



Trustees' Code of Conduct #100.04

Adopted:	July 4, 2022
Last Reviewed/Revised:	August 28, 2024
Responsibility:	Human Resources Services
Next Scheduled Review:	September 2028

POLICY STATEMENT

The Brant Haldimand Norfolk Catholic District School Board ("the Board") is committed to effective, accountable, and transparent governance. It is the expectation of the Board that trustees will promote and model the Catholic values and beliefs of the Board and the Catholic Church.

Trustees are elected to their positions by the Catholic ratepayers and as such should conduct themselves in a manner which is in keeping with generally accepted Catholic societal behaviour and in keeping with their responsibilities to an elected office in adherence to O. Reg. 312/24 and other applicable legislation.

APPLICATION AND SCOPE

This policy applies to all trustees elected to the BHNCD SB. The policy ensures trustees carry out their elected duties, responsibilities, and school board governance while following a code of behavior which is in agreement with the traditions of Catholic teachings, and beliefs and values of the of the Church and School Board. The code of conduct is intended to support effective governance and leadership so that boards remain focused on the successful delivery of provincial education priorities.

The Catholic Trustees' Code of Conduct: A Statement of Board Values and the Responsibilities of the Office of the Trustees of the Brant Haldimand Norfolk Catholic District School Board.

1.0 Trustees will, at all times:

- 1.1 act in accordance with and in furtherance of the Board's mission statement;
- 1.2 encourage school communities to foster and exemplify the values of inclusion, integrity, respect, reconciliation, love, and justice;
- 1.3 abide by the statutory declaration made when first becoming a trustee to the effect that:
"I will truly, faithfully, impartially and to the best of my ability execute the office of board member..." [Education Act, section 209(1)];
- 1.4 carry out the functions of a trustee in a public manner in meetings of the Board save for in-camera sessions authorized by the Education Act [section 207 (1) and (2)] and by the By-laws of the Board;
- 1.5 keep in strict confidence, information prepared for, discussed, and communicated in any manner which was, is, or will be dealt with in-camera as authorized by the Education Act and by the Board's By-laws;
- 1.6 comply with all statutes and regulations applicable to the trustees, the Board, and its operations including the Education Act, the Ontario Human Rights Code, the Municipal Conflict of Interest Act, the Municipal Freedom of Information and Protection of Privacy Act, and the Occupational Health and Safety Act;
- 1.7 conduct themselves in compliance with the Board's By-laws and with any standards of behaviour the Board adopts respecting the conduct required of its employees;
- 1.8 accept, as a matter of law, that the Board can only act collectively as a unit and that orders or pronouncements of individual Board members are of no force and effect; and,
- 1.9 be physically present for every regular meeting of the board and every meeting of the committee of the whole in each year of the term of office, unless one of the exceptions to the requirement for in-person attendance applies.

2.0 Trustees will not:

- 2.1 use or permit the use of board resources for any purpose other than the business of the board;
- 2.2 disclose confidential information obtained or made available to them in their role as a board member except as authorized by law or by the board or use confidential information in a manner that would be detrimental to the interests of the board or for the purpose of personal gain or for the gain of the member's parent, spouse, or child;
- 2.3 give notice of an alleged breach of the code of conduct that is frivolous, vexatious, or brought forward in bad faith;
- 2.4 engage in reprisal (or threatening reprisal) against a person who gives notice of an alleged breach of the code of conduct or provides information about an alleged breach to an integrity commissioner appointed to investigate; and,
- 2.5 subject to certain prescribed exemptions, accepting a gift from any person, group or entity that has dealings with the board, if a reasonable person might conclude that the gift could influence the member when performing their duties.

REFERENCES:

- Education Act
- Better Schools and Student Outcomes Act, 2023
- O. Reg. 312/24 Members of School Boards Code of Conduct
- O. Reg. 463/97: Electronic Meetings and Meeting Attendance
- O. Reg. 357/06: Honoraria for Board Members
- O. Reg. 306/24: Integrity Commissioners and Process for Alleged Breaches of the Code of Conduct
- Ontario Human Rights Code
- Municipal Conflict of Interest Act
- Municipal Freedom of Information and Protection of Privacy Act
- Occupational Health and Safety Act
- BHNCD SB Board By-laws
- [100.01.P Board Governance](#)
- [100.05.P Trustee Conflict of Interest](#)
- [100.06.P Trustee Honoraria](#)
- [100.07.P Student Trustee](#)
- [100.08.P Trustee Communication](#)
- [100.09.P Access to Legal Counsel](#)
- [100.10.P Trustee Expenses](#)

GLOSSARY OF KEY TERMS

N/A

FORMS:

N/A

APPENDICES:

N/A

DEFINITIONS:

ADMINISTRATIVE PROCEDURES

1.0 Board Member Obligations

1.1 School Board Trustees will:

- 1.1.1** comply with the Board's Code of Conduct and Statement of Board Values and Responsibilities;
- 1.1.2** comply with applicable Board By-laws, resolutions, policies, and procedures; and,
- 1.1.3** treat all persons equally and without discrimination on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability when they are acting, or holding themselves out, as a board member.

2.0 Electronic Meetings and Meeting Attendance

- 2.1** Effective September 1, 2025, all trustees will be required to be physically present for every regular meeting of the board and every meeting of the committee of the whole in each year of the term of office, unless one of the exceptions to the requirement for in-person attendance applies. Failure to attend in person as required would result in the trustee's seat being vacated pursuant to clause 228(1)(e) of the Education Act.
- 2.2** Trustees are eligible to attend a regular Board Meeting or Committee of the Whole Meeting electronically/virtually where:
 - 2.2.1** the distance from the trustee's primary residence to the meeting location is 125 kilometers or more;
 - 2.2.2** weather conditions do not allow the trustee to travel to the meeting location safely;
 - 2.2.3** the trustee cannot be physically present at a meeting due to health-related issues;
 - 2.2.4** the trustee has a disability that makes attending meetings in-person more challenging; or
 - 2.2.5** the trustee is unable to attend in person due to family responsibilities.

3.0 Mandatory Timelines for Review

- 3.1** The board will periodically review its code of conduct as set out in regulation.
- 3.2** Any changes are to be set out in a board resolution and must be implemented by no later than August 31 of the review year.

4.0 Public Accessibility

- 4.1** The Trustee Code of Conduct is publicly available on the Board's website.

5.0 Notification of Alleged Breach of a Code of Conduct

- 5.1** Where a board member alleges that another board member has breached the code of conduct, notification of the breach must be provided to the chair of the board unless it relates to the chair's conduct, in which case the vice-chair must be notified.
- 5.2** If the alleged breach relates to the conduct of the chair and vice-chair, notification must be provided to another member who is not the complainant or the subject of the complaint.
- 5.3** The board member who provides notification of an alleged breach must also provide a copy of the notification to the director of education.
- 5.4** Any notification of an alleged breach of the code of conduct must include:
 - 5.4.1** The name and contact information of the member alleging the breach and the member(s) whose conduct is at issue;
 - 5.4.2** The date of the alleged breach; and,
 - 5.4.3** A description of the alleged breach and the provision of the code of conduct alleged to have been breached.

6.0 Referral to an Integrity Commissioner

- 6.1** If a matter is not resolved within 20 business days after the member who is alleged to have breached the code of conduct is notified, it must be referred to an integrity commissioner, who has the authority to define the scope of the investigation into the breach.
- 6.2** The Board is responsible for paying all fees charged by an appointed integrity commissioner.
- 6.3** Integrity Commissioners will be appointed from a roster of candidates established by the Ministry of Education. In the case where there is no roster available, the Board will appoint an Integrity Commissioner that has the qualifications set out in applicable regulation.