

## Policy Manual – Trustees

### T.03 – Trustee Code of Conduct

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#### Policy Statement

The mission of Catholic Education in Hamilton-Wentworth, in union with our Bishop, is to enable all learners to realize the fullness of humanity of which Our Lord Jesus Christ is the model. In support of this mission the Catholic School Trustee shall, within the duties prescribed in Acts and Regulations and reflecting a ministry within the church:

- a) acknowledge that Catholic schools are an expression of the teaching mission of the Church;
- b) provide Catholic Christian witness to the Hamilton-Wentworth Catholic District School Board and broader community by active participation in the communal life of a parish, and by a personal lifestyle that reflects the teaching of the Church;
- c) provide the best possible Catholic education according to the programs approved by the Assembly of Catholic Bishops of Ontario and the Ministry of Education;
- d) affirm a strong sense of Christian Catholic Community; and
- e) provide support, encouragement and prayer for the efforts of all persons engaged in the ministry of Catholic Education.

To achieve this policy, Catholic School Trustees of the Hamilton-Wentworth Catholic District School Board (HWCDSD) shall:

- a) discharge their duties loyally, faithfully, impartially and in a manner that is consistent with the Mission & Vision of the Hamilton-Wentworth Catholic District School Board;
- b) ensure the integrity and dignity expected of the office of Catholic School Trustee is respected and fostered at all times;
- c) discharge their duties in accordance with the *Education Act* and any regulations, directives or guidelines there under and comply with the *Municipal Freedom of Information and Protection of Privacy Act*, and any other relevant legislation;
- d) comply with HWCDSD Policies, Procedures, By-Laws, and Rules of Order;
- e) accept that authority rests with the Board of the HWCDSD, and that a Trustee has no individual authority other than that delegated by the Board;
- f) uphold the implementation of any resolution of the Board of the HWCDSD after it is passed by the Board. It is understood that a proper motion for reconsideration can be brought by a Trustee;
- g) respectfully state his or her position on a resolution provided it does not in any way undermine the implementation of the resolution;
- h) acknowledge and support the Chairperson of the Board, or his/her designate, as the spokesperson to the public on behalf of the HWCDSD, unless otherwise determined by the Board. No other Trustee shall speak on behalf of the HWCDSD unless expressly authorized by the Chairperson of the Board or the Board to do so;

- i) respect and understand the roles and duties of the individual Trustees, Board of Trustees, the Director of Education and the Chairperson of the Board;
- j) recognize that the careful stewardship of school board resources (both financial and human) is a public trust and endeavour to see that the distribution and use of all resources is done morally, ethically, efficiently, and in the best interests of students;
- k) act with decorum and be respectful of other Trustees of the Board, staff, students and the public in a spirit of respect, openness, courtesy, and co-operation;
- l) not engage in conduct during meetings of the Board, or committees of the Board, of the HWCDSB and at all other times that would discredit or compromise the integrity of the Board;
- m) avoid accepting any gift or service from any person or entity that has dealings with the HWCDSB if a reasonable person might conclude that the gift or service could influence the Trustee when performing his or her duties to the Board;
- n) 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;
- o) keep confidential any information disclosed or discussed at a meeting of the Board, or committee of the Board, of the HWCDSB 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;
- p) not use confidential information for either personal gain or to the detriment of the Board;
- q) 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;
- r) 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 Catholic Trustee of the Board; and
- s) uphold the letter and spirit of this Code of Conduct.

### **Purpose**

The members of the Hamilton-Wentworth Catholic District School Board of Trustees occupy positions of public trust and confidence. They are expected to discharge their duties and responsibilities in a professional, impartial and Catholic manner.

It is imperative that the Trustees be, and be seen to be, acting in the best interests of the Catholic Community.

### **Responsibility**

The Chairperson of the Board and the Board of Trustees will develop procedures to support the implementation and enforcement of this policy.

**Regulations**

The Canadian Charter of Rights and Freedoms

The Education Act [s. 218.3]

Ministry of Education Bill 177 [Student Achievement and School Board Governance Act, 2009]

Municipal Conflict of Interest Act

Municipal Freedom of Information and Protection of Privacy Act

**Related Policies**

All HWCDSB Policies, Protocols, By-Laws and Regulations

**Related Board Committee**

All Standing, Ad Hoc, Permanent and Statutory Committees of the Board

**Policy Review Date**

BM Original Policy Approved: 07 March 2017

Revisions: 06 October 2020

To be reviewed every three years