



<b>Policy Code – Version: G9 – V1</b>	
<b>Policy Name: Media Relations</b>	
<b>Approved</b> by motion of Board on	18/10/2010
<b>Cross Reference</b>	
<b>Related Forms</b> OSTA Communications Protocol	

### Policy Statement

1. The Ottawa Student Transportation Authority recognizes that the public has a right to information regarding its policies, programs, and activities. The Ottawa Student Transportation Authority therefore supports open communications with all news media in an effort to keep the public informed.
2. The Ottawa Student Transportation Authority recognizes the General Manager as the official spokesperson on matters of Ottawa Student Transportation Authority policy.

### Procedure

1. In concert with Ottawa Student Transportation Authority policies regarding publications and release of information, the General Manager will ensure that the news media is informed on a timely basis regarding matters of Ottawa Student Transportation Authority business.
2. Disclosure of information will not be made when such disclosure would:
  - a) violate the privacy rights of the Board of Directors, staff, or students under the Municipal Freedom of Information and Protection of Privacy Act; and/or
  - b) violate the confidentiality of Ottawa Student Transportation Authority matters considered during closed session meetings of the Board or committees thereof.

3. Responsibility for coordinating general liaison with the news media will be that of the General Manager, including responses to routine requests for information on matters of public interest such as appointments, special events, meetings, transportation incidents, etc. Information requests of a specialized or detailed nature will be referred for comment to the President of the Board of Directors or designate.
4. Requests for information made under the Municipal Freedom of Information and Protection of Privacy Act will be subject to the policies and procedures of the Ottawa Student Transportation Authority established in respect of that legislation.