

Community Fund of North Kootenay Lake Society
P011 Conflict of Interest Procedure and Declaration Form

Purpose: This procedure outlines the steps required to mitigate the risk of a conflict of interest by current and prospective parties involved in the operations of the Community Fund of North Kootenay Lake Society (CFNKLS). The procedure is supplemented by a Declaration of Interests form. It is the responsibility of the individual to disclose potential conflicts. It is the responsibility of the Board of Directors to manage for these potential conflicts. Given that this Society operates in a small community, it is likely that many potential conflicts will arise. The Board needs to be both sensitive and proactive in managing for potential, apparent and actual conflicts of interest.

Scope: This procedure applies to all individuals and organisations that are, or have the potential to be, involved in a professional capacity with the CFNKLS (collectively referred to herein as 'the Parties'). This includes:

- CFNKLS Board of Directors
- Members of CFNKLS committees
- CFNKLS staff members and contractors

Procedure: The Parties are required to complete a declaration of interests form prior to their first involvement with CFNKLS. This declaration requires the Parties to disclose any existing, former, or envisaged link, financial or otherwise, between themselves or their employers and CFNKLS. This declaration shall be updated by all the Parties on an annual basis prior to 31 March. Situations of potential conflict of interest can be brought to the Board by any individual or organisation that believes a conflict of interest exists. It is the responsibility of the CFNKLS Board to determine whether a declared interest constitutes a conflict of interest. The Party under review shall be provided with the opportunity to provide additional information or justification to the Board prior to the decision. In determining whether conflict of interest exists, Board members shall not participate in the decision regarding their own declared interests. Before any discussion on confidential or sensitive issues, the Chair shall ask each Board or Committee member whether there exists any potential conflict of interest regarding the issue in question, as well as make such a declaration him/herself. Any failure to disclose an interest shall be considered by the Board and may constitute grounds for requesting that Director to tender her/his resignation, consistent with policy P013 and as determined on a case by case basis by the Board.

Date Reviewed: March 3, 2006

Date Approved: March 3, 2006

Declaration of Interests Form

Name:

1. Primary nature of participation in CFNKLS:

Board of Directors

Committee (Specify) _____

Employee

Contractor

2. Present and past work related to community organizations, foundations or philanthropy:

Period	Organization	Nature of Work

3. Present non-work related interest or involvement in community organizations or businesses:

Organization	Nature of Interest	Comment or self-assessment

4. Personal Relations - similar interests to those in tables above of close family members:

Relation	Organization	Nature of Interest

5. Other Interests not included above (attaché additional sheets as required:

I declare this information to be complete and accurate to the best of my knowledge.

Signed:

Date: