

**Board of Health Manual**  
**Public Health Sudbury & Districts**  
**Procedure**

**Category**

Board of Health Structure & Function

**Section**

Board of Health

**Subject**

Conflict of Interest

**Number**

C-I-16

**Approved By**

Board of Health

**Original Date**

June 21, 2018

**Revised Date**

September 19, 2024

**Review Date**

September 19, 2024

**Process**

Each member of the Board of Health is made aware of how to access the most recent version of the *Municipal Conflict of Interest Act*.

Based on the significance of recommendations made by Committees of the Board of Health, Conflict of Interest policies and procedures also apply to Committees of the Board of Health.

At the beginning of each calendar year, Board of Health members are required to complete the Annual Conflict of Interest Declaration form. All completed forms are submitted to the Recording Secretary for tracking purposes.

In addition to completing the Annual Conflict of Interest Declaration form, at the beginning of each Board of Health meeting or Committee meeting, the Chairperson asks Members if they have any conflicts of interest to declare.

Any member of the Board of Health/Committee who has reasonable grounds to believe that he/she has a conflict of interest in a matter that is before the Board of

Health/Committee declares the conflict of interest and the general nature of the conflict of interest prior to any consideration of the matter at the meeting. At the time of the meeting, or as soon as possible afterwards, the member shall file a written statement of the interest and its general nature, **if not already declared in the Annual Conflict of Interest Declaration form**, with the Recording Secretary using the Subsequent Conflict of Interest Declaration form.

- Public Meeting

Once a conflict of interest is identified, the member(s) with the conflict of interest cannot participate in the discussion or vote. The member(s) is not to attempt, in any way, to influence the voting on the issue under consideration.

- In Camera Meeting

Where the meeting is not open to the public, the member shall forthwith leave the meeting or the part of the meeting during which the matter is under consideration.

- Quorum Deemed Constituted

Where the number of members who are disabled from participating in a meeting is such that at that meeting the remaining members are not of sufficient number to constitute a quorum, then, despite any other general or special provision of the *Municipal Act*, the remaining number of members shall be deemed to constitute a quorum, provided such number is not less than two.

- Disclosure to be Recorded in Minutes

Where the meeting is open to the public, the declaration of interest and the general nature are recorded in the minutes of the meeting.

Where the meeting is not open to the public, every declaration, but not the general nature of that interest, are recorded in the minutes of the next meeting that is open to the public.

- When Absent from Meeting at Which Matter Considered

Where the interest of a member has not been disclosed by reason of the member's absence from the meeting, the member shall disclose the interest at the first meeting of the Board/Committee, as the case may be, attended by the member after the meeting where the matter was considered.

- Registry

All declaration forms shall be maintained in a registry. The registry shall be available for public inspection according to Public Health Sudbury & Districts File Classification Scheme and Records Retention Schedule CR06 and PHSD's Records Management Policy P-I-10.

- Reporting

As part of the Public Health Funding and Accountability Agreement with the Ministry of Health, PHSD is required to disclose actual, potential or perceived conflict of interest.