

SELKIRK & DISTRICT COMMUNITY FOUNDATION INC.

Conflict of Interest Policy

A Statement of Principle

Integrity is a core value of the Selkirk & District Community Foundation and all actions of the Board, management and staff is founded on the principle of ethical community leadership.

The Board, management and staff are conscious of the possible or perceived conflict of interest which may arise in the normal course of business or as a result of Board members being connected to charitable organizations which have received or may apply for a grant from the Selkirk & District Community Foundation.

At the same time, it is recognized that the process of selection of Board Members inherently involves seeking individuals that are and will continue to be active in the community.

Likewise, the Selkirk & District Community Foundation does not desire to deprive other charitable organizations, although they may be prospective applicants, from seeking the involvement and expertise of our Board Members.

It is in this context that the following policy is adopted.

Definitions

“Integrity” means conducting all affairs of the Selkirk & District Community Foundation in an honest, forthright and impartial manner and building our community relationships based on respect for the values, perspectives and aspirations of others.

“Conflict of Interest” means a perceived, potential or actual conflict of interest between the unbiased exercise of judgement on behalf of the Selkirk & District Community Foundation by the Board, management or staff and;

- a perceived, potential or actual obligation to a person or organization that might benefit from special consideration related to a grant application; or
- a perceived, potential or actual benefit accruing to an individual, corporation, partnership, other business enterprise or non-profit organization of which the Board or staff member is a volunteer; or
- a person in his or her immediate family who is an officer, director, partner or

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substantial shareholder of a business or a corporation. Family includes spouse or partner, children, grand-children, siblings (and their immediate families), as well as any member of the extended family living under the same roof.

“No Conflict of Interest” exists where a potential benefit applies to a broader class of people, such as all Directors or all members of a grantee organization. For example:

- a Director is not in a conflict of interest if she/he votes on a question of raising the amount of money available for discretionary grants by Directors.
- a Director is not precluded from voting on a grant application simply because the Director is a member of the applicant organization. However, if the Director is an officer or an employee of an applicant organization, a real or perceived conflict of interest may exist.

Policy Provisions

(1) **Obligation to Declare**

Upon consideration of any application for funding assistance from an organization with which the Director or staff member is affiliated, that affiliation shall be disclosed. The individual so affiliated shall leave the room during discussions and shall not vote or use personal influence on Board action. The abstention shall be noted in the Minutes.

- It is the responsibility of each Member of the Board to advise the Secretary of the Foundation of any organizations with which the Member or his/her family have affiliation and which have received a grant from the Foundation in the past or might reasonably be expected to apply for a grant in the future.
- To facilitate this process and as a reminder of the policy, the Secretary shall circulate a copy of the *Conflict of Interest Policy* at the first Board Meeting each year and immediately thereafter to all Directors and staff not in attendance at this meeting.
- It is the responsibility of the Executive Director to ensure that the Board is aware of any potential staff conflicts of interest resulting from a staff member or his/her immediate family having affiliation with an organization which has/ or might receive a grant from the Selkirk & District Community Foundation or might reasonably be expected to apply for a grant in the future.
- No Board Member, Officer or employee shall participate in the decision making process surrounding a grant application where there is a perceived, potential or actual conflict of interest.

A Declaration of a Conflict of Interest shall not affect the quorum of the meeting.

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(2) Confidentiality of Information

Information about community projects reviewed by the Selkirk & District Community Foundation is not generally considered to be confidential, but some guidelines do apply:

- It is expected by applicants that information will be used with discretion.
- No information obtained through involvement with the Selkirk & District Community Foundation is to be used for personal gain.
- The Board acts as a whole and positions taken by individual Board Members during deliberations are not disclosed – the privacy of discussion pertaining to Board decisions shall be respected.
- Third party opinions provided with respect to grant applications are treated in confidence.
- Donor requests regarding confidentiality are always respected.

Matters related to personal, litigation and property transactions are considered private.

(3) Full Disclosure

No undisclosed or unrecorded asset or account is to be held or established for any purpose at the Selkirk & District Community Foundation. No false or misleading entries will be made in the books and records of the Foundation for any reason. No payments will be approved or made with the knowledge or intention that any part is to be used for any purpose other than that described in the supporting documentation.

(4) Nepotism

No person who is related to a Member, Director or staff member shall be appointed to staff, awarded a contract or hired on a casual basis without prior specific authority of the Board of Directors. This authority may not be exercised by the Executive Committee on behalf of the Board.

(5) Investment Committee

The Investment Policy shall contain provisions related to conflict of interest and the members of the Investment Committee shall comply with those provisions.

(6) Non Monetary Transactions

No member of the Board or staff of the Selkirk & District Community Foundation shall use for personal gain or advantage the Foundation's facilities, equipment, mailing lists, computer data, employee time or other assets.

(7) Acceptance of Gifts

No Board member, officer, employee or volunteer shall accept Gifts (other than of nominal nature) or use their position at the Selkirk & District Community Foundation to obtain personal gain from those doing or seeking to do business with the Foundation.

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(8) Non-Compliance

The President (Chair) and/or the Executive Director shall assess the circumstances surrounding any noncompliance with this policy and shall make a recommendation to the Board of Directors.

(9) Orientation Program

This *Conflict of Interest Policy* shall form part of the orientation of every Board Member, employee and volunteer of the Selkirk & District Community Foundation.

(10) Public Statement

The Website of the Selkirk & District Community Foundation shall include a brief statement referencing adherence to a written conflict of interest policy.

ADOPTED at a meeting of the Board of Directors of the Foundation:

DATE: February 8, 2005

Approved:	February 8, 2005
Reaffirmed:	July 11, 2006
Reaffirmed:	July 17, 2007
Reaffirmed:	July 8, 2008
Reaffirmed:	July 14, 2009
Reaffirmed:	July 13, 2010
Reaffirmed:	July 12, 2011
Reaffirmed:	July 11, 2012
Reaffirmed:	July 9, 2013
Reaffirmed:	July 8, 2014
Reaffirmed:	July 14, 2015
Reaffirmed:	July 26, 2016

Issued By: _____
Kelly Lewis (Chair)

Monitored By: _____
Michele Polinuk (Secretary)