

Policy (T) 1.4 Board Meeting Attendance & Ethical Conduct

Background:

The Hagensborg Waterworks District trustees are volunteers, committed to ensuring the District's services are provided in a sustainable manner that respects the environment as well as the community culture, quality of life and health.

To stay true to this commitment, the trustees sign a Service Agreement each year detailing their acknowledgement of service, and commit to the conduct stated in this Policy.

Trustees gain no personal benefit from serving on the board, and pay all charges, taxes and fees legally owing to the District just as their neighbours do.

Policy Resolution:

There are only five trustees of the Hagensborg Water District board. As such every trustee's attendance is important in providing as wide a representation of community needs and desires as possible.

- i. Trustees commit to attend every meeting both regular and extra ordinary, whenever possible.
- ii. Attendance may be in person, by conference call, or by video conferencing.
- iii. If a trustee finds their personal commitments or work schedule is not allowing for their attendance at meetings, they will offer to step down so another can be elected in their place.

The trustees elected to represent the community within the Hagensborg District shall:

1. act to represent the community as a whole in a fair, honest and open manner. Trustees will refrain from abusive conduct, personal, written and verbal attacks both publicly and in meeting towards other trustees, the officers, and the public.
2. comply with all applicable policies and bylaws, as well as provincial laws and regulations including, but not limited to the Freedom of Information and Privacy Act, the Local Government Act, The Water Sustainability Act, Bill 4, Fire Act, The Drinking Water Protection Act, and where applicable, The Community Charter.
3. volunteer whenever possible to hold a portfolio or serve on a committee, endeavouring to minimize administrative costs and ensuring trustee oversight. In serving, the trustees will strive to maintain focus on and comply with the Terms of Reference for that service.
4. prepare for meetings including review of all documents provided prior to the meeting to ensure matters are fully addressed in a timely manner, and with respect of the trustees and officers time. Trustees will
 - a. provide the Chair with any matters they wish to have placed on the agenda more than one week prior to a meeting, with all supporting documentation needed to fully inform the other trustees and officers of the matter they wish to be discussed and decided, and allow for any other documents or information to be gathered in time for inclusion in the board package one week before the meeting.
 - b. provide the Chair with any relevant information missing from a matter on the board package that is relevant to a matter to be discussed no less than three days prior to the board meeting to allow trustees and officers time to fully review the information to be discussed.

- c. not interrupt other speakers, make personal comments not germane to the discussion, or otherwise disturb the meeting.
 - d. not ask to address a matter already discussed and decided by the board unless new information comes to light that was not available prior to the matter being discussed and decided.
5. base their discussions on fact rather than anecdotal and/or unrelated information.
6. recognize that, to the public, they each represent the Hagensborg Waterworks Trustees as a whole. As such they will
 - a. support and not oppose directly or indirectly, or take any other stance against the policies and positions duly adopted by the District's Board except as allowed for in item #8.
 - b. maintain and support any decision and/or position determined by the board in all manner of activities at all times, both within the board meeting and when engaging conversation in the community.
7. may publicly share any information that is relevant to the matter the board has discussed and agreed upon, other than information provided In-Camera, refraining at all times from undermining or appearing to undermine the decisions and position of the board as a whole, either directly or by inference.
8. when sharing personal opinions and positions outside of meetings, that could be construed as relating to District matters, trustees will state that this is their personal opinion and does not represent the opinions of other trustees, a committee, or the Hagensborg Waterworks District community either in part or as a whole.
9. refrain from supporting, engaging in, or endorsing any action and/document that may be construed as lobbying the Hagensborg Waterworks board, and contrary to a decision or position taken by the trustees as a whole. To do so is lobbying against themselves.
10. direct community members to any document relevant to expressed concerns, including but not limited to Acts and Regulations, Policy and minutes of board meetings or Annual General Meetings. Alternately they may direct the community member to speak to District staff.
11. refrain from engaging in any activity that may be construed as benefiting from their position on the board.
12. disclose any conflict of interest or possible perception of conflict of interest prior to a discussion on the matter. When asked to by a majority of the board, they will leave the room while the matter is being discussed.
13. refrain from use of District property or staff resources for personal benefit, without prior permission from the trustees.
14. recognize that trustees devote personal time and energy to govern the district. They will be treated with respect both in person and in the community.

This Policy expresses the ethical standards expected of an elected official. Trustees will ensure they understand and are able to implement the policy, ensuring public confidence in the standards and integrity of the governing body.

Non-Compliance:

When a Breach of duty, commitment, or law has been identified, a quorum of Trustees through the Chair may impose sanctions of discipline on a trustee for non-compliance to their Terms of Service and/or official Policies and/or Laws and/or Terms of Reference for a committee or portfolio.

Sanctions may include but not be limited to

- (a) In the case of verbal abuse or disruption of a meeting, ask the trustee to leave a meeting so that the business of the district can be carried forward and/or
- (b) rescind the trustee's appointment to a portfolio or position on a committee.

A quorum of Trustees, through the Chair, will direct the administrator to draft a letter identifying the issue(s) detailing the specific breaches of conduct.

The Trustee to whom the letter is addressed will be given not less than one week and not more than three weeks to provide a written defence.

An opportunity to be heard will be provided In-Camera at the next regular board meeting or, if the trustees determine it is necessary, at an Extra Ordinary In-Camera meeting solely to address the concerns.

A Breach does not negate a decision made by the trustees as a whole.

This policy will form part of the Trustee Orientation package and will be reviewed annually.

Date Adopted: 07.18.16