

## **TRUSTEE CODE OF ETHICS SANCTIONS**

1. The Trustee Code of Ethics requires that the Board commit itself and its members to ethical and appropriate conduct. This includes proper use of authority, appropriate decorum and mutual respect when acting as members of the Board.
2. Trustees shall conduct themselves in an ethical and prudent manner in compliance with the Trustee Code of Ethics, Policy 4. The failure by trustees to conduct themselves in compliance with this policy may result in the Board instituting sanctions.
3. In particular, the Trustee Code of Ethics requires that trustees shall respect the confidentiality appropriate to issues of a sensitive nature.
4. Failure to comply with this requirement constitutes a failure of security. An individual trustee may bring a suspected breach of security to the attention of the Board, at a closed meeting of the Board. If by majority vote the Board agrees that a failure has occurred, the failure shall be recorded by the Board and the following procedure shall be invoked:
  - 4.1 The Board Chair shall request that the Director or designate (as head of the Division under the Local Authority Freedom of Information and Protection of Privacy Act), appoint an independent investigator to review this matter. This request may occur only after such a motion has been discussed and agreed to by a majority of trustees present at a closed meeting of the Board. This decision shall immediately be approved in a public meeting of the Board.
  - 4.2 The independent investigator shall conduct an investigation and submit a report of findings and recommendations to the Board Chair and to the Director.
  - 4.3 The Board Chair shall present at a closed meeting of the Board, the report of the independent investigator. At this time, the trustee in question shall have an opportunity to present any additional, relevant information.
  - 4.4 If it is determined by a majority vote of the Board that a willful violation of security has occurred, for a first occurrence, a motion to write a letter of censure marked “Personal and Confidential” is required to be discussed and agreed upon by a majority of trustees present at a closed meeting of the Board. This decision requires immediate approval by a majority vote of trustees at a public meeting of the Board.
  - 4.5 For subsequent occurrences, a motion of censure against the trustee in question may be brought directly to a public meeting of the Board. This motion shall be approved by a majority vote of trustees present at such a meeting.

5. A violation of all sections of the Code of Ethics other than matters of confidentiality shall result in:
  - 5.1 The Board Chair writing a letter of censure marked "Personal and Confidential" to the trustee in question. This occurs only after having such action discussed and agreed upon by a majority vote of trustees present at a closed meeting of the Board. A majority of trustees at a public meeting of the Board shall immediately approve this decision.
  - 5.2 For a subsequent occurrence, at a public meeting of the Board, a motion of censure shall be presented against the trustee in question; and/or
  - 5.3 For a third and subsequent occurrences, at a public meeting of the Board, a motion to remove the trustee in question from one (1), or more, of all Board appointments may be presented.
  
6. The office of a trustee shall be declared vacant by the Board and the Minister of Education shall be so advised when a member:
  - 6.1 Is convicted of an indictable offence.
  - 6.2 Becomes incapacitated due to physical disability or mental illness.
  - 6.3 Is absent for three (3) or more consecutive meetings of the Board without Board authorization (by resolution).
  - 6.4 Is declared ineligible as defined by the Local Government Election Act.
  - 6.5 Becomes an employee of the Division.
  - 6.6 Acquires a direct interest in a contract for goods or services with the Division, with the following exceptions:
    - 6.6.1 A trustee may enter into a contract with the Division for the sale of a school site.
    - 6.6.2 A trustee may receive up to two hundred dollars (\$200.00) in one (1) year for labour authorized by or supplied to the Division.
    - 6.6.3 A trustee may sell to the Division utilities, services or merchandise provided the amount does not exceed five hundred dollars (\$500.00) in one (1) year.
    - 6.6.4 A trustee may receive compensation for transportation of his/her own children to and from school.
    - 6.6.5 A trustee may be a shareholder or employee of a corporation which has dealings or contracts with the Division.
    - 6.6.6 The above noted dollar limits may be exceeded provided the goods and services are not readily obtainable from some other person in the Division, the prices are reasonable, and every trustee at the meeting votes in favour of the contract.

Reference: Sections 68, 69, 70, 85, 87 Education Act  
Sections 23, 27 Local Government Election Act