



SUBJECT CONFLICT OF INTEREST ADMINISTRATOR ANNUAL REPORT FOR 2016

MEETING DATE FEBRUARY 14, 2016

Forwarded to the Board of Governors on the Recommendation of the President

**APPROVED FOR
SUBMISSION**

Santa J. Ono, President and Vice-Chancellor

For Information

Report Date January 13, 2016

Presented By Hubert Lai, Q.C., University Counsel

EXECUTIVE SUMMARY

CONFLICT OF INTEREST ADMINISTRATOR ANNUAL REPORT FOR 2016

The Code of Conduct for Members of the Board of Governors (the “Code”) calls for a written report on the administration of the Code to be submitted by the Conflict of Interest Administrator of the Board of Governors. The Honourable Kenneth J. Smith was the Conflict of Interest Administrator from January 1, 2016 to December 31, 2016 and a copy of his report for the 2016 calendar year is attached.

ATTACHMENT: Report of the Administrator Pursuant to Section 7 of the Code of Conduct for Members of the UBC Board of Governors for the Calendar Year 2016

Report of the Administrator Pursuant to Section 7 of the Code of Conduct for Members of the UBC Board of Governors for the Calendar Year 2016

This is my report on the administration of the *Code of Conduct for Members of the Board of Governors* during the 2016 calendar year as required by s. 7.3 of the *Code*.

I am pleased to report that all Governors filed acknowledgments of receipt of copies of the *Code* and individual Form B conflict disclosure forms as they were required to do by s. 4 of the *Code*.

Nothing arising out of the conflict disclosures required my attention save for a potential conflict of interest that arose with respect to one Governor. I met with the Governor and was satisfied that the Governor was aware of the potential conflict and was prepared to manage it appropriately if it should arise. Aside from that one instance, no issues arose that would have required any action to be taken pursuant to the *Code*.

Aside from my responsibilities set out in the *Code*, I was also asked by University Counsel, Hubert Lai, Q.C., to review and comment on some draft revisions to the *Code* he had prepared. I did so and provided some suggestions that I hope were helpful.

This report marks the end of my two-year tenure as Administrator under the *Code*. I wish to thank Hubert Lai and Reny Kahlon for their assistance during my term. It has been a pleasure working with them and for the Board in what has been a very interesting experience.

Hon. Kenneth J. Smith, Administrator

January 4th, 2017