



Policy 9 – Board Statement of Integrity / Code of Conduct

Date Adopted: September 2006

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The Board members of Evergreen School Division (ESD or the Division) occupy positions of public trust and confidence and hold fiduciary obligations with respect to the Division. Board members will discharge their duties and responsibilities professionally, impartially and in the best interests of the Division, on behalf of the people they serve.

Trustee Code of Conduct

9.1 Integrity and Dignity of Office

1. Trustees first and greatest concern must be the educational welfare of the students attending the schools of the Evergreen School Division and the best interest of the Division.
2. Trustees will commit to themselves to dignified, ethical, professional and lawful conduct.
3. Trustees shall recognize that the expenditure of Division funds is a public trust and endeavor to ensure that the funds are expended efficiently, and in the best interests of its students.
4. Trustees will participate in continuous learning and self-evaluation.
5. Trustees will attend all regular and special meetings of the Board and those meetings of the committees of which they serve and if unable to do so, will advise the designated individuals.
6. Trustees will review meeting agenda and other relevant information prior to Board and committee meetings and arrive at such meetings informed and prepared to contribute to open discussion about matters before the Board or committee.
7. Trustees will listen respectfully and with an open mind to the full range of opinions on each matter before them, and make their decisions based on the merits, keeping in mind the best interests of the Division.
8. Trustees shall treat other Board members, divisional and school staff, students and community members in a respectful and courteous manner and comply with the Division's Administrative Procedures (see 8.92 Harassment Prevention and

8.98 Violence Prevention).

9. Trustees will encourage the respectful expression of opinions by all Trustees and the use of proper channels of communication to share information and respond to concerns, including public reaction to Board policies and school programs.
10. Trustees shall ensure that their comments are issue-based and not personal, demeaning or disparaging with regard to Board staff or fellow Board members.
11. Work with other Trustees to establish effective board policies and to delegate authority for the administration of the schools to the senior administrative staff, including staff hiring and evaluation.
12. Take no private action that will compromise the board or administration, and respect the confidentiality of information that is privileged.
13. Respect the Board Chair is the only trustee authorized to speak publicly on behalf of the Board, and recognize and that authority rests with the Board in legal session, and not with individual members of the Board.
14. Trustees will abide by the provisions of all Federal, Provincial and Local Legislation, including but not limited to human right statutes, and Public Schools Act, as well as Evergreen School Division's Board policy, by-laws and Administrative Procedures.

9.2 Avoidance of Relationship Bias

1. To increase transparency and avoid potential conflicts, at the annual inaugural meeting, trustees will declare in camera, verbally the name, position and employment location of any family member or close friend employed by the Division. Over the course of the year, Trustees will update the Board if they have a close personal relationship with anyone newly hired.
2. No Trustee shall accept a gift from any person or entity that has dealings with the Board if a reasonable person might perceive that the gift could influence, or be intended to influence, the Trustee when performing his or her duties to the Board.
3. A Trustee shall not use his or her office to advance the Trustee's personal interests of the interests of any family member of person or organization with whom or with which the Trustee is related and/or associated.
4. A Trustee shall not use his or her office to obtain employment with the Division for the Trustee or a family member.
 - a) In the event a Trustee wishes to apply for a position with the Division, the Trustee must first request a leave of absence from the Board.
 - b) The Trustee must resign from the Board to hold a position with the Division.

5. Trustees with family members who work for the school division will not be appointed to the Liaison and Negotiations Committee (more specifically, Trustees will not participate in dialogue regarding a bargaining unit in which they are related to a member).
6. Trustees shall avoid circumstances, or the appearance of circumstances, where impartiality may be compromised. To this end, the Board believes the following:
 - a) A Trustee is always perceived as a Trustee. It is not possible to 'put on a different hat.' Therefore, Trustees should not serve in an official capacity on an external organization with which the Division has an indirect or direct interest i.e. Parent Advisory Councils, Westshore Foundation.
 - b) A Trustee may attend a community/external agency meeting as a Board representative when the Trustee has been directed by the Board to share a message that has been prepared by the Board in advance.
 - c) Trustees should avoid discussing any Board or division business with family members who work for the school division.
 - d) When an organization which includes among its membership a school trustee, official or otherwise, the Board will not receive the Trustee as part of the organization's delegation or when making a formal presentation.
 - e) When an organization which includes among its membership a school trustee, makes a request of a school board, the Trustee who is a member will be rescued from any discussion or vote on this matter involving that organization. Trustees will not make requests of administration or staff on behalf of any outside organization.
7. In the event that a Trustee self identifies a potential relationship bias;
 - a) The Trustee may take part in dialogue related to the bias
 - b) When the Board is to make the decision on whether there is a breach of the relationship bias provisions, the Trustee shall be absent themselves without comment or attempts to intimidate the vote
 - c) The Trustee shall not participate in any vote
8. In the event that a breach of the relationship bias provisions is determined;
 - a) The Board will determine remedial actions or sanctions as outlined under the Informal Complaint Procedure
 - b) In the absence of the Trustee, the Board will make a determination on whether the Trustee in question will be required to rescue themselves from future decisions regarding the relationship bias

The determination of the Board shall be final and binding on the Trustee

9. To enhance transparency regarding the role of the Chair, information shared with the Chairperson by other Trustees and the Superintendent between meetings will be shared in a timely manner at Board meeting.

9.3 Avoidance of Conflict of Interest

To increase transparency and avoid potential conflicts, at the annual inaugural meetings, Trustees will declare verbally and in writing, their assets and interest in keeping with the disclosure requirements contained in sections 36 – 39.8 of the Public Schools Act (PSA). This information will be filed with the Secretary Treasurer. For further clarity, concerns regarding perceived breaches of the Conflict of Interest will be dealt with in accordance with the PSA.

9.4 Respect for Confidentiality

1. Every Trustee shall keep strictly confidential any information disclosed or discussed at Committee and In Camera meetings of the Board unless required to divulge such information by law or authorized by the Board to do so.
2. No Trustee shall use confidential information for either personal gain or to the detriment of the Board.
3. Trustees shall not divulge confidential information, including personal information about an identifiable individual or information subject to solicitor-client privilege that a Trustee becomes aware of because of his or her position, except when required by law or authorized by the Board to do so.
4. In any circumstance where the Trustee is required to disclose information by law under 1. or 3., the Trustee shall notify the Board Chair and Superintendent in advance of the disclosure. This information will be shared with the Board.

9.5 Civil Behaviour

1. No Trustee shall engage in conduct that would discredit or compromise the integrity of the Board, at any time, including during Board or committee meetings.
2. A Trustee shall not advance allegations of misconduct and/or breach of this Code of Conduct that are frivolous, vexatious, made in bad faith or vindictive in nature against another Trustee.
3. When expressing individual views, Trustees shall respect the differing points of view of other Trustees, staff, students and the public.
4. Trustees shall at all times act with decorum and shall be respectful of other Trustees, staff, students and public.

5. No Trustee shall undermine or compromise the integrity of the Board or administration by expressing opinions and/or sharing discrediting information publicly.
6. The Board believes that Trustees should not use social media to express opinions regarding Board operations or Division business. Discretion and caution is required with any post, including re-posting (sharing) or information, and “likes” or other commentary on information.
 - a) When using personal social media, Trustees shall do so responsibly, including an acknowledgement that opinions expressed are those of the individual, not of the Board.
 - b) Trustees may forward or retweet Division message posted on social media, or other messages determined by the Board.

9.6 Upholding Decisions

1. A Trustee must be able to explain the rationale for a resolution pass by the Board even when it is not the personal position of an individual Trustee.
2. The Board believes that the Trustee should avoid engaging in conversation that may undermine the implementation of a Board decision. Although to be avoided, a Trustee may respectfully state his or her position on a resolution provided it does not in any way undermine the decision of the Board.
3. All Trustees shall accept that authority rests with the Board, and that a Trustee has no individual authority other than that delegated by the Board. Therefore, a Trustee will only speak or act on behalf of the Board if authorized to do so, as the Board’s representative is the Chairperson.
4. Each Trustee shall uphold the implementation of any Board resolution after it is passed by the Board. A proper motion for reconsideration, revisiting or rescission may be brought forward by a Trustee.
5. Each Trustee shall comply with the Board policies, procedures, by-laws, and Rules of Order.
6. The Board Chair is the spokesperson to the public on behalf of the Board, unless otherwise determined by the Board. No other Trustee shall speak on behalf of the Board unless expressly authorized by the Board Chair.

Enforcement of the Code of Conduct

1. The sections that follow pertain to breaches of the Trustee Code of Conduct (for breaches related to the Conflict of Interest, see section 9.3).
2. See Appendix 1 for a Comparison Chart on various responses to perceived breaches of the Trustee Code of Conduct.

9.7 Equal Application of the Code

1. The Code of Conduct applies equally to the Board Chair. In the case of an allegation of a breach by the Board Chair, wherever a process required action by the Board Chair, it shall be modified to read the Vice-Chair. A committee Chairperson (in the following order as necessary Liaison, Board Development) shall be appointed to stand in the for Vice-Chair.
2. The Board Chair shall exercise their powers in a fair and impartial manner having due regard for every Trustee's opinion or views.

9.8 Raising Minor Concerns Regarding the Behaviour of the Fellow Trustees

1. It is recognized that from time to time a contravention of the Code may occur that is minor (more specifically committed through inadvertence, or an error of judgement made in good faith).
2. A Trustee who has concerns regarding the behaviour of a fellow Trustee may bring the matter to the attention of their fellow trustee.
3. The matter may also be brought to the attention of the Board Chair to address with the Trustee whose behaviour is of concern to assist the Trustee in understanding his/her obligations under the code.
4. This matter will then be addressed at the next Board meeting.
 - a) It is preferable that the Trustee who has erred acknowledge the matter to the Board.
 - b) Alternatively, the Chair (via the in-camera report) will inform the Board in general terms the matter which was addressed with a Trustee. It is not necessary that the Trustee be named.
5. Minor concerns which are re-occurring are appropriate for the informal complaint process (see section 9.10).

9.9 Identifying a Breach of Code

1. In the event of ongoing concerns about a Trustee's behaviour, or in the event a Trustee has reasonable grounds to believe that a fellow Trustee has had a non minor breach of the Board's Code of Conduct, the alleged breach will be brought to the attention of the Board Chair.
2. Any allegation of a breach of the Code must be brought to the attention of the Chair no later than two (2) weeks after the breach comes to knowledge of the Trustee reporting the breach. Notwithstanding the foregoing, in no circumstance shall an inquiry into a breach of the Code be undertaken after the expiration of six (6) months from the date of when the contravention became known.

3. Any allegation of a breach of the Code of Conduct shall be investigated following Informal or Formal Complaint Procedures below.
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 process. The informal process would be considered appropriate for matters which are not ongoing, can be considered minor (does not significantly undermine the credibility and professionalism of the Trustee and by extension, the Board) and may reasonably be expected to be corrected with a conversation regarding expectations. The informal process is used to respond to a complaint if it mutually agreed by the complainant, the Board Chair and the Vice-Chair. If the matter is not mutually agreed, the complaint will be raised with the Board for discernment.
5. Only serious and/or recurring breach of the Code by a Trustee should be investigated following the Formal Complaint Procedure. Matters appropriate for the formal process are more serious (significantly undermining the credibility and the professionalism of the Trustee and by extension, the Board) would include behaviours such as the following: any ongoing less serious issues already addressed informally, conflict of interest, relationship bias, breach of confidentiality, inappropriate conduct.

9.10 Informal Complaint – Breach of Code

1. The Chair of the Board upon receipt of a complaint, or on his/her own initiative, will meet informally with a Trustee of the Board who is alleged to have breached the Code, to discuss the breach.
 - a) The purpose of the meeting is to bring the allegation of the breach to the attention of the Trustee (Respondent) and to discuss any remedial measures that are deemed necessary by the Board Chair.
 - b) The complaint will be brought to the attention of the Trustee in question within ten (10) business days.
 - c) The meeting will be conducted in private and followed by a summary report written by the Chair (as below in a-e) outlining the issue and resolution.
 - i. Date of meeting
 - ii. Who attended meeting
 - iii. Name of Trustee (Respondent)
 - iv. Section of the Code discussed
 - v. Recommended actions to be taken

- d) The Respondent will not engage other Trustees in discussion on the matter or otherwise attempt to influence the opinion other regarding the outcome of the process.
 - e) This document will be maintained in a sealed envelope by the Secretary Treasurer during the term(s) of the Trustee and destroyed when the Trustee ceases to be a Trustee.
2. The Board Chair, in consultation with the Vice Chair, has the authority to determine the remedial measures which 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 Manitoba School Boards Association.
 3. If the Trustee alleged to have breached this Code refuses to comply with the remedial measures directed by the Chairperson, then the matter will be dealt with in accordance with the formal complaint procedure.
 4. This matter will then be addressed at the next board meeting.
 - a) It is preferable that the Trustee who has erred acknowledge the matter to the Board.
 - b) Alternatively, the Chair will inform the Board in general terms the matter which was brought to the attention of the (named) Trustee, and the remedial measures required.
 5. Matters not resolved with the informal procedure will be addressed with the formal complaint procedure.

9.11 Formal Complaint – Breach of Code

1. A Trustee who has reasonable grounds to believe that another Trustee of the Board has breached the Board's Code of Conduct may bring the breach to the attention of the Board by first providing to 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 (Respondent)
 - b) The alleged breach(es) of the Code and the grounds for the belief a breach has occurred.
 - c) Information as to when the alleged breach came to the Trustee's attention,
 - d) The names and contact information of any witnesses to the breach or any other persons who have relevant information regarding the alleged breach.

The written complaint will be provided to the Code of Conduct committee for the purpose of direction and investigation.

2. The Chair of the Board will verbally inform the Board of the complaint within fifteen (15) business days. The complaint will be subject to the usual process for in camera documents. The complaint, any response to the complaint and the investigation of the complaint shall be confidential until it is before the Board of Trustees for a decision as to whether or not the Trustee has breached this Code.
3. From the time the complaint is first brought to the attention of the respondent or the Board, to the time the matter is deliberated on by the Board, the respondent will not engage other Trustees in any discussion on the matter, or otherwise attempt to influence the opinion regarding the outcome of the process.
4. The Chair shall appoint a Code of Conduct Committee of three (3) consisting of two (2) Trustees and a neutral third party. First consideration for this committee will be the Chairperson, and those trustees already selected for Chairs of the Liaison and Negotiations Committee, and Board Development Committee. The "neutral third party" shall be an investigator selected from a list of persons recommended by the MSBA.

9.12 Refusal to Conduct Inquiry

1. Code of Conduct Committee determines that the alleged breach is out of time, trivial, frivolous, vexatious or not made in good faith, or that there are no grounds or insufficient grounds for an inquiry, an 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.

9.13 Steps of Inquiry

1. Procedural fairness and the rules of natural justice shall govern the formal inquiry. The formal inquiry will be conducted in private.
2. The Respondent will receive an oral summary of the complaint provided by the Code of Conduct Committee.
3. The formal inquiry may involve oral statements by any witnesses, the Complainant Trustee and the Respondent Trustee.
4. The Respondent Trustee shall have an opportunity to respond to the allegations both in a private meeting with the inquiry Code of Conduct Committee and in writing.
5. Once the formal inquiry is complete, the Code of Conduct Committee shall provide an oral report to the Complainant and Respondent. The purpose of providing the draft report to the parties is to ensure no errors of fact are contained in it. These two Trustees shall have fifteen (15) business days (or

such reasonable period of time as deemed appropriately by the investigator(s) from the receipt of the report to respond.

6. If the Respondent Trustee refuses to participate in the formal inquiry, the formal inquiry will continue in his/her absence and an adverse inference may be drawn from his or her failure to cooperate.

9.14 Suspension of Inquiry

1. If the Code of Conduct Committee, when conducting the formal inquiry, discover that the subject matter of the formal inquiry is being investigated by another authority, or is being dealt with in accordance with a procedure established under another Act, the inquiry may be suspended in the discretion of the Code of Conduct Committee. Any suspension of formal inquiry shall be reported to the Board of Trustees.

9.15 Decision

1. The Code of Conduct Committee shall report orally to the full Board the details of the investigation and its determination of whether or not the Respondent Trustee reached the Code of Conduct.
2. The Committee will provide a written Final Report of the committee which will include:
 - a) Date of investigation
 - b) Name of persons on the Code of Conduct Committee
 - c) Name of Trustee (Respondent)
 - d) Section of the alleged breach of Code
 - e) Determination of whether a breach has occurred
3. After the oral and written reports are received, a decision will be made by the Board as to whether to impose a sanction for the breach, this decision shall be made as soon as practical after receipt of the oral and written reports.
4. Trustees shall consider only the oral and written reports of the Code of Conduct Committee when voting on the decision and sanction. No Trustee shall undertake their own investigation of the matter.
5. The Respondent 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.
6. The Respondent Trustee may be present during the deliberations regarding the above but shall not participate in the deliberations and shall be permitted to

answer any questions at that meeting.

7. The Respondent Trustee shall not in any way, attempt to intimidate the vote on the decision to accept the Final Report or sanction.
8. 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 resolution shall be recorded in the minutes of the meeting. The resolution shall be decided by a majority vote, unless the sanction is a barring or suspension which requires 2/3 of Trustees in accordance with subsection 35.2(1) and 35.2(2) of the Public Schools Act.
9. In accordance with subsection 25.2(2) of the Public Schools Act, the motion may be debated at an In Camera Board meeting but must be voted in public.
10. Whether the complaint is found to be valid or unfounded, a record of the decision, any action taken, and all written documentation of the complaint shall be maintained in confidence of the Secretary-Treasurer.
11. This document will be maintained in a sealed envelope by the Secretary-Treasurer during the term of the Trustee and destroyed when the Trustee ceases to be a Trustee.

9.16 Sanctions

1. If the Board determines that the Trustee has breached the Code of Conduct, the Board may impose one or more of the following sanctions as stated in subsection 35.2(1) of the Public Schools Act.
 - a) Censuring the Trustee
 - b) Barring the trustee from attending all or part of a meeting of the school board or a committee of the school board
 - c) Suspending the Trustee from the school Board, including suspending all the Trustee's rights, duties, privileges and pay, as a member of the school Board, for up to three months. When a suspension or barring is imposed it is considered an approved absence authorized by the Board.
2. 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, requesting an apology, or a requirement that the Trustee successfully complete specific professional development at the expense of the Board. The Board has no power to declare the Trustee's seat vacant, as a result of a breach of the Code of Conduct.
3. A Trustee who is barred from attending all or part of a Board or committee meeting is not entitled to receive any materials that relate to that meeting or that

part of the meeting and that are not available to members of the public.

4. The imposition of a sanction barring a Trustee from attending all or part of a Board or committee meeting shall be deemed to be authorization for the Trustee to be absent from the meeting and therefore, not in violation of the Public Schools Act regarding absences from meetings as stated in subsection 35.2(3).

a) Appeal of Sanction

1. To appeal a sanction, the Trustee must provide the following to the Minister within ten (10) days of the sanction being imposed:
 - a) A copy of the school Board's motion to sanction the Trustee
 - b) A written statement setting out
 - i. The particular sanction or sanctions the Trustee wishes to appeal, and
 - ii. The reasons for the appeal

The response from the Minister shall go to the entire Board.

Further steps in the appeal process can be found in the PSA Section 35.3.

Legal Reference: *The Public Schools Act*
Policy 2 – Vision and Mission
Policy 3 – Values and Beliefs
Policy 5 – Board Operations

Appendix 1

Comparison – processes in the Code of Conduct.

	Minor	Informal	Formal
Matter	Minor (more specifically committed through inadvertence, or an error of judgment made in good faith).	<p>The informal process would be considered appropriate for matters which are not ongoing, can be considered minor (does not significantly undermine the credibility and professionalism of the Trustee and by extension, the Board) and may reasonably be expected to be corrected with a conversation regarding expectations.</p> <p>Minor behaviours that are reoccurring would be appropriate for informal procedure.</p>	<p>Matters appropriate for the formal process are more serious (significantly undermining the credibility and the professionalism of the Trustee and by extension, the Board) would include behaviours such as the following: any ongoing less serious issues already addressed informally, conflict of interest, relationship bias, breach of confidentiality, inappropriate conduct.</p> <p>Matters not resolved with informal procedure can be addressed formally.</p>
Determine breach of code	Not required	Mutually agreed by the complainant, the Board Chair and the Vice-Chair.	<p>A Trustee who has reasonable grounds to believe that another Trustee of the Board has breached the Board's Code of Conduct may bring the breach to the attention of the Board by first providing to the Chair of the Board a written, signed complaint setting out the following:</p> <ol style="list-style-type: none"> 1. the name of the Trustee who is alleged to have breached the Code (Respondent), 2. the alleged breach(es) of the Code and the grounds for the belief such a breach has occurred, 3. information as to when the alleged breach came to the Trustee's attention, 4. the names and contact information of any witnesses to the breach or any other persons who have relevant information regarding the alleged breach.
Process	1. A trustee who has concerns regarding the behaviour of a fellow trustee may bring the matter to the	The Chair of the Board upon receipt of a complaint, or on his/her own initiative, will meet informally with a Trustee of the Board who is alleged to have	The Chair shall appoint a Code of Conduct Committee of three (3), consisting of two (2)

	<p>attention of their fellow trustee.</p> <p>2. The matter may also be brought to the attention of the Board Chair to address with the Trustee whose behaviour is of concern to assist the Trustee in understanding his/her obligations under the code.</p>	<p>breached the Code, to discuss the breach.</p> <ol style="list-style-type: none"> 1. The purpose of the meeting is to bring the allegation of the breach to the attention of the Trustee (Respondent) and to discuss any remedial measures that are deemed necessary by the Board Chair. 2. The complaint will be brought to the attention of the Trustee in question within ten (10) business days. 	<p>Trustees and a neutral third party.</p> <p>See</p> <p>9.11 <u>Formal Complaint – Breach of Code</u></p> <p>9.12 <u>Refusal to Conduct inquiry!</u></p> <p>9.13 <u>Steps of Inquiry</u></p> <p>9.14 <u>Suspension of Inquiry</u></p> <p>9.15 <u>Decision</u></p>
<p>When is board informed?</p>	<p>The matter is addressed at the next Board meeting.</p>	<p>This matter will be addressed at the next Board meeting.</p>	<p>The Chair of the Board will verbally inform the Board of the complaint within fifteen (15) business days. The complaint will be subject to the usual process for In Camera documents. The complaint, any response to the complaint and the investigation of the complaint shall be confidential until it is before the Board of Trustees for a decision as to whether or not the Trustee has breached this code.</p> <p>The committee will provide a written Final Report</p>
<p>Resolution</p>	<p>Next Board meeting.</p> <ol style="list-style-type: none"> 1. It is preferable that the Trustee who has erred acknowledge the matter to the Board. 2. Alternatively, the Chair (via their In Camera report) will inform the Board in general terms the matter which was addressed with a Trustee. It is not necessary that the Trustee be named. 	<p>This matter will then be addressed at the next board meeting.</p> <ol style="list-style-type: none"> 1. The Board Chair, in consultation with the Vice-Chair, has the authority to determine the remedial measures which 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 Manitoba School Boards Association. 2. If the Trustee alleged to have breached this Code refuses to comply with the remedial measures directed by the Chairperson, then the matter will be dealt with in accordance of the formal complaint procedure. 3. It is preferable that the Trustee who has erred acknowledge the matter to the Board. 	<p>The Committee shares report with Board upon completion of investigation</p> <p>If the Board determines that the Trustee has breached the Code of Conduct, the Board may impose one or more of the following sanctions as stated in subsection 35.2(1) of the Public Schools Act:</p> <ol style="list-style-type: none"> 1. Censuring the Trustee. 2. Barring the Trustee from attending all or part of a meeting of the school Board or a committee of the school Board. 3. Suspending the Trustee from the school Board, including suspending all the Trustee's rights, duties and privileges as a member of the school Board, for up to three months
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		<p>4. Alternatively, the Chair will inform the Board in general terms the matter which was brought to the attention of the (named) Trustee, and the remedial measures required.</p>	<p>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 specified professional development at the expense of the Board. The Board has no power to declare the Trustee's seat vacant, as a result of a breach of the Code of Conduct. See section 9.16 Sanctions</p>
<p>Record keeping</p>	<p>None</p>	<p>Chair prepares a summary report outlining the issue and resolution</p> <p>This document will be maintained in a sealed envelope by the Secretary-Treasurer during the term of the Trustee and destroyed when the Trustee ceases to be a Trustee.</p>	<p>Whether the complaint is found to be valid or unfounded, a record of the decision, any action taken, and all written documentation of the complaint shall be maintained in confidence by the Secretary Treasurer</p> <p>This document will be maintained in a sealed envelope by the Secretary-Treasurer during the term of the Trustee and destroyed when the Trustee ceases to be a Trustee.</p>