

**Policy Subject / Title – Disclosure Policy Regarding Conducting Business with Sitting Members of Council**

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- 57.01 Council shall endeavour to ensure that at all times situations of conflict of interest shall be dealt with openly and fair-mindedly always having as the ultimate goal the making of decisions which are in the best interests of the Region of Queens Municipality.
- 57.02 In all such circumstances, Council shall first be guided by and adhere to the relevant provisions of the Municipal Government Act, Municipal Conflict of Interest Act, Assessment Act, and all other applicable Statutes and Regulations which deal with potential conflicts of interest.
- 57.03 In situations of isolated business dealings with sitting members of Council, Council shall render case by case decisions always ensuring that the member in question plays no role whatsoever in that decision making process.
- 57.04
- a. Each member of Council who reasonably believes that he / she may be in conflict as the consequence of supplying goods and / or service(s) to the Region of Queens Municipality on a regular basis shall, at the earliest opportunity, provide to the Mayor, in written form, a description of the nature of said goods and / or service(s). This disclosure will be filed with the Chief Administrative Officer and made available for public viewing on demand.
  - b. Consequent to receipt of a declaration described in 57.04(a), the Chief Administrative Officer will prepare a Potential Conflict of Interest Resolution for consideration by the Committee of the Whole. The Committee of the Whole will determine if the resolution, as presented or in amended form, will be recommended to Council for adoption.
  - c. Council will consider a recommendation made pursuant to 57.04(b) at a regularly scheduled monthly meeting.
  - d. In any single circumstance where the value of the goods and / or service(s) proposed to be provided exceeds \$10,000. then in all such cases Council shall make an individual and separate decision.
- 57.05 Council shall keep staff apprised of any and all decisions rendered under paragraphs 57.03 and 57.04 above and staff shall be authorized to implement on a day to day basis in accordance with the existing purchasing policy the decisions which have been made.

57.06            Whenever reasonably possible in all situations where there is doubt as to whether a conflict of interest does exist, the matter will be referred to legal counsel for advice prior to a final decision being taken.

**Approved by Council:**

**August 16, 2004**