



## **CONFLICT OF INTEREST DECLARATION**

The main purpose of the Municipal Conflict of Interest Act (MCIA) is to protect the public interest by ensuring that public officials do not improperly take advantage of their positions of trust to seek personal gain. The Act applies to all members of local councils, committees, and boards, including school boards, either elected or appointed, including student trustees.

**Conflict-of-interest legislation is concerned only with pecuniary, or financial, interests.** The MCIA refers to three kinds of pecuniary interest: direct, indirect, and deemed. A member who identifies a conflict of interest must declare it before any discussion of the matter in question begins.

The member must:

- publicly declare a conflict of interest prior to the matter being discussed, state the general nature of the interest, and have the declaration recorded in the minutes;
- File a written statement of the interest and its general nature with the secretary of the committee or board (Effective March 1, 2019) at the meeting, or as soon as possible afterwards.
- not vote on the matter;
- leave the room when the Board is in closed session and have this fact recorded in the minutes;
- not discuss the matter with the Board or other members or attempt to influence the vote; and,
- Leave the room for as long as the matter is under consideration, when a committee of the board, including a committee of the whole board, is in closed session, and have the fact that he or she left the room recorded in the minutes. At the next meeting that is open to the public, the declaration of interest shall be recorded in the minutes but not the general nature of that interest.

If you have any doubt about a possible conflict of interest, it is best to check with your lawyer.

**STATEMENTS AND DECLARATIONS OF INTERESTS OF MEMBERS: DISCLOSURE**

Pursuant to the Municipal Conflict of Interest Act, Revised Statutes of Ontario, I disclose an interest in the following matter:

**Name:**

**Date of Meeting Matter was Considered:**

**Subject Matter/Report Title/Agenda Item:**

**Date of Meeting Conflict of Interest Was Declared:**

**General Nature of the Conflict** (except if it was an in camera or closed meeting):  
*General nature would include stating what kind of pecuniary interest is involved (direct, indirect or deemed) and the type of relationship (parent, child, or spouse) connected to the trustee.*

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Signed: \_\_\_\_\_

Trustee: \_\_\_\_\_ Date: \_\_\_\_\_

This form is available at \_\_\_\_\_ and members should complete, print, sign and hand in at the meeting.

This document will be filed in the SGDSB Registry of statements and declarations of interests of members. The registry is made available for public inspection.