

Governance Procedure P-01

Pecuniary Conflict of Interest Procedure

Procedure Purpose

The Pecuniary Conflict of Interest Procedure will give guidance to Board, Committee and sub-Committee Members (Members) and CMRB Administration staff ("Staff") in the event they encounter a Pecuniary Conflict of Interest.

Scope

This procedure applies to all Members and Staff of the Calgary Metropolitan Region Board. Calgary Metropolitan Region Board Governance Policy G-03, Conflict of Interest Policy, outlines situations which constitute a Conflict of Interest. Specifically, this Procedure addresses a situation which may arise if a Board, Committee or Staff member encounter a Conflict of Interest with respect to pecuniary interests.

Procedure

1. Recusal

In the event that a Member or Staff identify a Conflict of Interest under the Pecuniary Interests section of the Conflict of Interest Policy, the individual must recuse themselves from the decision-making process relating to the topic.

1.1 Board, Committee or sub-Committee Members

In the event of a Pecuniary Conflict of Interest, Members will recuse themselves from voting on an issue and their alternate will attend any meetings where the issue is to be discussed and will vote on the matter.

1.2 Board Chair

In the event of a Pecuniary Conflict of Interest the Board Chair will refrain from discussing the issue with staff and will recuse themselves from chairing the portion of a meeting where the issue is being discussed. In this event the meeting will be chaired by the Vice Chair of the Board.

1.3 Staff Members

a) In the event that a staff member, other than the Chief Officer, encounters a Pecuniary Conflict of Interest they will inform the Chief Officer of the conflict and recuse themselves from working on the issue. The Chief Officer will assume the responsibility of the staff member for managing the issue through to completion.

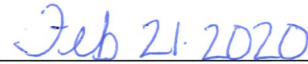
b) In the event that the Chief Officer encounters a Pecuniary Conflict of Interest they will inform the Board Chair and will recuse themselves from working on the issue. The Board Chair will assume the responsibilities of the Chief Officer for managing the issue through to completion.

Policy

The CMRB Board voted to adopt the Pecuniary Conflict of Interest Procedure.



Christopher Sheard – Chair



February 21, 2020