



SD42 POLICY 2919

TRUSTEE CODE OF CONDUCT

PHILOSOPHY

The Board of Education ("Board") recognizes that trustees are elected to serve the public interest and hold their responsibilities as a matter of public trust. In accordance with the [School Act](#), the rights, powers, duties, and liabilities of the Board reside with the Board acting collectively as a legally constituted body. Individual trustees do not exercise the authority of the Board except when the Board is in official session and acting through formal decisions.

While authority rests with the Board as a whole, trustees carry significant influence as elected representatives within the community. Public confidence in the district and its governance is strengthened when trustees demonstrate integrity, professionalism, respect, and accountability in the conduct of Board business and in their interactions with others.

The Board is committed to conducting its work in an ethical and respectful manner. Trustees are expected to model behaviours that reflect the Board's commitment to respectful dialogue, collaborative decision-making, and the fair treatment of students, staff, families, community members, and fellow trustees.

To support effective governance and maintain public confidence in the work of the Board, this Trustee Code of Conduct establishes and shares expectations for the professional and ethical behaviour of trustees.

CODE OF CONDUCT

Collective Governance and Board Authority

- Trustees will seek to establish and maintain a district culture that supports the well-being, belonging, and success of all learners, where diversity, identity, and inclusion are respected and every learner is supported to reach their full potential.
- Trustees will do everything possible to maintain the integrity, confidence and dignity of the Corporate Board and their role as a Trustee.
- Trustees will treat students, staff, families, community members, and fellow trustees with respect and will always conduct themselves with professionalism and decorum.
- Trustees recognize that their authority rests only with the Board acting collectively and will not attempt to exercise individual authority over the organization, staff, or district operations.
- Trustees will respect the governance role of the Board and the operational responsibilities delegated to the Superintendent of Schools and district staff under the School Act.

Integrity, Ethics, and Conflict of Interest

- Trustees will not use their position for personal gain or for the advantage of friends, family, associates, or organizations, and will avoid conflicts of interest in accordance with applicable legislation and Board policy.
- Trustees will recognize their responsibility to represent and advocate for the best interests of learners in the community, including Indigenous communities and First Nations on whose traditional territories the district and schools operate.

- Trustees will abide by Board policies and all applicable legislation, including the School Act, the [Freedom of Information and Protection of Privacy Act](#), and the Oath of Office.
- Trustees will declare any real or perceived conflict of interest and refrain from participating in discussion or decision-making on matters where such a conflict exists.
- A trustee who has declared a conflict of interest will not attempt to influence the outcome of the matter before, during, or after Board deliberations.

Preparation, Participation, and Decision-Making

- Trustees will keep an open mind when considering matters before the Board and will not prejudge issues prior to Board deliberation.
- Trustees will work collaboratively with fellow trustees, district staff, and community partners in a spirit of cooperation and mutual respect, recognizing that differences of opinion are a normal and constructive part of informed Board deliberations.
- Trustees will carefully review meeting materials and come prepared to participate constructively in Board and committee meetings.
- Trustees will devote the necessary time, preparation, and thoughtful consideration to their duties so they may render effective and responsible service to the Board and the community.
- Trustees will respect the decisions of the Corporate Board. Trustees may express disagreement with Board decisions but will do so respectfully and without disparaging other trustees or individuals, and without speculating on the motives of others.

Confidentiality

- Trustees will maintain the confidentiality of Board business, including matters discussed in closed meetings and privileged communications with staff, and will not disclose such information unless authorized by the Board.

Communications and Social Media

- Trustees will ensure their use of electronic communications and social media reflects the expectations of this Code of Conduct and supports responsible digital citizenship.

Professional Development

- Trustees will remain informed about developments in public education and will take advantage of professional learning opportunities to strengthen their governance responsibilities.
- Trustees are expected to engage in ongoing professional learning to enhance their understanding of public education, governance responsibilities, and emerging issues by participating in relevant conferences, workshops, and training opportunities offered by local or provincial affiliations.

REVIEW

The Board will review this policy within six months of the Inaugural Board Meeting.

BREACHES

Alleged breaches of this Code of Conduct and related procedures are addressed in [Appendix A](#) to this policy.

APPROVED: February 13, 2013

UPDATED: April 2026

APPENDIX A: PROCESS FOR ADDRESSING TRUSTEE CODE OF CONDUCT CONCERNS

The Board of Education is committed to addressing concerns regarding trustee conduct in a fair, timely, and respectful manner. The following process outlines how concerns will be reviewed and addressed.

Informal Resolution

The Board recognizes that many concerns regarding trustee conduct may be effectively addressed at an early stage through informal resolution.

Where appropriate, trustees are encouraged to address concerns directly and respectfully with one another in a timely manner, with the goal of clarifying expectations, supporting understanding, and resolving the matter.

If the concern is not resolved, or if the nature of the concern warrants, the matter may proceed with the submission of a concern.

1. Submission of a Concern

It is recognized, that for reasons which may include the nature of the issue of concern or the manner in which it has come to a trustee's attention, informal resolution may not be appropriate.

A concern regarding trustee conduct must be submitted in writing to the Board Chair within a reasonable period of time following the alleged incident or when the concern became known. If the concern is with the conduct of the Chair, the concern will be submitted in writing to the Vice Chair.

The written submission must:

- Clearly describe the nature of the concern; and
- Identify the specific section(s) of the Trustee Code of Conduct or Board policy that are alleged to have been breached.

Anonymous complaints will not be considered.

2. Initial Review by the Chair

The Chair will review the submission to determine whether the concern falls within the scope of the Trustee Code of Conduct.

If the concern does not fall within scope, the Chair may determine that no further action is required and will advise the individual who raised the concern. The Chair may, at their discretion, refer this determination to the Board for confirmation.

If the concern falls within the scope, the Chair will proceed to facilitate an informal resolution process.

3. Informal Resolution

The Chair will work with the trustee(s) involved to attempt to resolve the concern informally.

- If the matter is resolved, the Chair will report the resolution to the Board at an in-camera meeting.
- If the matter is not resolved, the Chair will proceed to the next step.

4. Consideration of Investigation

The Chair will determine whether there are disputed facts that require further review.

- Where appropriate, the Chair may appoint a trustee or an external investigator to conduct a review.
- The investigator will gather relevant information, including from individuals involved and any witnesses.
- A written report will be provided to the Chair.

5. Board Review and Decision

The Chair will schedule an in-camera meeting of the Board to consider the matter.

Notice and Materials

The trustee whose conduct is under review (the “Respondent Trustee”) will be provided with reasonable notice of the meeting. The notice will include:

- The nature of the concern;
- The investigation report (if applicable);
- Any supporting documentation; and
- The range of potential actions the Board may consider.

The agenda package for the meeting will include:

- The written complaint;
- The investigation report and supporting materials;
- Any written submissions from the Respondent Trustee; and
- Relevant Board policies.

6. Meeting Procedure

At the in-camera meeting:

- a. The Chair will introduce the matter, outline the purpose of the meeting, and confirm that the Board will:
 - Determine whether a breach of the Trustee Code of Conduct or Board policy has occurred; and
 - Decide what action, if any, is appropriate.
- b. Trustees will declare any conflicts of interest.
 - The Respondent Trustee is considered to have a conflict of interest.
 - Any trustee directly involved in the matter may also be considered to have a conflict.
- c. The Respondent Trustee will be provided an opportunity to respond to the concern and make submissions, including on potential actions.
- d. Trustees may ask questions for clarification.
- e. The Respondent Trustee will be excused from the meeting. Any trustee with a conflict of interest will also be excused as appropriate.
- f. The remaining trustees will deliberate and determine:
 - Whether a breach has occurred; and
 - What action, if any, the Board will take.
- g. The Board will make its decision by resolution.

7. Outcome

The Board's decision will be recorded in accordance with Board procedures and will be consistent with Board policy and applicable legislation.

Where the Board determines that a trustee has breached the Trustee Code of Conduct or Board policy, it may take one or more actions that are proportionate to the nature and severity of the breach, taking into account the context, intent, and any prior conduct.

Such actions may include:

Informal Resolution

- Discussion facilitated by the Chair to address the concern and clarify expectations
- Verbal reminder of responsibilities under the Code of Conduct

Formal Direction or Warning

- Formal direction from the Board to comply with the Code of Conduct
- Written warning outlining the nature of the breach and expectations for future conduct

Requirement for Corrective Action

- Requirement for a written or verbal apology
- Requirement to participate in professional learning, coaching, or governance training
- Requirement to cease specific behaviours or actions

Censure

- Formal motion of censure adopted by the Board
- A statement that the trustee's conduct is inconsistent with the expectations of the Board

Restrictions on Trustee Responsibilities

- Removal from one or more Board committees or external appointments
- Restriction or removal of the trustee's ability to represent the Board in an official capacity
- Limitation on participation in certain Board activities, where appropriate

Removal from Board Positions

- Removal from positions of responsibility, including Board Chair or Vice-Chair (where applicable and in accordance with Board procedures)

Public Statement (if appropriate)

- Issuance of a public statement regarding the Board's decision, where the Board determines it is necessary to maintain public confidence

Other Actions Permitted by Legislation

- Any other action authorized under applicable legislation or Board policy



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TRUSTEE CODE OF CONDUCT

Philosophy

The Trustee Code of Conduct is based on the respect and consideration for the responsibilities and rights of each Trustee. Trustees have the responsibility to know and observe the rules and regulations of the Board of Education as they carry out the work of the Corporate Board.

Code of Conduct

- 1.00 Trustees will seek to establish and maintain an inclusive culture of care and belonging where the well-being, diversity, identity, and success of all learners is supported and celebrated, and to foster student achievement and provide an environment in which every individual feels valued, and all learners reach their potential.
- 1.01 Trustees will do everything possible to maintain the integrity, confidence and dignity of the Corporate Board and their role as a Trustee.
- 1.02 Trustees will respect the decisions of the Corporate Board.
- 1.03 Trustees will preserve the confidential business of the Board, including information discussed in closed meetings and communications between trustees and staff, and shall not release privileged information in any format to the public until the Board has done so in an official capacity.
- 1.04 Trustees will carefully review all information packages in preparation for discussion at all scheduled meetings of the Board of Education and its committees.
- 1.05 Trustees will keep an open mind when considering matters before the Board and must not prejudge an issue.
- 1.06 Trustees will not use their position for personal advantage or for the advantage of their friends, associates, family or business and must avoid giving rise to a conflict of interest (direct or indirect; pecuniary or non-pecuniary; statutory or common law) with respect to their fiduciary responsibility.
 - (a) A Trustee must declare when a conflict of interest situation arises and disclose the general nature of interest before any consideration of the matter. The member must not take part in any consideration or discussion of, or vote on the matter, and must not attempt in any way before, during or after the meeting to influence the voting.
 - (b) If the meeting is not open to the public, the member must leave the meeting during the time the matter is under discussion. Note: Meeting is defined to "include any regular, special, committee or other meeting" of the Board.
 - (c) If absent from a meeting, members of the Board must disclose their interest at the first meeting attended after such meeting.
 - (d) Declarations of conflict of interest and the general nature thereof must be recorded in the minutes of the meeting. Declaration of conflict of interest made in closed board meetings, but not the general nature of the conflict, must be recorded in the public board record at the next public meeting.

- 1.07 Trustees will abide by the policies of the Board and all applicable legislation and regulations including the *School Act*, *Freedom of Information and Protection of Privacy Act* and the *Oath of Office*.
- 1.08 Trustees will not attempt to exercise individual authority over the organization.
- (i) Trustee interaction with the Superintendent of Schools and staff is encouraged; however, individual Board members or groups of Board members shall recognize authority over the Superintendent of Schools or staff is only through the corporate body.
 - (ii) Board members' interaction with the public, media or other entities shall recognize the same limitation and similar inability of any Board member or Board members to speak for the Board.
 - (iii) Board members will voice no judgments on individual staff performance except as that performance is assessed against explicit Board policies by the official process.
- 1.09 Trustees will at all times act with decorum and shall be respectful of students, parents, staff, members of the community and other Trustees.
- 1.10 Trustees will work with fellow board members, staff and others in a spirit of harmony and cooperation and be respectful of differences of opinion. Trustees will refrain from making discrediting comments about others, engaging in unwarranted criticism, or taking private action that could compromise the integrity or authority of the Board.
- (i) A Trustee may comment on, or disagree with, a decision taken by the Board. In expressing such comment or disagreement, a Trustee may not make disparaging remarks about a Trustee(s), or individual, nor speculate on the motives of a Trustee or individual.
 - (ii) Any member who resists the rules of the Board, uses offensive language, disobeys the decision of the Chairperson of the Board on points of order, or makes any disorderly noise or disturbance may, by resolution of the Board, be ordered to leave for all or part of the remainder of the meeting. (Such removal is to be recorded in the minutes of the meeting).
- 1.11 Trustees will recognize their duty to represent and advocate for the best interests of learners in the community, including Indigenous communities and First Nations on whose traditional territories our schools operate.
- 1.12 Trustees are individually responsible for their use of social media and will ensure that any such use is consistent with this Trustee Code of Conduct.
- 1.13 The Board will review this policy within six months of the Inaugural Board Meeting.
- 1.14 Trustees will endeavour to take advantage of educational conferences, workshops, and training sessions made available by local or provincial affiliations. Through participating in professional development opportunities, Trustees can enhance their knowledge of Trustee roles and responsibilities and become acquainted with current educational topics and trends.

Breach of Conduct

- 2.00 Process for Investigation of Allegations of Breach of Conduct
- (i) The Chairperson of the Board has the authority to investigate allegations of breaches of the Code of Conduct and shall, where appropriate, consult with the Vice Chairperson regarding course of action.
 - (ii) The Chairperson has the authority to invoke consequences 2.01 (a) and (b);

but consequences (c) and (d) require Board resolution. The consequences invoked will depend on the seriousness of the conduct or breach. Where the alleged breach of conduct has been committed by the Chairperson of the Board, the Board shall empower the Vice Chairperson to perform the above responsibilities of the Chairperson.

2.01 Consequences of Breach of Conduct

Consequences should be representative of the infraction and may include:

- (a) a verbal warning
- (b) a letter outlining the breach or concern
- (c) a recommendation for public censure of the Trustee
- (d) in respect of a Trustee's failure to comply with the duty of confidentiality the following additional sanctions may be pursued by the Board:
 - (i) The Board may pursue available legal avenues where a Trustee has breached his/her duty of confidentiality.
 - (ii) The Board will not compensate a Trustee for legal costs incurred in response to any action pursued as per (i).

Notwithstanding this procedure, it is the intent of the Board to provide a fair and just review of the concern respecting the Trustee's right to due process, including:

- being advised of the specifics of the allegations
- the right to make a presentation before the Board
- appropriate notice

An appeal to the Board of any consequences applied by the Chairperson may be made at the next Closed Meeting of the Board. Consequences applied by the Board are not subject to appeal.

2.02 Procedure to Invoke Consequences for Breach of Conduct

When appropriate, the Board may exercise its corporate authority over individual members. Accordingly:

- (i) The Board may, by special motion duly passed, declare the office of the Chairperson and/or Vice Chairperson to be vacant effective as of the date of passage of the resolution, where such person:
 - becomes disqualified by law as a Trustee;
 - deliberately breaches any relevant legislation or Board policy; and/or
 - acts in such a manner as to lose the confidence of the Board.

If such a resolution is passed, the Board shall, at the same meeting, elect a new Chairperson and/or Vice Chairperson respectively as the case may be following the election process as per *Board Policy 2400: School Board Meeting Proceedings, Board Policy 2915: Board Chairperson – Election, Role, Responsibilities*, and *Board Policy 2918: Vice-Chairperson – Election, Role, and Responsibilities*. The Board may, by special motion duly passed, remove a Trustee from a Board Committee. If such resolution is passed, the Board shall, at the same meeting, elect a new Trustee to fill the vacancy on that committee.

- (ii) The Board may, by special motion duly passed either in a Public Meeting, or a Closed Meeting, censure a Trustee for:
 - breach of Board bylaws and/or Board policies
 - breach of relevant legislation

Note: For the purpose of this section, a "special motion" is interpreted as a motion duly moved, seconded, and adopted by a two-thirds majority of the entire members present. The topic to be decided by "special motion" must appear on the distributed agenda for the meeting. For a special motion that has not been included in the distributed agenda to be considered at a board meeting, all Trustees must be advised of the motion at least 48 hours before the commencement of the meeting and two-thirds of trustees present at the meeting must agree to add the motion to the agenda.

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