

The Board of Education of School District No. 48 (Sea to Sky) believes that individual Trustees must adhere to a Trustee Code of Conduct which reflects the Board's recognition and respect of the public's trust in the Board as elected representatives of the community. It is the Board's expectation that each Trustee adhere to the highest ethical standards in their dealings with fellow Trustees, the school community, and all citizens of the district. In carrying out the role of Trustee, the Board expects members to adhere to the following Code of Conduct.

The Trustee shall:

1. Consider the position as a Board member as a public trust and not use it for private advantage or gain.
 - 1.1 Resist every temptation and outside pressure to use the Trustee position to benefit either oneself or any other individual or agency apart from the total interest of the District.
 - 1.2 Strive to develop a positive and respectful learning and working culture both within the Board and the District.
2. Be aware that a Trustee has no legal authority except when acting as a member of the Board during meetings of the Board. Each Trustee shall present concerns and concepts through the process of Board debate and, if in a minority of any decision, shall abide by and support the majority decision. When in the majority, each Trustee shall respect divergent opinions. Remember at all times, outside the meetings of the Board, that relationships with the school staff, the community and all mediums of communication should be conducted on this basis.
3. Encourage ideas and opinions from the citizens of the district and endeavor to incorporate their views in the deliberations and decisions of the Board.
 - 3.1 Become familiar with District policies and procedures, meeting agendas, and reports in order to attend and participate in Board business.
 - 3.1 Submit requests for agenda items to be discussed at Board meetings.
 - 3.2 Participate in, and contribute to, the decisions of the Board in order to provide the best solutions possible for the education of students within the District.
4. Devote sufficient time, thought, and study to proposed actions to be able to base decisions upon all available facts and vote with honest conviction.
 - 4.1 Consider information received from all sources and base individual decisions upon all available facts while maintaining confidentiality of privileged information.

- 4.2 Trustees shall refrain from making discrediting comments and engaging in criticism. Decorum and respect of each other and staff shall guide their communications and actions.
5. Remember that the primary function of the Board is to establish the policies by which the schools of the District 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 of Schools and their staff. Therefore, Trustees will:
 - 5.1 Follow the Respectful Workplace Policy to handle any personal matters:
<https://sd48seatosky.org/wp-content/uploads/2018/09/Policy-100.3-Respectful-Workplace.pdf>
 - 5.2 Refer any parent or community member with a query, issue, or problem to speak directly to the staff member at the source of the situation.
 - 5.3 Keep the Superintendent informed, in a timely manner, of all matters arising which might affect the District.
 - 5.4 Provide the Superintendent with counsel and advice, giving the benefit of the Trustee's judgment, experience, and familiarity with the community.
6. Promote and participate actively in a concerted program of timely exchange of information with all citizens, parents, employees, and students of the district.
7. Recognize that the deliberations of the Board In-Camera sessions are not for release or discussion. They may be released and discussed in public only with the approval of the Board.
8. Trustees will engage in opportunities for personal professional growth through participation in educational conferences, workshops, and training sessions made available by local, provincial, and federal agencies. Trustees will:
 - 8.1 Participate in Board/Trustee development sessions so that the quality of leadership and service in the District can be enhanced.
 - 8.2 Share the materials and ideas gained from a Trustee development activity with fellow Trustees at the next available opportunity.
 - 8.3 Stay current with respect to provincial, national, and international educational issues and trends.
 - 8.4 Promote positive school-community relations by sharing updates, as appropriate, on the work of the Board and District with schools through its Parent Advisory Council (PAC), and when possible, by attending one full PAC meeting per year at the invitation of the PAC.

9. Declare any conflict of interest as stated in the School Act. A Trustee will not participate in, vote on, or exert influence on, any decision in which the Trustee has any interest. See below for details:
Definitions according to the *School Act*, Section 55:
- 9.1 "child" includes a person whom the trustee has demonstrated a settled intention to treat as a member of his or her family;
 - 9.2 "controlling interest" means
 - 9.2.1 an interest that a trustee must disclose under section 5 (1) of the *Financial Disclosure Act*, or
 - 9.2.2 an interest in shares in a corporation carrying more than 10% of the votes for the election of the directors of the corporation, other than an interest by way of security only;
 - 9.3 "court" means the Supreme Court;
 - 9.4 "meeting" includes a meeting of a committee of trustees;
 - 9.5 "pecuniary interest" means, with respect to a trustee, an interest in a matter that could monetarily affect the trustee and includes an indirect pecuniary interest referred to in section 56
 - 9.6 "senior officer" means a senior officer as defined in the *Business Corporations Act*;
 - 9.7 "spouse" means a person who is married to a trustee or a person who is living with a trustee in a marriage-like relationship and has lived as such for a continuous period of at least 2 years.
10. Indirect Pecuniary Interest:
Section 56 of the School Act defines a Trustee who has an indirect pecuniary interest in any matter in which the school board is concerned if:
the Trustee or the Trustee's nominee:
- 10.1 is a shareholder in or a director or senior officer of a corporation that does not offer its securities to the public, or;
 - 10.2 has a controlling interest in or is a director or senior officer of a corporation that offers its securities to the public, and the corporation has a pecuniary interest in the matter, or;
 - 10.3 the trustee is a partner of a person, is a member of a firm or is the employment of a person or firm that has a pecuniary interest in the matter.
11. Deemed Pecuniary Interest:
Section 57 of the *School Act*, states that the pecuniary interest of a spouse or of a parent or child of the Trustee shall, if known to the Trustee, be deemed to be also the pecuniary interest of the Trustee.
12. Duty of Trustee: Section 58 of the *School Act* describes the duty of Trustees:

- 12.1 If a Trustee has any pecuniary interest in any matter and is present at a meeting of the board at which the matter is considered, the Trustee;
 - 12.1.1 must at the meeting disclose his or her pecuniary interest and the general nature of the pecuniary interest,
 - 12.1.2 must not take part in the discussion of, or vote on, any question in respect of the matter, and
 - 12.1.3 must not attempt in any way, whether before, during or after the meeting, to influence the voting on any question in respect of the matter.
 - 12.2 If the meeting referred to in subsection (1) is not open to the public, in addition to complying with the requirements of that subsection, the Trustee must immediately leave the meeting or the part of the meeting during which the matter is under consideration.
 - 12.3 If the pecuniary interest of a Trustee is not disclosed as required by subsection (1) by reason of the Trustee's absence from the meeting, the Trustee must disclose the pecuniary interest and otherwise comply with the requirements of that subsection at the first meeting of the board attended by the Trustee after the meeting referred to in that subsection.
13. Subsequent sections of the School Act provide direction on Exceptions (Section 59), Record of Disclosure (Section 60), Remedy for Lack of Quorum (Section 61), Application to Court (Section 62), Remedy (Section 63), and Proceedings Voidable (Section 64).