



Community Business Development Corporation  
Corporation au bénéfice du développement communautaire  
Charlotte/Kings

## **Board Accountability Statement**

The stakeholders of CBDC Charlotte-Kings (“the Corporation”) include:

- The general public
- The local community served by CBDC Charlotte-Kings being:

### DEFINED SERVICE AREA

- a) The Corporation will function according to its purpose within the boundaries of Charlotte County, Kings County and rural Saint John County, New Brunswick (ie The Defined Service Area) hereinafter referred to as the “Service Area”.
- b) Unless otherwise determined by the Corporation, the Corporation’s activities will be coordinated out of offices situated in the Town of St. Stephen, Charlotte County and the Town of Hampton, Kings County, New Brunswick;
- c) The Defined Service Area as herein before set out in (a) above shall be subdivided into eight sectors as herein described:

Sector 1: Town of St. Stephen, parish of Dufferin and the Parish of St. David as bounded by the southern side of Highway No. 1.

Sector 2: Town and Parish of St. Andrews, the Parish of St. Stephen, Parish of St. James, Parish of Dumbarton and the Parish of St. Croix.

Sector 3: Town of St. George, Village of Blacks Harbour, Parishes of St. Patrick, St. George Pennfield and Clarendon.

Sector 4: The Parish of West Isles to and include Deer Island, Campobello Island, Parish of Grand Manan to and include Grand Manan and Whitehead and all outlying Islands off the coast of Charlotte County.

Sector 5: That portion of Kings and Saint John Counties which is comprised of the Parishes of Westfield, Musquash and Greenwich, excluding the City of Saint John.

Sector 6: That portion of Kings and Saint John Counties which is comprised of the Parishes of Kingston, Kars, Rothesay and Simonds (including the Towns of Rothesay and Quispamsis).

Sector 7: That portion of Kings and Saint John Counties consisting of the Parishes of Hampton, Upham, Norton, Springfield, Hammond and St. Martins.

Sector 8: That portion of Kings and Saint John Counties consisting of the Parishes of Havelock, Cardwell, Waterford, Studholm and Sussex.

- CBDC Charlotte-Kings clients
- CBDC Charlotte-Kings employees
- Government

The Board of Directors of CBDC Charlotte-Kings is accountable to these stakeholders. In an effort to be accountable to the people we serve and to ensure our governance processes are transparent, this Statement will be publicly available, primarily by publication on our website.

In carrying out its role and responsibilities, the Board of Directors of CBDC Charlotte-Kings will adhere to the following values:

- Accountability
- Transparency
- Confidentiality

### Accountability

For CBDC Charlotte-Kings, Accountability means:

- Being open, fair and consultative in decision-making
- Taking responsibility for actions and behaviours
- Communicating and reporting to stakeholders

To demonstrate Accountability, the Board of Directors of CBDC Charlotte-Kings will:

1. Publish the names and responsibilities of the members of the Board of Directors, the Officers and the Executive Director each year in the Annual Report. Personal contact details will not be provided but stakeholders may communicate with the Board of Directors through the Board Secretary.
2. Recruit members to the Board of Directors according to the process specified in the Board Recruitment and Board Nomination, Selection and Renewal Policies, which shall be made public.
3. Govern CBDC Charlotte-Kings in accordance with the by-laws, governance policies and all relevant laws.
4. Act, both as a Board and individually, at all times in the best interests of CBDC Charlotte-Kings in good faith and honestly, having regard to the stakeholders.
5. Establish objectives and report on performance against them on an annual basis.
6. Recruit, select and evaluate the Executive Director of CBDC Charlotte-Kings.
7. Evaluate the individual and collective performance of the members of the Board of Directors.
8. Develop a Strategic Plan and Annual Business Plan; incorporate the Business Plan targets.

### Transparency

For CBDC Charlotte-Kings, Transparency means:

- Ensuring that information about CBDC Charlotte-Kings is readily available to stakeholders, including business results and operational performance.
- Providing a process for stakeholders to communicate with the Board of Directors, including a complaint and dispute resolution process that shall be made public and available to stakeholders.

To demonstrate Transparency, the Board of Directors of CBDC Charlotte-Kings will:

1. Circulate/post the Annual Report to stakeholders.
2. Invite stakeholders to the Annual General Meeting.
3. Provide members of the Board of Directors with orientation training that includes a review of the roles and responsibilities of board members and staff, the ACOA/CBDC Collaborative Framework on Board Governance and a package of all important governance policies of CBDC Charlotte-Kings.

4. Ensure that all governance policies of CBDC Charlotte-Kings are available to stakeholders by publication on the website of CBDC Charlotte-Kings.
5. Advertise for new board members and publicly announce when the new board members are selected.
6. Create Board profiles and share publicly.

### Confidentiality

For CBDC Charlotte-Kings, Confidentiality means:

- Respecting stakeholders
- Protecting the credibility of CBDC Charlotte-Kings with stakeholders

To uphold the value of Confidentiality, CBDC Charlotte-Kings will:

1. Develop, implement and adhere to a Confidentiality & Privacy Policy that ensures confidentiality, privacy and avoidance of conflict of interest.
2. Require directors and employees to adhere to the Confidentiality & Privacy Policy.
3. Require the Executive Director to implement policies and procedures to ensure that the confidentiality and security of data provided to CBDC Charlotte-Kings is protected and used only for its intended purpose.
4. Make the Confidentiality & Privacy Policy public.

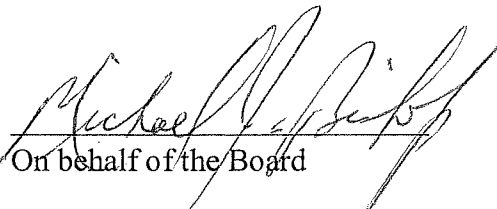
### **Related Documents**

- Board Recruitment Policy
- Board Nomination, selection and renewal Policy
- Confidentiality & Privacy Policy
- By Laws
- Conflict of Interest Policy

### **Authorization**

Geoff Knight – Policy Officer  
March, 2014

Adopted by Board  
March 10, 2014

  
On behalf of the Board