

Policy (T) 1.3. Trustee Commitment to Service

Background:

The Hagensborg Waterworks District (HWD) is an improvement district, an autonomous local government incorporated under Letters Patent through the *Local Government Act*, operating under supervision of, and reporting directly to the Ministry of Community, Sport and Cultural Development. ⁱ

The District is responsible for providing waterworks and fire protection for the benefit of the residents in the Hagensborg community.ⁱⁱ The District's powers include the ability to enact and enforce its regulations and charges, to assess and collect taxes, to acquire, hold and dispose of lands, to borrow money and to expropriate lands required to carry out its functions.ⁱⁱⁱ

The HWD is administered by an elected board of trustees, and served by the Officers of the district. The Board of Trustees make decisions to ensure that adequate funds are available to maintain current operations and to replace capital infrastructure as it ages. They are to ensure that the improvement district's resources are used effectively during their time in office, and that the public service(s) can be delivered indefinitely. ^{iv}

The board of trustees exercise their powers through the passage of Policy resolutions and Bylaws.^v

While trustees are welcome to engage in conversation with the District's Officers and staff, and seek clarity of any point of service, direction for Action must come from the board as a whole, through the Chair.^{vi}

Policy Resolution:

The Trustees commit to serve as follows:

Commitment to Service

Trustees understand that they have been elected by the community to represent the community as a whole.

In accepting this position, trustees voluntarily set aside any and all other priorities that may conflict with, or negatively impact the viable and smooth operation of this government, both at and outside the board room.

Trustees will support and not oppose directly or indirectly, or take any other stance against the policies and positions duly adopted by the District's Board. As representative of the District, they will maintain this duty of service in all manner of activities during their respective terms of office.

The trustees understand this duty of service is not intended to, nor should it discourage debate within our Board or in committee meetings. Such debate is encouraged and is part of their responsibility in the deliberation process. ^{vii}

Confidentiality

In order to encourage and foster open and candid discussion at its meetings, the trustees of Hagensborg Waterworks District believe confidentiality must be maintained.

The trustees recognize that they owe a fiduciary duty of care to the District. This includes a duty of confidentiality regarding any and all information relating to discussions at our In-Camera meetings, including materials presented.

Trustees agree that Board and officers are free to discuss Actions adopted by the Board, however disclosing or distributing any information concerning the discussion and materials from the In-Camera Board meeting is prohibited.

Trustees will direct any questions regarding confidentiality obligations to the District Board Chair.

The confidentiality continues indefinitely upon fulfillment of their respective terms of office. ^{viii}

Conflicts of Interest Acknowledgment & Disclosure

Trustees recognize that duty requires them to avoid conflicts of interest and to act at all times in the best interests of Hagensborg Waterworks District.

If at any time a trustee becomes aware of any actual, potential, or perceived conflicts of interest, or if the information provided in the disclosure of actual or potential conflict of Interest becomes inaccurate or incomplete, they will promptly notify the HWD Board in writing.

Date Adopted: 07.18.16

ⁱ Improvement District Manual, p.9

ⁱⁱ Letters Patent 1964 & 1966

ⁱⁱⁱ Local Government Act, Section 746

^{iv} Improvement District Trustees Manual, p.7

^v Improvement District Manual, p.9, establishing governance by the Carver Model

^{vi} Carver Model, Officer contracts

^{vii} Improvement District Manual, p.9

^{viii} Trustees Handbook, p.22