

NORTH ISLAND 9-1-1 CORPORATION	
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Date of January 22, 2013
Revision: January 28, 2022

Approved by: NI 9-1-1 Board

Revisions: **Effective Date:** February 8, 2013

Context and Purpose

1. North Island 9-1-1 Corporation (NI 911) is private company under the regulations of the *Business Corporations Act* (BCA). The BCA provides for the basic obligations of the company to maintain and allow the inspection of certain records by the shareholders of the company and any other person to the extent permitted.

In recognition of the public nature of its emergency call answering service and that the Corporation's shareholders consist entirely of local government bodies, the Board desires to conduct its business through an open and accountable approach by establishing policy and procedures in relation to the sharing of information with the shareholders of the Corporation and the broader public.

2. The purpose of this policy is to identify the information sharing protocols concerning corporate records and the deliberations of the North Island 9-1-1 Corporation Board and any committees established by it.

Scope

3. This policy applies to all board and committee meetings and the corporate records of the North Island 9-1-1 Corporation (NI 9-1-1) including:
 - a. Agenda packages, including staff reports, of directors' meetings or committees of directors;
 - b. Minutes of directors' meetings or committees of directors;
 - c. Directors consent resolutions (and those of committees of directors);
 - d. Written disclosures made to the directors regarding conflicts of interest;
 - e. Written disclosure of financial assistance; and
 - f. Written dissents to resolutions of directors.

Policy Statements

4. Prior to each meeting of the board and committee, the Secretary shall prepare an agenda of all business to be brought before such meeting.
5. The Secretary shall consider the materials and topics for the board and committee agendas and prepare separate meeting agendas with the following information sharing protocols:

- Regular/Special Meeting

Matters considered within this meeting format are not deemed to be confidential and are perceived to pose no risk to the Corporation from public disclosure. The agenda of the

meeting shall be shared with the directors and shareholders and the minutes made available to the public through publication on Corporation website. Directors may share and discuss any matter considered at such meetings in the public and within their shareholder organization.

- In-Camera Meeting

Matters considered within this meeting format are deemed confidential but are perceived of such sensitivity that they may be shared confidentially with the shareholders. The agenda of the meeting shall be shared with the directors and shareholders but the minutes shall not be published to the Corporation website. Directors may only share and discuss such matters within their shareholder organization through a duly convened closed session. A resolution of the NI 911 Board is required to authorize the release of such materials or information to the public.

- Restricted In-Camera Meeting

Restricted in-camera meetings are characterized by the strictest confidentiality. In the interest of transparency restricted in-camera sessions shall be used sparingly and only when matters require strict confidentiality, such as but not limited to: civil or criminal proceedings, board member conduct, governance issues, employment or personnel matters, financial matters which may have a material effect on the Corporation's well-being, strategic or sensitive business matters, and trade secrets or other protected information of a commercial, financial, scientific or technical nature belonging to an individual or company. Distribution and circulation of the agenda is restricted to the Board members and senior staff of the Corporation. A resolution of the NI 911 Board is required to authorize the release of such materials or information to the shareholders or the public.

6. Annually, and as required, records relating to the performance of directors including disclosures and consent/dissent resolutions are to be provided to all shareholders.
7. Shareholders may request additional information from their NI 9-1-1 Board representative, the NI 9-1-1 President or Corporate Secretary care of the Comox Valley Regional District at any time. Such requests will be responded to in as timely a fashion as possible.