

<p>Kelsey School Division Box 4700 The Pas, MB R9A 1R4</p>	<p>Code: BBFA</p>
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CONFLICT OF INTEREST

Conflict of Interest

Trustees shall act at all times in the best interests of the Kelsey School Division, fulfilling their responsibilities and obligations as elected public officials in a fashion that inspires confidence and trust in the integrity, objectivity and impartiality of the school board.

A. Definition

1. A conflict of interest exists when an individual trustee's personal interests, or those of family members, business partners, or close personal associates, financial or otherwise, interfere with or compromise the trustee's ability to act in the best interests of the Kelsey School Division and the constituents whom it serves. Such conflict of interest may be real, potential or perceived.
2. In addition to the provisions of the Public Schools Act concerning monetary conflicts of interest, trustees are also considered to be in a conflict of interest in these circumstances:
 - a) when they, members of their family, business partners or close personal associates may benefit financially or professionally, either directly or indirectly, from the trustees' 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 affiliations, community connections);
 - c) when they appropriate divisional financial or other resources for personal use (i.e. information, equipment, supplies);
 - d) when they are involved in staffing and student issues involving family members, business associates or personal friends (i.e. contracting for services, hiring, promotions, evaluations, disciplinary actions).

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B. Disclosure

1. A trustee 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.
2. Where uncertain about whether or not the issue constitutes a conflict of interest, the trustee may consult with the Board Chair or the Secretary-Treasurer for advice and guidance.
3. Where any trustee is aware of a real, potential or perceived conflict of interest not declared by any other trustee, he/she has a responsibility to raise the issue for clarification with the individual, and if unresolved, then with the Board.
4. Full disclosure does not remove or eliminate a conflict of interest.

C. Decision-making Process

1. Where there is a question or uncertainty about a conflict of interest circumstance, the Board by vote shall make a final determination. The trustee potentially in conflict shall be absent from the discussion and the vote.
2. Where a conflict of interest is declared/confirmed, the trustee so affected will be absent from any discussion of the issue and vote upon it. Further, the trustee shall not attempt to personally influence the Board's decision in regard to the issue.
3. Conflict of interest disclosures and decisions shall be duly recorded in the official minutes of the meeting at which such disclosure/decision occurred.