

Schedule D
Pecuniary Interest Guidelines

Legislation: The Municipal Conflict of Interest Act sets out the provisions of pecuniary interest.

Pecuniary Interest: Members must disclose in writing a direct or indirect pecuniary interest in matters that are before Council/Committee for consideration and, for Open Session items, the general nature of the interest.

Procedures for Disclosure: If a matter comes before Council/Committee that a member believes he or 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 and restate immediately prior to the item appearing on the agenda by reading the disclosure form aloud.
2. When the matter of pecuniary interest is before Council/Committee, leave the meeting room until discussion and voting on the matter are concluded.
3. Refrain from attempting in any way whether before, during or after the meeting to influence the voting on any such matter.
4. Return to the meeting after the matter has been discussed and a decision has been made.
5. **Complete and submit the Disclosure of a Pecuniary Interest Form to the Clerk/Staff Liaison** on the same day the matter is before Council/Committee (or date declared).

These procedures apply to all Council and Committee meetings regardless of meeting type.

Vote Implications: When pecuniary interest has been declared, the member making the declaration must refrain from voting. Quorum is then established with the remaining members.

Disclosure of a Pecuniary Interest Form

I, Margaret Roberts am declaring a pecuniary interest to agenda item number(s) 602 regarding expense claim.

1. My pecuniary interest is: Direct ___ Indirect

2. Relates to: myself ___ my spouse ___ my child ___ a parent

3. The nature of my interest is as follows (Complete for Open Session Items Only):

Reimbursement of expense claim

Print Name: Margaret Roberts Signature: M Roberts

Meeting Date: June 14/24 Meeting Type: Library Board

Date of Declaration (If other than the Meeting Date): _____