

**THE PROTESTANT SEPARATE SCHOOL BOARD  
OF THE TOWN OF PENETANGUISHENE**

**POLICY MANUAL**

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**POLICY TITLE:**

Trustee Code of Conduct

**SECTION/CODE:**

Board By-Laws 1 – XIV

---

**APPROVAL DATE:**

October 7, 2024

**SUPERSEDES:**

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**BY-LAW XIV TRUSTEE CODE OF CONDUCT**

**PURPOSE**

1. A Trustee position is an elected position which carries with it the understanding the electorate will decide at election time its support for the effectiveness of a Trustee. At the same time, it is important to recognize the public trust and responsibility the collective body carries and that this trust and responsibility is honoured through determining and enforcing norms of acceptable behaviour.
2. A code of conduct policy contributes to confidence in public education and respect for the integrity of Trustees in the community. It deals with acceptable and respectful behaviours.
3. This by-law provides trustees with direction and guidelines for their conduct and role in Board Governance as a member of the Protestant Separate School Board of the Town of Penetanguishene.

**MISSION STATEMENT**

The Protestant Separate School Board of the Town of Penetanguishene in partnership with home support, is committed to encouraging all students to achieve their full potential spiritually, academically, physically and socially in preparation toward becoming a contributing member of society.

**VISION STATEMENT**

The Protestant Separate School Board of the Town of Penetanguishene inspires in students a life-long love of learning by supporting their development, potential, and sense of self-worth, while honouring their individuality.

**APPLICATION**

This Code of Conduct and the Enforcement Procedures apply to all Trustees of the Board, including the Chair and Vice-Chair of the Board.

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**CODE OF CONDUCT**

*Integrity and Dignity of Office*

1. Trustees of the Board shall discharge their duties loyally, faithfully, impartially and in a professional and ethical manner that will inspire public confidence in the abilities and integrity of the Board and is consistent with the Education Act and Regulations, the Municipal Freedom of Information and Privacy Act and Regulations, the Municipal Conflict of Interest Act, the Board's By-Laws and Policies, and any other Act or Regulation that may be applicable to the Trustees' duties.
  
2. When acting or holding themselves out as Trustees of the Board, a Trustee shall conduct themselves in a manner that would not discredit or compromise the integrity of the Board.
  
3. When acting or holding themselves out as a Trustee, the Trustee shall treat persons equally without discrimination based on a person's race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability.
  
4. Trustees of the Board shall recognize that the expenditure of school board funds is a public trust and endeavor to ensure that tax payer dollars expended efficiently, in the best interest of the students.
  
5. Trustees, as leaders of the Board, must uphold the dignity of the office and conduct themselves in a professional manner, especially when attending Board events, or while on Board property.
  
6. Trustees shall ensure that their comments are issue-based and not personal, demeaning or disparaging with regard to Board staff or fellow Board members.
  
7. Trustees shall endeavor to participate in trustee development opportunities to enhance their ability to fulfill their obligations.

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*Avoidance of Personal Advantage and Conflict of Interest*

8. Trustees are not permitted to vote on or discuss matters in which they have a direct or indirect pecuniary interest. The direct or indirect pecuniary interest of a parent, spouse or child is deemed to be the interest of the Trustee. Subsection 3(1) of the Act provides: "For the purpose of this Act, the pecuniary interest, direct, of a spouse ... or

any child of the member shall, if known to the member, be deemed to be also the pecuniary interest of the member."

9. Where a Trustee, either on his or her own behalf, or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, or any other conflict of interest in any matter and is present at a meeting of the Board at which the matter is 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; not discuss the issue with any other person;
  - c. not attempt in any way whether before, during or after the meeting to influence the voting on such question; and
  - d. leave the meeting or the part of the meeting during which the matter is under consideration, if the meeting is closed to the public.
10. No Trustee shall accept a gift from any person or entity that has dealings with the Board if a reasonable person might conclude that the gift could influence the Trustee when performing his or her duties to the Board.
11. A Trustee shall not use his or her office to advance the Trustee's interests (personal, financial or material gain or personal business purposes) or the interests (personal, financial or material gain or personal business purposes) of any family member or person or organization with whom or with which the Trustee is related or associated.
12. No Trustee shall use his or her office to obtain employment with the Board for the Trustee or a family member or person or organization with whom or with which the Trustee is related or associated.
13. No trustee shall use or permit the use of board resources for any purposes other than the business of the Board.

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*Compliance with Legislation*

14. A Trustee of the Board shall discharge his or her duties in accordance with the *Education Act* and any regulations, directives or guidelines thereunder and comply with the *Municipal Freedom of Information and Protection of Privacy Act*, and any other relevant legislation.

Every Trustee of the Board shall comply with this Code of Conduct and uphold the spirit of the Code.

15. Every Trustee shall respect and understand the roles and duties of individual Trustees, Board of Trustees, the Supervisory Officer and the Chair of the Board, specifically;

Each member shall:

- a. carry out his or her responsibility in a manner that assists the board in fulfilling its duties under the Act, the regulations and guidelines issued under section 218.1 of the Education Act;
- b. attend and participate in meetings of the board, including meetings of board committees of which he or she is a member;
- c. bring concerns of parents, students and supporters of the board to the attention of the board;
- d. uphold the implementation of any board resolution after it is passed by the board;
- e. entrust the day to day management of the board to its staff through the Supervisory Officer;

*Civil Behaviour*

16. No Trustee shall engage in conduct during meetings of the Board or committees of the Board, and at all other times that would discredit or compromise the integrity of the Board.
17. A Trustee of the Board shall not advance allegations of misconduct and/or a breach of this Code of Conduct that are trivial, frivolous, vexatious, made in bad faith or vindictive in nature against another Trustee of the Board.
18. When expressing individual views, Trustees shall respect the differing points of view of other Trustees on the Board, staff, students and the public.
19. Trustees shall at all times, act with decorum and shall be respectful of other Trustees of the Board, staff, students and the public.
20. All Trustees of the Board shall endeavour to work with other Trustees of the Board and staff of the Board in a spirit of respect, openness, courtesy, and co-operation.

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21. Any trustee who fails or refuses to comply with the procedural By-Laws of the Board and/or the Trustee Code of Conduct, uses offensive language, disobeys the decisions of the Chair of the Board on points of order, or makes any disorderly noise or disturbance, may be ordered by the Chair to leave for the remainder of the meeting, and in the case of a refusal to do so, may, on the order of the Chair, be removed from the room where such meeting is taking place and/or the Board office. Such a removal will be recorded in the minutes of the meeting. Section 207 (3) of the

Education Act addresses the exclusion of persons from board meetings. It provides: “The presiding officer may expel or exclude from any meeting any person who has been guilty of improper conduct at the meeting.”

*Respect for Confidentiality*

22. No Trustee shall disclose confidential information obtained or made available to them in their role as a Trustee except as authorized by law or the Board. Confidential information includes personal information about an identifiable individual or information subject to solicitor-client privilege.
23. Every Trustee shall keep confidential any information disclosed or discussed at a meeting of the Board or committee of the Board, or part of a meeting of the Board or committee of the Board, that was closed to the public, and keep confidential the substance of deliberations of a meeting closed to the public, unless required to divulge such information by law or authorized by the Board to do so. (Refer to Policy Board By-Laws 1 – VII Electronic Meetings)
24. No Trustee shall use confidential information, including confidential information obtained by them or made available to them in their role as a Trustee for the purpose of personal gain or for the gain of the Trustee’s parent, spouse or child and shall not use such confidential in a manner that would be detrimental to the interests of the Board.

*Upholding Decisions*

25. All Trustees of the Board shall accept that authority rests with the Board, and that a Trustee has no individual authority other than that delegated by the Board.
26. Each Trustee shall uphold the implementation of any Board resolution after it is passed by the Board. A proper motion for reconsideration or rescission, if permitted by the Board’s Rules of Order, can be brought by a Trustee.

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27. A Trustee should be able to explain the rationale for a resolution passed by the Board. A Trustee may respectfully state his or her position on a resolution provided it does not in any way undermine the implementation of the resolution.

28. Each Trustee shall comply with Board policies, procedures, By-Laws, and Rules of Order.

29. The Chair of the Board is the spokesperson to the public on behalf of the Board unless otherwise determined by the Board. No other Trustee shall act as a spokesperson to the public on behalf of

the Board unless authorized by the Board. When individual Trustees express their opinions in public, they must make it clear that they are not speaking on behalf of the Board.

## **ENFORCEMENT OF CODE OF CONDUCT**

### *Identifying a Breach of the Code*

In accordance with the provisions of section 218.3 of the Education Act, a breach of this Code of Conduct by a Trustee may be dealt with by the following procedures (in the following manner):

1. A Trustee who has reasonable grounds to believe that a Trustee of the Board has breached the Trustee Code of Conduct may bring the alleged breach to the attention of the Board. This is done through the Chair of the Board.
2. Any allegation of a breach of the Code must be brought to the attention of the Chair of the Board or the Supervisory Officer (If breach is related to the Chair or Vice Chair) after the breach comes to the knowledge of the Trustee reporting the breach.
3. Any allegation of a breach of the Code of Conduct shall be investigated following the *Informal* or *Formal* Complaint Procedures below, as the case may be.
4. It is expected that whenever possible, allegations of a breach of the Code of Conduct by a Trustee shall be investigated following the Informal Complaint Procedure. It is recognized that from time to time a contravention of the Code may occur that is trivial, or committed through inadvertence, or an error of judgment made in good faith. In the spirit of collegiality and the best interests of the Board, the first purpose of alerting a Trustee to a breach of the Code is to assist the Trustee in

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understanding his/her obligations under the Code. Only serious and/or reoccurring breaches of the Code by a Trustee should be investigated following the *Formal Complaint Procedure*.

*Chair/Presiding Officer*

5. The Code of Conduct applies equally to the Chair and Vice-Chair of the Board. In the case of an allegation of a breach of the Code by the Chair or Vice-Chair, wherever a process requires action by the Chair, it shall be modified to read the Vice-Chair of the Board.
6. Each year two alternate Trustees shall be chosen by the Board to be used when the circumstance warrant that one or both Trustees are needed in place of the Chair and/or Vice-Chair of the Board to carry out any of the duties required under this Code of Conduct and Enforcement.

In no circumstance shall the Trustee who brought the complaint of a breach of the Code of Conduct be involved in conducting any Formal Inquiry into the complaint.

7. Nothing in this code prevents the Chair or presiding Officer of any meeting of the Board or committee of the Board from exercising their power pursuant to s. 207(3) of the *Education Act* to *expel or exclude from any meeting any person who has been guilty of improper conduct at the meeting*. For greater certainty, this may be done at the sole discretion of the Chair or Presiding Officer, as the case may be, and without the necessity of a complaint or conducting an inquiry before an expulsion or exclusion from a meeting. The rationale for this provision is that a Chair or Presiding Officer must have the ability to control a meeting. Any Trustee who does not abide by a reasonable expulsion or exclusion from a meeting is deemed to have breached this Code.
8. The Chair of the Board or Presiding Officer of any meeting of the Board or committee of the Board shall exercise their powers in a fair and impartial manner having due regard for every Trustee's opinion or views.
9. The Chair of the Board or Presiding Officer shall follow the special rules of order of the Board and/or the adopted Rules of Order and meeting procedures contained in any Policy or By-Law of the Board. A breach of a rule of order should be dealt with at the meeting in question by a Trustee rising to a point of order or appealing a ruling of the Chair in accordance with any applicable rule of order. Once such a motion is dealt with by the Board of Trustees, all Trustees shall abide by that decision and no further action shall be undertaken pursuant to the *Enforcement of the Code of Conduct*, except for persistent improper use of the applicable rules of order by the Chair or Presiding Officer.

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*Informal Complaint Procedure*

10. The Chair of the Board, on his/her own initiative, or at the request of a Trustee of the Board (without the necessity of providing a formal written complaint) who alleges a breach of the Code has occurred, may meet informally with a Trustee of the Board who is alleged to have breached the code, to discuss the breach. The purpose of the meeting is to bring the allegation of the breach to the attention of the Trustee and to discuss remedial measures to correct the offending behaviour. The Informal complaint Procedure is conducted in private.

11. The remedial measures may include, for example, a warning, an apology, and/or the requirement of the Trustee to engage in the successful completion of professional development training such as that offered by the Ontario Education Services Corporation *Professional Development Program for School Board Trustees*. If the Chair of the Board and the Trustee alleged to have breached thi

Code cannot agree on a remedy, then a formal complaint may be brought against the Trustee alleged to have breached this Code and that complaint will be dealt with in accordance with the Formal Complaint Procedure below.

*Formal Complaint Procedure*

13. A Trustee who has reasonable grounds to believe that another Trustee of the Board has breached the Trustee Code of Conduct may bring the breach to the attention of the Board by first providing the Chair of the Board, a written, signed complaint setting out the following:
- a. The name of the Trustee who is alleged to have breached the Code;
  - b. the alleged breach or breaches of the Code;
  - c. information as to when the breach came to the Trustee's attention;
  - d. the grounds for the belief by the Trustee that a breach of the Code has occurred; and
  - e. the names and contact information of any witnesses to the breach or any other persons who have relevant information regarding the alleged breach.



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If notification of an alleged breach is given under subsection (1), the person to whom the notification was made shall,

(a) immediately provide a copy of the written notice to the member whose conduct is the subject of the alleged breach and to the entire board; and

(b) if the matter is not resolved within 10 days after the member received the notice under clause (a), or within such other time period as may be prescribed by regulation, refer the matter to an integrity commissioner appointed by the board.

Except as provided below, if a written complaint is filed with the Chair of the Board then a formal inquiry shall be undertaken, unless the complainant subsequently withdraws the complaint or agrees that the complaint may be dealt with in accordance with the Informal Complaint Procedure.

14. In an election year for Trustees, a code of conduct complaint respecting a Trustee who is seeking re-election shall not be brought during the period commencing two months prior to election day and ending after the first Board meeting after the new term of office of the Board commences. If the Trustee accused of a breach of the Code is not re-elected, no inquiry into the alleged breach of the Code by that Trustee shall be undertaken. The limitation period for bringing a complaint shall be extended as necessary.

*Refusal to Conduct Formal Inquiry*

15. If the Chair and Vice-Chair of the Board are of the opinion that the complaint is trivial, frivolous, vexatious or not made in good faith, or there are no grounds or insufficient grounds for a formal inquiry, a formal inquiry shall not be conducted and a confidential report stating the reasons for not doing so shall be provided to all Trustees of the Board.
16. If the Chair and Vice-Chair of the Board cannot agree on the above then a full formal inquiry shall be conducted.
17. If an allegation of a breach of the Code of conduct on its face is with respect to the non-compliance with a more specific Board Policy with a separate complaint procedure, the allegation shall be processed under that procedure.

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*Steps of Formal Inquiry*

18. If a formal inquiry of an allegation of a breach of the Code of Conduct is undertaken, it shall be done by the Chair and Vice-Chair of the Board, if appropriate, or any two of the Chair, Vice-Chair and the alternate Trustees, or an outside consultant chosen by the Chair and Vice-Chair.
19. Regardless of who undertakes the formal inquiry the following steps shall be followed.
20. *The Statutory Powers Procedure Act* does not apply to anything done regarding the Trustee Code of Conduct. No formal trial-type hearing will be conducted.
21. Procedural fairness and the rules of natural justice shall govern the formal inquiry. The formal inquiry will be conducted in private.
22. The formal inquiry may involve both written and oral statements by any witnesses, the Trustee bringing the complaint and the Trustee who is alleged to have breached the Code of Conduct.
23. The Trustee who is alleged to have breached the Code of Conduct shall have an opportunity to respond to the allegations both in a private meeting with the person(s) undertaking the formal inquiry and in writing.
24. It is expected that the formal inquiry will be conducted within a reasonable period of time which will depend on the circumstances of the case. The Trustee who is alleged to have breached the Code of Conduct shall provide a written response to the allegations within 10 days of receiving the written allegation, or such extended period of the time as the investigators deem appropriate in the circumstance.
25. If the Trustee who is alleged to have breached the Code of Conduct refuses to participate in the formal inquiry, their formal inquiry will continue in his/her absence.
26. Once the formal inquiry is complete, the investigators shall provide a confidential draft copy of their report containing the findings of fact to the Trustee who is alleged to have breached the Code of Conduct and the Trustee who brought the complaint for their written comment to the investigator(s). The purpose of providing the draft report to the parties is to ensure no errors of fact are contained in it. The two Trustees shall have ten (10) days (or such reasonable period of time as deemed appropriate by the investigators) from the receipt of the draft report to provide a written response.

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27. The final report shall outline the finding of facts, but not contain a recommendation or opinion as to whether the Code of Conduct has been breached. This will be determined by the Board of Trustees as a whole.
28. If the Chair, Vice-Chair or designated alternate of the Board when conducting the formal inquiry cannot agree on the final finding of facts, it shall be referred to Integrity Commissioner appointed to the Board to complete the formal inquiry.

*Suspension of Formal Inquiry*

29. If the investigators, when conducting the formal inquiry, discover that the subject-matter of the formal inquiry is being investigated by police, that a charge has been laid, or is being dealt with in accordance with a procedure established under another *Act*, the formal inquiry shall be suspended until the police investigation, charge or matter under another *Act* has been finally disposed of. This shall be reported to the rest of the Board of Trustees.

*Decision*

30. The final report shall be delivered to the Board of Trustees, and a decision by the Board of Trustees as to whether or not the Code of Conduct has been breached and the sanction, if any, for the breach shall be made as soon as practical after receipt of the final report by the Board.
31. Trustees shall consider only the findings in the final report when voting on the decision and sanction. No Trustee shall undertake their own investigation of the matter.
32. If the Board of Trustees determine that there has been no breach of the Code of Conduct or that a contravention occurred, although the Trustee took all reasonable measures to prevent it, or that a contravention occurred that was trivial, or committed through inadvertence, or an error of judgment made in good faith, no sanction shall be imposed.
33. The determination of a breach of the Code of Conduct and the imposition of a sanction with respect to a complaint investigated in accordance with the Formal Complaint Procedure must be done by resolution of the Board at a meeting of the Board, and the vote on the resolution shall be open to the public. The resolutions shall be recorded in the minutes of the meeting. The reasons for the decision shall be recorded in the minutes of the meeting. Both resolutions shall be decided by a vote of at least 2/3 of the Trustees of the Board present and voting.

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34. Despite s.207 (1) of the *Education Act*, the part of the meeting of the Board during which a breach or alleged breach of the Trustee Code of Conduct is considered may be closed to the public when the breach or alleged breach involves any of the matters described in clauses 207(2) (a) to (e) being:
- a. The security of the property of the Board;
  - b. the disclosure of intimate, personal or financial information in respect of a member of the Board or committee, an employee or prospective employee of the Board or a pupil or his or her parent or guardian;
  - c. the acquisition or disposal of a school site;
  - d. decisions in respect of negotiations with employees of the Board; or
  - e. litigation affecting the Board.
35. The Trustee who is alleged to have breached the Code of Conduct shall not vote on a resolution to determine whether or not there is a breach or the imposition of a sanction. The Trustee who brought the complaint to the attention of the Board may vote on those resolutions.
36. The Trustee who is alleged to have breached the Code of Conduct may be present during the deliberations regarding the above but shall not participate in the deliberations, and shall not be required to answer any questions at that meeting.
37. The Trustee who is alleged to have breached the Code of Conduct shall not in any way, after the final report is completed, influence the vote on the decision of breach or sanction, except as permitted below after these decisions have been made.

*Sanctions*

38. If the Board determines that the Trustee has breached the Trustee Code of Conduct, the Board may impose one or more of the following sanctions:
- a. Censure of the Trustee.
  - b. Barring the Trustee from attending all or part of a meeting of the Board or a meeting of a committee of the Board.
  - c. Barring the member from sitting on one or more committees of the Board, for the period of time specified by the Board.
39. The Board shall not impose a sanction which is more onerous than the above but may impose one that is less onerous such as a warning or a requirement that the Trustee successfully complete

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specified professional development courses at the expense of the Board. The Board has no power to declare the Trustee's seat vacant.

40. A Trustee who is barred from attending all or part of a meeting of the Board or a meeting of a committee of the Board is not entitled to receive any materials that relate to that meeting or that part of the meeting and that are not available to a member of the public.
41. The imposition of a sanction barring a Trustee from attending all or part of a meeting of the Board shall be deemed to be authorization for the Trustee to be absent from the meeting and therefore, not in violation of the *Education Act* regarding absences from meetings.

*Reconsideration*

42. If the Board determines that a Trustee has breached the Trustee Code of Conduct the Board shall:
- a. Give the Trustee written notice of the determination, the reasons for the decision and any sanction imposed by the Board;
  - b. Inform the Trustee that he or she may make written submissions to the Board in respect of the determination or sanction by the date specified in the notice that is at least fourteen (14) days after the notice is received by the Trustee; and
  - c. Consider any submissions made by the Trustee and shall confirm or revoke the determination or sanction within fourteen (14) days after the submissions are received.
43. If the Board revokes a determination, any sanction imposed by the Board is revoked.
44. If the Board confirms a determination, the Board shall, within the fourteen (14) days above, confirm, vary or revoke the sanction.
45. If a sanction is varied or revoked, the variation or revocation shall be deemed to be effective as of the date the original determination was made.
46. The Board's decision to confirm or revoke a determination or confirm, vary or revoke a sanction shall be done by resolution at a meeting of the Board and the vote on the resolution shall be open to the public. Both resolutions shall be decided by a vote of at least 2/3 of the Trustees present and voting. The resolutions shall be recorded in the minutes of the meeting together with the reasons for confirming or revoking a determination. The Board shall provide to the Trustee alleged to have

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breached the Code of Conduct written notice of the decision to confirm or revoke the determination together with reasons for the decision and written notice of any decision to confirm, vary or revoke a sanction. The Trustee alleged to have breached the Code of Conduct shall not vote on those resolutions. The Trustee who brought the complaint may vote.

47. The Trustee who is alleged to have breached the Code of Conduct may be present during the deliberations regarding the above but may not participate in the deliberations and shall not be required to answer any questions at that meeting.

48. If appropriate, the original sanction may be stayed pending the reconsideration by the Board of the determination or sanction.

**ACKNOWLEDGEMENT AND UNDERTAKING**

I confirm that I have read, understand and agree to abide by the Trustee Code of Conduct and the Enforcement Procedures.

DATE: \_\_\_\_\_

NAME (Please print) \_\_\_\_\_

SIGNATURE: \_\_\_\_\_