

LOCAL SERVICES BOARD OF NOLALU CONFLICT OF INTEREST POLICY

1.0 Policy

It shall be the duty of every board member of the Local Services Board of Nolalu to declare a conflict of interest and abstain from voting on any issue, if he or she has a material interest in any person who is a party to, or is a spouse, parent or child of an individual who is party to, a material contract or transaction or proposed material contract or transaction with the Local Services Board of Nolalu.

2.0 Definitions

- (a) “Child” means a child born within or outside marriage and includes an adopted child and a person whom a parent has demonstrated a settled intention to treat as a child of his or her family;
- (b) “Conflict of Interest” is defined as an actual or perceived interest by a Board member in an action that results in, or has the appearance of resulting in, personal, organizational, or professional gain, which may or may not be pecuniary. The definition of conflict of interest includes any bias or the appearance of bias in a decision making process that would reflect a dual role played by a board member. For the purposes of this policy, the conflict of interest, direct or indirect, of a parent or the spouse or any child of the member shall, if known to the member, be deemed to be also the conflict of interest of the member;
- (c) “Indirect interest” for the purposes of this policy, means a member who has an interest in any matter in which the board is concerned, if the member is a partner of a person or is in the employment of a person or body that has a direct interest in the matter;
- (d) “Meeting” includes any regular, special, committee or other meeting of the Board;
- (e) “Member” means a member of the Local Services Board of Nolalu;
- (f) “Parent” means a person who has demonstrated a settled intention to treat a child as a member of his or her family whether or not that person is the natural parent of the child;
- (g) “Spouse” means a person to whom the person is married or with whom the person is living in a conjugal relationship outside marriage.

3.0 Procedure

- 3.1 A board member who has a conflict of interest,
- (a) shall, prior to any consideration of the matter at a meeting, disclose the interest and the general nature thereof;
 - (b) shall not take part in the discussion of, or vote on any question in respect of the matter; and
 - (c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.
- 3.2 If a board member is not present at a meeting at which if he or she had been present, and would have declared a conflict of interest, the board member shall declare the conflict and the general nature thereof at the next board meeting he or she is in attendance at.
- 3.3 If a board member declares a conflict of interest at a meeting that is closed to the public, the board member shall leave the meeting or the part of the meeting during which the conflict of interest matter is under consideration.
- 3.4 Every declaration of interest and the general nature thereof where the meeting is open to the public shall be recorded in the minutes of the meeting by the Secretary/Treasurer of the board.
- 3.5 Every declaration of interest made, but not the general nature of that interest, shall, where the meeting is not open to the public, be recorded in the minutes of the next meeting that is open to the public.
- 3.6 Where the number of members who, by reason of this policy, are disabled from participating in a meeting is such that at that meeting the remaining members are not of sufficient number to constitute a quorum, then the remaining number of members shall be deemed to constitute a quorum, provided such number is not less than two.
- 3.7 The requirement to declare a conflict of interest does not apply in any matter that a member may have,
- (a) by reason of the member being entitled to receive on terms common to other persons any service or commodity or any subsidy, loan or other such benefit offered by the board;
 - (b) in respect of an allowance, remuneration, salary or benefit to which the member may be entitled to by reason of being a member of a volunteer fire brigade;

- (c) by reason of the member having a pecuniary interest which is an interest in common with electors generally; or
 - (d) by reason only of an interest of the member which is so remote or insignificant in its nature that it cannot reasonably be regarded as likely to influence the member.
- 3.8 Members of the board are prohibited from accepting gifts, money or gratuities, either directly or indirectly, from the following where such practice could reasonably be seen as compromising the board member's objectivity:
- (a) Persons receiving benefits or services from the board;
 - (b) Any person or organization performing or seeking to perform services under contract with the board; and
 - (c) Persons who are otherwise in a position to benefit from the actions of any board member or employee of the board.
- 3.9 The acceptance of money, gratuities or favours, are not considered a conflict of interest if the acceptance is,
- (a) the normal exchange of hospitality between persons doing business together;
 - (b) token exchanges as part of protocol;
 - (c) the normal presentation of gifts to persons participating in public functions; or
 - (d) the normal exchange of gifts or hospitality between friends.
- 3.10 The Secretary/Treasurer appointed to the Board shall not hold a similar position on any board or organization that the Board has a contract with or other business dealings with.
- 3.11 Members who are spouses or a parent and child of one another, shall not have signing authority together on any bank accounts held by the Board.
- 3.12 The appointed Chair of the board shall not be a member of any board, company or organization that the board has a contract for service with.

Adopted October 23, 2012