Medicine Hat Public School Division
601-1st Avenue SW, Medicine Hat, AB T1A 4Y7 | Phone 403.528.6700 | Fax 403.529.5339 | www.mhpsd.ca

MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"

SECTION 200 – Board Governance

POLICY 202.1: TRUSTEE CODE OF CONDUCT

POLICY

The Board commits itself and its members to conduct which meets the highest ethical standards. It is expected that all personal interactions and relationships will be characterized by mutual respect, which acknowledges the dignity and affirms the worth of each person.

GUIDELINES

1. Trustees shall carry out their responsibilities as detailed in section 34 of the Education Act and in Policy 202.1 – Role of the Trustee with reasonable diligence.
2. Trustees shall endeavour to work with fellow Board members in a spirit of harmony and cooperation in spite of differences of opinion that may arise during debate.
3. Trustees shall commit themselves to dignified, ethical, professional and lawful conduct.
   3.1. Trustees must have a valid criminal record check when the Board has such an existing bylaw in place.
4. Trustees shall exercise the powers and discharge the duties of their office honestly and in good faith.
5. Trustees shall reflect the board's policies and resolutions when communicating with the public.
6. Trustees shall keep confidential any personal, privileged or confidential information obtained in their capacity as a trustee and shall not disclose the information except when authorized by law or by the Board to do so.
7. While elected, trustees shall represent the best interests of the entire Division.
8. Trustees shall honor their fiduciary responsibility to the Board which supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other Boards or staff or acting as an individual consumer of the Division's services.
   8.1. Any trustee who wishes to seek elected office for the provincial or federal governments must advise the Board Chair in writing of their intent to seek office and shall take an unpaid leave of absence in accordance with applicable legislation.

9. Trustees shall support the decision of the Board on any matter, regardless of the trustee's personal position on the issue.
10. Trustees shall make all disclosures as required under Section 86 of the Education Act to the Board Chair and to the Corporate Secretary within 30 days of being sworn in, and forthwith after each change to the information.
11. Trustees shall disclose the nature of any conflict of interest and abstain and absent themselves from discussion or voting on the matter in question.
12. Trustees shall not attempt to exercise individual authority over the Superintendent or any member of staff.
13. Trustees shall not use their influence to advance personal, family or friends' interests or the interests of any organization with which the trustee is associated.
    13.1. When a trustee applies for employment within the Division, they must take an unpaid leave of absence from the Board to do so. If offered a contract of employment, they must first resign from the Board.
14. Trustee behavior and conduct requirements, as outlined above, extend to the personal use of technology in online activity or social media accounts, and including the use of artificial intelligence.
15. Trustees shall be responsible and accountable for the ethical and legal use of Division resources, including any electronic devices.
16. Consequences for the failure of individual trustees to adhere to the Trustee Code of Conduct are specified in Appendix to Policy 202.1 – Trustee Code of Conduct Sanctions.

REFERENCES

Appendix to Policy 202.1 – Trustee Code of Conduct Sanctions
Policy 202.2 – Trustee Development
Education Act: Sections Section 33, 34, 51, 52, 53, 53.1, 64, 67, 79.1, 85, 86, 87, 88, 89
Section 61.1 Election Act
Local Authorities Election Act

Approved: June 1, 2004
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