



Hastings County
Housing Programs Branch
Administrative Policies and Procedures

SUBJECT : Conflict of Interest Policy		
APPROVED BY : County Council		
POLICY #: H.P. 2		
ORIGINAL ISSUED	SUPERCEDES	CURRENT VERSION
n/a	n/a	November 2012

PURPOSE

To ensure Housing Providers appropriately address any potential or actual Conflicts of Interests and to adopt good business practices.

SCOPE

This policy applies to *Housing Services Act, 2011* Part VII Prescribed Housing Programs.

REQUIREMENT

The *Housing Services Act, 2011* established that Services Managers can set rules regarding Conflicts of Interests.

RESPONSIBILITY

Housing Providers must avoid any situation when an actual or potential Conflict of Interest may arise or exist. This can be accomplished by following the best practices set out in the Schedule A, B and C and Conflict of Interest for Non-Profit and Co-operative Housing Providers.

This includes at a minimum:

1. At every board meeting, general members' meeting or annual general meeting, the opportunity to declare an actual or potential Conflict of Interest should be a standing item on the agenda.
2. All Board members, officers, employees and agents of the Housing Providers must be made aware of the Conflict of Interest Policy when they join the organization and must sign an acknowledgement form confirming they have received, read and understood the Conflict of Interest Policy.
3. Resolving all declarations of potential, perceived or actual Conflict of Interest in the manner indicated in the Conflict of Interest Policy.

4. Where a Conflict of Interest is on-going or not easily resolved, the Housing Corporation will be required to have clear, concise and written procedures detailing how an on-going Conflict of Interest is declared, isolated and resolved which must be approved by both the board and the Services Manager.
5. Housing Providers are to maintain a Conflict of Interest file, which should include a copy of the revised Conflict of Interest Policy, a copy of all signed Conflict of Interest Acknowledgement Forms, all declarations of an actual or potential Conflict of Interest, along with the process undertaken by the Housing Provider and Service Manager to resolve the declared or actual Conflict of Interest, as well as any other appropriate documentation.

REFERENCES

Housing Services Act, 2011 s. 75
Ontario Regulation 367/11, s.100