

Policy 2.13

Category: Governance and Operations

Public Communications

BACKGROUND

CAPE believes in the consultative process of decision-making and consults broadly with all stakeholder groups within the CAPE community and the Medicine Hat community whenever possible. All regular board meetings are open to the public, except for meetings where circumstances justify a meeting in private, as provided in the *Education Act*. The CAPE Charter Board supports the public's right to information regarding the education of students and the spending of educational dollars as part of our assurance framework.

POLICY STATEMENT

The CAPE Charter Board strives to foster quality relationships with the media and to establish a climate of communication that is open, ethical, credible and professional.

DEFINITIONS

1. **Media** - the main means of mass communication (broadcasting, publishing, and the Internet), regarded collectively.
2. **Stakeholder** - a party that has an interest in an organization and can either affect or be affected by the organization.
3. **Climate** - the prevailing trend of public opinion or of another aspect of public life.

GUIDELINES

4. No person shall be excluded from a regular Board meeting except for disruptive behaviour, or except under those circumstances that justify a meeting in private. Delegations to the CAPE Charter Board are welcome.
5. The CAPE Charter Board will widely distribute within the Medicine Hat and Alberta community its Annual Education Results Reports, Annual Education Plans, student Achievement Tests results, and other significant information with all stakeholders via the CAPE website, newsletters, or other means.

**CAPE-Centre for Academic and Personal Excellence
Policy Manual**

Policy 2.13

Category: Governance and Operations

6. Information releases, which accurately communicate the CAPE Charter Board's business to the public, may only be issued by persons authorized by the CAPE Charter Board as per Policy 2.4.
7. In all cases of media communications, the provisions of the FOIP Act and CAPE Charter Board policy must be respected.
8. All media releases or other forms of communication regarding any CAPE operation, including school issued communications, must be accurate, complete and timely.
9. Representatives of the media may be permitted into the school for legitimate reporting and promotional purposes. Particular care must be exercised in protecting the rights of students when media are present.

References:

Education Act

Freedom of Information and Protection of Privacy Act

Adopted: March 28, 2007

Motion: #2007-02-28-16

Revised: September 30, 2008

Motion: #2008-09-30-19

Reviewed: June 2011

Revised: April 23, 2013

Motion:#2013-4-23-12

Reviewed: August 2018

Reviewed: October 2021