

SMOKY LAKE COUNTY



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| Title: Corridor Communications Incorporated: CCI Terms of Reference | | Policy No.: 08-02 |
| Section: 61 | Code: P-I | Page No.: 1 of 2 |

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| Legislation Reference: | Alberta Provincial Statutes |
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| Purpose: | <p>Corridor Communications Incorporated is listed under the Planning, Development & Sub-Division Control Services.</p> <p>Corridor Communications Incorporated is a corporation made up of Gas Co-ops and municipalities, and Smoky Lake County's membership was formally established by Ministerial Consent issued July 21, 2009 - Ministerial Order No. L:156/09 approving Smoky Lake County to invest as a shareholder.</p> <p>Appointment held annually at County Organizational Meeting.</p> |
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| Policy Statement and Guidelines: | |
| 1. MEMBERSHIP: | |
| | County Shareholder Representative to Corridor Communications Incorporated (CCI): |
| | 1.1 One member of Council. |
| | 1.2 One member as alternate. |
| 2. DEFINITION: | |
| | 2.1 Corridor Communications Incorporated. (CCI): is a locally focused, publicly controlled, private corporation, which is owned and controlled by rural utility associations (consisting of Natural Gas Co-operatives and Rural Electrification Association) and Alberta Municipalities to provide wireless broadband internet access and related services to rural locations in Alberta. |
| | 2.2 Corridor Communications Inc. is a corporation established under the laws of the Province of Alberta – Business Corporation Act . |
| 3. MANDATE: | |
| | 3.1 To facilitate broadband access to the Internet for the County through participation in Corridor Communications Incorporated (CCI). |
| | 3.2 County Shareholder Representative is the Spokesperson at the Shareholders meetings, Annual General Meetings, and other Corridor Communications Incorporated (CCI) events, as required. |

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| Policy Statement and Guidelines: | |
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| 4. GUIDELINES: | |
| 4.1 | As required by the Unanimous Shareholders Agreement , each Shareholder must acknowledge and agree that all information, financial or otherwise, held by the Corporation with respect to the Corporation's customers including customer records, customer lists, addresses and policy information, is privileged and confidential and shall not be used or released by any shareholder for any purposes other than the bona fide purposes of the Corporation. |
| 4.1.1 | <u>Responsibility:</u> Smoky Lake County will be responsible for ensuring that any individuals (e.g. Councillors) who receive and review confidential information /documentation, are subject to the form of the Non-Disclosure Agreement in order to ensure that the co-op or municipality can continue to comply with its on-going confidentiality obligations owned by Corridor Communication Incorporated (CCI). |
| 4.2 | Smoky Lake County, in regards to information management, receiving information from a <u>third party</u> has obligations with respect to disclosure under <i>Freedom of Information and Privacy Act (FOIP)</i> – Heading 4.2 - " <u>Disclosure Harmful to Business Interests of a Third Party</u> : Section 16(1) – <i>creates a mandatory exception for information which, if disclosed, would reveal certain types of third party business information supplied in confidence and could also result in one or more specified harms.</i> |
| 5. PROCEDURES: | |
| 5.1 | Therefore, all discussions relating to the Corridor Communication Incorporated (CCI) shall be discussed during Council Meeting(s) held in Executive Session (In-Camera). |
| <p>Smoky Lake County, as a shareholder must treat all information relating to the Corporation received from the Corporation, the Board, any Director or any Shareholder, as confidential.</p> | |
| 5.2 | Other than as specifically defined by the Unanimous Shareholders Agreement or this Policy, the County's interests in Corridor Communication Incorporated (CCI) shall be determined by Motions of Council. |

| | Date | Resolution Number |
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| Approved | October 21, 2010 | # 977-10 - Page # 9490 |
| Amended | February 18, 2016 | # 376-16 - Page # 12075 |
| Amended | | |