

Policy Title	Council Member Conflict of Interest Policy
Date Created	June 2020
Date Revised	May 30, 2024
Date of next Review	2027

1. POLICY STATEMENT

This Policy outlines Council members’ obligations when they have a “real,” “potential” or “perceived” conflict of interest that could influence decisions taken by Council in its role of protecting and serving the public by governing the regulation of the medical profession in Alberta.

Members will set aside personal self-interest and perform their duties in a manner that promotes public confidence and trust in the CPSA, by disclosing all conflicts of interest. Disclosure/declaration of conflict of interest does not remove the conflict of interest, however it helps safeguard Council from making decisions that favour one or more Council members who have a conflict of interest.

2. PURPOSE

- 2.1 To provide direction to Council members in disclosing and declaring conflicts of interest.
- 2.2 To provide guidance to Council in managing conflict of interest processes.

3. SCOPE

This policy applies to all Council Members, voting and non-voting.

4. POLICY DETAILS

- 4.1 Annual Disclosure
 - 4.1.1 At the beginning of each calendar year, Council members fill out a Conflict of Interest (COI) Disclosure Form and submit it to the Registrar and CEO or designate. Completed forms are official records and are kept on file by the Office of the Registrar.
 - 4.1.2 A summary of COIs of Council members is published with each regular Council Agenda. If a new conflict of interest arises during the calendar year, Council members will update their COI

Disclosure Form, and the summary of Conflicts of Interest will be updated and published at the next Council meeting.

4.2 Real-time Disclosure (applies to Council members and Council members in their role as Committee members)

4.2.1 A Council member who is in a position of conflict or potential conflict must immediately disclose this conflict to the Council Chair (or Vice-Chair if it is the Chair in conflict). The disclosure must be detailed enough to explain the nature or extent of the member's interest. Disclosure of conflicts of interest must be made at the earliest possible time and prior to any discussion or vote.

4.2.2 Unless otherwise directed by Council, the member disclosing a conflict must recuse themselves from discussion, by leaving the room for the duration of the discussion and/or vote. They will refrain from attempting in any way to influence voting on the matter, whether before, during or after the meeting.

4.2.2.1 As Council meetings are livestreamed for the public, the Council member may recuse themselves from the meeting, go into a separate room, and sign on to the public meeting as an observer with no ability to speak or be seen by Council.

4.2.3 The disclosure of the conflict must be recorded in the meeting minutes, including the time the Member left and the time they returned to the meeting.

4.2.4 If there is consensus amongst Council that the matter disclosed is a perceived conflict of interest, and not an actual conflict of interest, the Chair may call for a vote to see if the Council wishes to allow the member who has declared the potential conflict to remain in the meeting. If there is unanimous consent that a reasonable person would not find the Member to be in conflict, they may remain at the Council meeting. The vote will be recorded in the Minutes.

4.3 Management of supposed policy contravention

If a Council member does not disclose/declare a conflict of interest that other Council members believe them to have, they may be referred to the Council Chair or Vice Chair, with notice to the Registrar and CEO. The Chair or Vice Chair will first attempt to resolve the matter collaboratively and informally with the Council member. If an informal resolution is not possible, the Chair or Vice Chair may:

A. refer the matter to the Council to resolve, or

B. refer the matter to an ad hoc subcommittee of Council at Council’s approval.

If the matter is deemed a contravention of this Policy, Council will review the conduct of the Council member, and, if Council is satisfied that the member has contravened the policy, it may take action as outlined in Bylaw 5: Removal of Council Members.

5. APPROVAL

This policy is approved by CPSA Council.

6. AUTHORITY DOCUMENTS

Health Professions Act s.6

7. SUPPORTING DOCUMENTS

Council Code of Conduct

Councillor’s Oath

Annual Conflict of Interest Disclosure

8. DOCUMENT HISTORY

VERSION NO.	Version Date	DESCRIPTION OF CHANGE
1	June 26, 2020	Initial Policy Draft
2	September 10, 2020	Approved by Council
3	April 24, 2024	Updates reflect changed policy and practice
APPROVAL	DATE	Signature
Council Motion #C43-20	September 10, 2020	

Council Motion #C20-24	May 30, 2024	

Appendix

Examples of conflict of interest situations:

- Any situation where a private interest has the potential to compromise the proper performance of the Council or committee member's fiduciary duties.
- Any circumstance that may result in a personal or financial gain to a Council or committee member or his/her family member, business partner, friend or close associate. This includes, but is not limited to, accepting any payment for services rendered to the CPSA, including contracted work, or accessing financial or other resources for personal use, i.e. transportation, accommodation, training, supplies or equipment.
- Seeking, accepting or receiving any personal benefit (gift, credit, payment or service) from a supplier, vendor or other individual or organization doing or seeking to do business with the CPSA, or attempting to influence an act or decision of Council.
- Exercising one's powers as a Council or Committee member motivated by self-interest or some other improper purpose.
- Being a Council/Board, Committee member or staff of another organization which may have material interests that conflict with the interests of the CPSA; and dealing with matters on one board or committee which may materially affect the other Council/Board or Committee.
- A regulated member of the profession is the subject of a formal complaint or hearing tribunal/appeal process and members of the Council have had personal or significant professional interactions with the regulated member.