

Policy P-011  
Executive Committee  
Approved by Council: February 18, 1995  
Amended: November 15, 1996, November 26, 2004, and  
September 11, 2007

*Note to Readers: In the event of any inconsistency between this document and the legislation that affects chiropractic practice, the legislation governs.*

### Intent

To determine and define circumstances in which a conflict of interest may exist or arise for CCO Council so the Council member may declare the conflict and take appropriate action.

### Description of Policy

It is considered a conflict of interest for a member of Council to use his/her position on Council to:

- further or promote any activity, service or product in which the member of Council (or any member of his/her immediate family) has a financial interest;
- obtain, by virtue of his/her position on Council, any benefit, privilege, money, appointment, employment or any other personal gain;
- be employed (either full-time or part-time) by any chiropractic association/society or any other health profession Council or association (this excludes a teaching position at CMCC or the facilitation/presentation of a seminar, conference or workshop for which a per diem and/or expenses will be paid);
- campaign publicly for or on behalf of any person, other than himself/herself:
  - (a) in any election to CCO Council; or
  - (b) in any other political election in Ontario.

[For example, it would be inappropriate for a candidate to use election material which includes comments such as “endorsed by Dr. X, CCO Committee Chair,” etc.].

- receive information as a Council or committee member which is, in turn, used for a personal benefit; or
- evaluate or take part in an evaluation of staff members when the Council member has a personal or professional relationship with the staff person outside the office.

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## Procedure

### Personal Conflict

Where a member of Council or of a committee has a personal interest in a matter coming before the Council or the committee, the member shall declare a conflict prior to the matter being considered by Council or the committee, and the member shall not participate in the discussion of the matter, nor vote on the matter, and if the particular meeting is NOT open to the public, the member with the conflict shall leave the room during the discussion and vote on the matter.

### Committee Conflict

A member of the Registration, Complaints and/or Discipline committees who finds himself/herself faced with a conflict of interest shall disclose the situation to the committee for decision and, in the case of the Discipline Committee, the disclosure will also be made to both Counsel. The decision as to whether the member is in a conflict situation will be determined by the committee as a whole.

### Family/Relationship Conflict

A member of Council or of a committee shall not participate in the investigation, assessment or hearing of a chiropractor to whom the member is related to by blood, marriage, adoption, or who is a partner or associate of the member being investigated, or who is engaged in a relationship or strong friendship with the member being investigated which might reasonably impair the member's objectivity.

### Threats

A member of Council shall neither threaten nor make promises or agreements related to their position on Council.

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### Recording of Conflict in Minutes

The minutes of every meeting or hearing where a conflict of interest or a potential conflict of interest has been disclosed shall record the information.

### Reporting of Conflict in Minutes

The reputation and high standards of the Council must be protected. Therefore, members of Council will avoid and/or report to Council any situation that could lead to a real or apparent conflict of interest which exists or may arise.

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**Complaints**

Where any member of Council, a non-Council committee member, peer assessor, investigator or anyone associated in an official capacity with CCO, has an official complaint registered against him/her, and that complaint has been validated by the Registrar as being within the jurisdiction of CCO, and the complaint has been referred by the Complaints Committee to either the Quality Assurance, Executive or Discipline committees, that member shall be considered to be in a conflict of interest and shall not be active on Council or any committee until the complaint has been disposed of. Should this occur, the member of Council or non-Council committee member has the right to a most expeditious process.