

Trustee Standards of Conduct – Appendix A

Policy No. 101.2A

The Trustee Standards of Conduct require that each Trustee commit to the highest ethical standards in their dealings with fellow Trustees, the school community, and all members of the school district. The Board expects each Trustee to adhere to the Standards of Conduct in carrying out their role. The Board recognizes that Standards of Conduct infractions vary in their intent and severity and therefore, informal or formal procedures may be utilized to address alleged breaches, as appropriate.

1.0 Procedures to Receive Alleged Standards of Conduct Breaches

It is imperative to establish and maintain clear, consistent, and effective procedures in order to receive any allegation of breach of the Trustee Standards of Conduct from complainants. Those procedures include:

1.1 Any alleged breach must be brought forward in writing to the Chair of the Board and the Secretary Treasurer within 30 days of the alleged breach occurring. There may be exceptional circumstances which could allow an extension of this timeline. If the alleged breach is about the Chair of the Board, the concern may be brought forward to the Secretary Treasurer or designate. The alleged breach shall be managed by the Secretary Treasurer or designate.

The written complaint must include:

- the name of the Trustee who is alleged to have committed the breach;
- the specific allegation(s);
- information regarding when the breach came to the complainant's attention;
- the complainant's grounds that a breach of the Standards of Conduct has occurred;
- the name and contact information of the complainant, as well as any witnesses to the matter, or any other persons who have relevant information regarding the alleged breach.

1.2 Once received, all Trustees, including the subject of the alleged complaint, must be provided with a confidential copy of the complaint within seven (7) days of receiving it.

2.0 Complaint Resolution Options

It is imperative to establish and maintain clear, consistent, and effective procedures in order to respond to any allegation of breach of the Trustee Standard of Conduct. Options to complaint resolution include:

2.1 A recommendation by the Chair, or by the Secretary Treasurer if the alleged breach is about the Chair, not to proceed with the complaint.

- 2.2 An agreement that an informal resolution is appropriate.
- 2.3 Undertaking an investigation process, conducted with procedural fairness and confidentiality, concluding with the preparation and presentation of a report of the investigation's findings in a timely manner for the Board's consideration. This consideration will be done in-camera.
 - 2.3.1 Based on the results of the investigation, the Board (excluding the subject of the complaint) shall by motion decide whether the Trustee has breached the Standards of Conduct and impose sanctions appropriate to the severity of the breach.

3.0 Sanctions for Breach of the Standards of Conduct

Where the Board determines that a Trustee has breached the Standards of Conduct, the Board may impose sanctions that include but are not limited to: censure the Trustee or, where the infraction includes the failure to maintain the necessary confidentiality of information, bar the Trustee from attending all or part of a Meeting of the Board or a Committee of the Board, and the Trustee shall not receive any materials that relate to that meeting that are not available to the general public. These sanctions are not intended to limit any other response, action, or remedy that the Board may decide to take.

- 3.1 Upon the Board determining that a Trustee has breached the Standards of Conduct, sanctions shall be applied as follows:

- 3.1.1 The Board shall give the Trustee written notice of the determination and any possible sanctions in a timely manner;
 - 3.1.2 The Board shall provide the Trustee with 14 days to provide a written response regarding the determination and/or sanctions;
 - 3.1.3 After considering the submission, the Board shall confirm or revoke the determination and/or sanctions within 14 days of receiving the written submission;
 - 3.1.4 If the determination is revoked, the sanctions are revoked; and
 - 3.1.5 If the determination is confirmed, the Board may confirm, vary or revoke the sanctions.

- 3.2 Where a breach of the Trustee Standards of Conduct has occurred, sanctions of a Trustee shall be undertaken by the Chair by writing a letter of censure to the Trustee in question. If the breach has been committed by the Chair, any letter of censure shall be undertaken by the Vice-Chair. This action shall be reported at the next Regular Meeting of the Board.