

ADVISORY COMMITTEE ON ALTERNATIVE CAPITAL FINANCING

CONFLICT OF INTEREST GUIDELINES

1. Introduction

The purpose of these guidelines is to establish basic terms and conditions respecting conflicts of interest for members (“Members”) of the Government of Alberta’s Advisory Committee on Alternative Capital Financing (the “Committee”). Each Member is responsible for ensuring that he or she follows both the letter and the spirit of these guidelines.

2. Definition of Conflict of Interest

A conflict of interest exists in any situation in which a Member exercises or performs a duty of function for or on behalf of the Committee with the knowledge that it provides the opportunity to further a private or personal interest of such Member.

Conflicts of interest can include both financial and material interests. In addition to actual conflicts of interest, there can also be apparent or potential conflict of interest:

- (a) An apparent conflict of interest exists if there is a reasonable perception, which a reasonably well-informed person could properly have, that Member’s ability to exercise such Member’s duties and responsibilities could be influenced or affected by their financial or material interest.
- (b) A potential conflict of interest is a situation that may develop into a real conflict of interest.

3. Guidelines

Members of the Committee have a responsibility to conduct themselves in a manner that does not compromise the ability of the Committee to accomplish its mandate or undermine the public’s confidence in the Member’s ability to discharge their responsibilities properly. It is expected that Members will:

- (a) Perform their duties and responsibilities on the Committee in such a manner that public confidence and trust in their honesty, integrity, fairness, and good faith are conserved and enhanced.

- (b) Not gain an improper advantage through information derived from their association with the Committee.
- (c) Respect the confidentiality of the Committee and not provide information received through their role as Members which is not available to the general public, unless prior written authorization is given for its release.
- (d) Not influence or attempt to influence decisions that might further their private or personal interests.

4. Disclosure of Conflicts

- (a) It is the responsibility of each Member to immediately disclose in writing to the Chair of the Committee, the existence of any conflict of interest.
- (b) It is a duty of the Members of the Committee to decide whether such individual may participate in any discussions or vote on the issue that has been given rise to the conflict.
- (c) Members must withdraw from participation in any way in decisions in which they have a financial or material interest.
- (d) Disclosures of conflicts should be made as early as possible which, if at all possible, should be prior to the existence of a situation of conflict of interest.
- (e) Members who are in a conflict of interest shall absent themselves without comment prior to any discussion or voting in respect of the issue in question.