

**KENORA DISTRICT SERVICES BOARD**  
**POLICY and PROCEDURE**

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<b>TITLE: CONFLICT OF INTEREST</b>	<b>SECTION: SOCIAL HOUSING</b>
<b>DATE: August 16, 2007</b>	<b>POLICY NO.: KDSB-SH-I-08</b>
<b>APPROVED BY: Resolution No. 2007-87</b>	<b>REVISED:</b>

**1. POLICY STATEMENT**

The Kenora District Services Board (KDSB) is designated as a Service Manager under the Social Housing Reform Act, 2000 and is required to set local policies and procedures for social housing providers within the prescribed service area.

BACKGROUND

Section 4 of Ontario Regulation 339/01 (O.Reg. 339/01) applies to housing providers and outlines the Provincial provisions with respect to conflict of interest.

A conflict of interest exists if any of the following situations occur:

- The personal or business interests of a director, officer, agent or employee of a housing provider are in conflict with the interests of the housing provider.
- A personal gain, benefit, advantage or privilege is directly or indirectly given to or received by a director, officer, agent or employee of the housing provider or a person related to one of them as a result of a decision by the housing provider.

**2. PROCEDURE**

- (1) A director, officer, agent or employee of the housing provider shall not enter into any situation, arrangement or agreement which results in a conflict of interest.
- (2) Directors, officers, agents and employees of the housing provider must notify the chair of the board of directors of the housing provider of every potential or actual conflict of interest no later than the first meeting of the board after the director, officer, agent or employee becomes aware that he or she has entered into a situation, arrangement or agreement that results in or may result in a conflict of interest.
- (3) The board of directors (housing provider) shall consider the notice given under subsection (2) above no later than the second meeting of the board after the notice is given and consideration of the notice must be reflected in the minutes of the meeting.
- (4) The chair of the board shall notify the Service Manager in writing of the receipt of every notice and the board of directors shall resolve every conflict of interest or potential conflict of interest to the satisfaction of the Service Manager.

Local Rules:

- (a) The chair of the board shall seek written approval from the Service Manager for the planned resolution to a declaration of conflict of interest prior to implementation of the resolution to the conflict.
- (b) The housing provider shall retain complete records pertaining to conflicts of interest, including:

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- The original notice of the conflict
- The resolution of the conflict
- All correspondence related to the conflict
- The minutes of any meetings of the board of directors or any sub-committee of the board pertaining to the conflict

(c) The Service Manager shall have access to records of all conflicts of interest.

(5) Despite subsection (1) above, a director, officer, agent or employee or a person related to one of them may directly or indirectly receive a gain, benefit, advantage, privilege or remuneration from the housing provider if all of the following conditions are satisfied:

- (a) A notice of the conflict of interest or potential conflict of interest is given in accordance with subsection (2) above; and
- (b) The Service Manager agrees that there is no reasonable alternative for the housing provider other than entering into the situation, arrangement or agreement that results in or may result in the conflict of interest.

Local Rule:

Before entering into such a situation, arrangement or agreement, the housing provider must seek written approval from the Service Manager.