



DISCOVER. GROW. BELONG.

Title: Council Conflict of Interest Policy	Date Approved: April 8, 2025
Policy #: COU 01-2025	Council Resolution #: 91-25
Department: Council	Revision:
Rescinds:	

Purpose

The purpose of this policy is to ensure that members of the [Name] Municipal Council uphold ethical standards, maintain transparency, and avoid conflicts of interest as required under *The Municipal Council Conflict of Interest Act (Manitoba)* and *The Municipal Act (Manitoba)*. This policy promotes accountability and public trust in municipal decision-making.

Definitions

For the purposes of this policy:

- Conflict of Interest – A situation where a council member’s personal or financial interests, or those of a family member or close associate, could improperly influence their decisions or actions in an official capacity.
- Family Member – Includes a spouse, common-law partner, child, parent, sibling, or any other relative residing in the same household.
- Pecuniary Interest – A direct or indirect financial benefit or liability arising from a council decision.
- Indirect Interest – Includes situations where a council member’s business partner, employer, or affiliated organization stands to benefit from a decision.

Disclosure of Conflicts of Interest

1. A council member who has a conflict of interest in any matter before council must:
 - Declare the conflict before discussion begins.
 - Refrain from participating in the discussion or voting on the matter.
 - Leave the council chamber while the matter is being discussed and voted on.
 - Ensure the declaration is recorded in the meeting minutes.

2. If a council member is uncertain whether a conflict exists, they should seek legal advice or guidance from the Chief Administrative Officer (CAO).

Prohibited Conduct

Council members must not:

- Use their position to influence municipal decisions in which they have a conflict of interest.
- Accept gifts, favors, or personal benefits from individuals or organizations that could be seen as influencing council decisions.
- Engage in business dealings with the municipality that could create a conflict of interest unless conducted through a transparent and competitive process.

Handling Complaints & Violations

1. Any person, including members of the public, may file a written complaint regarding a potential conflict of interest.
2. Complaints shall be reviewed by the CAO, who may refer them to legal counsel or an independent investigator.
3. If a violation is confirmed, possible consequences may include:
 - A formal reprimand.
 - Requirement to return any financial benefit obtained.
 - Suspension from council duties as per *The Municipal Act*.
 - Legal action under *The Municipal Council Conflict of Interest Act*.

Annual Declaration

All council members must sign an annual declaration affirming they have reviewed and understood this policy and will disclose any potential conflicts.

Review & Amendments

This policy shall be reviewed every four years or as required by changes in Manitoba legislation.

Adopted by Resolution of Council #91-25 at Carberry, Manitoba, this 8th day of April, 2025.

Acknowledgement

I acknowledge that I have received, read, and understand the Council Conflict of Interest policy and/or have had it explained to me. I understand, the liability of the Municipality could extend to me in my role as a Municipal representative.

*I understand that it is my responsibility as _____
(Role within Municipality)*

to adhere to all processes and responsibilities contained in this policy and agree to report any conflict of interest as set forth in this policy.

Name

Signature

Signature of CAO or Person representing the Entity

Date