



POLICY TITLE:

Conflict of Interest Policy

Initial Approval: September 7, 2024

Board Review: September 2026

BACKGROUND:

Board Members will act at all times in the best interest of the Independent School Authority Ltd, fulfilling their responsibilities and obligations as elected officials in a fashion that inspires the confidence and trust in the integrity, objectivity, and impartiality of the school board. Board Members will abide by the provisions of all federal, provincial, and local legislation, including but not limited to human rights statutes, The Education Act, and School Division by-laws and policies.

DEFINITION

A conflict of interest exists when an individual board member's personal interests, or those of family members or close personal associates, financial or otherwise, interfere with or compromise the board member's ability to act in the best interests of the School Division and constituents whom it serves. Such conflict can be real, potential, or perceived. In addition to the provisions of the Education Act concerning monetary conflicts of interest, board members are also considered to be in conflict of interest in these situations:

- a. When they, members of their family, business partners or close personal associates may benefit financially or professionally, either directly or indirectly, from the board members' position on the Board.
- b. When circumstances arise that compromise, or appear to compromise, independence and impartiality to make fair and unbiased decisions (i.e., employment or professional

status, political affiliation, community connections.)

c. When they appropriate financial or other resources for personal use (e.g., information, equipment, supplies, transportation, training).

d. When they are involved in staffing and student issues involving family members, business associates or personal friends (i.e., contracting for services, employment, promotions, evaluations, disciplinary actions).

DISCLOSURE

- A board member must openly disclose a real, potential or perceived conflict of interest as soon as the issue arises and before the Board or its committees deal with the matter.
- When uncertain about whether or not the issue constitutes a conflict of interest, the board member may consult with the Board Chair or the Chief Operating Officer for advice and guidance.
- Where any board member is aware of a real, potential, or perceived conflict of interest not declared by another board member, they have a responsibility to raise the issue for clarification with the individual and, if unresolved, then the Board.
- Full disclosure does not remove or eliminate a conflict of interest.

Disclosure-Making Process

Where there is a question or uncertainty about a conflict-of-interest circumstance, the Board will make a final determination by vote. The board member potentially in conflict will be absent from the discussion and the vote. Where a conflict of interest is declared/confirmed, the board member so affected will remain absent from any discussion of the issue and the subsequent actions considered by the Board. Further, the board member will not attempt to personally influence the board's decision in regard to the issue.

Conflict of interest disclosures and decisions will be recorded in the official minutes of the meeting at which such disclosure/decision occurred.