



**ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD
TRUSTEES**

CODE OF CONDUCT

1. Catholic Faith, Community and Culture

All Trustees shall

- (a) acknowledge that Catholic schools are an expression of the teaching mission of the Church;
- (b) provide an example to the Catholic 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 Canadian Conference of Catholic Bishops and the provincial Minister of Education;
- (d) work to improve personal knowledge of current Catholic educational research and practices;
- (e) affirm a strong sense of Christian Catholic Community; and
- (f) provide support, encouragement and prayer for the efforts of all persons engaged in the ministry of Catholic Education in Canada.

2. Integrity and Dignity of Office

Trustees occupy positions of public trust and confidence.

It is imperative that the Trustees act, and be seen to act, 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 effective and appropriate education programs and effective stewardship of the Board's resources.

3. Civil Behaviour

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 shall be respectful of other trustees, the Director of Education, staff, all members of the ALCDSB community, as well as the public. As stewards of the system, Trustees are held to a high standard of conduct and should serve as role models of exemplary behavior reflective of the values articulated in the Ontario Catholic School Graduate Expectations. Trustees shall refrain from engaging in conduct during meetings of the Board and at all other times that would discredit or compromise the integrity of the Board.

A Trustee may not make disparaging remarks about another Trustee or a group of Trustees in expressing such comment or disagreement or speculate on the motives of a Trustee or a group of Trustees.

4. Complying with Legislation

1. All Trustees will comply with the letter and spirit of all of the laws of Canada and the Province of Ontario and any contractual obligations of the Board.
2. The Trustees acknowledge they may only act on behalf of the Board through resolution and may not act individually or purport to represent the interests of the Board without the knowledge and consent of the Board of Trustees shown through resolution.
3. Every Trustee will familiarize themselves with their duties and any requirements of them as prescribed by the *Education Act*, the *Municipal Freedom of Information and Protection of Privacy Act*, the *Municipal Conflict of Interest Act* and any other Act or Regulation that may be applicable.
4. In addition to the duties of Trustees set out in section 218.1 of the *Education Act*, the Chair of the Board is expected to comply with additional duties set out in the *Education Act* and the Bylaws of the ALCDSB.

5. Upholding Decisions

Trustees shall

- (a) accept that authority rests with the Board and that they have no individual authority other than that delegated by the Board;

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- (b) uphold the implementation of any Board resolution after it is passed by the Board;
- (c) comply with Board policies and procedures; and
- (d) refrain from speaking on behalf of the Board unless authorized to do so.

6. Avoidance of Personal Advantage and Conflict of Interest

All Trustees are expected to comply with the provisions of the *Municipal Conflict of Interest Act*, which requires that Trustees declare and disclose the general nature of the interest for all direct and indirect pecuniary conflicts of interest and abstain from making a decision.

All Trustees shall disclose a conflict of interest and/or the general nature of the interest, to the Board of Trustees, as per the *Municipal Conflict of Interest Act*. The conflict of interest of a trustee must be recorded in the minutes of the meeting and the trustee must complete and file a conflict of interest form as required by the education act.

7. Respect for Confidentiality

All Trustees acknowledge that as part of their duties to the Board they may be privy to private, confidential and/or legally privileged financial, business and/or commercial information belonging to the Board that may provide a financial, business, commercial or competitive advantage, and that they may be privy to private and confidential student and personnel information, and/or legal matters and opinions. Such information may include, but is not limited to, information relating to the Board'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 Board. Except as required by law, all Trustees and former Trustees agree not to use, directly or indirectly, for the Trustee's benefit or the benefit of any person, organization, firm, or other entity, the Board's proprietary or confidential information disclosed or entrusted to that Trustee, and Trustees recognize that such inappropriate use of confidential information for their benefit may constitute a breach of trust contrary to section 122 of the *Criminal Code* (Canada).

The confidentiality of personal/educational student and family information received in the course of duties must be respected, protected and kept confidential. Information received should not be discussed or reviewed in public or where another student, parent, employee or member of the school community or public could accidentally overhear or read such information.

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Except as required by law, and in accordance with the *Education Act* and *Municipal Freedom of Information and Protection of Privacy Act*, all Trustees agree not to use or disclose the personal and/or educational information of students and their families that may come to the attention of a Trustee.

Except as required by law, and in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, all Trustees agree not to use or disclose the personal and/or employment information of Board employees and their families that may come to the attention of a Trustee.

A Trustee's duty of confidentiality with respect to private and confidential financial, business and/or commercial information, personnel information, student information, and legal matters and opinions survives his or her term as Trustee.

8. Board Resources

No Trustee shall use Board resources for personal gain. No Trustee shall permit relatives, friends and/or business associates to use Board resources for personal gain. Trustees recognize that such inappropriate use of Board resources, directly or indirectly, for their benefit may constitute a breach of trust contrary to section 122 of the *Criminal Code* (Canada).

All Trustees shall comply with Board Policies and General Administrative Procedures regarding the use of Board resources, including information technology resources.

Trustees are to model professionalism in all forms of communication and will adhere to the Board's Social Media Guidelines [Social Media Guidelines](#)

9. Four-Year Review

This Code of Conduct shall be reviewed at least once every four years, in accordance with *O. Reg. 246/18*.

10. Annual Declaration

Trustees shall submit an annual affirmation of the Code of Conduct at the Inaugural Meeting of the Board.

Updated: March, 2021

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