Committee Bylaws, as revised;
- 2) Have read and fully understand the obligations and requirements contained within Article XIV and the TCDSB Conflict of Interest Policy;
- 3) Agree to comply with the requirements and spirit of those requirements;
- 4) Understand any disciplinary actions that may arise in the event I am found to have breached the Article, in whole or in part.

Specific business or affiliations which I have which may relate to the business and activities of CPIC are:

(Signature of Committee Member)

(Date DD/MM/YYYY)

ARTICLE XIV – CONFLICT OF INTEREST

14.0 To be consistent with [Ontario Education Act Regulation 612/00 s(43)] each Member will annually sign Annual Member Conflict of Interest Acknowledgement and Declaration found in Appendix II.

14.1 Responsibility of Members

14.1.1 A Member shall not accept favours, economic benefits or payment from any individual, organization, or entity known to be seeking business contracts with CPIC or benefit financially through Committee involvement.

14.1.2 An Member, Officer or Parent may not use his or her position with respect to the Committee, or confidential insider information obtained by him or her relating to the Committee, in order to achieve a financial benefit for himself or herself or for a third party.

14.1.3 It is the responsibility of the Member to declare their interest at the Inaugural Meeting or at any Meeting that a matter may be related to a potential Conflict of Interest.

14.1.4 In all other respects, CPIC shall follow the conflict of interest policies of the TCDSB and any applicable laws.

14.2 Duty to Declare

14.2.1 Where a Committee Member believes an actual or potential Conflict of Interest is likely to occur, the Member shall immediately declare that fact and shall recuse himself/herself before any discussion, deliberation, vote or resolution on the matter is made.

14.2.2 In the event of such a declaration, the Member shall state the reason for the declaration, which shall be noted in the Minutes of the Meeting.

14.3 Allegations of Conflict of Interest

- 14.3.1 Any Member of the Committee, the TCDSB or the Toronto community may suggest to the Chair of the Committee that a Conflict of Interest involving a Committee Member has occurred.
- 14.3.2 The Chair of the Committee shall immediately inform the Executive Officers of the Committee and the Director of Education.
- 14.3.3 The Chair (or Vice-Chair if the Chair is involved) of the Committee and the Director of Education shall review the allegation and make a determination based on available information and materiality of the issue.
- 14.3.4 If the decision of the Chair and Director of Education is not unanimous, then the matter will be referred to a Special Subcommittee, which will be established of not more than four (4) Members none of whom may be parties to the dispute.
- 14.3.5 The findings of the Special Subcommittee will be presented to the Committee in a formal report.

14.4 Violations of the Conflict of Interest Policy

- 14.4.1 If the Committee has reasonable cause to believe that a Member has failed to disclose an actual or possible Conflict of Interest, it shall inform the Member of the basis for such belief and afford the Member an opportunity to explain the alleged failure to disclose.
- 14.4.2 If, after hearing the response of the Member, and making such further investigation as may be warranted in the circumstances, the Committee determines that the Member has in fact failed to disclose an actual or potential Conflict of Interest, it shall determine appropriate disciplinary and corrective action.
- 14.4.3 Disciplinary actions may include suspension or removal of a Member from their held position, office or Subcommittee.