

## SUPPLEMENTAL CONFLICT OF INTEREST GUIDELINES

### Community Services Advisory Board

#### **Preamble:**

On February 24, 2000, the Community Services Advisory Board adopted “Ethical Guidelines for Citizens who Serve on City Board, Agencies and Committees”. The following conflict of interest guidelines are supplemental to the Ethical Guidelines and are intended to articulate more specifically what may represent a conflict of interest for Board Members in their roles related to the Community Investment Grant Programs and the Family and Community Support Services Funding Program. These roles include developing funding priorities and recommending grant awards.

#### **Guidelines:**

A) In the event that a Member perceives he/she has a Conflict of Interest the Member shall:

1. Fully disclose the Conflict of Interest;
2. Be absent from the portion of any Meeting while the matter is dealt with;
3. Refrain from making, seconding or voting upon any motion with respect to the matter.

The Member’s absence from the meeting and voting will be noted in the minutes.

B) It is recognized that Members are part of the general community and that matters may come before the Board which affect the general community. The preceding is not applicable to a Member who has a conflict of interest by reason only of being part of the general community.

C) A Member is in a conflict of interest position if:

1. The matter before the Board could monetarily affect the Member or an agency in which the person is a staff member, board member, or paid consultant
2. The Member knows, or should know, that the matter could monetarily affect the Member’s family.

Member’s family means the member’s spouse, the member’s children, the parents of the member and the parents of the member’s spouse. *Note: s. 169 of MGA defines spouse for purposes of conflict of interest; includes “common-law”, as does not require marriage.*

Community Services Advisory Board – Supplemental Conflict of Interest Guidelines

---

- D) Members who are affiliated with an agency, as described in C.1, that intends to apply for funding in the next 12 month period, or is currently receiving funding from a program which the CSAB is involved with, shall be considered to be in a conflict of interest. The Member shall not participate in committees, sub-committees or other Board activities that involve the formulation of funding policy or funding recommendations for their sector.

**BREACHES OF THESE GUIDELINES:**

- A) Each Member has a responsibility for the proper conduct of the affairs of the Board and compliance with these regulations:
- B) The determination of whether or not a breach of these Guidelines has occurred shall be made by a two-thirds majority decision of the Board and in the event of any breach of the Guidelines by any Member, the Board may impose any or one or more of the following remedies:
1. Warn the Member to terminate any ongoing breach and warn the Member not to commit a subsequent breach.
  2. Reprimand the Member; and
  3. Request that City Council revoke the appointment of the Member.
- C) A Member against whom an allegation of a breach of the Guideline has been made shall not vote on a resolution under this section.

Approved: November 23, 2000  
Community Services Advisory Board

## Ethical Guidelines for Citizens Who Serve on City Boards, Agencies and Committees

---

The proper operation of democratic local government requires that persons appointed by Edmonton City Council to its boards, agencies and committees be independent, impartial and duly responsible through Council to the people of Edmonton.

Accordingly it is the purpose of these guidelines of conduct to outline certain basic rules for persons appointed to boards, agencies and committees so that they may carry out their entrusted duties with impartiality and dignity, recognizing that the function of board and agency members is, at all times, service to their community and the public.

To further these objectives, certain ethical principles should govern the conduct of persons appointed to boards, agencies and committees in order that they shall maintain the highest standards in public office and faithfully discharge their duties.

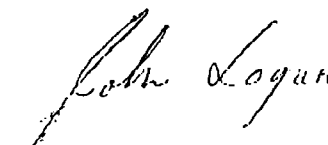
### **Persons Appointed to the Community Services Advisory Board shall:**

1. Govern their conduct in accordance with the requirements and obligations set out in the municipal legislation of the Province of Alberta and the bylaws and policies of the City of Edmonton.
2. Not use confidential information for the personal profit of themselves or any other person.
3. Not communicate confidential information to anyone not entitled to receive it.
4. Not use their position to secure special privileges, favours, or exemptions for themselves or any other person.
5. Disclose the general nature of any pecuniary (financial) interest in any matter coming before the board or agency or committee, if that interest is not a common interest held by other members of the body, and abstain from any discussion or voting on the issue.
6. Preserve the integrity and impartiality of their board or agency and of City Council.
7. For a period of twelve months after leaving a board or agency, abide by the ethical standards of conduct listed above, except those related to confidential information, which shall apply in perpetuity.

Persons appointed to boards, agencies and committees should not assume that any unethical activities not covered by or specifically prohibited by these ethical guidelines of conduct, or by any legislation, are therefore condoned. If in doubt about actions they may be contemplating, appointees are encouraged to seek advice from the Chair of their board or agency or from the Office of the City Clerk or the Law Department.

Members of the Community Services Advisory Board agree to uphold the intent of these guidelines and to govern their actions accordingly.

Adopted by resolution this 24th day of February 2000.



Chair of Board or Agency

\*Based on the document "Ethical Guidelines of Conduct for Members of Council" from the Alberta Urban Municipalities Association

