

Conflict of Interest	Policy	G9
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	Approval	Angie Bruce

What is the policy?

This policy sets out guidelines for handling conflict of interest situations, pursuant to the Conflict of Interest regulation 245/2006 and The Municipal Council Conflict of Interest Act M255 which applies to all members of council. Assets and interests which must be disclosed by a member of council on their statement is in accordance with section 10 of the said act.

Community responsibilities

- Duties of the community administrative officer:
 - (a) keep a written record of all disclosures (see Appendix G9-A Statements of Assets and Interests) and forward a copy to the regional office
 - (b) advise council when matters coming before it may create a conflict of interest for any members of council, based upon the information each member of council has disclosed in accordance with the legislation
 - (c) respond to inquiries from any member of council to clarify what disclosures have been presented by that member of council
 - (d) where any member of the public provides details of a possible violation of the policy, by a member of council, and identifies the specific asset or interest causing the conflict, the community administrative officer will examine the filing by the member of council and inform the person in writing, whether or not the statements disclose the specific asset or interest
 - (e) make publicly available the statement filed by each member of council when requested (no copies can be distributed to the public)

- Role of and Effect Upon Council:

When it is disclosed that a member of council may have a conflict of interest in a particular matter, but does not withdraw from the council meeting, it shall be put to a vote. After answering questions posed by other members of council, the member of council involved shall temporarily withdraw from the meeting to permit discussion and voting by remaining members of council. If council decides there is a conflict, it is binding upon the member of council.

If no conflict is found, the matter shall be referred to the regional office for decision. The decision is binding on the council and the member of council concerned.

The council minutes shall document all situations where a member of council has declared (or has been found by a majority of members of council to have) a conflict of interest in a matter. The member of council must complete a disclosure (see Appendix G9-B Disclosure of Interest of a Member of Council During a Meeting).

Where the withdrawal of a member(s) of council due to a conflict of interest results in a reduced quorum, provided that the reduced quorum is not less than two people, the council may continue to deal with the matter. When the quorum is reduced to less than two, the matter shall be tabled and the council may refer to the appropriate regional office for directions to proceed.

Other information

- Appendix G9-A Statement of Assets and Interests
- Appendix G9-B Disclosure of Interest of a Member of Council During a Meeting