

Hamilton Police Services Board

Declarations of Conflict of Interest & Pecuniary Interest Policy

Policy P-001

It is the policy of the Hamilton Police Services Board:

1. That Board Members and Staff comply with the regulations as set out in the *Municipal Conflict of Interest Act* as listed in Appendix 'A'; and
2. That Board Members complete and submit conflicts using the form attached to this policy listed as Appendix 'B', and
3. That the Board Administrator shall post and maintain the Conflict of Interest Registry publicly on the Board's website.

Chair Pat Mandy

Date

Hamilton Police Services Board

Approved: June 30, 2022

Repealed:

Revised:

Reviewed:

APPENDIX “A” TO POLICY P-001

Declarations of Conflict of Interest & Pecuniary Interest Policy

Statutory Authority

Section 5 (1) of the *Municipal Conflict of Interest Act* states: Where a member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the council or local board at which the matter is the subject of consideration, the member,

- (a) shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
- (b) shall not take part in the discussion of, or vote on any question in respect of the matter; and
- (c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question. R.S.O. 1990, c. M.50, s. 5 (1).

At a meeting at which a member discloses an interest under section 5, or as soon as possible afterwards, the member shall file a written statement of the interest and its general nature with the clerk of the municipality or the secretary of the committee or local board, as the case may be.

Section 6 (1) of the *Municipal Conflict of Interest Act* states: Every declaration of interest and the general nature thereof made under section 5 shall, where the meeting is open to the public, be recorded in the minutes of the meeting by the clerk of the municipality or secretary of the committee or local board, as the case may be.

Section 6 (2) of the *Municipal Conflict of Interest Act* states: Every declaration of interest made under section 5, but not the general nature of that interest, shall, where the meeting is not open to the public, be recorded in the minutes of the next meeting that is open to the public.

Requirement to establish registry

Every municipality and local board shall establish and maintain a registry in which shall be kept,

- (a) a copy of each statement filed under section 5.1; and
- (b) a copy of each declaration recorded under section 6. 2017, c. 10, Sched. 3, s. 5.

Access to registry

The registry shall be available for public inspection in the manner and during the time that the municipality or local board, as the case may be, may determine.

**APPENDIX “B” TO POLICY P-001
Declarations of Conflict of Interest & Pecuniary Interest Policy**

**Hamilton Police Services Board
Conflict of Interest and Pecuniary Interest Declaration Form**

Meeting Type:	
Date of Meeting:	
Item Number:	
Subject:	

DECLARATION:

I, Member **XXX** declare a potential (deemed direct or indirect) conflict of interest or pecuniary conflict of interest with respect to the agenda item number and subject matter(s) listed above for the following reason(s):

Member Signature

Date

Member responsibility:

When a Board member declares a conflict of interest and/or pecuniary interest, they will complete, sign and submit to the Board Administrator a Conflict of Interest and Pecuniary Interest Declaration Form. Whenever possible, these forms will be submitted in advance of meetings or as soon as possible thereafter.