

TANTRAMAR POLICY NUMBER: 2024-12	Pages: 2
Administered by: Chief Administrative Officer	Subject: Conflict of Interest Policy
Effective Date: June 11, 2024	

1. POLICY STATEMENT

All Municipality of Tantramar employees are governed by the Conflict of Interest provisions of the Local Governance Act, SNB, the common law as it addresses fiduciary, pecuniary and blood relationships and any policy provision approved by the Council of the Municipality of Tantramar. If an employee determines they are in a conflict or potential conflict position they must register and make known their conflict, immediately, to the Chief Administrative Officer of the Municipality of Tantramar and such conflict or potential conflict will be documented on a Form prescribed by Regulation (Appendix A) in the custody of the Chief Administration Officer or Clerk/Assistant Clerk. If such conflict involves the Chief Administrative Officer, they must register and make known their conflict immediately to the Council of the Municipality of Tantramar.

The Form prescribed by Regulation (Appendix A) promulgated under the Local Governance Act, SNB can be obtained from the Clerk's Office and must be completed by the functions stipulated in the Conflict section of the Local Governance Act and submitted to the Chief Administrative Officer or Clerk/Assistant Clerk at the commencement of a new administration in the period between Polling or Election Day and the date set for the official swearing in of the new Tantramar Municipal Council or when a matter is before the Tantramar Municipal Council and not yet determined by Resolution or Motion in which an employee or position stipulated in the Conflict section of the Local Governance Act, is of the view or feels that they may be in real or potential conflict of interest. In the latter case, the Form prescribed by Regulation (Appendix A), must be duly completed and submitted to the Chief Administrative Officer or Clerk/Assistant Clerk in advance of the Municipal Council Meeting in which the matter is being deliberated.

A conflict of interest declaration will be on the agenda for meetings of Council.

APPENDIX "A"
FORM 3
DISCLOSURE OF INTEREST

(Local Governance Act, S.N.B., 2017, c.18, 2.91(4), 92(4))

Under the **Local Governance Act**, I, _____

being _____ of Tantramar, New Brunswick
(office) (name of municipality or local board)

hereby disclose a conflict of interest in that I have or propose to have an interest in a contract or in any other matter, or my family associate has or proposes to have an interest in a contract or in any other matter, concerning the following person, firm, union or association:

(name of person, firm, union or association contracting with or likely to be financially benefited by a decision of council, local board or commission)

This disclosure related to the following matter,

(describe contract or other matter in which the council, local board or commission is concerned and that constitutes an actual or potential conflict of interest)

DATED at Sackville this _____ day of _____ 20____.

Signature of Member or Senior Appointed Official _____

Received and filed this _____ day _____ 20____.

Clerk _____

Note:

If a conflict of interest arises with respect to the member or senior officer that is not referred to in this statement, the member or senior officer shall immediately file another statement disclosing the conflict of interest with the clerk.