

**Declaration of Pecuniary Interest**  
***Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50***

Council/Committee Member Name:

Meeting Type:      Council                      Committee                      Local Board

Please specify which Committee/Local Board:

Meeting Date:

Agenda Item Number:

Agenda Item Title:

I, \_\_\_\_\_, declare a (direct/indirect/deemed)

pecuniary interest on the above-noted matter, for the following reason(s):

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\_\_\_\_\_  
Member's Signature

\_\_\_\_\_  
Date

## Declaration of Pecuniary Interest Guidelines

The *Municipal Conflict of Interest Act* (the “Act”) sets out a framework for the ethical participation in local government decision-making. It is designed to protect the public interest by prohibiting members from having any involvement in relation to a matter under consideration by council or local board, where the member has a pecuniary interest.

### Procedures for Disclosure:

If a matter comes before Council or Committee that a member believes he/she has a pecuniary interest in, there are clear procedures to follow. The member should:

1. Declare the pecuniary interest at the commencement of the meeting. It is a best practice for the member to vacate the council/committee meeting table when the matter is up for consideration and until voting on the matter is concluded.
  - a. If the matter is going to be considered in Closed Session, the Member must vacate the meeting room while the matter is under consideration.
2. Refrain from attempting in any way whether before, during or after the meeting to influence the discussion or voting on any such matter.
3. Return to the meeting after the matter has been discussed and a decision has been made.
4. Complete and submit the Declaration of Pecuniary Interest form to the Clerk or secretary of the board/committee at the time the disclosure is made, or as soon as possible afterwards.

These procedures apply to all regular and special meetings of Council.