



Processes for Communication to and from the Board
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Board Received: September 23, 2019 Review Date: September 2023

1. Communication to the Board

- a) Any correspondence addressed to the Chair of the Board of Trustees and/or the Director of Education/Secretary to the Board must be made available to the Board and shared at a Committee of the Whole or Board Meeting upon request
- b) Communication received from the Ontario Public School Boards' Association (OPSBA) must be shared with all Trustees by the OPSBA Director.
- c) Requests by outside agencies or organizations to meet with the Chair of the Board must be shared with Trustees prior to the meeting taking place so that Trustees are informed and able to offer input as appropriate.

2. Communication from the Board

- a) All correspondence from the Chair, must be by Board motion or Board direction and will be shared with all Trustees for input prior to the correspondence being sent.
- b) Correspondence with the community, including media releases, being sent out by the Chair, or on behalf of the Chair, will be shared with all Trustees for input prior to the correspondence being sent.

3. Delegations

The Chair of the Board of Trustees and/or Director of Education/Secretary to the Board shall:

- a) Facilitate the process for delegation status as per Bylaw 11
- b) Determine if the correspondence is an in-camera matter as per Bylaw 18
- c) Include the communication or request for an opinion on the agenda for an upcoming Committee of the Whole or Board meeting as correspondence.