



Date: September 24, 2025 **Agenda Item:** 7.6

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Committee of the Whole
Shawna Warren, Superintendent

Subject: **Policy 4: Trustee Code of Conduct**

Recommended Motion:

THAT the Board of Trustees approve the recommended revisions to Board *Policy 4, Trustee Code of Conduct* and its associated appendices, as presented at the September 24, 2025, Public Board meeting.

Background:

All Boards must “develop and implement a code of conduct that applies to trustees of the board, including definitions of breaches and sanctions” (Education Act Section 33 (1)(k)).

Board Policy 4: Trustee Code of Conduct sets the standards of ethical behaviour, integrity and professional responsibility expected of Trustees. As a cornerstone of governance, it reinforces public trust and ensures Trustees act in ways that uphold the Board’s reputation and decision-making in the best interests of students and the Division.

Over this Board term, Trustees have strengthened the policy and its appendices through extensive review, comparison with other divisions and alignment with the Education Act and Board Procedures Regulation. The revised policy provides a clear process for submitting, reviewing and investigating Code of Conduct complaints, with defined timelines, procedural safeguards and the Board’s role in determining breaches.

It also outlines possible sanctions, ranging from verbal warnings to public censure, ensuring fairness, transparency, and accountability. Final approval of the revised policy provides the incoming Board with a robust, enforceable framework for Trustee conduct that promotes respectful relationships, ethical governance and confidence in the Board’s commitment to public education.

Status & Relationship to Superintendent Leadership Quality Standard (SLQS):

This report aligns with the [SLQS](#) in the following way:

COMPETENCY: (1) Building Effective Relationships

INDICATORS: d. modeling ethical leadership practices, based on integrity and objectivity.

COMPETENCY:**INDICATORS:**

(7) Supporting Effective Governance

- a. establishing and sustaining a productive working relationship with the board, based on mutual trust, respect and integrity;
- f. supporting the board in the fulfilment of its governance functions in the fiduciary, strategic and generative realms;
- g. implementing board policies and supporting the regular review and evaluation of their impact;
- j. building the capacity of the board and staff to predict, communicate and respond to emergent circumstances, including emergency readiness and crisis management, and to political, social, economic, legal and cultural contexts and trends; and
- l. facilitating ongoing public communication about the board's operations and the achievement of its goals and priorities.

Governance Implications:**Education Act**

Board responsibilities

33(1) A board, as a partner in education, has the responsibility to

- (k) develop and implement a code of conduct that applies to trustees of the board, including definitions of breaches and sanctions, in accordance with principles set out by the Minister by order,

Board Procedures Regulation

Policies and procedures

4 The board must

- (a) establish policies and procedures governing the conduct of meetings of the board and the administration and business of the board, and
- (b) monitor and evaluate the effectiveness of the established policies and procedures on a regular basis.

Policy 9: Policy Development

The Board believes that the primary means by which it provides governance to Sturgeon Public Schools is through written policies. These policies provide direction for the action of the Board, Superintendent, staff, students, electors and other agencies.

Administration is prepared to respond to questions at the September 24, 2025, Public Board meeting.

Attachment(s) and/or link(s):

1. Policy 4: Trustee Code of Conduct - Clean Copy
2. Policy 4: Trustee Code of Conduct - Tracked Changes

Policy 4: Trustee Code of Conduct

POLICY

The Board of Trustees is committed to Public Education and its Trustee members shall conduct themselves ethically and responsibly in carrying out the duties that they have been elected to fulfill. It is expected that all interactions related to the operations of the Board are characterized by mutual respect, which acknowledges the dignity and worth of all individuals.

GUIDELINES

Board Oath of Office

Every Trustee shall take and subscribe to the official oath prescribed by the Oaths of Office Act before commencing his/her duties and shall deposit the oath with the Secretary of the Board.

Code of Ethics

The Board's Code of Ethics (found in Appendix A) will be read aloud at an appropriate time during the Annual Organization Meeting.

Code of Conduct

1. Trustees shall represent the best interests of the entire Division. While Trustees are elected from specific wards, their primary responsibility is to represent the best interests of Sturgeon Public Schools as a whole, ensuring that decisions benefit the entire Division, not just their ward.
 - a. Trustees for Sturgeon Public Schools shall conduct themselves in an ethical and prudent manner which includes proper use of authority and appropriate decorum in group and individual behavior. Each Trustee shall behave in a manner that demonstrates respect for the dignity and worth of all individuals.
2. Trustees shall honour their fiduciary responsibilities which supersedes any conflicting loyalty including, but not limited to, the following:
 - a. any loyalty a trustee may have to any other advocacy, interest or political groups;
 - b. loyalty based upon membership on other boards or staff;
 - i. the personal interest of any trustee who is also a parent or guardian of a student in the organization; and
 - ii. being a relative of an employee of the organization.

3. Trustees shall carry out their responsibilities as outlined in Policy 3 with diligence and:
 - a. Trustees shall endeavour to work collaboratively with fellow Board members to further the work of the Board.
 - b. Trustees must be mindful of the fact that they are accountable to exercise the powers and discharge the duties of their office honestly and in good faith. Trustees shall exercise the degree of care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
 - c. While using social media, Trustees shall be responsible for posts, sharing of posts and comments made, ensuring they are interpreted correctly and reflect the Division appropriately. Trustees must recognize that their online activity and interactions with the public on social media can dramatically affect the general public's perception of the trustee, the Board, The Sturgeon Public School Division, employees and schools within The Sturgeon Public School Division.
 - d. Trustees shall limit the use of technology for personal purposes during Board meetings or while representing the Board, to remain fully engaged in the matters at hand.
4. Trustees shall avoid any conflict of interest or bias with respect to their pecuniary interests:
 - a. By understanding pecuniary interest in a matter before the Board, as defined in the Education Act (S85).
 - b. By filing with the Board's secretary, a disclosure of interest statement as required by the Education Act (S.86), and updating forthwith if changes occur,
 - c. By complying with the Education Act (S88) which may involve the disclosure of pecuniary interest and/or abstaining from voting on the matter, and/or refraining from discussing the matter, and/or leaving the room while discussion occurs.
 - d. By determining whether he/she has a conflict of interest or personal bias requiring him/her to recuse him/herself from addressing a particular matter before the Board of Trustees. In making the determination respecting conflict of interest or personal bias each Trustee shall consider the following:
 - i. Whether a reasonably well-informed person would conclude that the Trustee has a substantial personal interest in the matter;

- ii. The Trustee's interest in the subject matter of the vote must go beyond that which he or she may have in common with other members of the community;
 - iii. The Trustee's interest in the matter must be something that will serve his or her own personal ends; and
 - iv. Where there is such an interest it must be so related to the subject matter of the vote before the Board of Trustees that a reasonably well-informed person would conclude that the interest may well influence the Trustee's vote and exercise of his or her public duty.
- 5. Trustees shall act in accordance with all applicable legislation, including but not limited to the [Alberta Human Rights Act](#), the [Criminal Code \(Canada\)](#), the [Education Act](#), the [Access to Information Act \(ATIA\)](#), the [Local Authorities Election Act](#) and the [Occupational Health and Safety Act](#).
- 6. Trustees must arrange their personal and professional affairs in such a way that promotes public confidence in their integrity and actions. Trustees should take care to avoid situations that may create an appearance of a conflict of interest or lack of transparency.
- 7. Trustees are prohibited from using their influence to advocate on behalf of others, including family, friends or organizations, before the Board. Trustees must avoid serving as agents for personal, family or third-party interests.
- 8. Trustees shall not use Division resources, including property, equipment, services or staff, for any election-related activities. Trustees must also refrain from using their position to advance their own candidacy in elections.
- 9. Trustees shall not accept gifts or benefits that could appear to influence their decision-making or that could create a conflict of interest. Trustees may only accept gifts or benefits received as part of protocol, provided their value does not exceed a reasonable amount.
- 10. Trustees shall observe confidentiality regarding information received as Trustees:
 - a. According to the Access to Information Act (ATIA), all information a Trustee receives regarding the School Board's mandate and functions are considered records under the control of the School Board. All records containing personal information about an identifiable individual such as employee information, student information or information in letters to the School Board, must be kept confidential and may only be released in accordance with ATIA. Employee information, student information or information in letters to the School Board must be kept confidential and may only be released in

accordance with AITA. Information received by individual Trustees in their capacity as trustees must also be processed and treated in accordance with FOIP.

- b. Trustees shall not use Board information for their own direct benefit or advantage. This requires that Board deliberations during in-camera or closed board planning meetings be kept confidential as required by law.
- c. As outlined in Policy 7: Board Operations, Trustees shall be provided with computer technology for the duration of their term. The device is owned by the Division and is loaned to trustees for the purpose of engaging in Division-related business only. Trustees are responsible for the reasonable protection and safety of the equipment and are expected to keep devices secure to ensure confidentiality of documents and/or correspondence. The assigned technology device is for the exclusive use of the trustee and shall not be used or accessed by anyone other than the trustee.
 - i. Trustees must comply with [Administrative Procedure 870: Responsible Use of Technology Resources](#); and
 - ii. Sign and agree to the terms in [870: AP870 - Exhibit 1 - Responsible Use of Technology Resources Protocol Staff](#).

Violation of Code of Conduct

- 11. Trustees are encouraged to pursue conciliatory measures as the first means of remedying behaviour or activity that they believe violates Trustee Code of Conduct.
 - a. Conciliatory Measures
 - i. advise the Trustee that the behaviour or activity appears to contravene Trustee Code of Conduct;
 - ii. encourage the Trustee to acknowledge and agree to stop the prohibited behaviour or activity and to avoid future occurrences of the prohibited behaviour or activity; and;
 - iii. if addressing the Trustee privately does not resolve the matter, requesting the Chair to assist in informal discussion of the alleged complaint with the Trustee in an attempt to resolve the issue. In the event that the Chair is the subject of, or is implicated in a complaint, request the assistance of the Vice Chair.
- 12. If a resolution is not achieved and a complaint is to be filed, the complaint process is found in Appendix B.

13. The Board may impose sanctions on Trustees who violate the Code of Conduct found in Appendix D.

References:

Appendix A - Code of Ethics

Appendix B - Code of Conduct Complaint

Appendix C - Code of Conduct Hearing

Appendix D - Code of Conduct Sanctions

Policies:

2: Role of the Board

3: Role of the Trustee

7: Board Operations

Administrative Procedure 717: Workplace Violence and Harassment

Administrative Procedure 870: Responsible Use of Technology Resources

Education Act: Sections 64, 85, 86, 87, 88, 256

Board Procedures Regulation 82/2019

Access to Information Act (ATIA)

Access to Information Act Regulation 133/2025

Oaths of Office Act, 2014

History

2019 Jan 30 Initial Approval

2020 Jan 29 Reviewed

2022 Feb 23 Reviewed

2022 Mar 23 Amended

2025 Sep 24 Amended

Policy 4: Appendix A - Code of Ethics

As an elected member of the Board of Trustees,

1.0 I will devote time, thought and study to the duties and responsibilities of trusteeship so that I may render effective and credible service.

2.0 I will promote transparent, ethical governance practices, ensuring all decisions are made with equity, accountability and fairness in mind.

3.0 I will abide by the Board's Code of Conduct and understand that any violation of ethical standards may result in formal complaint procedures, hearings and potential sanctions as outlined by Board policy.

4.0 I will engage in ongoing professional development and learning opportunities to strengthen my effectiveness as a Trustee, particularly in areas of governance, ethics and leadership.

5.0 I will recognize that the expenditure of school funds is a public trust and I will support policies and practices which ensure that all such funds are expended efficiently, economically and in the best interest of the students and electors of the Division.

6.0 I will endeavour to work with my fellow Trustees in a spirit of harmony and cooperation in spite of differences of opinion that may arise during vigorous debate. I will avoid rancour and bitterness; observe proper decorum and behaviour; encourage full and open discussions in all matters with my fellow members of the Board.

7.0 I will act as a role model for students, staff and the community, promoting ethical behaviour and the highest standards of integrity in all my interactions.

8.0 I will address conflicts and differences of opinion with my fellow Trustees respectfully and constructively, both in Board meetings and outside of formal settings.

9.0 I will base my personal decision upon all available facts in each situation, voting my honest conviction in every case.

10.0 I will do everything possible to maintain the integrity, confidence and dignity of the office of the school Trustee and I will resist every temptation and outside pressure to misuse my position as a trustee to benefit either myself or any other individual or agency.

11. I will respect the confidentiality of information, discussions and decisions made in closed meetings or concerning sensitive matters, in accordance with Board policies and legal requirements.

12. I will support a culture where concerns about ethical conduct can be raised without fear of retaliation and will not engage in or condone any retaliatory behaviour toward those who raise such concerns in good faith.

13. I will avoid any conflicts of interest and make decisions that are in the best interest of the Division as a whole, ensuring that my fiduciary responsibilities are always fulfilled with integrity and impartiality.

14. I will not use my position as Trustee to influence Board decisions for personal, family or external interests and will avoid any appearance of favouritism or partiality.

15.0 I will remember at all times that as an individual, I have no legal authority outside the meetings of the Board, unless the Board has so delegated. My relationships with the school staff, the local citizenry and the media will be conducted on the basis of this fact.

16. I will be mindful of my conduct and communications, including on social media, understanding that my actions reflect on the Board as a whole. I will ensure that all public communication is respectful and in line with the Board's policies and values.

17.0 I will always bear in mind that the primary function of the Board is to establish the policies by which the schools are to be administered and that the daily administration of the educational program and conduct of school business shall be the responsibility of the Superintendent and his/her staff; therefore, I will refer complaints and other communications to the Superintendent in accordance with policies and procedures approved by the Board.

18.0 I will maintain professional and respectful relationships with the Superintendent and all school staff, understanding the importance of supporting their roles without interfering in day-to-day operations.

19.0 I will earnestly attempt to promote goals based on the needs and aspirations of the community and do my best to support effective educational programs for the students.

20.0 I will promote and support policies and actions that reflect the values of equity, diversity and inclusion, ensuring that all students, staff and community members are treated with fairness and respect.

Policy 4: Appendix B - Code Of Conduct Complaint

1.0 Filing a Complaint

1.1 Who Can File a Complaint?

Any Trustee who reasonably believes, in good faith, that another Trustee has violated the Board's Code of Conduct has the right to file an official complaint. The complaint must clearly outline the violation, providing enough detail for the Board to understand the issue and determine appropriate action.

1.2 When to File a Complaint

A complaint should be filed as soon as possible after the alleged violation occurs, preferably within 30 days, unless extenuating circumstances can be demonstrated. This ensures that the issue can be dealt with in a timely manner.

1.3 How to File a Complaint

The process to file a complaint is as follows:

- **Step 1: Prepare the Complaint**
 - The complaint must be in writing.
 - It must include your name (the complainant), the Trustee alleged to have violated the Code (the respondent), the section(s) of the Code that were violated and the details of the alleged behaviour or incident (including dates, times and any supporting evidence or witnesses).
- **Step 2: Submit the Complaint**
 - The complaint must be filed with the Board Chair.
 - If the complaint involves the Board Chair, it must be filed with the Vice Chair.
 - Ensure that you clearly mark the complaint as confidential.

1.4 Right to be Heard

The respondent Trustee will be given a full opportunity to respond to the complaint and provide their side of the situation. Procedural fairness will be upheld throughout the process to ensure a fair resolution for all parties.

1.5 Support Resources

Trustees may consult with the Board Chair, Vice Chair or their own personal legal counsel (legal counsel is for the corporate board only, not for individual trustees) to seek guidance on filing complaints, understanding the process or preparing responses to complaints.

Legal representation for both the Corporate Board and the respondent Trustee (at Trustee expense) may be present during the hearing process at the Special Board meeting.

1.6 No Retaliation

Any act of retaliation or reprisal against a Trustee who files a complaint, or against any witness or person providing relevant information, is strictly prohibited. Any form of retaliation may lead to further sanctions under the Code of Conduct.

1.7 What Happens Next?

Once the complaint is filed, the Chair (or Vice Chair) will forward a copy of the complaint to the Trustee alleged to have violated the Code and to all other Trustees within five (5) days of receiving the complaint. A Special Meeting of the Board shall be called within ten (10) days of the complaint being forwarded.

2.0 Handling and Forwarding the Complaint

2.1 Initial Review by Chair/Vice Chair

After receiving the complaint, the Chair (or Vice Chair, if applicable) will review the complaint to ensure it contains all the necessary information, including the following:

- Names of the complainant and respondent.
- Clear reference to the section(s) of the Code of Conduct that were allegedly violated.
- Detailed description of the incident(s), with supporting evidence, if available.

If the complaint is incomplete, the complainant will be notified within five (5) days and given an additional five (5) days to provide the necessary information. If the complaint is found invalid, it will be dismissed and the complainant will be notified in writing.

2.2 Forwarding the Complaint to All Trustees

Once the Chair (or Vice Chair) has determined that the complaint is valid and complete, they will forward a copy of the complaint to all Trustees, including the Trustee alleged to have violated the Code, within five (5) days. The complaint shall be marked as strictly confidential when shared with Trustees.

3.0 Special Meeting and Confidentiality

3.1 Calling a Special Meeting

As soon as the complaint is forwarded to all Trustees, the Chair (or Vice Chair) shall call a Special Meeting of the Board to address the complaint. The Special Meeting

should be scheduled as soon as possible, ensuring that all Trustees are available to attend.

3.2 Neutral Decision-Makers

To ensure impartiality and fairness, any Trustee who has a conflict of interest or personal bias with respect to the complaint shall recuse themselves from the deliberation and decision-making process. This ensures that the remaining Trustees can make a fair and objective decision.

3.3 Confidentiality Requirements

All parties involved, including the complainant, the respondent and the remaining Trustees, must treat the complaint with the highest degree of confidentiality. Public disclosure of the complaint, its content, or the resulting decision without the Board's authorization will itself be deemed a violation of the Code of Conduct.

3.4 In Camera Hearing

The complaint will be heard in an In Camera session of the Special Meeting, in accordance with the procedures outlined in Appendix C: Code of Conduct Hearing.

4.0 Withdrawing a Complaint

4.1 Voluntary Withdrawal

At any time before the hearing takes place, the complainant has the right to voluntarily withdraw the complaint by notifying the Chair (or Vice Chair) in writing.

4.2 Withdrawal Due to Resolution

If the complaint is resolved informally between the parties, the complainant must also notify the Chair (or Vice Chair) in writing that the complaint is withdrawn.

5.0 Board Decision to Withdraw or Dismiss a Complaint

5.0 Board Discretion

The Board, at its discretion, may decide to dismiss or withdraw the complaint if it is found to be frivolous, vexatious, or lacking in sufficient evidence. The Board will review the complaint during the Special Meeting and the decision will be made by a majority vote of Trustees present and allowed to vote. In such cases, both the complainant and the respondent will be notified of the decision in writing.

6.0 Appeal Process for Dismissal of Complaint

6.1 Filing an Appeal

If the complainant believes that the Board's decision to dismiss or withdraw the complaint was made in error or that it was not handled fairly, they have the right to file an appeal.

- The appeal must be filed in writing and submitted to the Board Chair (or Vice Chair) within ten (10) days of receiving the written notice of the Board's decision. The appeal must include:
 - The reason(s) why the complainant believes the dismissal was incorrect.
 - Any additional evidence or information that was not previously considered.

6.2 Board Review of Appeal

The Board will review the appeal during the next regular, or Special Meeting, whichever comes first, in a closed, In Camera session. The complainant may be asked to provide further clarification or evidence during this review process.

6.3 Final Decision

The Board's decision on the appeal will be final. Both the complainant and the respondent will be notified of the Board's final decision in writing. No further appeals will be permitted once the final decision has been made.

7.0 Appeal Process for Sanctions

7.1 Right to Appeal Sanctions

A Trustee who has been found to have violated the Code of Conduct and is subject to sanctions may appeal the severity or nature of the sanctions imposed by the Board.

7.2 Filing the Appeals of Sanctions

The Trustee must file the appeal in writing with the Board Chair (or Vice Chair) within ten (10) days of receiving the written notice of sanctions. The appeal must include:

- Specific reason(s) why the Trustee believes the sanctions are unjustified or disproportionate to the violation.
- Any additional evidence or mitigating circumstances that were not presented during the original hearing.

7.3 Sanctions Appeal Review

The Board will review the appeal of the sanctions at the next regular or Special Meeting. The Trustee appealing the sanctions may be asked to present additional evidence or information regarding the appeal.

7.4 Final Decision on Sanctions Appeal

The Board's decision on the appeal of sanctions is final. Both the Trustee and the Board will receive written communication regarding the final decision. No further appeals will be allowed.

Policy 4: Appendix C - Code of Conduct Hearing

1.0 Overview

The Code of Conduct Hearing is conducted in an In Camera session, of a Special Board Meeting. Its purpose is to review the complaint, allow both the complainant and the respondent to present their positions and for the Board to deliberate and make a decision. The hearing will be guided by principles of fairness, confidentiality and due process.

2.0 Recording of the Hearing

2.1 The Board, in its sole discretion, may record the In Camera session of the Special Board Meeting by electronic means. Trustees shall be advised by the presiding Chair at the commencement of the Code of Conduct Hearing if recording will take place.

2.2 Any recordings made during the hearing are confidential and must be stored securely. Access to the recordings will be permitted to those involved in the investigation or deliberation and they will be retained according to legal requirements.

3.0 Sequence of the Code of Conduct Hearing

3.1 The complainant Trustee or their representative shall present the information supporting the complaint. This may be done orally, in writing or both. The complainant may present evidence, including witness testimony, documentation or any other relevant material. ;

3.2 The respondent Trustee, or their representative (if allowed), shall provide a presentation to address the allegations. This may also be done orally, in writing, or both. The respondent may present evidence, witnesses and other supporting information to dispute the complaint.;

3.3 The complainant Trustee shall then be given an opportunity to reply to the respondent Trustee's presentation;

3.4 The respondent Trustee shall then be provided a further opportunity to respond to any additional information or presentation and subsequent remarks;

3.5 The remaining Trustees of the Board, who do not have a conflict of interest or personal bias, shall be given the opportunity to ask questions of both parties. Trustees must ensure that their questions are neutral, respectful and focused on the facts of the case;

3.6 The complainant Trustee shall be given the opportunity to make final comments; and

3.7 The respondent Trustee shall be given the opportunity to make final comments.

4.0 Private Deliberation by Trustees

4.1 Following the presentation of the respective positions of the parties, the complainant, respondent and all other non-trustees must leave the room. The remaining Trustees shall deliberate in private. The Board may however, in its discretion, call upon legal advisors to assist them on points of law, or the drafting of a possible resolution.

4.2 If the remaining Trustees, during deliberation, require further information or clarification, the parties shall be reconvened and the requests made in the presence of both parties. If the information is not readily available, the presiding Chair may request a recess, or if necessary, adjourn the hearing to a later date.

4.3 In the case of an adjournment, no discussion by Trustees whatsoever of the matters heard at the Code of Conduct Hearing may take place until the meeting is reconvened.

5.0 Deliberation and Resolution

5.1 The remaining Trustees, in deliberation, may draft a resolution indicating what action, if any, may be taken regarding the respondent Trustee. The decision must be based on facts presented during the hearing and in line with the Board's policies and the Code of Conduct. If sanctions are imposed, the Board must determine whether the sanctions will be publicly disclosed or remain confidential.

5.2 The presiding Chair shall reconvene the parties to the Code of Conduct Hearing and request a motion to revert to the open meeting, in order to pass the resolution.

5.3 If the sanctions are to be kept confidential, the resolution passed in the open meeting shall include a general statement of the outcome (i.e. "The Board has resolved the complaint and determined an appropriate action"), without disclosing the specific sanctions publicly.

6.0 Conclusion of the Hearing

6.1 The decision made by the Board, including any sanctions, will be formally communicated to both the complainant and the respondent. This communication will take place in writing and delivered confidentially.

If sanctions are confidential, the communication must specify that the details of the sanctions are not to be disclosed publicly.

6.2 All documentation or records related to the Code of Conduct Hearing shall be returned to the Superintendent or designate immediately upon conclusion of the Code of Conduct Hearing and shall be retained in accordance with legal requirements. These materials will be stored securely and retained in accordance with legal requirements.

6.3 The presiding Chair shall declare the Special Board Meeting adjourned following the resolution and any final administrative tasks.

6.4 In cases where sanctions are determined to be confidential, the Board may use language in public communication that acknowledges the resolution of the complaint without revealing specific actions (i.e. “The Board has considered the complaint in accordance with its Code of Conduct and taken appropriate actions to address the matter.”)

7.0 Appeal Process

Both the complainant and the respondent have the right to appeal the outcome of the hearing, whether it is a dismissal of the complaint or sanctions imposed. The appeal must follow the procedures outlined in Appendix B.

Policy 4: Appendix D - Code of Conduct Sanctions

1.0 Compliance with the Code of Conduct

1.1 Trustees shall conduct themselves in an ethical and prudent manner in compliance with the Trustee Code of Conduct. Failure to do so may result in the Board instituting sanctions.

1.2 Any violation of the Code of Conduct that results in sanctions will be addressed according to the principles of progressive discipline, ensuring the sanctions are corrective in nature.

2.0 Sanctions

If a violation of the Code of Conduct is determined, the Board may impose, without limitation, any or all of the following sanctions on the Trustee:

- 2.1 Issuing a Letter of Censure to the Trustee.
- 2.2 Requesting the Trustee to issue a letter of apology.
- 2.3 Publicly reprimanding the Trustee through a motion of censure.
- 2.4 Publishing the letter of censure or a request for apology, along with the Trustee's response.
- 2.5 Requiring the Trustee to attend training or professional development.
- 2.6 Removing the Trustee from membership on a committee or committees of the Board.
- 2.7 Removing the Trustee from any chair or leadership role on committees.
- 2.8 Suspending or reducing the Trustee's remuneration for their services.
- 2.9 Restricting the Trustee's contact with Division staff.
- 2.10 Restricting the Trustee's access to Division facilities, property or services.
- 2.11 Restricting the Trustee's travel and representation on behalf of the Board.
- 2.12 Requiring the Trustee to return Division property or reimburse its value.
- 2.13 Restricting how Division documents are provided to the Trustee (i.e. providing watermarked paper copies only).
- 2.14 Imposing any other sanction the Board deems reasonable and appropriate in the circumstances, provided that the sanction does not prevent the Trustee from fulfilling the legislated duties of a trustee while the Trustee remains in office and the sanction is not contrary to the Education Act or any other enactment or common law.

But nothing in *Policy 4: Trustee Code of Conduct* requires the Board to impose a sanction for any contravention.

3.0 Confidentiality

3.1 All complaints received under this Code of Conduct and all information gathered during the investigation process shall remain confidential unless the Board determines otherwise.

3.2 Public disclosure of the Board's decision regarding the complaint may be made at the Board's discretion, in accordance with legal requirements.

4.0 Final Decision and Report

4.1 Once the Board has made a decision regarding the sanctions, the final disposition of the complaint may be reported at the next public board meeting of the Board, as deemed appropriate.

Policy 4: Trustee Code of Conduct

POLICY

The Board of Trustees is committed to Public Education and its Trustee members shall conduct themselves ethically and responsibly in carrying out the duties that they have been elected to fulfill. It is expected that all interactions related to the operations of the Board are characterized by mutual respect, which acknowledges the dignity and worth of all individuals.

GUIDELINES

Board Oath of Office

Every Trustee shall take and subscribe to the official oath prescribed by the Oaths of Office Act before commencing his/her duties and shall deposit the oath with the Secretary of the Board.

Code of Ethics

The Board's Code of Ethics (found in Appendix A) will be read aloud at an appropriate time during the Annual Organization Meeting.

Code of Conduct

1. Trustees shall represent the best interests of the entire Division. While Trustees are elected from specific wards, their primary responsibility is to represent the best interests of Sturgeon Public Schools as a whole, ensuring that decisions benefit the entire Division, not just their ward.
 - a. Trustees for Sturgeon Public Schools shall conduct themselves in an ethical and prudent manner which includes proper use of authority and appropriate decorum in group and individual behavior. Each Trustee shall behave in a manner that demonstrates respect for the dignity and worth of all individuals.
2. Trustees shall honour their fiduciary responsibilities which supersedes any conflicting loyalty including, but not limited to, the following:
 - a. any loyalty a trustee may have to any other advocacy, interest or political groups;
 - b. loyalty based upon membership on other boards or staff;
 - i. the personal interest of any trustee who is also a parent or guardian of a student in the organization; and
 - ii. being a relative of an employee of the organization.

3. Trustees shall carry out their responsibilities as outlined in Policy 3 with diligence and:

- a. Trustees shall endeavour to work collaboratively with fellow Board members to further the work of the Board.

~~2.3.4 Trustees shall be loyal to the interests of Sturgeon Public Schools. This loyalty supersedes loyalty to the personal interest of any Trustee whether acting as an individual consumer of the School Division's services or not.~~

- b. Trustees must be mindful of the fact that they are accountable to exercise the powers and discharge the duties of their office honestly and in good faith. ~~To this end,~~ Trustees shall exercise the degree of care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
- c. While using social media, Trustees shall be responsible for posts, sharing of posts and comments made, ensuring they are interpreted correctly and reflect the Division appropriately. Trustees must recognize that their online activity and interactions with the public on social media can dramatically affect the general public's perception of the trustee, the Board, The Sturgeon Public School Division, employees and schools within The Sturgeon Public School Division.
- d. Trustees shall limit the use of technology for personal purposes during Board meetings or while representing the Board, to remain fully engaged in the matters at hand.

4. Trustees shall avoid any conflict of interest or bias with respect to their pecuniary interests:

- a. By understanding pecuniary interest in a matter before the Board, as defined in the Education Act (S85).
- b. By filing with the Board's secretary, a disclosure of interest statement as required by the Education Act (S.86), and updating forthwith if changes occur,
- c. By complying with the Education Act (S88) which may involve the disclosure of pecuniary interest and/or abstaining from voting on the matter, and/or refraining from discussing the matter, and/or leaving the room while discussion occurs.
- d. ~~2.3.97 Trustees shall avoid any conflict of interest or personal bias with respect to their fiduciary responsibility owed to Sturgeon Public Schools. Each Trustee shall, in considering any matter,~~ By determining whether he/she has a conflict of interest or personal bias requiring him/her to recuse

him/herself from addressing a particular matter before the Board of Trustees. In making the determination respecting conflict of interest or personal bias each Trustee shall consider the following:

- i. Whether a reasonably well-informed person would conclude that the Trustee has a substantial personal interest in the matter;
 - ii. The Trustee's interest in the subject matter of the vote must go beyond that which he or she may have in common with other members of the community;
 - iii. The Trustee's interest in the matter must be something that will serve his or her own personal ends; and
 - iv. Where there is such an interest it must be so related to the subject matter of the vote before the Board of Trustees that a reasonably well-informed person would conclude that the interest may well influence the Trustee's vote and exercise of his or her public duty.
5. Trustees shall act in accordance with all applicable legislation, including but not limited to the [Alberta Human Rights Act](#), the [Criminal Code \(Canada\)](#), the [Education Act](#), the [Access to Information Act \(ATIA\)](#), the [Local Authorities Election Act](#) and the [Occupational Health and Safety Act](#).
6. Trustees must arrange their personal and professional affairs in such a way that promotes public confidence in their integrity and actions. Trustees should take care to avoid situations that may create an appearance of a conflict of interest or lack of transparency.
7. Trustees are prohibited from using their influence to advocate on behalf of others, including family, friends or organizations, before the Board. Trustees must avoid serving as agents for personal, family or third-party interests.
8. Trustees shall not use Division resources, including property, equipment, services or staff, for any election-related activities. Trustees must also refrain from using their position to advance their own candidacy in elections.
9. Trustees shall not accept gifts or benefits that could appear to influence their decision-making or that could create a conflict of interest. Trustees may only accept gifts or benefits received as part of protocol, provided their value does not exceed a reasonable amount.
10. Trustees shall observe confidentiality regarding information received as Trustees:
 - a. According to the [Access to Information Act \(ATIA\)](#) ~~Freedom of Information and Protection of Privacy Act (FOIP)~~, all information a Trustee receives regarding the School Board's mandate and functions are considered records

under the control of the School Board. All records containing personal information about an identifiable individual such as employee information, student information or information in letters to the School Board, must be kept confidential and may only be released in accordance with [ATIA FOIP](#). Employee information, student information or information in letters to the School Board must be kept confidential and may only be released in accordance with [ATIA FOIP](#). Information received by individual Trustees in their capacity as trustees must also be processed and treated in accordance with FOIP.

b. Trustees shall not use Board information for their own direct benefit or advantage. This requires that Board deliberations during in-camera or closed board planning meetings be kept confidential as required by law.

b.c. As outlined in Policy 7: Board Operations, trustees shall be provided with computer technology for the duration of their term. The device is owned by the Division and is loaned to trustees for the purpose of engaging in Division-related business only. Trustees are responsible for the reasonable protection and safety of the equipment and are expected to keep devices secure to ensure confidentiality of documents and/or correspondence. The assigned technology device is for the exclusive use of the trustee and shall not be used or accessed by anyone other than the trustee.

i. Trustees must comply with Administrative Procedure 870: Responsible Use of Technology Resources; and

ii. Sign and agree to the terms in 870: AP870 - Exhibit 1 - Responsible Use of Technology Resources Protocol Staff.

Violation of Code of Conduct

11. Trustees are encouraged to pursue conciliatory measures as the first means of remedying behaviour or activity that they believe violates Trustee Code of Conduct. A Trustee who believes that a fellow Trustee has violated the Code of Conduct may seek resolution of the matter through appropriate conciliatory measures prior to commencing an official complaint under the Code of Conduct.

a. Conciliatory Measures

i. advise the Trustee that the behaviour or activity appears to contravene Trustee Code of Conduct;

- ii. [encourage the Trustee to acknowledge and agree to stop the prohibited behaviour or activity and to avoid future occurrences of the prohibited behaviour or activity; and;](#)
- iii. [if addressing the Trustee privately does not resolve the matter, requesting the Chair to assist in informal discussion of the alleged complaint with the Trustee in an attempt to resolve the issue. In the event that the Chair is the subject of, or is implicated in a complaint, request the assistance of the Vice Chair.](#)

12. If a resolution is not achieved and a complaint is to be filed, the complaint process is found in Appendix B.

13. The Board may impose sanctions on Trustees who violate the Code of Conduct found in Appendix D.

References:

Appendix A - Code of Ethics

Appendix B - Code of Conduct Complaint

Appendix C - Code of Conduct Hearing

Appendix D - Code of Conduct Sanctions

Policies:

2: Role of the Board

3: Role of the Trustee

7: Board Operations

Administrative Procedure 717: Workplace Violence and Harassment

Education Act: Sections 64, 85, 86, 87, 88, 256

Board Procedures Regulation 82/2019

Freedom of Information and Protection of Privacy Act

[Access to Information Act \(ATIA\)](#)

[Access to Information Act Regulation 133/2025](#)

Oaths of Office Act, 2014

History

2019 Jan 30 Initial Approval

2020 Jan 29 Reviewed

2022 Feb 23 Reviewed

2022 Mar 23 Amended

2025 Sep 24 Amended

Appendix A: Code of Ethics

Policy 4: Appendix A - Code of Ethics

As an elected member of the Board of Trustees,

1.0 I will devote time, thought and study to the duties and responsibilities of trusteeship so that I may render effective and credible service.

2.0 I will promote transparent, ethical governance practices, ensuring all decisions are made with equity, accountability and fairness in mind.

3.0 I will abide by the Board's Code of Conduct and understand that any violation of ethical standards may result in formal complaint procedures, hearings and potential sanctions as outlined by Board policy.

4.0 I will engage in ongoing professional development and learning opportunities to strengthen my effectiveness as a Trustee, particularly in areas of governance, ethics and leadership.

52.0 I will recognize that the expenditure of school funds is a public trust and I will support policies and practices which ensure that all such funds are expended efficiently, economically and in the best interest of the students and electors of the Division.

63.0 I will endeavour to work with my fellow Trustees in a spirit of harmony and cooperation in spite of differences of opinion that may arise during vigorous debate. I will avoid rancour and bitterness; observe proper decorum and behaviour; encourage full and open discussions in all matters with my fellow members of the Board.

7.0 I will act as a role model for students, staff and the community, promoting ethical behaviour and the highest standards of integrity in all my interactions.

8.0 I will address conflicts and differences of opinion with my fellow Trustees respectfully and constructively, both in Board meetings and outside of formal settings.

94.0 I will base my personal decision upon all available facts in each situation, voting my honest conviction in every case.

105.0 I will do everything possible to maintain the integrity, confidence and dignity of the office of the school Trustee and I will resist every temptation and outside pressure to misuse my position as a trustee to benefit either myself or any other individual or agency.

11. I will respect the confidentiality of information, discussions and decisions made in closed meetings or concerning sensitive matters, in accordance with Board policies and legal requirements.

12. I will support a culture where concerns about ethical conduct can be raised without fear of retaliation and will not engage in or condone any retaliatory behaviour toward those who raise such concerns in good faith.

13. I will avoid any conflicts of interest and make decisions that are in the best interest of the Division as a whole, ensuring that my fiduciary responsibilities are always fulfilled with integrity and impartiality.

14. I will not use my position as Trustee to influence Board decisions for personal, family or external interests and will avoid any appearance of favouritism or partiality.

15.0 I will remember at all times that as an individual, I have no legal authority outside the meetings of the Board, unless the Board has so delegated. My relationships with the school staff, the local citizenry and the media will be conducted on the basis of this fact.

16. I will be mindful of my conduct and communications, including on social media, understanding that my actions reflect on the Board as a whole. I will ensure that all public communication is respectful and in line with the Board's policies and values.

17.0 I will always bear in mind that the primary function of the Board is to establish the policies by which the schools are to be administered and that the daily administration of the educational program and conduct of school business shall be the responsibility of the Superintendent and his/her staff; therefore, I will refer complaints and other communications to the Superintendent in accordance with policies and procedures approved by the Board.

18.0 I will maintain professional and respectful relationships with the Superintendent and all school staff, understanding the importance of supporting their roles without interfering in day-to-day operations.

19.0 I will earnestly attempt to promote goals based on the needs and aspirations of the community and do my best to support effective educational programs for the students.

20.0 I will promote and support policies and actions that reflect the values of equity, diversity and inclusion, ensuring that all students, staff and community members are treated with fairness and respect.

220: Appendix B - Code Of Conduct Complaint - Original Appendix - Replace with NEW Appendix B

1.0 A Trustee who wishes to commence an official complaint, under the Code of Conduct, shall

1.1 File a letter of complaint with the Chair, or Vice Chair in the absence of the Board Chair, or in cases when the complaint is about the Chair,

1.2 Indicate the nature of the complaint and the section or sections of the Code of Conduct that are alleged to have been violated by the Trustee.

2.0 The Trustee who is alleged to have violated the Code of Conduct, and all other Trustees, shall be forwarded a copy of the letter of complaint by the Chair, or where otherwise applicable by the Vice Chair, within five (5) days of receipt by the Chair/Vice Chair of the letter of complaint.

3.0 When a Trustee files a letter of complaint, and a copy of that letter of complaint is forwarded to all Trustees, the filing, notification, content, and nature of the complaint shall be deemed to be strictly confidential, the public disclosure of which shall be deemed to be a violation this Trustee Code of Conduct.

4.0 Public disclosure of the complaint and any resulting decision taken by the Board may be disclosed by the Chair only at the direction of the Board, following the disposition of the complaint by the Board at a Code of Conduct hearing. Upon receipt of a complaint, a special meeting of the Board of Trustees shall be called. The Chair shall indicate at the commencement of the meeting, the nature of the business to be transacted and that the complaint shall be heard in an in-camera session of the Special Meeting.

5.0 Violation of the Code of Conduct may result in the Board instituting, without limiting what follows, any or all of the following sanctions:

5.1 Having the Board Chair write a letter of censure marked “personal and confidential” to the offending Trustee, on the approval of a majority of those Trustees present and allowed to vote at the Special Meeting of the Board. Trustees are allowed to vote if they do not have a conflict of interest and/or personal bias relative to the matter under consideration. The Trustee filing the complaint as well as the Trustee alleged to have violated the code shall not be eligible to vote;

5.2 Having a motion of censure passed by a majority of those Trustees present and allowed to vote at the Special Meeting of the Board;

5.3 Having a motion to remove the offending Trustee from one, some or all Board committees or other appointments of the Board, passed by a majority of those Trustees present and allowed to vote at the Special Meeting of the Board.

6.0 The Board may vote, at its discretion, to make public its findings at the Special Meeting, or at a Regular Meeting of the Board, where the Board has not upheld the complaint alleging a violation of the Board's Code of Conduct or, where there has been a withdrawal of the complaint or, under any other circumstances that the Board deems reasonable and appropriate to indicate publicly its disposition of the complaint.

7.0 Procedures for a Code of Conduct Hearing are found in Appendix C.

Policy 4: Appendix B - Code Of Conduct Complaint - NEW

1.0 Filing a Complaint

1.1 Who Can File a Complaint?

Any Trustee who reasonably believes, in good faith, that another Trustee has violated the Board's Code of Conduct has the right to file an official complaint. The complaint must clearly outline the violation, providing enough detail for the Board to understand the issue and determine appropriate action.

1.2 When to File a Complaint

A complaint should be filed as soon as possible after the alleged violation occurs, preferably within 30 days, unless extenuating circumstances can be demonstrated. This ensures that the issue can be dealt with in a timely manner.

1.3 How to File a Complaint

The process to file a complaint is as follows:

- **Step 1: Prepare the Complaint**
 - The complaint must be in writing.
 - It must include your name (the complainant), the Trustee alleged to have violated the Code (the respondent), the section(s) of the Code that were violated and the details of the alleged behaviour or incident (including dates, times and any supporting evidence or witnesses).
- **Step 2: Submit the Complaint**
 - The complaint must be filed with the Board Chair.
 - If the complaint involves the Board Chair, it must be filed with the Vice Chair.
 - Ensure that you clearly mark the complaint as confidential.

1.4 Right to be Heard

The respondent Trustee will be given a full opportunity to respond to the complaint and provide their side of the situation. Procedural fairness will be upheld throughout the process to ensure a fair resolution for all parties.

1.5 Support Resources

Trustees may consult with the Board Chair, Vice Chair or their own personal legal counsel (legal counsel is for the corporate board only, not for individual trustees) to seek guidance on filing complaints, understanding the process or preparing responses to complaints.

Legal representation for both the Corporate Board and the respondent Trustee (at Trustee expense) may be present during the hearing process at the Special Board meeting.

1.6 No Retaliation

Any act of retaliation or reprisal against a Trustee who files a complaint, or against any witness or person providing relevant information, is strictly prohibited. Any form of retaliation may lead to further sanctions under the Code of Conduct.

1.7 What Happens Next?

Once the complaint is filed, the Chair (or Vice Chair) will forward a copy of the complaint to the Trustee alleged to have violated the Code and to all other Trustees within five (5) days of receiving the complaint. A Special Meeting of the Board shall be called within ten (10) days of the complaint being forwarded.

2.0 Handling and Forwarding the Complaint

2.1 Initial Review by Chair/Vice Chair

After receiving the complaint, the Chair (or Vice Chair, if applicable) will review the complaint to ensure it contains all the necessary information, including the following:

- Names of the complainant and respondent.
- Clear reference to the section(s) of the Code of Conduct that were allegedly violated.
- Detailed description of the incident(s), with supporting evidence, if available.

If the complaint is incomplete, the complainant will be notified within five (5) days and given an additional five (5) days to provide the necessary information. If the complaint is found invalid, it will be dismissed and the complainant will be notified in writing.

2.2 Forwarding the Complaint to All Trustees

Once the Chair (or Vice Chair) has determined that the complaint is valid and complete, they will forward a copy of the complaint to all Trustees, including the Trustee alleged to have violated the Code, within five (5) days. The complaint shall be marked as strictly confidential when shared with Trustees.

3.0 Special Meeting and Confidentiality

3.1 Calling a Special Meeting

As soon as the complaint is forwarded to all Trustees, the Chair (or Vice Chair) shall call a Special Meeting of the Board to address the complaint. The Special Meeting

should be scheduled as soon as possible, ensuring that all Trustees are available to attend.

3.2 Neutral Decision-Makers

To ensure impartiality and fairness, any Trustee who has a conflict of interest or personal bias with respect to the complaint shall recuse themselves from the deliberation and decision-making process. This ensures that the remaining Trustees can make a fair and objective decision.

3.3 Confidentiality Requirements

All parties involved, including the complainant, the respondent and the remaining Trustees, must treat the complaint with the highest degree of confidentiality. Public disclosure of the complaint, its content, or the resulting decision without the Board's authorization will itself be deemed a violation of the Code of Conduct.

3.4 In Camera Hearing

The complaint will be heard in an In Camera session of the Special Meeting, in accordance with the procedures outlined in Appendix C: Code of Conduct Hearing.

4.0 Withdrawing a Complaint

4.1 Voluntary Withdrawal

At any time before the hearing takes place, the complainant has the right to voluntarily withdraw the complaint by notifying the Chair (or Vice Chair) in writing.

4.2 Withdrawal Due to Resolution

If the complaint is resolved informally between the parties, the complainant must also notify the Chair (or Vice Chair) in writing that the complaint is withdrawn.

5.0 Board Decision to Withdraw or Dismiss a Complaint

5.0 Board Discretion

The Board, at its discretion, may decide to dismiss or withdraw the complaint if it is found to be frivolous, vexatious, or lacking in sufficient evidence. The Board will review the complaint during the Special Meeting and the decision will be made by a majority vote of Trustees present and allowed to vote. In such cases, both the complainant and the respondent will be notified of the decision in writing.

6.0 Appeal Process for Dismissal of Complaint

6.1 Filing an Appeal

If the complainant believes that the Board's decision to dismiss or withdraw the complaint was made in error or that it was not handled fairly, they have the right to file an appeal.

- The appeal must be filed in writing and submitted to the Board Chair (or Vice Chair) within ten (10) days of receiving the written notice of the Board's decision. The appeal must include:
 - The reason(s) why the complainant believes the dismissal was incorrect.
 - Any additional evidence or information that was not previously considered.

6.2 Board Review of Appeal

The Board will review the appeal during the next regular, or Special Meeting, whichever comes first, in a closed, In Camera session. The complainant may be asked to provide further clarification or evidence during this review process.

6.3 Final Decision

The Board's decision on the appeal will be final. Both the complainant and the respondent will be notified of the Board's final decision in writing. No further appeals will be permitted once the final decision has been made.

7.0 Appeal Process for Sanctions

7.1 Right to Appeal Sanctions

A Trustee who has been found to have violated the Code of Conduct and is subject to sanctions may appeal the severity or nature of the sanctions imposed by the Board.

7.2 Filing the Appeals of Sanctions

The Trustee must file the appeal in writing with the Board Chair (or Vice Chair) within ten (10) days of receiving the written notice of sanctions. The appeal must include:

- Specific reason(s) why the Trustee believes the sanctions are unjustified or disproportionate to the violation.
- Any additional evidence or mitigating circumstances that were not presented during the original hearing.

7.3 Sanctions Appeal Review

The Board will review the appeal of the sanctions at the next regular or Special Meeting. The Trustee appealing the sanctions may be asked to present additional evidence or information regarding the appeal.

7.4 Final Decision on Sanctions Appeal

The Board's decision on the appeal of sanctions is final. Both the Trustee and the Board will receive written communication regarding the final decision. No further appeals will be allowed.

220: Appendix C - Code of Conduct Hearing

~~Without limiting what appears below, the Chair shall ensure fairness in dealing with the complaint by adhering to the following procedures:~~

1.0 Overview

~~1.0~~ The Code of Conduct Hearing is ~~complaint shall be~~ conducted ~~at in an iIn eCamera~~ session, ~~“Code of Conduct Hearing”,~~ of a Special Board Meeting. ~~convened for that purpose.~~ Its purpose is to review the complaint, allow both the complainant and the respondent to present their positions and for the Board to deliberate and make a decision. The hearing will be guided by principles of fairness, confidentiality and due process.

2.0 Recording of the Hearing

~~21.1~~ The Board, in its sole discretion, may record the ~~iIn eCamera~~ session of the Special Board Meeting by electronic means. ~~Where recording will take place, t~~ Trustees shall be advised by the presiding Chair at the commencement of the Code of Conduct Hearing if recording will take place.

2.2 Any recordings made during the hearing are confidential and must be stored securely. Access to the recordings will be permitted to those involved in the investigation or deliberation and they will be retained according to legal requirements.

3.0 Sequence of the Code of Conduct Hearing

~~2.0~~ The sequence of the Code of Conduct Hearing shall be:

~~32.1~~ The ~~information supporting the~~ complainant Trustee or their representative shall ~~be presented the information supporting the complaint.~~ This may be done orally, in writing or both. The complainant may present evidence, including witness testimony, documentation or any other relevant material. ~~to members of the Board of Trustees and may be written or oral or both;~~

~~32.2~~ The respondent Trustee shall provide a presentation ~~to address the allegations.~~ This ~~which~~ may also be ~~done written or orally,~~ in writing, or both. The respondent may present evidence, witnesses and other supporting information to dispute the complaint.;

~~32.3~~ The complainant Trustee ~~advancing the complaint~~ shall then be given an opportunity to reply to the respondent Trustee's presentation;

~~32.4~~ The respondent Trustee shall then be provided a further opportunity to respond to any additional information or presentation and subsequent remarks;

~~32.5~~ The remaining Trustees of the Board, ~~who do not have a conflict of interest or personal bias~~, shall be given the opportunity to ask questions of both parties. ~~Trustees must ensure that their questions are neutral, respectful and focused on the facts of the case.~~

~~32.6~~ The ~~complainant~~ Trustee ~~advancing the complaint~~ shall be given the opportunity to make final comments; and

~~32.7~~ The respondent Trustee shall be given the opportunity to make final comments.

4.0 Private Deliberation by Trustees

~~4.12.0~~ Following the presentation of the respective positions of the parties, the complainant, respondent and all other non-trustees must leave the room. ~~parties, and all persons, other than the remaining Trustees who do not have a conflict of interest, shall be required to leave the room, and t~~The remaining Trustees shall deliberate in private. The Board may however, in its discretion, call upon legal advisors to assist them on points of law, or the drafting of a possible resolution.

~~4.20~~ If the remaining Trustees, ~~in~~ during deliberation, require further information or clarification, the parties shall be reconvened and the requests made in the presence of both parties. If the information is not readily available, the presiding Chair may request a recess, or if necessary, ~~an adjournment of the Code of Conduct H~~hearing to a later date.

~~4.35.0~~ In the case of an adjournment, no discussion by Trustees whatsoever of the matters heard at the Code of Conduct Hearing may take place until the meeting is reconvened.

5.0 Deliberation and Resolution

~~5.16.0~~ The remaining Trustees, in deliberation, may draft a resolution indicating what action, if any, may be taken regarding the respondent Trustee. ~~The decision must be based on facts presented during the hearing and in line with the Board's policies and the Code of Conduct. If sanctions are imposed, the Board must determine whether the sanctions will be publicly disclosed or remain confidential.~~

~~5.27.0~~ The presiding Chair shall reconvene the parties to the Code of Conduct Hearing and request a motion to revert to the open meeting, in order to pass the resolution.

5.3 If the sanctions are to be kept confidential, the resolution passed in the open meeting shall include a general statement of the outcome (i.e. “The Board has resolved the complaint and determined an appropriate action”), without disclosing the specific sanctions publicly.

6.0 Conclusion of the Hearing

~~6.18.0~~ The decision made by the Board, including any sanctions, will be formally communicated to both the complainant and the respondent. This communication will take place in writing and delivered confidentially.

If sanctions are confidential, the communication must specify that the details of the sanctions are not to be disclosed publicly.

6.2 All documentation or records related to the Code of Conduct Hearing shall be returned to the Superintendent or designate immediately upon conclusion of the Code of Conduct Hearing and shall be retained in accordance with legal requirements. ~~These materials will be stored securely and retained in accordance with legal requirements.~~

~~6.39.0~~ The presiding Chair shall declare the Special Board Meeting adjourned following the resolution and any final administrative tasks.

6.4 In cases where sanctions are determined to be confidential, the Board may use language in public communication that acknowledges the resolution of the complaint without revealing specific actions (i.e. “The Board has considered the complaint in accordance with its Code of Conduct and taken appropriate actions to address the matter.”)

7.0 Appeal Process

Both the complainant and the respondent have the right to appeal the outcome of the hearing, whether it is a dismissal of the complaint or sanctions imposed. The appeal must follow the procedures outlined in Appendix B.

Policy 4: Appendix D - Code of Conduct Sanctions NEW

1.0 Compliance with the Code of Conduct

1.1 Trustees shall conduct themselves in an ethical and prudent manner in compliance with the Trustee Code of Conduct. Failure to do so may result in the Board instituting sanctions.

1.2 Any violation of the Code of Conduct that results in sanctions will be addressed according to the principles of progressive discipline, ensuring the sanctions are corrective in nature.

2.0 Sanctions

If a violation of the Code of Conduct is determined, the Board may impose, without limitation, any or all of the following sanctions on the Trustee:

- 2.1 Issuing a Letter of Censure to the Trustee.
- 2.2 Requesting the Trustee to issue a letter of apology.
- 2.3 Publicly reprimanding the Trustee through a motion of censure.
- 2.4 Publishing the letter of censure or a request for apology, along with the Trustee's response.
- 2.5 Requiring the Trustee to attend training or professional development.
- 2.6 Removing the Trustee from membership on a committee or committees of the Board.
- 2.7 Removing the Trustee from any chair or leadership role on committees.
- 2.8 Suspending or reducing the Trustee's remuneration for their services.
- 2.9 Restricting the Trustee's contact with Division staff.
- 2.10 Restricting the Trustee's access to Division facilities, property or services.
- 2.11 Restricting the Trustee's travel and representation on behalf of the Board.
- 2.12 Requiring the Trustee to return Division property or reimburse its value.
- 2.13 Restricting how Division documents are provided to the Trustee (i.e. providing watermarked paper copies only).
- 2.14 Imposing any other sanction the Board deems reasonable and appropriate in the circumstances, provided that the sanction does not prevent the Trustee from fulfilling the legislated duties of a trustee while the Trustee remains in office and the sanction is not contrary to the Education Act or any other enactment or common law.

But nothing in *Policy 4: Trustee Code of Conduct* requires the Board to impose a sanction for any contravention.

3.0 Confidentiality

3.1 All complaints received under this Code of Conduct and all information gathered during the investigation process shall remain confidential unless the Board determines otherwise.

3.2 Public disclosure of the Board's decision regarding the complaint may be made at the Board's discretion, in accordance with legal requirements.

4.0 Final Decision and Report

4.1 Once the Board has made a decision regarding the sanctions, the final disposition of the complaint may be reported at the next public board meeting of the Board, as deemed appropriate.