

**TOWN OF
KIRKLAND LAKE**

POLICY

SECTION: PUBLIC RELATIONS	SUBJECT: MEDIA	Pg. 1 of 1
		DATE: October 2009 Repealed November 1984

Summary

The Chief Administrative Officer shall have general responsibility for the scrutiny of all information being released to the 'media'.

Press Releases/Interviews

All media releases and interviews will be approved by the Chief Administrative Officer prior to their release. If the release is written, a copy shall be forwarded to the Chief Administrative Officer. If the release is verbal, prior approval by telephone to the Chief Administrative Officer will suffice.

Exceptions

The following is a partial list of exceptions to the policy, which must be approved by Directors:

- Proclamations
- Tender Calls
- Normal Advertising
- Announcements
- Program Schedules
- Bylaws and Amendments
- All of the normal formal requirements of any Statute

Approved By: Council Resolution

Date: October 6, 2009