

Communications Policy

South Saskatchewan River Irrigation District No. 1 (the “District”)

1. Introduction

The purpose of this policy is to set the framework for proper and positive communication within the District. Communication is critical to the operations of the District, and may include communication that is, but not limited to communication between:

- Board members;
- Board members and employees of the District;
- Employees of the District;
- Board members and members of the District; and
- Employees of the District and members of the District.

The board and employees shall work together to foster open, honest, and transparent communication that exemplifies integrity at all times.

2. Means of Communication

- (a) The District shall recognize the following as its official means of communication:
- (1) Correspondence written on District letterhead and distributed through e-mail, Canada Post, and/or posted to the District Website;
 - (2) Correspondence written and transmitted through e-mail; and
 - (3) All invoices for fees and custom work owed to the District.
- (b) The District shall also recognize word-of-mouth, telephone conversations, and text messages as acceptable means of communication for the daily operations of the District. However, these methods of communication are inherently less reliable than written word, and they can therefore not be used when official communication is warranted.

3. Meeting Minutes

- (a) The Secretary shall record all meeting minutes of meetings of all Board meetings and members meetings.
- (b) The Secretary shall ensure, to the best of their ability, that all meeting minutes accurately reflect the business discussed at said meeting. Minutes must capture all motions made and all resolutions adopted by the Board.

- (c) Electronic recording of Board meetings by staff, Board members, or invited guests is strictly prohibited without written consent from the Chairperson of the Board.

4. Communications Committee

- (a) The District shall annually establish a Communications Committee.
- (b) The Communications Committee shall be comprised of:
 - (1) Secretary (Chair of the Communications Committee);
 - (2) One (1) Director (appointed by the Chairman of the Board);
 - (3) Up to three (3) members who, in the opinion of the Board, bring communications, marketing, negotiation, programming, financial, website, or graphic design expertise to the Communications Committee;
 - (4) One (1) District employee representative; and
 - (5) Chairperson of the Board.
- (c) The Communications Committee shall meet at least twice per year.

5. District Newsletter

- (a) The District shall publish a quarterly newsletter (March, June, September, and December). The newsletter shall be delivered to the members, in print-form, through Canada Post.
- (b) The Secretary shall serve as the editor-in-chief of the newsletter.
- (c) The editor-in-chief shall vet and consider newsletter content from the Board, District employee, the Communications Committee, members, and the broader community.
- (d) The newsletter shall update members with respect to the operations, maintenance, financial standing, and future plans/directions of the District. The newsletter should also remind and inform the members of important deadlines, policies, regulations, and upcoming meetings or elections within the District.

6. District Website

- (a) District employees, in conjunction with technical service providers, shall maintain the District website.
- (b) Website content must remain current and be updated regularly.

- (c) The following shall be made available to members through the District website, a minimum of two (2) weeks before the District holds its Annual General Meeting:
 - (1) A budget for the upcoming irrigation season;
 - (2) Audited financial statements for the fiscal year just ended;
 - (3) A written report from both the General Manager and the Operations Manager, if applicable, detailing their accounts of the previous season and any significant plans or updates for the season ahead; and
 - (4) A written report from the Chairperson of the Board, highlighting any new policies or proposed changes to the District bylaws and any other relevant information that the Board wishes to report.

- (d) The quarterly newsletter shall be posted to the District website within one (1) week of print publication. Newsletters must remain on the website for one (1) year before being archived.

- (e) Other website content may include, but is not limited to: memos sent to ratepayers by the District, letters from government or industry sent to the District, and updates on District projects or ongoing maintenance.

ENACTED by the Board pursuant to the Bylaws of the District and effective the ____ day of _____, 2021.

Chairperson

Secretary