

# Conflict of Interest Declaration Procedure

## 1. Introduction

The Safety Codes Council (Council) is responsible for supporting the Minister of Municipal Affairs (Minister) in the administration of the safety codes system and the delivery of key programs and services. The Council is overseen by a Board of Directors (Board), and the decisions of the Board and Council operations must be viewed by **members, employees**, and external stakeholders as legitimate and in the best interest of Albertans.

Board **members** and **employees** must avoid any actual, potential, or perceived conflicts of interest that may cast doubt on the legitimacy of their decisions.

## 2. Purpose

The purpose of this procedure is to establish the actions required by **members** and **employees**, to disclose any actual, potential, or perceived conflicts of interest and identify the steps that will be taken to manage conflicts of interest in order to effectively mitigate risk for the Council.

## 3. Definitions

**conflict of interest:** means any actual, potential, or perceived situation where an impartial observer might reasonably question whether the actions or decisions made by the person would be influenced by a consideration of the person's own financial or personal interest or that of a family member.

**employee:** means a person engaged by the Council to perform a service in accordance with an employment agreement.

**member:** means an individual appointed to the Council by the Board or the Minister.

## 4. Procedure

- 4.1. Each **member** must conduct a **conflict of interest** self-assessment and complete, sign, and submit a *Conflict of Interest Declaration Form* upon appointment and every three years thereafter. **Employees** who have executive, managerial or supervisory duties must also conduct a **conflict of interest** self-assessment and complete, sign, and submit a *Conflict of Interest Declaration Form* upon employment and annually thereafter. The form will be used to either identify the details of the actual, potential, or perceived conflict or indicate that no conflicts exist. The report is to be submitted as follows:



- 4.1.1. **Members** and the President and Chief Executive Officer (CEO) are to submit the report to the Board Chair.
- 4.1.2. Executive, managerial, or supervisory **employees** are to submit the report to the President and CEO.
- 4.1.3. The self-assessment report must be submitted within one month of the appointment of the **member** or employment with the Council as prescribed in 4.1.
- 4.1.4. If an individual becomes aware of a **conflict of interest**, they must immediately report the issue to the Board Chair or President and CEO, as appropriate.
- 4.1.5. When the actual, potential, or perceived **conflict of interest** involves the Board Chair, the Chair will conduct a **conflict of interest** self-assessment and submit a report to the Chair of the Human Resources and Governance and Committee.
- 4.2. If a **conflict of interest** is declared, the Board Chair or President and CEO will take appropriate steps to manage the **conflict of interest** to mitigate risk to the Council.
  - 4.2.1. The Board Chair may seek the advice of other Board **members** prior to determining how to proceed.
  - 4.2.2. The President and CEO may seek advice of the Board Chair prior to determining how to proceed.
  - 4.2.3. Where a **conflict of interest** is declared by the Board Chair, the Chair of the Human Resources and Governance Committee will take appropriate steps to manage the **conflict of interest** and may seek advice of other Board **members** prior to determining how to proceed.
  - 4.2.4. The *Conflict of Interest Declaration Form* will be used to document the mitigating actions required and will be signed off by the individual making the declaration and the Board Chair, President and CEO, or the Chair of the Human Resources and Governance Committee, as appropriate.
- 4.3. The **conflict of interest** will be managed in a manner that considers, serves, and protects the interests of the Council and that is capable of withstanding the test of reasonable and independent scrutiny.
- 4.4. Contraventions of this procedure by **members** and the President and CEO will be addressed by the Board on recommendation of the Human Resources and Governance Committee. When the issue of non-compliance involves the Board Chair, the matter will be addressed by the Minister on the request of the Board. Contraventions of this procedure by **employees** will be addressed by the President

and CEO.

## 5. Authority

This procedure is established by the Board under Section 19 of the *Safety Codes Act* and Article 4.2 of the Council Bylaws.

## 6. Scope

This procedure applies to **members** and **employees**.

## 7. Related Policies and Procedures

- 1.3 Code of Conduct and Ethics Policy
- 1.3.2 Code of Conduct and Ethics Declaration Procedure

## 8. Version History

Date	Notes
January / 01 / 2019	New procedure
September / 20 / 2019	Updated content for acknowledgement timelines
October / 21 / 2020	Update for governance changes and documentation standards



**Conflict of Interest Declaration Form**

Name: \_\_\_\_\_

I, \_\_\_\_\_ [name], hereby declare:

- no conflict of interest exists; or
- the following actual, potential, or perceived conflict of interest exists:

1. Description of the situation giving rise to the actual, potential or perceived conflict of interest:
  
2. Name of the company(s) or individual(s) involved with the actual, potential, or perceived conflict of interest:
  
3. Nature of personal interest or involvement with company(s) or individual(s):

\_\_\_\_\_  
Signature of Council member or employee

\_\_\_\_\_  
Date (DD/MM/YY)

4. The following actions will be taken to mitigate the actual, potential, or perceived conflict of interest:

The undersigned hereby acknowledge the above noted actual, potential, or perceived conflict of interest and agree to the above noted actions to be taken to mitigate the actual, potential, or perceived conflict of interest.

\_\_\_\_\_  
Signature of Council member or employee

\_\_\_\_\_  
Date (DD/MM/YY)

\_\_\_\_\_  
Signature of the Board Chair or President and CEO

\_\_\_\_\_  
Date (DD/MM/YY)