

Community Fund of North Kootenay Lake Society
P014 CFNKLS Confidentiality Policy

Purpose: CFNKLS processes are transparent and accountable. Business considerations occasionally require confidentiality.

This policy is intended to assist the CFNKLS Board to achieve transparent and accountable governance in all fundamental respects while keeping certain matters confidential.

Policy: Some information is sensitive by nature. The Board has the responsibility to recognize when material should be kept confidential. Generally this is information without public benefit but possibly harmful to the society, individuals and/or groups if released. Examples of this type of information include:

- Personnel matters;
- Specific details of endowments, for example, where a donor has requested anonymity;
- Dealings in real property, leases and other business transactions, for example where completion of a transaction might be impaired by premature release of details about it;
- Draft material that has not been designated for public release (e.g. a discussion draft document which may change significantly in its final form); and
- Sensitive information about legal issues, including matters before the courts or issues that involve sensitive negotiations.

Most confidential items are scheduled during “in camera” sessions of the Board. For all such sessions, the minutes and documents of these sessions are deemed confidential to the persons who access them on the basis of need to know. No Board or staff member shall reveal this information without authorization of the Board.

All other documents prepared by or presented to the Board are public information. Exceptions to this rule require a specific decision of the Board.

In regard to Board decisions where consensus has not been achieved, dissenting Board members may register their dissent and reasons in the minutes, but shall not pursue the matter further outside of Board discussions in either public or private forums. Dissenting Board members are expected to respect the will of the majority of Board members and to support Board solidarity in the eyes of the members and the public. This is important for overall, longterm credibility of the Board and healthy Board governance.

Date Reviewed: March 3, 2006

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