



TOWN OF WINDSOR

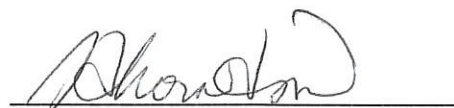
COMMUNICATIONS POLICY

- 1. Vision:** An informed community, staff and council; listening and sharing ideas openly, and working together to shape Windsor's future.
- 2. Purpose:** To ensure that communication is efficient, effective, factual, clear, fair, consistent, timely, politically-neutral, accessible, and open. This policy and its *Plan / Procedures* will apply to all internal and external communications of the Town of Windsor.

All elements of communication shall be well-resourced, as quality and timeliness helps ensure credibility.
- 3. Review:** Council should be briefed yearly on the *Communications Policy* and its *Plan / Procedures* to address any concerns and ensure it is transparent, reliable, and up-to-date.



Mayor



Municipal Clerk