

Re: Conflict of Interest Policy & Procedure

1. A commissioner having a direct or indirect pecuniary interest (be it real or perceived) would be considered to be in a conflict of interest if he/she:
 - (i) is a share holder, has a substantial interest in, is a director or senior officer of a corporation that does and or does not offer it's shares to the public,
 - (ii) is a member of a body, whether incorporated or not, that has an interest in any matter in which the Village of Pugwash is concerned,
 - (iii) is a partner of or associated in a joint venture with a person or is in the employment of a person or body, whether incorporated or not, that has an interest in any matter in which the Village is concerned.

2. A commissioner would be considered to be in a conflict of interest if he/she has a direct/indirect pecuniary interest (be it real or perceived) of a:
 - (i) spouse of said commissioner,
 - (ii) any son, daughter, father, mother, brother or sister and their spouses of said commissioner or of said commissioner's spouse,
 - (iii) any other family member who normally resides in the same house as said commissioner shall be deemed to be a pecuniary interest of a said commissioner

Procedure: A Commissioner must:

- 1 As soon as possible after the commencement of the meeting shall disclose the interest and the general nature thereof and,

- 2 (a) withdraw from his place as a member, in the case of a closed meeting , leave the room in which the meeting is held for the duration of the consideration of the matter or

(b) in the case of a meeting that is open to the public, a commissioner either leaves the room in which the meeting is held or remove

himself/herself to that part of the room set aside for the general public for the duration of the consideration of the matter, must refrain from

taking any part in the consideration or discussion of the matter and from voting on any question relating to the matter,

- (c) must refrain from attempting in any way, whether before, during or after the meeting, to influence the decision of the Village Commissioners with respect to said matter.
3. If the said commissioner was absent from said meeting, shall, at the next meeting that said commissioner attends, disclose their interest and all of sections 1 (one) & 2 (two) would apply.
 4. A commissioner shall comply with the above in respect of any matter in which the commissioner intends to obtain a pecuniary interest, either on the commissioners own behalf or while acting for, by, with, or through another person.
 5. If a Commissioner is in doubt as to whether or not he/she may be in a conflict of interest, the said Commissioner may ask the Commission (as a whole) for an opinion on the matter.
 6. Every declaration of interest shall be recorded in the minutes

Enforcement:

Commissioners who have reason to believe that this policy has been breached in any way are encouraged to bring their concerns forward to the Village Commission. No adverse action shall be taken against any Village Commissioner/staff who, acting in good faith and on reliable information, brings forward such information.

Any reported violation of this policy will be subject to an investigation by the Commission or Commission authorized staff. Violation of this policy by a Commissioner may constitute a cause for corrective action. If an investigation finds a Commissioner has breached a provision of the Code of Conduct, Confidentiality, or other adopted Village policies, By-laws, and/or any part of the Municipal Government Act; the Village Commission may impose corrective action in proportion to the nature and resulting damage of said breach, which may include a formal warning or public reprimand to said Commissioner.

Date Policy approved by Commission: _____

Commission Chair

Village Clerk Treasurer