



Region of Waterloo board of health members as elected officials must adhere to the **Municipal Conflict of Interest Act**. The Act specifies the duties of local boards, including boards of health, which may have any pecuniary interest, direct or indirect, in any matter before the board. The member must disclose his or her interest in the matter and abstain from any discussion or vote pertaining to the matter. The process to follow for contravention of the Act is also specified.

Under the Health Protection and Promotion Act (HPPA):

Boards of health are subject to conflict of interest (COI) provisions consistent with other recipients of transfer payment funding from the provincial government. Specific conflict of interest provisions are included in Transfer Payment Agreements and Accountability Agreements. Transfer Payment Agreements include a COI statement for funds received from the Province. Recipients are required to carry out “the Project” and use the Funds without an actual, potential or perceived conflict of interest (article 6(6.1)).

Conflict of Interest includes any circumstances where:

- a. The Recipient; or
 - b. Any person who has the capacity to influence the Recipient’s decisions,
- has outside commitments, relationships or financial interests that could, or could be seen to, interfere with the Recipient’s objective, unbiased and impartial judgment relating to the Project and the use of the Funds (article 6(6.2)).

In addition, the Recipient shall:

- a. Disclose to the Province, without delay, any situation that a reasonable person would interpret as either an actual, potential or perceived conflict of interest; and
- b. Comply with any terms and conditions that the Province may prescribe as a result of the disclosure (article 6(6.3)).

The information contained in this fact sheet originates from the Association of Local Public Health Agencies’ **2018 Orientation Manual for Board of Health Members**.

Alternate formats of this document are available upon request.