



TRUSTEE CODE OF CONDUCT

A code of conduct policy contributes to confidence in public education and respect for the integrity of Trustees in the community. It deals with acceptable and respectful behaviours. This Code of Conduct and the Enforcement Procedures Appendix apply to all Trustees of the Board, including the Chair of the Board and student trustees. See appendix A below.

A Trustee position is an elected position which carries with it the understanding that the electorate will decide at election time its support for the effectiveness of a Trustee. At the same time, it is important to recognize the public trust and responsibility the collective body carries and that this trust and responsibility is honoured through determining and enforcing norms of acceptable behaviour.

- 1.0 Trustees of the Board shall discharge their duties loyally, faithfully, impartially and in a manner that will inspire public confidence in the abilities and integrity of the Board.
- 2.0 The Limestone District School Board expects its members to demonstrate ethical, respectful and professional conduct. When acting or holding themselves out as Trustees of the Board, a Trustee shall conduct themselves in a manner that would not discredit or compromise the integrity of the Board.
- 3.0 Trustees shall work with fellow Trustees in a spirit of harmony and co-operation in spite of differences of opinion.
- 4.0 Trustees shall maintain the highest standards of civility and respect accorded to public office through the absence of unwarranted criticism of fellow Board members, the Board, or employees, in or out of the board room. When acting or holding themselves out as a Trustee, the Trustee shall treat persons equally without discrimination based on a person's race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability.

- 5.0 Trustees shall deal appropriately with sensitive issues and respect the confidentiality of discussions that take place during closed sessions. No Trustee shall disclose confidential information obtained or made available to them in their role as a Trustee except as authorized by law or the Board. Confidential information includes personal information about an identifiable individual or information subject to solicitor-client privilege. Every Trustee shall keep confidential any information disclosed or discussed at a meeting of the Board or committee of the Board, or part of a meeting of the Board or committee of the Board, that was closed to the public, and keep confidential the substance of deliberations of a meeting closed to the public, unless required to divulge such information by law or authorized by the Board to do so.
- 6.0 Trustees shall represent everyone Limestone District School Board serves, not a particular interest group or geographic area.
- 7.0 Trustees shall be loyal to the interests of Limestone District School Board.
- 8.0 Trustees shall maintain the integrity of the Board and the position of the Trustee when communicating and interacting with outside individuals, organizations and agencies.
- 9.0 Trustees shall respect the majority decisions of the Board.
- 10.0 Trustees shall respect and understand the roles and duties of the individual Trustees, Board of Trustees, the Director of Education and the Chair of the Board.
- 11.0 Trustees shall recognize that authority over the organization is only vested in the full board when it meets in legal session. Trustees do not attempt to exercise individual authority.
- 12.0 The Chair of the Board is the spokesperson to the public on behalf of the Board, unless otherwise determined by the Board. No other Trustee shall speak on behalf of the Board unless expressly authorized by the Chair of the Board or Board to do so. (As per 7.6.7)
- 13.0 Trustees shall clearly demonstrate discretion when making personal public statements so as to minimize the impression that such statements reflect the corporate opinion of the Board when they do not.

- 14.0 Trustees of the Board shall recognize that the expenditure of school board funds is a public trust and endeavour to see that the funds are expended efficiently, in the best interests of the students. No Trustee shall use or permit the use of board resources for any purposes other than the business of the Board.
- 15.0 No Trustee shall use his or her office to obtain employment with the Board for the Trustee or a family member.
- 16.0 No Trustee shall accept a gift from any person or entity that has dealings with the Board if a reasonable person might conclude that the gift could influence the Trustee when performing his or her duties to the Board, unless (a) the gift is of nominal value, (b) the gift is given as an expression of courtesy or hospitality, and (c) accepting the gift is reasonable in the circumstances. For example, a Trustee might accept a free ticket or admission to a charitable event or professional development event.
- 17.0 A Trustee of the Board shall discharge his or her duties in accordance with the *Education Act* and any regulations, directives or guidelines thereunder and comply with the *Municipal Freedom of Information and Protection of Privacy Act*, and any other relevant legislation.
- 18.0 Trustees shall declare any conflict of interest, financial or otherwise, between their personal life and/or business interests and their position on the Board. A Trustee will not participate in or exert influence on any decision in which the Trustee has any direct or indirect interest. Trustees shall refrain from discussion and voting on any matter in which they are in conflict.
- 19.0 Trustees shall not use his or her office to advance the Trustee's interest or the interests of any family member or person or organization with whom or with which the Trustee is related or associated. No Trustee shall use confidential information, including confidential information obtained by them or made available to them in their role as a Trustee for the purpose of personal gain or for the gain of the Trustee's parent, spouse or child and shall not use such confidential information in a manner that would be detrimental to the interests of the Board. [Parent, spouse and child have the same meaning as in Section 1 of the Municipal Conflict of Interest Act.]
- 20.0 Trustees shall comply with this Code of Conduct, other Board policies, procedures, By-Laws, and Rules of Order.
- 21.0 The Board may censure a Trustee in accordance with the Education Act: Student Achievement and School Board Governance Act, as amended, where such person:

- Contravenes legislation;
- Breaches any board policy, procedure or practice; and
- Breaches confidentiality.

Appendix A (Education Act: Section 218.3)

Enforcement of Code of Conduct

(1) A member of a Board who has reasonable grounds to believe that a member of the Board has breached the Board's code of conduct may bring the alleged breach to the attention of the Board. [2009, c. 25, s. 25]

(2) If an alleged breach is brought to the attention of the Board under subsection (1), the Board shall make inquiries into the matter and shall, based on the results of the inquiries, determine whether the member has breached the Board's code of conduct. [2009, c. 25, s. 25]

(3) If the Board determines under subsection (2) that the member has breached the Board's code of conduct, the Board may impose one or more of the following sanctions:

1. Censure of the member.
2. Barring the member from attending all or part of a meeting of the Board or a meeting of a committee of the Board.
3. Barring the member from sitting on one or more committees of the Board, for the period of time specified by the Board. [2009, c. 25, s. 25]

(4) For greater certainty, the imposition of a sanction under paragraph 2 of subsection (3) barring a member from attending all or part of a meeting of the Board shall be deemed, for the purpose of clause 228 (1) (b), to be authorization for the member to be absent from the meeting. [2009, c. 25, s. 25]

(5) A member of a Board who is barred from attending all or part of a meeting of the Board or a meeting of a committee of the Board under subsection (3) is not entitled to receive any materials that relate to that meeting or that part of the meeting and that are not available to members of the public. [2009, c. 25, s. 25]

(6) If a Board determines that a member has breached the Board's code of conduct under subsection (2),

- (a) The Board shall give the member written notice of the determination and of any sanction imposed by the Board;
- (b) The notice shall inform the member that they may make written submissions to the Board in respect of the determination or sanction by a date specified in the notice that is at least 14 days after the notice is received by the member; and
- (c) The Board shall consider any submissions made by the member in accordance with clause (b) and shall confirm or revoke the determination within 14 days after the submissions are received. [2009, c. 25, s. 25]
- (7) If the Board revokes a determination under clause (6) (c), any sanction imposed by the Board is revoked. [2009, c. 25, s. 25]
- (8) If the Board confirms a determination under clause (6) (c), the Board shall, within the time referred to in that clause, confirm, vary or revoke the sanction. [2009, c. 25, s. 25]
- (9) If a sanction is varied or revoked under subsection (7) or (8), the variation or revocation shall be deemed to be effective as of the date the original determination was made under subsection (2). [2009, c. 25, s. 25]
- (10) Despite subsection 207 (1) but subject to subsection (11), the part of a meeting of the Board during which a breach or alleged breach of the Board's code of conduct is considered may be closed to the public when the breach or alleged breach involves any of the matters described in clauses 207 (2) (a) to (e). [2009, c. 25, s. 25]
- (11) A Board shall do the following things by resolution at a meeting of the Board, and the vote on the resolution shall be open to the public:
1. Make a determination under subsection (2) that a member has breached the Board's code of conduct.
 2. Impose a sanction under subsection (3).
 3. Confirm or revoke a determination under clause (6) (c).
 4. Confirm, vary or revoke a sanction under subsection (8). [2009, c. 25, s. 25]
- (12) A member who is alleged to have breached the Board's code of conduct shall not vote on a resolution to do any of the things described in paragraphs 1 to 4 of subsection (11). [2009, c. 25, s. 25]
- (13) The passage of a resolution to do any of the things described in paragraphs 1 to 4 of subsection (11) shall be recorded in the minutes of the meeting. [2009, c. 25, s. 25]

Appendix A (Education Act: Section 218.3) (continued)

(14) The Statutory Powers Procedure Act does not apply to anything done under this section. [2009, c. 25, s. 25]

Legal References:

Education Act S. 170-171 Duties and Powers of Boards, Bill 177, Student Achievement and School Board Governance, 2009

Ontario Regulation 312/24

Municipal Conflict of Interest Act

Municipal Freedom of Information and Protection of Privacy Act

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