



## Town of Arcola

### Policy Manual

**Policy Description:**

Council and Public Communications

**Policy Number:** Council -008**Date Approved:** October 9, 2018**Date Revised:**

**Purpose of Policy:** To establish clear communication lines between Council and the public.

1. The main spokesperson for the Town of Arcola is to be the Mayor, or in the absence of the Mayor, the Deputy-Mayor.
2. The Town of Arcola will:
  - Provide timely response to media inquiries;
  - Be honest and forthright with respect to the confines of legislation regarding privacy and personal information;
  - Be proactive in seeking positive media attention when opportunities arise;
  - Make every effort to correct incorrect reporting in a timely manner.