

MEDIA RELATIONS

POLICY

Council Members and staff will abide by the following policy when dealing with the media.

DEFINITIONS

“Hamlet” means Hamlet of Enterprise

“SAO” means Senior Administrative Officer

GUIDELINES

1. The Mayor or his/her delegate will respond to all inquiries from the news media as appropriate and will initiate communications with the media as the need arises.
2. Council Members and/or staff are not authorized to speak with media representatives unless provided with approval from the Mayor or his/her delegate or the SAO.
3. Staff may provide information to the media about specific programs or issues for which they are responsible, with the permission of the SAO.
4. All press releases from the Hamlet must be approved by the Mayor or his/her delegate and the SAO.

ATTACHMENTS

N/A

REFERENCES

N/A