



## TRUSTEE CODE OF CONDUCT

### The Board of Trustees:

- ✓ commits itself to promote gospel values and provide faith-based Catholic education for its students;
- ✓ commits itself and individual trustees to ethical, professional, and lawful conduct;
- ✓ commits itself to loyalty to the interests of the students, parents, staff, and ratepayers of the Peterborough Victoria Northumberland and Clarington Catholic District School Board, rather than personal loyalties or interests;
- ✓ commits itself to an open and transparent governance model, and to respect the distinctive role of the Board, its individual trustee members and staff of the Peterborough Victoria Northumberland and Clarington Catholic District School Board.

### Individual Trustees:

- ✓ shall make the declaration and oath of office prior to commencing their role as trustee;
- ✓ are expected to familiarize themselves with their duties and any requirements of them as prescribed by the *Education Act* and its related regulations;
- ✓ are expected to familiarize themselves with their duties and any requirements of them as prescribed by the *Student Achievement and School Board Governance Act* and its related regulations;
- ✓ are expected to familiarize themselves with their duties and any requirements of them as prescribed by the *Freedom of Information and Protection of Privacy Act* and its related regulations;
- ✓ are expected to comply with the *Municipal Conflict of Interest Act (MCIA)* in declaring any and all direct and indirect pecuniary interests in a matter before the Board;

- ✓ regardless of the *MCI/A*, are responsible and accountable for exercising good judgement and avoiding situations that might present a conflict of interest or the appearance of conflict of interest;
- ✓ agree that all information deemed private or confidential that is provided to the trustee is for Board business only, and will not be communicated beyond those to whom it has been provided;
- ✓ will commit to being fully prepared to participate and deliberate on all matters before the Board;
- ✓ once the Board has reached a decision, shall uphold the implementation of all Board resolutions, regardless of their personal position on the issue;
- ✓ shall not attempt to exercise individual authority in School Board matters, shall recognize that they hold no individual authority, and that the authority rests with the overall Board of Trustees;
- ✓ are responsible for their use of Board resources for Board business purposes only, and will comply with all Board policies pertaining to acceptable expenses;
- ✓ are not to accept gifts from third parties related to their role as trustee.
- ✓ shall act at all times with decorum and shall be respectful of other trustees and Board staff, as well as members of the public;
- ✓ shall observe a dress code of appropriate business attire when representing the Board at meetings and at personal appearances;
- ✓ may comment to the media when asked about matters related to local issues in the area represented by the trustee or matters of personal opinion in accordance with the spirit of this Trustee Code of Conduct;
- ✓ shall refer requests from the media for comments regarding Board policy and business decisions to the Director of Education as appropriate;
- ✓ will follow the staff/trustee communication protocol as defined by the Chairperson of the Board of Trustees and the Director of Education;
- ✓ who has reasonable grounds to believe that a member of the Board has breached the Board's code of conduct must bring the alleged breach to the attention of the Board of Trustees;
- ✓ The Board of Trustees must review any alleged breach to the code of conduct and determine if the allegation is valid.

### Chairperson of the Board:

- ✓ ensures that the Board behaves consistently within its own rules and those legally imposed by the provincial government;
- ✓ The Director of Education/Chairperson acts as spokesperson to the public on behalf of the Board;
- ✓ is the primary link between the Board and the Director of Education. The Chairperson does not have authority to supervise or direct the Director of Education.
- ✓ chairs Board meetings with the commonly accepted responsibility of that position while working constructively with the trustees to achieve consensus when arriving at decisions;
- ✓ may delegate his/her authority to another trustee, but remains accountable for the use of this authority.

### Enforcement:

- ✓ The Board may, by special motion passed in accordance with Board policy, censure, restrict, or remove from Board meetings and committee meetings a trustee, should the trustee breach the code of conduct.
- ✓ The motion may be presented either in an open session of the Board or an in-camera session, if the alleged breach involves matters normally presented in-camera. Any resolution determining and imposing a sanction must be made in public.
- ✓ The Board may censure a trustee for breach of Board policy, procedure, relevant legislation, or conduct unbecoming a trustee.
- ✓ A trustee alleged to have breached the code of conduct may not vote on a motion regarding the alleged breach.
- ✓ A trustee may appeal a notice of sanction as prescribed in the *Student Achievement and School Board Governance Act*.



John Mackle, Director of Education



David Bernier, Chairperson

December 21, 2010