



BOARD OF HEALTH PROCEDURE

APPROVALS	DATE APPROVED	INITIALS
BOH:	Res. No.: 11-2021	
SMT:		
MCC:		
IF APPLICABLE		
DIRECTOR:		
JOHSC:		
PPL:		

SECTION: BOARD OF HEALTH **PROCEDURE NO.:** BH-02-21

SUBJECT: Conflict of Interest

APPROVED BY: Board of Health **PROCEDURE DATE:** January 2021

1. PURPOSE

- 1.1. The purpose of this procedure is to provide clear expectations and direction for disclosing and managing all conflicts of interest to ensure Board of Health decisions are made with integrity, independence, impartiality and transparency.
- 1.2. This procedure supports Policy No. BH-02-21 Conflict of Interest.

2. PROCEDURE

- 2.1. At the beginning of every Board of Health meeting, the Chair shall ask and have recorded in the minutes whether any board member has a conflict to declare in respect to any previous agenda item.
- 2.2. If a board member believes that he/she/they has an actual conflict of interest in a particular matter, the board member shall:
 - a) prior to any consideration of the matter at the meeting, declare to the Chair of the meeting that he/she/they has a conflict of interest that prevents them from participating;
 - b) not take part in the discussion of or vote on any question in respect of the matter;
 - c) not attempt in any way before, during or after the meeting to influence the voting or do anything which might reasonably be perceived as an attempt to influence other board members or the decision relating to that matter;
 - d) leave the meeting room during discussion of the matter
- 2.3. When the meeting is not open to the public (in-camera session), the board member shall leave the room until the agenda item has been decided.
- 2.4. In situations where a Board member declares a perceived conflict of interest, the Board will determine by majority vote whether the member participate in the discussion and vote on the item. The minutes should reflect the discussion and Board decision on the matter.

Alternatively, a Board member may decide of his/her/their own accord to not participate in the discussion and to not vote on the agenda item in question.

- 2.5 Where a conflict of interest is discovered during or after the consideration of a matter, it shall be declared to the Board at the earliest opportunity and recorded in the minutes.

The Board of Health shall consider whether the involvement of the member influenced the decision on the matter and may re-examine the matter and may rescind, amend or confirm its decision. Any action taken by the Board shall be recorded in the minutes.

3. SCOPE

- 3.1. This procedure applies to all members of the Board of Health of the Thunder Bay District Health Unit.

4. RESPONSIBILITY

- 4.1. The **Chair** of the meeting is responsible to call for declarations of conflict of interest.
- 4.2. Individual **Board members** are responsible to disclose any conflict of interest to the meeting.
- 4.3. The **Secretary of the Board** is responsible to record in the minutes whether any member declared a conflict of interest and any action taken by the Board with respect to the same.

5. DEFINITIONS

- 5.1. **Board of Health meeting** means any regular, special or other meeting of the Board of Health or any committee of the Board.
- 5.2. **Actual conflict of interest** means any situation where a board member has a private or personal interest that is sufficiently connected to his/her/their duties and responsibilities as a board member that it influences the exercise of those duties and responsibilities.
- 5.3. **Perceived conflict of interest** means any situation where reasonably well-informed persons could have a logical belief that a board member may have an actual conflict even where that is not the case in fact.

6. REFERENCES

- 6.1 Municipal Conflict of Interest Policy
- 6.2 Board of Health By-law No. 2021-01
- 6.3 Policy Number BH-02-21 Conflict of Interest

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7. APPENDICES/LINKS AND ATTACHMENTS

There are no attachments with this procedure.