



## **Trustee Code of Conduct**

**Date: 2003 11 25 / 2008 05 28 / 2013 03 05 / 2019 02 26 / 2023 02 28**

### **Policy Statement**

The Board expects of itself and its trustees, ethical and businesslike conduct. This commitment includes proper use of authority and respect in group and individual behaviour when acting as board members.

### **Policy Goals**

The Board of Trustees delineates its expectations and the consequences for failing to meet said expectations through this policy and the attendant procedures. It intends to signal to the trustees, the staff and the public that the Board conducts itself in a transparent and even-handed manner. Further, it is the spirit of this policy that Catholic trustees are held to a higher standard and are to conduct themselves accordingly.

### **Definitions**

**Board** – In the context of ‘the corporate Board’ refers to the St. Clair Catholic District School Board, including Trustees and senior administration. In the context of ‘the Board of Trustees’ refers only to voting members, who are the elected or appointed Trustees of the Board.

**Committee** – Includes all ad hoc, legislative, or special committees duly constituted by the Board in accordance with this by-law.

**Chair** – Refers to the Chair of the Board or of a committee (whichever the context implies).

**Vice Chair** – Refers to the Vice Chair of the Board or of a committee (whichever the context implies).

**Member** – Refers to a voting member of the Board (elected or appointed trustees); or a member of a committee (whichever the context implies).

**Director** – Refers to the Director of Education and Secretary of the Board.

**In-camera Meeting** – Meetings held in closed or private session. Such meetings are restricted by legislation to legal, personnel or property matters only.

**Vote** – The indicated preference of a Trustee in favour of, in opposition to, or abstaining from the question.

**Resolution** – (i) A motion having been duly passed by Trustees becomes a resolution of the Board; (ii) as a matter of formality, a motion may be made in the form of a resolution, which is always submitted in writing. Such a resolution is usually a public statement of the Board, which calls for some type of action, recognition or censure.

**Conflict of Interest** —The *Municipal Conflict of Interest Act* sets out three types of financial interest which must be declared by trustees. A conflict of interest arises where a trustee has a direct, indirect or deemed pecuniary interest that is before the Board of Trustees and that interest is not remote.

- i. Direct Interest – a trustee would have a direct interest, where the trustee himself or herself stands to benefit or suffer financially by a decision of the Board;
- ii. Indirect Interest – a trustee would have an indirect interest if the trustee is a shareholder, director or senior officer of a share or non-share corporation that has a pecuniary interest, or the member of a body that has a pecuniary interest, or is a partner or employee of a body that has a pecuniary interest;
- iii. Deemed Interest – a trustee would have deemed interest when the parent, spouse or child of the trustee, including daughter-in-law and/or son-in-law, has a direct or indirect pecuniary interest that is known to the trustee.

**Pecuniary Interest** – An interest in a matter that could monetarily affect the trustee, and includes direct, indirect or deemed pecuniary interest.

**Self-Dealing** – The conduct of a trustee that consists of taking advantage of his/her position in a transaction and acting for his/her own interests rather than for the interests of the public he/she represents as a member of the Board.

## References

Modernizing Ontario’s Municipal Legislative Act  
Education Act  
Municipal Conflict of Interest Act  
Municipal Freedom of Information and Protection of Privacy Act