



## Candidate for Membership-Elected Trustee: Statement of Declaration

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Reference is made to the Royal Ontario Museum Membership-Elected Trustee Management Practice (the “**Management Practice**”) in respect of the upcoming election for a membership-elected trustee position on the Board of the ROM.

The undersigned hereby declares and confirms that the undersigned:

1. has received and reviewed a copy of the Management Practice;
2. satisfies each of the Candidate Eligibility criteria set forth in the Management Practice;
3. has received a copy of the Board Trustee Role Description and understands the responsibilities identified;
4. acknowledges that if elected to the ROM Board he or she will be required to sign a Conflict of Interest Duties and Restrictions confirmation in the form or in substantially the form of Appendix I hereto, and that as of the date hereof he or she is not in a conflict of interest position with respect to the ROM;
5. has submitted a Candidate Submission Package to the ROM Board Office in accordance with the Management Practice; and
6. has and will comply with the provisions of the Management Practice.

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Name of Candidate

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Date

## Appendix I

### Conflict of Interest Duties and Restrictions

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When carrying out your duties as a Trustee, you may find yourself in a real or potential conflict of interest (COI). COI includes any situation where a Trustee's private interests may be in conflict with his or her Trustee responsibilities.

COI rules assist Trustees to act appropriately and honourably in all situations, and clarify duties and restrictions for all Trustees. For Trustees working in public bodies, these duties and restrictions are set out in either the rules found within [Ontario Regulation 381/07](#) under the [Public Service of Ontario Act, 2006](#) (PSOA) or in the [COI rules](#), if any, approved and publicised by the Conflict of Interest Commissioner (COIC) that specifically apply to our agency.

#### Rules for current Trustees

COI rules include prohibitions on Trustees from:

- using their position to benefit themselves, their spouse or their children
- accepting gifts
- disclosing or using confidential information
- giving preferential treatment
- hiring or contracting with their spouse, children, parents or siblings
- engaging in outside activities in certain circumstances, including where the outside activity conflicts with their public service duties or if government resources are used
- participating in decision making under certain circumstances

You are required to promptly disclose any actual or potential conflicts to me. As your ethics executive, I may investigate the matter and while doing so will work closely with the Governance Committee. We will provide you with a determination and may give you directions to address a current or potential conflict of interest.

#### Rules for current Trustees regarding matters that might involve the private sector

If you, in your duties as a Trustee, routinely work on “matters that might involve the private sector” (e.g. privatizations, divestments, public-private partnerships), and have access to confidential information about those matters obtained during the course of your work, you are also obligated to submit a financial declaration to the COIC and to refrain from certain purchases. A financial declaration [form](#) is available from the Office of the COIC.

#### Rules for former Trustees

There are also post-service COI restrictions for employees and appointees who leave the public service. All former Trustees are prohibited from disclosing or using confidential information, from seeking preferential treatment and from advising or assisting any person or entity in connection with specified matters. Limitations are also placed on Trustees and certain senior employees in regards to post-service employment and the ability to lobby former ministries/public bodies for a period of 12 months.

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**Resources**

Resources are available on the [Agency Network Solutions \(AGNES\)](#) internet site to help public servants understand the applicable COI duties and restrictions. Once logged in, select “Human Resources” and then “HR Resources, Tools and Guides” for information on COI and other aspects of the PSOA. Additional resources are also available on the Office of the COIC [website](#).

For any other questions about this matter, please contact the ROM Board Office, 416.586.5886, [board@rom.on.ca](mailto:board@rom.on.ca).

**I herby confirm I have read, understood and accept the above information and that I am not in a current or potential conflict of interest position with respect to the ROM.**

\_\_\_\_\_  
ROM Trustee

\_\_\_\_\_  
ROM Chair of the Board of Trustees

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

*Approved by:* Governance Committee  
*Date approved:* May 2015  
*Date approved:* December 10, 2019 (*housekeeping changes*)

*Confirmed annual by Trustees*