

<b>CATEGORY</b>	Governance	<b>DEPARTMENT CODE</b>	07
<b>DOCUMENT #</b>	005	<b>DOCUMENT TYPE</b>	Policy
<b>DESCRIPTION</b>	Communication		
<b>DATE APPROVED</b>	December 2025	<b>NEXT REVIEW REQUIRED</b>	December 2030
<b>LOCATION</b>	<a href="#">GOV-07-PL-Communication -005.docx</a>		

## 1. POLICY STATEMENT

School Boards' Co-operative Inc. is committed to open and inclusive processes. This includes providing accurate and understandable information on its programs and services in a timely manner to all of the co-operative's members.

## 2. PURPOSE

2.1 To provide the members with timely, accurate, clear, objective and complete information about SBCI's policies, programs, services and initiatives.

2.2 This policy applies to all communication to members and their staff.

## 3. POLICY PARAMETERS

SBCI shall:

- Provide members with at least one substantive communication, each year.
- Communicate in English and in French.
- Ensure that SBCI's Board of Directors and staff are visible, accessible, and accountable to the members they serve.
- Employ a variety of ways and means to communicate and provide information in multiple formats to accommodate diverse needs.
- Identify and address communication needs and issues routinely in the development, implementation and evaluation of policies, programs, services, and initiatives.
- Consult with members, listen to, and take account of their interests and concerns when establishing priorities and planning programs and services.
- Provide a prompt, courteous and responsive service that is sensitive to the needs and concerns of our members.

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#### **4. DEFINITIONS**

Members: Any English and French language district school boards, and school authorities, publicly funded and recognized as such by the Ministry of Education, Ontario, that are interested in furthering the objectives of the Co-operative.

#### **5. REFERENCE DOCUMENTS**

None.