

## **POLICY 130 TRUSTEE CODE OF CONDUCT**

Public confidence in, and respect for the Board is enhanced by adopting and adhering to a Trustee Code of Conduct.

Trustees recognize that as representatives of a diverse community, trustees and members of the School District community may hold different views on matters related to the Board's business. The Code of Conduct aims to promote the respectful and lawful expression of such points of view if done in a manner consistent with this Code of Conduct.

### **Integrity and Dignity of Office**

- Trustees will carry out their duties faithfully, diligently and in a manner that will inspire public confidence in the ability and integrity of the Board.
- Trustees will conduct themselves in an appropriate, professional, and respectful manner when carrying out their duties.

### **Civil Behaviour and Decorum**

- Trustees will act with decorum and be respectful of other trustees, staff, students, partner groups and the public at all times.
- Trustees will not make remarks that disparage other members of the Board, employees of the district or recognized partner groups.
- Trustees will acknowledge the differing points of view of other Trustees, staff, students and the public and will endeavor to work with other Trustees and staff of the Board in a spirit of respect, openness, courtesy, and co-operation.

### **Confidentiality**

- Trustees will keep confidential any information disclosed or discussed in-camera, unless required to divulge such information by law or authorized by the Board to do so.
- Trustees will not divulge confidential information, including personal information about an identifiable individual.
- Trustees will not disclose information subject to solicitor-client privilege that they become aware of because of their position, except when required by law or authorized by the Board to do so.

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Related Legislation: School Act [RSBC 1996, Part 6, Division 1, Section 65 (2)]

Related Contract Article:

Adopted: January 13, 1988

Amended: April 26, 1994; January 15, 2008; February 10, 2009; October 12, 2010; February 26, 2013;  
June 17, 2014; February 3, 2015; November 17, 2015; November 8, 2016; October 3, 2017;  
June 18, 2019; March 8, 2022

- No Trustee shall use confidential information for either personal gain or to the detriment of the Board.

### **Decision Making**

- Decision making authority rests with the Board, and no Trustee has any individual authority other than that delegated by the Board.
- Trustees will be diligent in familiarizing themselves with all materials provided in advance of meetings in order to make informed and credible decisions.
- Trustees will keep an open mind and base decisions upon all available facts.
- Trustees will accept the decisions of the Board and support any proposed actions in the implementation of a decision, regardless of holding an opposing position in debate or casting an opposition vote.
- A Trustee should be able to explain the rationale for a resolution passed by the Board. A Trustee may respectfully state their position on a resolution provided it does not in any way undermine the implementation of the resolution.

### **Expressing Opinions**

- When individual Trustees express their opinions in public through whatever forum, they must make it clear that they are not speaking on behalf of the Board.

### **Compliance with Legislation**

- Trustees are elected to discharge the duties and obligations imposed upon them by law, and in particular, by the *School Act* and associated *Regulations and Ministerial Orders*.
- Trustees will comply with the *Freedom of Information and Protection of Privacy Act*, the *British Columbia Human Rights Code*, the *Labour Relations Code* and any other relevant legislation.

## Procedures to Address Alleged Code of Conduct Breaches

- It is essential to establish and maintain clear, fair, and effective processes in response to allegations of Breach of the Trustee Code of Conduct. Those processes include:
- Bringing the alleged breach (“Complaint”) in writing to the attention of the Chair of the Board, designate or the Secretary Treasurer within 30 days of the alleged breach occurring. There may be exceptional circumstances which allow for an extension of the 30-day timeline. If an allegation is made against the Chair, the matter shall be managed by the Secretary Treasurer.
- The complaint must include the name of the Trustee who is alleged to have breached the Code; (ii) the alleged breach or breaches of the Code; (iii) information as to when the breach came to the Complainant's attention;(iv) the grounds for the belief by the Complainant that a breach of the Code has occurred; and (v) the names and contact information of any witnesses to the breach or any other persons who have relevant information regarding the alleged breach.
- Options to allow for consideration of an alleged breach even if the complainant withdraws the complaint.
- Providing all Trustees, including the subject of the alleged complaint, a copy of the Complaint within seven (7) days of receiving it.
- Complaint resolution options, including:
  - A recommendation by the Chair or the Secretary Treasurer if the alleged breach is by the Chair, not to proceed on the complaint.
  - Agreement that an informal resolution is appropriate.
  - Initiation of an investigation process, conducted with procedural fairness, concluding with the preparation and presentation of a report of the investigation’s findings in a timely manner for the board’s consideration.
  - Decision by the board (excluding the subject of the complaint) on the Chair’s or Secretary Treasurer’s recommendation for appropriate action to resolve the complaint.