

Policy 5 – Trustee Code of Conduct

Initial Approval:	September 4, 2018		
References:	The Education Act, 1995, Section 4(1.1) (j), 5(1); The School Division Administration Regulations, 2017, Part 3; The Local Authority Freedom of Information and Protection of Privacy Act (LA FOIP), SSBA Board Governance Handbook, SSBA Code of Conduct Policy, Policy 6 – Role of the Board Chair		
Date Revised:	February 2, 2026	Motion:	14190

Purpose

The commitment to high ethical standards of each Board member is required to ensure that the Board can responsibly fulfill its obligation and discharge its duties.

Every member of the Board shall adhere to the following:

1. All personal interactions and relationships shall be characterized by respect, acknowledging the dignity, and affirming the worth of each person.
2. A Board member shall represent fidelity to the interests of the Regina Catholic School Division. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other Boards or staffs or acting as an individual consumer of the school division's services.
3. Annually, Board members must complete the Public Sector Accounting Board (PSAB) PS2200 – Related Party Disclosure questionnaire and provide to the Ministry of Education.
4. A Board member shall avoid conflict of interest with respect to their Trustee fiduciary responsibilities. Conflict of interest is defined as competing interests or loyalties, which may affect a Trustee's decision; lack of impartiality; or a situation in which a Trustee may be seen as deriving a personal benefit from actions or decisions made in their official capacity.
 - 4.1 When a Board member has a conflict of interest, they shall excuse themselves from not only the vote, but also the deliberation.
5. A Board member shall not make donations on behalf of the school division.
6. A Board member shall not conduct personal business or services with the Board except as procedurally controlled to assure openness and competitive opportunity.
7. A Board member shall not use their position to obtain employment in the school division for family members or close associates. Should a Board member seek employment with the Board they must resign from the Board prior to applying.
8. A Board member shall respect the confidentiality required regarding issues dealt within a In-camera session.
9. A Board member will not use their position for personal advantage or to the advantage of any other individual apart from the total interest of the school division and shall resist outside pressure to use their position.

10. A Board member shall act with integrity and do everything possible to maintain the dignity of the office of a school division Board member.
11. A Board member shall work with other Board members in a spirit of respect, openness, cooperation, and proper decorum, despite differences of opinion that arise during debate.
12. A Board member shall accept that authority rests with the Board and that they have no individual authority outside the Board and shall abide by the majority decisions of the Board once they are made but shall be free to repeat the opinion held by that Trustee when the decision was made.
13. A Board member shall express any contrary opinion respectfully and honestly, and without making disparaging remarks.
14. A Board member shall not divulge confidential information obtained in their capacity as a Board member and will not discuss those matters outside the meetings of the Board or the Board's committees.
15. Whereas the aim of Catholic Education is the development of each student towards personal fulfillment and responsible citizenship motivated by the Spirit of the Gospel and modeled on the example of Jesus Christ, the Catholic School Trustee shall, within the duties prescribed in *Acts and Regulations* and reflecting a ministry within the Church:
 - 15.1 Acknowledge that, Catholic Schools are an expression of the teaching mission of the Church.
 - 15.2 Provide an example to the Catholic Community by active participation in the communal life of a parish, and by a personal lifestyle that reflects the teachings of the Church.
 - 15.3 Provide the best possible Catholic education according to the programs approved by the Canadian Conference of Catholic bishops and the provincial Ministry of Education.
 - 15.4 Affirm a strong sense of Catholic Community.
 - 15.5 Recognize and defend the democratic authority of the Board.
 - 15.6 Respect the confidentiality of the Board.
 - 15.7 Strictly support all Board policies and ministerial directives.
 - 15.8 Ensure the affairs of the Board are conducted with openness, justice, and compassion.
 - 15.9 Work to improve personal knowledge of current Catholic educational research and practices.
 - 15.10 Provide support, encouragement, and prayer for the efforts of all persons engaged in the ministry of Catholic Education in Canada.
16. The *Local Authority Freedom of Information and Protection of Privacy Act* [LA FOIP] applies to the Board as follows.
 - 16.1 LA FOIP requires that any records containing personal information obtained, in the possession, or under the control of the Board must be kept confidential. Personal

- information is defined in section 23 of LA FOIP and includes any information about a person's education and employment history.
- 16.2 The unauthorized disclosure of the personal information of an individual by a Board member could result in a complaint to the Office of the Saskatchewan Information and Privacy Commissioner or civil proceedings being initiated against the board member or the Board for damages. In the event of such a privacy breach, any records (containing personal information) stored on a Board member's personal devices would have to be disclosed and produced.
- 16.3 Types of information that may be exempt from disclosure under LA FOIP include:
- information subject to solicitor-client privilege;
 - trade secrets, financial, and confidential information of third parties;
 - information that might interfere with an investigation;
 - drafts of resolutions or bylaws;
 - advice, recommendations, analysis, options etc. developed by or for the Board; and
 - proposed plans, procedures, or positions developed for negotiations.
- 16.4 While LA FOIP applies only to records of information in any form, similar principles will apply to verbal information. A Board member who speaks in public about the private and/or personal issues of an employee or student is in breach of the confidentiality section of this policy.
- 16.5 A person whose information is improperly disclosed may have a cause of action against the Board member, and against the Board itself. The Board member may be sued for libel and/or slander if the information disclosed is defamatory.

Consequences for the failure of individual Trustees to adhere to the Trustee Code of Conduct are specified in *Appendix B – Trustee Code of Conduct Sanctions*.

As an elected member of the Board of Trustees of the Regina Catholic School Division:

1. I will be motivated by an earnest desire to serve my school division to the best of my ability to meet the educational needs of all students.
2. I will recognize that the expenditure of school funds is a public trust, and I will endeavour to see that the funds are expended efficiently, and in the best interests of the students.
3. I will not use my position for personal advantage or to the advantage of any other individual apart from the total interest of the school division, and I will resist outside pressure to so use my position.
4. I will act with integrity and do everything possible to maintain the dignity of the office of a school Board member.
5. I will carry out my duties objectively, and I will consider all information and opinions presented to the board in making my decisions, without bias.
6. I will work with other Board members in a spirit of respect, openness, cooperation, and proper decorum, despite differences of opinion that arise during a debate.
7. I will accept that authority rests with the Board and that I have no individual authority outside the Board, and I will abide by the majority decisions of the Board once they are made, but I shall be free to repeat the opinion that I upheld when the decision was made.
8. I will express any contrary opinion respectfully and honestly, and without making disparaging remarks, in or outside Board meetings, about other Board members or their opinions.
9. I will communicate, and conduct my relationship with staff, the community, other school boards and the media in a manner that focuses on facts.
10. I will not divulge confidential information, which I obtain in my capacity as a Board member, and I will not discuss those matters outside the meetings of the Board or the Board's committees.
11. I will endeavour to participate in trustee development opportunities to enhance my ability to fulfil my obligations as a Board member.
12. I will not conduct myself in a manner which is intended to be to the detriment of another school board.
13. I will support the value of publicly funded Catholic education, and will endeavour to participate, and encourage my board to participate, in activities that support or promote Catholic education in Saskatchewan.

1. In many instances, inappropriate conduct on the part of a Trustee can be effectively addressed by a progressive/sequential communication process as follows:
 - 1.1. Trustee - Trustee - The offended Trustee meets privately with the Trustee whose conduct was deemed to contravene the Code of Conduct.
 - 1.2. Chair – Trustee - If a satisfactory resolution is not achieved as above, the Chair may be asked to assist in dealing with the Trustee whose conduct has been deemed to contravene the code. Such a meeting shall be private, and the Chair may choose to seek the assistance of the Deputy Chair in such a meeting.
 - 1.3. Chair - If resolution is not found as above, the entire Board shall address the alleged contravention at an In-camera session.
 - 1.4. Chair – If unresolved, a written communication from the Board Chair after the In-camera session among Trustees.
 - 1.4.1. The written communication will outline corrective course of action agreed to by the Board of Trustees and Trustee in violation of policy.
 - 1.5. Should the conduct be of a more serious nature, the initial steps may be omitted, and the matter brought directly to the Board.
2. The Trustee Code of Conduct requires that the Board commit itself and its members to ethical and appropriate conduct. This includes proper use of authority, appropriate decorum and mutual respect when acting as members of the Board.
3. Trustees shall conduct themselves in an ethical and prudent manner in compliance with the Policy 5 Trustee Code of Conduct. The failure by Trustees to conduct themselves in compliance with this policy may result in the Board instituting sanctions or a course of action.
4. In particular, the Trustee Code of Conduct requires that Trustee shall respect the confidentiality appropriate to issues of a sensitive nature, as determined by the Board.
5. Failure to comply with this requirement constitutes a failure of security. An individual Trustee may bring a suspected breach of security to the attention of the Board, at an In-camera session of the Board. If by majority vote, at a public meeting of the Board, the Board agrees that a failure has occurred, the following procedures shall be invoked:
 - 5.1. The Board Chair shall request that the Director or designate for the Regina Catholic School Division (as head of the Regina Catholic School Division under the *Local Authority Freedom of Information and Protection Privacy Act*), appoint an independent investigator to review this matter.
 - 5.2. The independent investigator shall investigate and submit a report of findings and recommendations to the Board Chair and the Director.
 - 5.3. The Board Chair shall present at an In-camera session of the Board, the report of the independent investigator. At this time, the Trustee in question shall have an opportunity to present any additional relevant information.
 - 5.4. If it is determined, by a majority vote of the Board, that a willful violation of security has occurred, for a first occurrence, a motion to write a letter censure marked "Personal and Confidential" is required to be discussed and agreed upon by a majority of Trustees present at an In-camera session of the Board. This decision requires immediate

- approval by a majority vote and Trustees at a public meeting of the Board. Alternatively, the Board may choose to send a letter of clarification or letter of redirection.
- 5.4.1. Censure is a harsh reprimand to make it clear that someone's behaviour is unacceptable.
- 5.5. For a subsequent occurrence, a motion of censure against the Trustee in question may be brought directly to a public meeting of the Board. This motion shall be approved by a majority vote of Trustees present at such a meeting.
6. A violation of all other sections of the Trustee Code of Conduct shall result in:
- 6.1. The Board Chair writing a letter of censure marked "Personal and Confidential" to the Trustee in question. This occurs only after having such action discussed and agreed upon by a majority vote of Trustees present at an In-camera session of the Board. A majority of Trustees at a public meeting of the Board shall immediately approve this decision.
- 6.2. For a subsequent occurrence, at a public meeting of the Board, a motion of censure shall be presented against the Trustee in question.
7. For a third and subsequent occurrences of any violations, at a public meeting of the Board, a motion to remove the Trustee in question from one (1), or more, of all Board appointments may be presented.
8. Should the Chair be the subject of the Code of Conduct sanctions process, the Deputy Chair shall act in place of the Chair.

This protocol is intended to preserve and promote the reputation of both the Regina Catholic School Division Board of Trustees and the individual Board members. It is inevitable that conflicts of interest and loyalty will arise from time to time.

1. Protocol Principles

In carrying out their duties, Board members shall disclose private, public, or potential preferential treatment that does not adhere to our policies as listed in Policy 5 – Trustee Code of Conduct.

2. Annual Declaration

Each Board member shall annually (every 12 months) review and execute Appendix D: Annual Declaration of Potentially Conflicting Interests to declare in writing the existence of any confirmed or potential conflicts of interest. If a Board member becomes aware of a potential or confirmed conflict, after execution of their most recent Annual Declaration, that Board member shall update their Annual Declaration at the next regular meeting of the Board.

3. Review

The Board Chair is responsible for implementing and enforcing this protocol. The completed forms will be reviewed and filed.

Appendix D

ANNUAL DECLARATION OF POTENTIALLY CONFLICTING INTERESTS

Annually, each member of the Regina Catholic School Division Board of Trustees shall confirm in writing that they have read and understood the Code of Conduct Policy and Conflict of Interest Protocol. Board Members shall disclose any outside interests or activities that may pose a conflict of interest.

I am currently a Regina Catholic School Board member, Board member, member, committee member, officer, substantial shareholder/owner/investor, or an employee of the following organizations or community groups:

I am not now nor have in the past twelve (12) months been involved directly or indirectly in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party doing business with _____ that could result in personal benefit to me, my family, or a personal or business associate.

I am not now, nor have at any time in the past twelve (12) months, been a recipient, directly or indirectly, of any salary payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with _____.

Any exceptions to the above are stated below with a full description of the transactions and of the interest, whether direct or indirect, which I have in the persons or organizations having transactions with _____.

I have read, understood, and will comply with the Code of Conduct and Conflict of Interest Protocol as set out by the Regina Catholic School Board of Trustees.

I will act in the best interest of the Regina Catholic School Division and avoid any situations that could result in real or perceived conflict of interest.

Date: _____

Signature: _____

Printed Name: _____