



Wells Gray Community Forest Corporation

Effective Date: April 5, 2012

Policy No: 2025-04

Amendment Date: February 2013, October 2025

Subject: Conflict of Interest and Disclosure Statement Policy

PURPOSE

To establish a policy governing Conflict of Interest and Disclosure for Board members and employees, and to ensure that the public does not perceive the Board or any of its members to benefit personally from their position as directors or employees of the Corporation.

POLICY

WHEREAS the Board recognizes that individual Board members or employees must not put their personal or financial interests above the interests of the Corporation,

AND WHEREAS the Board is socially responsible to the residents of Thompson-Nicola Regional District Area "A" (Wells Gray Country) and the District of Clearwater, and should therefore act with transparency to assure that the public does not perceive the Board, its members, or employees of the Corporation to benefit personally from their position,

AND WHEREAS a clear policy is required to define Conflict of Interest, establish rules for its management, and outline a process should a Conflict of Interest occur,

THEREFORE, BE IT RESOLVED that the Board of the Wells Gray Community Forest Corporation (WGCF) establishes the following Conflict of Interest and Disclosure Policy.

SECTION 1 – DEFINITION OF CONFLICT OF INTEREST

A Conflict of Interest arises in circumstances including, but not limited to, the following:

1. Where a director or an employee stands to gain (directly or indirectly) as a result of a Board or operational decision in which they participate.

2. Where a Board member's private affairs or financial interests are in ongoing conflict with their duties and responsibilities as a Board member.
 3. Where a director or an employee accepts a gift, money, or other consideration in return for influencing a Board or operational decision.
 4. Where a director or an employee provides confidential information about the Corporation's business to others for personal benefit.
 5. Where a Board member is affiliated with a group whose interests are in direct conflict with the objectives of the Community Forest.
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SECTION 2 – CONFLICT OF INTEREST MANAGEMENT RULES

1. Directors and employees shall place all legal, ethical, and fiduciary duties to the Corporation above private interests or personal gain.
2. Directors and employees shall complete a Disclosure Statement on an annual basis.
 - 2.1. Directors will sign their Disclosure Statement after the Annual General Meeting and prior to the first Board meeting.
 - 2.2. Employees will sign their Disclosure Statement at the time of their initial hire and with their annual performance review.
3. Directors and employees will act in the best interests of the Corporation.
4. Directors and employees will not participate in discussions or decisions from which they could benefit financially or materially.
5. Directors and employees will regard benefits to immediate or close family members as direct benefits to themselves.
 - 5.1 Immediate or close family members are defined as an individual's parent, spouse, child, or sibling.
6. Directors and employees will not use their position or information obtained through the Corporation to provide an unfair advantage to themselves, their family, friends, or acquaintances.
7. At each Board meeting, immediately after approval of the agenda, the Chair will ask directors to declare any Conflict of Interest related to agenda items. Members declaring a Conflict of Interest must leave the room during discussion of the item.

8. Any declaration of Conflict of Interest and resulting recusal from discussion and voting, will be recorded in the minutes.
 9. Policies regarding the awarding of contracts will be designed to ensure fairness and transparency.
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SECTION 3 – PROCEDURE FOR DEALING WITH CONFLICT OF INTEREST

1. If a director or employee, due to new developments, finds themselves in a Conflict of Interest, they must declare it in writing to the Board as soon as possible.
 2. Directors and employees with a Conflict of Interest cannot participate in discussions or decision-making on matters relating to that conflict.
 3. Failure to declare a Conflict of Interest that results in personal gain may be grounds for dismissal.
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SECTION 4 – DISCLOSURE STATEMENT

4.1 Purpose

The purpose of the Personal Interest Disclosure Statement is to allow WGCFC directors and employees to declare personal interests, associations, and activities in order to identify and manage actual or perceived Conflicts of Interest.

4.2 Process

Directors and employees of the WGCFC must complete the Disclosure Statement by listing employers, contracts, associations, memberships, and other affiliations that may present a real or perceived Conflict of Interest.

Completed Disclosure Statements will be kept on file by the Secretary. Statements shall be reviewed annually or updated as required

DISCLOSURE FORM

Employment Disclosure

State employer (and/or major contracts) and briefly describe the nature of your work relevant to a Conflict of Interest:

Associations and Membership Disclosure

List all clubs, societies, associations, and other memberships relevant to a potential Conflict of Interest:

Other Interests Disclosure

List any additional information that may represent a potential Conflict of Interest:

I acknowledge that the information contained in this form is complete and accurate.

Print Name: _____

Signature: _____

Date: _____