



<b><u>DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD</u></b>	
<b><u>BOARD POLICY</u></b>	
<b>Board Policy Number:</b>	<b>P-0003</b>
<b>Subject:</b>	<b>Code of Conduct – Trustees</b>
<b>Effective Date:</b>	(257) April 27, 2004; (154) Revised April 27, 2010; (111) February 28, 2017; August 27, 2024, June 17, 2025

*“Like good stewards of the manifold grace of God, serve one another with whatever gift each of you has received.” (1 Peter 4:10)*

## **1. PREAMBLE**

The aim of Catholic education and the Dufferin-Peel Catholic District School Board (“**DPCDSB**”) is to foster personal fulfillment and responsible citizenship in each student, motivated by the Spirit of the Gospel and modeled on the example of Jesus Christ. Each DPCDSB Trustee (“**Trustee**”) shall accordingly perform their duties as prescribed by law, reflecting a ministry within the Catholic Church, and complying with this Code of Conduct,

- a) acknowledging through their words and actions that Catholic schools are an expression of the teaching mission of the Catholic Church;
- b) providing an example to the Catholic community by actively participating in the communal life of a parish, and by personal lifestyle choices that reflects the teaching of the Catholic Church;
- c) providing the best possible governance for Catholic education;
- d) Continuing to improve their understanding of current Catholic educational research and practices, including the programs approved by the Canadian Conference of Catholic Bishops and the provincial Minister of Education;
- e) affirming a strong sense of Christian Catholic community.
- f) providing support, encouragement and prayer for the efforts of all persons engaged in the ministry of Catholic education in Canada.

## **2. APPLICATION**

This Trustee Code of Conduct is applicable to all DPCDSB municipally elected Trustees. Student Trustees are not bound by the Code of Conduct, but are strongly encouraged to be guided in their actions as Student Trustees by this Code.

## **3. PURPOSE**

It is important to recognize the public trust and responsibility that the electorate place in each individual Trustee, and in the Board of Trustees acting as a collective decision-making body. Trustees honour that trust and responsibility by acting in accordance with this Code of Conduct.

Adherence to this Trustee Code of Conduct contributes to confidence in public education and respect for the integrity of Trustees in the community.

#### 4. INTEGRITY AND DIGNITY OF OFFICE

It is imperative that each Trustee be, and be seen to be, acting in the best interests of the public they serve. Trustees are elected to represent all stakeholders in the school district by articulating and supporting a shared commitment to excellence in Catholic education that promotes student achievement and well-being through the delivery of educational programs and services, and effective stewardship of DPCDSB resources.

Trustees are governors, advocates for Catholic education, and community leaders. As governors, Trustees provide strategic direction, oversight and evaluation to ensure the development and delivery of quality education programs in order to maximize the achievement and well-being of all students. As advocates for Catholic education, they can inform and influence public perceptions and district school board policy. As community leaders, Trustees engage with the public to build understanding, guidance and active support for publicly funded Catholic education.

#### 5. DECORUM AND STANDARDS

As elected representatives in a civil society, Trustees share in the responsibility for creating a positive environment that is safe, harmonious, comfortable, inclusive and respectful. Trustees shall, at all times, act with decorum and integrity, and shall be respectful of other Trustees, the Director of Education, staff, all members of the DPCDSB's community, and the public. As fiduciaries, Trustees are held to a high standard of conduct and serve as role models of exemplary behavior, reflective of the values articulated in the Ontario Catholic School Graduate Expectations.

Trustees are expected to discharge their duties and responsibilities in a professional and impartial manner, consistent with Gospel values, the teachings of the Catholic Church, the *Education Act* (Ontario) ("**Education Act**"), the *Municipal Freedom of Information and Protection of Privacy Act* (Ontario) ("**MFIPPA**"), the *Municipal Conflict of Interest Act* ("**MCIA**"), the *Ontario Human Rights Code* ("**OHRC**"), Ministry of Education policies and directions, DPCDSB policies and general administrative procedures, and all other applicable statutes and regulations.

Trustees must further adhere to the following standards when acting as a member of the Board of Trustees and when holding themselves out as acting as a member of the Board of Trustees:

- a) Treat persons equally and without discrimination on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, gender identity, gender expression, sexual orientation, age, marital status, family status or disability;
- b) Treat one another with dignity and respect, including when differing views are being expressed;
- c) Avoid using offensive language;
- d) Make every reasonable effort to ensure that all information communicated and relied upon is accurate and complete;
- e) Act within the scope of a Trustee's statutory authority;
- f) Avoid attempting to exert individual influence over members of staff, or purporting to represent the interests of the Board of Trustees, unless expressly authorized to do so by resolution of the Board;
- g) Conduct oneself in a manner that would not discredit or compromise the integrity of the Board of Trustees and/or the DPCDSB;
- h) Comply with the Trustee duties described in section 218.1 of the *Education Act*;
- i) Recognize and defer to the authority of the Chair, as outlined in the *Education Act* and the

Board's By-law;

- j) Debate matters before the board in a manner that is respectful of the right of all Trustees to participate in robust discussion of the issues, without making disparaging remarks about another Trustee, including speculation on motive or ill-will;
- k) Uphold the implementation of any resolution after it is passed by the Board of Trustees.
- l) Respect and defer to the corporate authority of the DPCDSB, and the role of staff;
- m) Ensure the affairs of the DPCDSB Board of Trustees are conducted with openness, justice and compassion.

## 6. CONFLICT OF INTEREST AND PERSONAL ADVANTAGE

Trustees are subject to the *Municipal Conflict of Interest Act*, which requires that a Trustee must declare when their own pecuniary interest, or the pecuniary interest of a parent, spouse or child, if known to the Trustee, may conflict with an interest of the Board.

Where a Trustee, either on their own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, as defined by the MCIA, is present at a meeting of the Board of Trustees at which the matter is the subject of consideration, the Trustee shall:

- a) prior to any consideration of the matter of the meeting, disclose the interest and the general nature thereof;
- b) not take part in the discussion of, or vote on any question in respect of the matter;
- c) not discuss the issue with any other person;
- d) not attempt in any way whether before, during or after the meeting to influence the voting on such question; and
- e) where the meeting is *in camera*, leave the meeting or the part of the meeting during which the matter is under consideration.

Where the interest of the Trustee has not been disclosed by reason of the Trustee's absence from the meeting, the Trustee shall disclose the interest and otherwise comply with the above requirements at the first meeting of the Board of Trustees attended by the Trustee after the meeting referred to above.

When the meeting is open to the public, declarations of interest shall be recorded in the minutes of the meeting. When the meeting is not open to the public, every declaration of interest shall be recorded in the minutes of the next meeting of the Board of Trustees that is open to the public.

At a meeting at which a Trustee discloses an interest, or as soon as possible thereafter, the Trustee shall also file a written statement of the interest and its general nature with the Secretary of the Board. The Board shall establish and maintain a registry in which it will keep a copy of each statement of interest filed with the Secretary, and a record of each declaration of an interest. The register shall be available for public inspection.

Every Trustee is also responsible and accountable for exercising good judgement and avoiding situations that might create the appearance of a conflict of interest.

No Trustee shall use their position, authority or influence for personal, financial or material gain, or to give any person or organization special treatment that might be perceived as resulting in personal advantage to the Trustee, or a relative, friend or business associate of the Trustee.

No Trustee shall use or permit the use of Board resources for any purpose other than the business of the Board.

In accordance with with the *Broader Public Sector Procurement Act*, and in order to ensure a fair and transparent procurement practices, Trustees shall:

- a) report any inquiries or communications for the purpose of influencing the procurement of goods and services and the awarding of contracts to the Director of Education;
- b) refrain from communicating with anyone during a procurement process and abstain from exercising their influence to gain or advance the interests of any individual or group during such a process.

## **7. CONFIDENTIALITY**

As part of their duties, Trustees are privy to private, confidential and/or legally privileged financial, business and/or commercial information belonging to the DPCDSB that may provide a financial, business, commercial or competitive advantage to a third party. Such information may include, but is not limited to, information relating to the DPCDSB's organizational structure, operations, business plans, technical projects, business costs, research data results, inventions, trade secrets or other work produced, developed by or for the DPCDSB. Trustees may also be privy to personal information belonging to students, staff and/or other school community members and/or their family members, and/or legal matters and opinions. All information described above is defined as "**Confidential Information**".

Trustees shall not disclose Confidential Information obtained or made available to them in their role as a Trustee, except as authorized by law or by the Board. This duty survives the term of office.

## **8. GIFTS**

As further described in the DPCDSB "Trustee Honoraria and Expense Policy P-0005, no board member shall accept 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 unless,

- i. the gift is of nominal value,
- ii. the gift is given as an expression of courtesy or hospitality, and
- iii. accepting the gift is reasonable in the circumstances.

## **9. ENFORCEMENT**

An alleged breach of the Code shall be addressed through the enforcement procedure outlined in General Administrative Procedure #.....Enforcement – Trustee Code of Conduct.

## **10. POLICY REVIEW**

As required by Ontario Regulation 312/24: *Members of School Boards – Codes of Conduct* (O.Reg. 312/24), the Board of Trustees shall periodically review this Trustee Code of Conduct for, among other things, compliance with applicable laws. Furthermore, it shall pass a board resolution setting out the required changes, or if no changes are required, confirming the then-current Trustee Code of Conduct.

The initial reviews were completed on August 27, 2024 and June 17, 2025. Unless otherwise required, the third review shall be completed no later than May 15, 2027. Each subsequent review shall be completed in the fourth year following the previous review and no later than May 15 in that year.

If one or more changes are set out in a Board of Trustees' resolution, the Board of Trustees shall update this Trustee Code of Conduct to reflect the changes no later than August 31 in the year of the review.

#### **11. POLICY TO BE PUBLICLY AVAILABLE**

The Director of Education, or designate, shall ensure that the following occurs:

- a) This Trustee Code of Conduct shall be made publicly available on the DPCDSB website.
- b) The DPCDSB indicates on its website the effective date of every change it makes to the Trustee Code of Conduct, other than changes of a typographical or similar nature.
- c) The DPCDSB shall maintain an archive of all previous versions of this Trustee Code of Conduct, indicating the period during which each version applied, and shall ensure that the versions are publicly accessible.

Professional development and training will be provided to support Trustees to uphold the code of conduct.