



Authority Policy 1001

TRUSTEE CODE OF CONDUCT

Legal Reference: Education Act: 2009, Sections 209.1; 218.1.3; Municipal Freedom of Information and Protection of Privacy Act

Related References: Bill 177

Effective Date: June 2012

Revisions: February 2014

Reviewed:

1. Preamble

1.1 A Trustee position is a volunteer position. At the same time, it is important to recognize the public trust and responsibility the KidsAbility School Authority (KASA) carries and that this trust and responsibility is honoured through determining and enforcing norms of acceptable behaviour.

1.2 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.

1.3 Our Vision: Children with complex special needs prepared for school success.
Our Mission: KidsAbility's unique school environment empowers our students to achieve continued success.

2. Application

2.1 This Code of Conduct and the Enforcement Procedures apply to all Trustees of the Board, including the Chair of the Board.

3. Code of Conduct

Integrity and Dignity of Office

3.1 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.

3.2 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.

3.3 Trustees, as leaders of the Board, must uphold the dignity of the office and conduct themselves in a professional manner, especially when attending Board events, or while on Board property.

3.4 Trustees shall ensure that their comments are issue-based and not personal, demeaning or disparaging with regard to Board staff or fellow Board members.

3.5 Trustees shall endeavour to participate in trustee development opportunities to enhance their ability to fulfill their obligations.

4. Avoidance of personal advantage and conflict of interest

4.1 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. However, this does not, for example, preclude a Trustee from accepting a free ticket or admission to a charitable event or professional development event.

4.2 A Trustee shall not use his or her office to advance the Trustee's interests or the interests of any family member or person or organization with whom or with which the Trustee is related or associated.

4.3 No Trustee shall use his or her office to obtain employment with the Board for the Trustee or a family member.

5. Compliance with Legislation

5.1 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. (See footnote at the end of document)

5.2 Every Trustee of the Board shall uphold the letter and spirit of this Code of Conduct.

5.3 Each Trustee of the Board shall abide by Section 209.1, Declaration in the *Education Act* made upon assuming the office of a Trustee with the Board.

5.3.1 Declaration (209.1)

Except as provided in subsection (2), every person elected or appointed to a board, on or before the day fixed for the first meeting of the new board, or on or before the day of the first meeting that the person attends, shall make and subscribe the following declaration in English or French before the secretary of the board or before any person authorized to administer an oath or affirmation and in default the person shall be deemed to have resigned:

5.3.1 a I solemnly declare that I am not disqualified under any Act from being a member of The KidsAbility School Authority.

5.3.1 b I solemnly declare that I will truly, faithfully, impartially and to the best of my ability execute the office of board member, and that I have not received and will not receive any payment or reward or promise thereof for the exercise of any partiality or malversation or other undue execution of the said office and that I will disclose any pecuniary interest, direct or indirect, as required by and in accordance with the Municipal Conflict of Interest Act. Education Act R.S.O. 1990, c.E.2, s.209 (1); 1997, c.31, s.108 (1); 2009, c.25, s.23 (1).

5.4 Every Trustee shall respect and understand the roles and duties of the individual Trustees, Board of Trustees, and the Chair of the Board.

6. Civil Behaviour

6.1 No Trustee shall engage in conduct during meetings of the Board or committees of the Board, and at all other times that would discredit or compromise the integrity of the Board.

6.2 A Trustee of the Board shall not advance allegations of misconduct and/or a breach of this Code of Conduct that are trivial, frivolous, vexatious, made in bad faith or vindictive in nature against another Trustee of the Board.

6.3 When expressing individual views, Trustees shall respect the differing points of view of other Trustees on the Board, staff, students and the public.

6.4 Trustees shall at all times act with decorum and shall be respectful of other Trustees of the Board, staff, students and the public.

6.5 All Trustees of the Board shall endeavour to work with other Trustees of the Board and staff of the Board in a spirit of respect, openness, courtesy, and co-operation.

7. Respect for Confidentiality

7.1 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.

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

7.3 Trustees shall not divulge confidential information, including personal information about an identifiable individual or information subject to solicitor-client privilege that a Trustee becomes aware of because of his or her position, except when required by law or authorized by the Board to do so.

8. Upholding decisions

8.1 All Trustees of the Board shall accept that authority rests with the Board, and that a Trustee has no individual authority other than that delegated by the Board.

8.2 Each Trustee shall uphold the implementation of any Board resolution after it is passed by the Board. A proper motion for reconsideration or rescission, if permitted by the Board's Rules of Order, can be brought by a Trustee.

8.3 A Trustee should be able to explain the rationale for a resolution passed by the Board. A Trustee may respectfully state his or her position on a resolution provided it does not in any way undermine the implementation of the resolution.

8.4 Each Trustee shall comply with Board policies, procedures, By-Laws, and Rules of Order.

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

8.6 A Trustee who has reasonable grounds to believe that a Trustee of the Board has breached the Board's Code of Conduct may bring the alleged breach to the attention of the Board. This is done through the Chair of the Board or committee of the board and will be dealt with at the discretion of the Board.