



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Board Communications
Policy Number:	WPSB-002
Effective Date:	September 9, 2024
Reviewed:	
Amended:	

Authority/Legislative References

Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1

Ontario Regulation 408/23 Code of Conduct for Police Service Board Members

Policy Statement

The Woodstock Police Service Board (the "Board") recognizes the need for providing prompt and accurate information to the public concerning matters within the Board's jurisdiction to build and maintain public trust and confidence. This policy outlines the requirements and procedures for Board members and staff regarding communication with the public and the media.

Policy Application

1. Board members must maintain confidentiality of information disclosed or discussed during any meetings that are closed to the public.
2. No Board member shall speak on behalf of the Board unless explicitly authorized by the Board to do so.

3. If a Board member disagrees with a Board decision, they must clearly indicate that they are sharing a personal opinion, not representing the Board's stance.
4. The Board Chair shall serve as the primary spokesperson for the Board. If the Chair is unavailable, the Vice-Chair will assume this role.
5. The Board's Executive Assistant may act as a spokesperson for the Board on factual matters, administrative issues, in emergencies, or as directed by the Board.
6. Board members receiving direct media inquiries should refrain from commenting. Instead, they should notify the Chair and the Board's Executive Assistant so appropriate action can be taken.
7. The Community Service Officer shall prepare media releases as directed by the Board or, if needed, by the Chair. The media releases shall be promptly posted on the Service's website as soon as practical.
8. Media conferences will be arranged only at the direction of the Chair or, in their absence, the Vice-Chair. Board members will be notified of any media conferences beforehand. Board staff will act as liaisons between the media and the Board spokesperson for interview or comment requests.
9. Board members and staff must avoid posting comments on social media platforms that could negatively affect the Board's reputation.
10. The Board's Executive Assistant may manage social media accounts on behalf of the Board, provided these accounts are used to disseminate factual information in compliance with this policy.

Reporting

11. The Chair and/or the Board's Executive Assistant must report to the Board any breaches of procedure that negatively impact the Board.