

Conflict of Interest	Policy	G9
	Effective Date	April 2002
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What is the policy?

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

Community responsibilities

- Duties of the community administrative officer (CAO):
 - (a) keep a written record of all disclosures (see Appendix G9-A Statements of Assets and Interests) and forward a copy to the Northern Affairs Branch (NAB) regional office
 - (b) advise council when matters coming before it may create a conflict of interest for any council members, based upon the information each council member has disclosed in accordance with the legislation
 - (c) respond to inquiries from any council member to clarify what disclosures have been presented by that council member
 - (d) where any member of the public provides details of a possible violation of the policy, by a council member, and identifies the specific asset or interest causing the conflict, the CAO will examine the filing by the council member 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 council member when requested (no copies can be distributed to the public)

• Role of and Effect Upon Council:

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

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

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

Where the withdrawal of a council member(s) due to a conflict of interest results in a reduced quorum, provided 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 must be tabled and the council may refer to the appropriate NAB 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