

# Resort Village of Aquadec

<u>Policy Title</u>	<u>Policy #</u>	<u>Resolution</u>	<u>Resolution Date</u>	<u># of pages</u>	<u>Forms</u>
Media and Public Relations	GG-019	329/23	October 21/23	1	

**Policy Objective:**  
To give direction to the Council and Staff on who communicates information

**Policy:**

1. The first source of contact by the Media shall be to the Mayor.
2. Communications with media and the public will be conducted so that all information originates from an authoritative source within the Village. Prior approval from Council for any media comments or public relations activities is required.
3. Similarly, the employee must use caution to ensure that the Village's interests are not compromised in any way, either by use of Village letterhead, e-mail addresses or by any other implication.
4. When participating personally in external or internal social media, employees and Council should do so responsibly as they could be considered to represent the Village both inside and outside of work.
5. Employees and Councillor should consider the potential impact their comments may have on the Village's reputation, and be guided by the values and the standards set out in the Code. Social media is not an appropriate venue to the express concerns about the employer, any agent of the employer, another employee, Councillor, or any other person with whom an employee comes into contact in the normal performance of his/her duties.

*Peter DeLore*  
\_\_\_\_\_  
Mayor