

## **Arts Committee**

### **Conflict of Interest Guidelines**

#### **Preamble**

In recognition of both the impartial and objective expert guidance the Arts Committee receives from artists and community members who assume the role of artistic assessors/advisors as well as the challenges and inherent restrictions placed upon these same individuals in assessing and recommending grant applications in a conscientious and ethical manner, the Arts Committee has adopted the following Guidelines as a general standard for all artistic assessors and advisors to be applied to real as well as perceived conflict of interest situations.

#### **Application**

These guidelines shall apply to all artistic assessors and advisors participating in the assessment and recommendation of any grants applications made under any programs overseen by the Arts Committee.

#### **Policy Statement**

It is the policy of the Arts Committee to endeavour to ensure that any possible artistic assessors/advisors are not placed in potential conflict of interest situations which may be seen to compromise the integrity of the arts grants process. Therefore, while selecting artistic assessor/advisor candidates, the Arts Committee shall have reference to these general guidelines as well as the following provisions:

A member of an arts assessor panel shall not include any of the following individuals:

- (a) a grant applicant in the specific discipline being assessed by the arts assessor panel;
- (b) an officer, director, employee or staff or board member of a group, organization or association applying for an arts grant;
- (c) a spouse, live-in partner, child or parent of an arts grants applicant.

#### **Guidelines for Conduct**

Artistic Assessors and/or advisors shall not:

- (a) engage in any business or transaction or have a financial or personal interest which is incompatible with the discharge of their official duties;
- (b) place themselves in a position where they are under obligation to any person who might benefit from special consideration or favour on their part or who might seek in any way preferential treatment;
- (c) accord, in the performance of their official duties, preferential treatment to relatives or to organizations in which they or their relatives have an interest, financial or otherwise;

- (d) deal with an application to the Regional Corporation for a grant, award or other benefit involving their spouse, live-in partner, child or parent;
- (e) place themselves in a position where they could derive any direct or indirect benefit or interest from any matter about which they can influence decisions; and
- (f) benefit from the use of information acquired during the course of their official duties which is not generally available to the public.

### **Hospitality**

Artistic assessors/advisors shall not accept gifts, hospitality, or entertainment that could reasonably be construed as being given in anticipation or recognition of special consideration by the artistic assessor/advisor.

### **Disclosure**

Whenever an artistic assessor/advisor considers that they could be involved in either a real or perceived conflict of interest as prohibited by these Guidelines, they shall disclose the situation to the Arts Committee or the person designated thereby, and shall abide by any decision made by the Arts Committee or the designated person with respect to such conflict of interest, without recourse.

Where an artistic assessor/advisor believes or has been advised that they have or may have a conflict of interest in a particular matter, s/he shall:

1. Prior to any consideration of the matter, disclose his/her interest and the general nature thereof;
2. Leave the room for the duration of time that the matter is being considered;
3. Not take part in the discussion of, or vote on any question or recommendation in respect of the matter; and,
4. Not attempt in any way whether before, during or after the meeting to influence the voting on any such question or recommendation.

### **Implementation**

In order to ensure that all prospective artistic assessors/advisors candidates are familiar with these Guidelines, information letters requesting that candidates apply for art assessor panels shall include a copy of these Guidelines.

Furthermore, once the artistic assessor/advisor has been approved by the Arts Committee, a subsequent copy of these Guidelines will be sent to them with a written undertaking for each artistic assessor/advisor to read and execute prior to them receiving any information or participating at all in the grants assessment process.