



**VILLAGE OF
HARRISON HOT SPRINGS
POLICY**

COUNCIL	POLICY NO. 1.14
MEDIA COMMUNICATIONS	DATE ADOPTED: August 16, 2010

1. PURPOSE

To convey accurate and coordinated statements when the media seeks information.

2. POLICY

a. General

- i. The Mayor or his designate will be the spokesperson for the Village of Harrison Hot Springs and will make every effort to address issues and make decisions.
- ii. Media calls received at reception are to be forwarded to the Mayor or his designate.
- iii. Any other staff member receiving a call from the media directly is to indicate that they are not the spokesperson and obtain contact information and forward that on to the Mayor or his designate.
- iv. If a staff person cannot extricate themselves from the call, it is acceptable to request the list of questions the reporter wishes to ask and then forward the message to the Mayor or his designate. It is permissible for staff to voice "off the record" facts to assist the media in the accuracy of their reporting.
- v. If the media requests corporate documents, other than items on a public agenda, etc., refer these requests to either the Corporate Officer (FOIPP Head) or the CAO.

b. Threat or Legal Action Commenced

- i. If a claim, legal action or possible claim or threat of legal action arises, the Village solicitor will be the spokesperson in respect of the claim or action, or potential claim or action.
- ii. Any communication with the opposing parties or with the public on the matter shall be done through the Village solicitor.

- iii. Any notice or document that is required or permitted to be given to, served on, filed with or otherwise provided to Council or municipality is to be accepted, on behalf of Council or the municipality, by the Corporate Officer.

Non-approved communication can jeopardize the legal interest of the Village of Harrison Hot Springs wherein liability could arise as a result of negligent misstatement, misrepresentation, waiver, acquiescence, negligent inducement of breach of contract, defamation or other cause of action. In addition, the possibility exists that statements made could be used as evidence against the Village of Harrison Hot Springs.