



TRUSTEE CODE OF CONDUCT

This policy applies to all trustees and is designed to clarify the expected conduct of members of the School District 72 (Campbell River) Board of Education. Each democratically elected trustee is expected to govern in a fair and ethical manner and model exemplary public behaviour.

Trustees fully acknowledge the critical trust invested in the board by the electorate and are dedicated to governing the affairs and business of the district in a professional manner that recognizes and affirms the rights and dignity of students. Trustees represent the broad needs of the entire school district and the community, allocating resources efficiently, inclusively, and responsibly in the best interest of all students.

The board is committed to providing high quality education for all public school students within a supportive, accessible, and enriching learning environment. Trustees uphold the commitments articulated in the Trustee Code of Conduct and address any violation at confidential meetings of the board. The board may, at its discretion and by resolution of the voting trustees, make public the outcome(s) of the official complaint process if the board considers this reasonable and appropriate.

It is the board's expectation that each trustee will adhere to high ethical standards in their dealings with other trustees, district staff and the community.

Each newly elected board shall review this policy as part of an orientation process within 6 months of the start of their term and annually throughout their term.

As a trustee and member of the Board of Education, I will:

1. Make decisions that support the improvement of student achievement, equity, and well-being;
2. Carry out my duties in accordance with the provisions of the *School Act* and oath of office, as well as all other relevant legislation, regulations and board policies;
3. Earnestly attempt to understand the needs and aspirations of the entire district;
4. Recognize and demonstrate my duty to represent and advocate for the best interests of students in the community by making fair and inclusive decisions and uphold the B.C. Human Rights Code, speaking out against racism, and respecting the rights of Indigenous Peoples including First Nations on whose traditional territories our schools operate;
5. Work cooperatively with the board treating other trustees with respect and consideration and refrain from making discrediting comments about others;
6. Exercise my duties of governance by demonstrating an understanding of the importance of mutual respect, transparency and impartiality. I will act with integrity and be accountable for my actions and decisions with a commitment to ethical practices and principles;
7. Devote sufficient time, thought and study to the duties of trusteeship in order to ensure the district is well governed, inspires public confidence and to provide credible service;
8. Consider all information and opinions presented to the board in making decisions without bias, and abide by and uphold the district vision and values, and decisions of the board;
9. Keep in confidence any personal or confidential information obtained in my capacity as a trustee and not disclose the information except when required by law or authorized by the board to do so;

10. Not withhold or conceal information that may have a material impact on the deliberations of the board or administration of the district;
11. Declare any conflict of interest as stated in the *School Act* and not participate in, vote on, or exert influence on, any decision in which I have any interest;
12. Avoid outside pressure to use the trustee position to benefit either myself or any other individual or agency;
13. Recognize that as a corporate board, the authority to make decisions must only be made within an official meeting of the board. Individual trustees or committees of trustees may not exercise the rights, duties and powers of the board;
14. Conduct district business in a manner consistent with the expectations for the prevention of fraud as stated in Operational Procedure 520 (Fraud Prevention & Investigation);
15. Respect the authority vested in the role of the superintendent of schools and of the executive staff of the school district and shall give the responsibility to manage and operationalize policies and directions, which have been established and evaluated by the board, to the superintendent and these executive officers;
16. Recognize that, although elected from a particular area of the district, my responsibility is to ensure that decisions are made in the best interests of the district as a whole;
17. Represent the board in all board related matters with proper decorum and respect for others;
18. Ensure fair and respectful relationships to support safe and inclusive workplaces and communities;
and
19. Demonstrate responsible digital citizenship, including minimizing the risks associated with the use of electronic communications and social media.

Enforcement of the Trustee Code of Conduct

The board may establish procedures to provide for the resolution of conflicts among trustees and to enforce the code of conduct and, where necessary, impose sanctions on trustees who violate the code of conduct.

The board expects each board member to adhere to the code of conduct in carrying out the role of trustee. The board recognizes that code of conduct infractions vary in their intent and severity and has established both informal and formal enforcement procedures.

A board member or the superintendent or, in the case of an infraction of confidentiality, the secretary-treasurer, shall in confidence bring an alleged infraction of the code to the attention of the board by notifying the chair or, in the absence of the chair or if the alleged infraction has been made by or about the chair, the vice-chair, who in such instances shall undertake the responsibilities of the chair.

Notification of the chair shall be made in writing and within seven days of the board member or superintendent first becoming aware that the alleged infraction has occurred. The notification shall include: the name of the board member who is alleged to have breached the code; the alleged infraction or infractions of the code; information as to when the infraction came to the individual's attention; the grounds for the belief of the individual that an infraction of the code has occurred; the names and contact information of any witnesses to the infraction or any other persons who have relevant information regarding the alleged infraction; and, the signature of the individual alleging the infraction of the code.

Procedures

1. Informal

- 1.1 The chair, on their own initiative, or at the request of the board member, superintendent or secretary-treasurer, who alleges an infraction of the code has occurred, may meet confidentially and informally with the board member who is alleged to have breached the code, to discuss the infraction. The chair shall bring the allegation of the infraction to the attention of the board member and discuss sanctions to address the infraction as an infraction and/or measures to correct the offending behaviour.
- 1.2 The sanctions or measures to address the alleged infraction as an infraction may include a warning, an apology, or an agreed-upon consequence which may include that the board member engage in professional development.
- 1.3 In circumstances where the chair believes that the alleged infraction occurred, and the board member concurs, the agreement of the board member that the infraction of the code occurred and with the sanctions or measures imposed shall be reported to a confidential meeting or confidential session of the board and no further action in respect to the infraction shall be taken.
- 1.4 In circumstances where the chair believes that the alleged infraction occurred, and the board member does not agree that the infraction occurred or with the suggested sanctions or measures, the allegation of an infraction of the code may be elevated by the chair or the board to the formal code of conduct enforcement procedures.
- 1.5 In circumstances where the chair does not believe that the alleged infraction occurred, the chair shall dismiss the allegation and report the alleged infraction and chair's findings to a confidential meeting or confidential session of the board and no further action in respect to the infraction shall be taken and the matter shall be closed.

2. Formal

- 2.1 In the absence of informal resolution of the alleged infraction and within 14 days of receiving the notification of the alleged infraction, the chair shall compile the information obtained in the originating notification of the alleged infraction and any actions the chair may have taken to address the allegation and make a confidential report to the board in a confidential meeting or confidential session. The chair's report to the board shall include the chair's recommendation in respect to the merits of the board conducting an investigation into the alleged infraction of the code.
- 2.2 The board in confidential meeting, by motion, shall within 14 days of receiving the report of the chair, confirm or reject the recommendation of the chair to conduct an investigation of the alleged infraction of the code.
- 2.3 Where the board determines that an investigation should be made into the alleged infraction of the code, within 28 days of receiving notification from the chair of the alleged infraction, the board shall by any appropriate means, including engagement of an independent investigator by the secretary-treasurer, make inquiries into the alleged infraction. On the basis of the results of the inquiry, the board in confidential meeting, by motion, shall decide whether the board member has breached the code and impose sanctions appropriate to the severity of the infraction.
- 2.4 The board member alleged to have breached the code shall not vote in respect to a motion to undertake an investigation of the alleged infraction nor vote in respect to a motion to confirm the alleged infraction or impose sanctions.

3. Sanctions for Infraction

Where the board determines that a board member has breached the code, the board may censure the board member or, where the infraction includes the failure to maintain the necessary confidentiality of information, bar the board member from attending all or part of a meeting of the board or a committee of the board and the board member shall not receive any materials that relate to that meeting that are not available to the public. These sanctions are not intended to limit any other response, action or remedy that the board may decide to take or pursue.

- 3.1 Upon the board determining that a board member has breached the code and any sanctions to be imposed:
- The board shall give the board member written notice of the determination and sanctions;
 - Provide the board member with 14 days to make written submissions to the board regarding the determination and/or sanctions;
 - After considering the submissions, the board shall confirm or revoke a determination within 14 days of receiving the submissions;
 - If the determination is revoked, the sanctions are revoked; and
 - If the determination is confirmed, the board shall confirm, vary or revoke the sanctions.
- 3.2. Where an infraction of sections 1 to 19 inclusive of the code has occurred, sanction of a board member shall be undertaken by the chair writing a letter of censure marked “personal and confidential” to the board member in question. This action shall be reported at the next regular board meeting.
- 3.3. For a second occurrence, a motion of censure shall be presented against the board member in question, at a regular board meeting, unless to do so would require a disclosure of confidential information other than a previous letter of censure.
- 3.4. For a third and subsequent occurrence, a motion to remove the board member in question from one, or more, or all board appointments shall be presented at a regular board meeting.
- 3.5. Where there has been a failure to maintain the confidentiality of information and an infraction of section 9 of the code has occurred, in addition to the above sanctions, the board may bar a board member from attending all or part of a meeting of the board or a committee of the board. When a sanction has been imposed that bars a board member from attendance at a meeting of the board it is considered to be an absence authorized by the board.

Legal References:	<i>School Act Secs. 33, 55-65, 85</i>
Monitoring Method:	<i>Board Governance Policy Committee</i>
Monitoring Frequency:	<i>Every four years</i>
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