MATTAWA REGIONAL OPP DETACHMENT BOARD
CONSEIL DU DÉTACHEMENT RÉGIONAL DE MATTAWA DE LA POLICE PROVINCIALE

NORTH BAY OPP DETACHMENT
DÉTACHEMENT DE NORTH BAY DE LA POLICE PROVINCIALE

#2026-01	
Media Relations & Communication Policy	
Date of Board Approval: June 24, 2026	**Date of Next Review: June 24, 2030**

1. PURPOSE & SCOPE:

The purpose of this policy is to establish guidelines for communication practices that promote transparency, accountability, and public trust in accordance with the Community Safety and Policing Act (CSPA). This policy applies to all Board members and designated staff involved in communication activities. It covers interactions with municipal councils, the public, media, and other stakeholders.

2. PRINCIPLES & LEGAL FOUNDATIONS:

This Board commits to communication grounded in the principles of transparency, respect, inclusion, and procedural fairness as required under the CSPA and Regulation 408/23. All communication must uphold the highest standards of professionalism, confidentiality, and cultural sensitivity.

3. ROLES, AUTHORITY & DELEGATION:

Authorized Spokespersons

Only the Board Chair or other designated spokesperson(s) are authorized to speak publicly or issue formal statements on behalf of the Board. Staff may assist with the preparation, review, and distribution of Board communications.

Handling Public and Media Inquiries

Board members shall not provide official comments or information on behalf of the Board unless authorized to do so. Public or media inquiries concerning the Board's position or business should be directed to the Board Chair or designated spokesperson.

4. PUBLIC ENGAGEMENT

The Board is committed to keeping the public informed about its activities and initiatives. Information may be communicated through:

- The Board's official website;
- Official Facebook and Instagram pages;
- The Mattawa Recorder; and
- Other communication channels approved by the Board.

Communications may include meeting notices, agendas, approved minutes, community safety initiatives, public education materials, Board events, recruitment opportunities, and other matters related to the Board's mandate.

All information released to the public shall be accurate, professional, and compliant with applicable legislation, privacy requirements, and Board policies.

5. CRITICAL EVENTS & SENSITIVE SITUATIONS:

The Board does not direct, manage or provide public communications regarding Ontario Provincial Police (OPP) operational incidents, investigations, emergencies, or other operational matters. Communications concerning operational policing matters are the responsibility of the Ontario Provincial Police (OPP).

The Board may communicate with the public regarding matters within its legislated mandate, including Board meetings, Board-initiated initiatives, public education, community engagement activities, and other matters determined by the Board to be relevant to its mandate.

6. COMMUNICATION REGARDING BOARD BUSINESS

Communications, correspondence, and requests relating to the business or mandate of the Board shall be directed to the Board's official email address.

Municipal representatives may bring matters forward to the Board through their regular reports or through other procedures established by the Board.

The Detachment Commander shall not be requested to address matters that fall within the governance, administration or mandate or the Board.

7. POLICY REVIEW

This policy will be reviewed every five (5) years or as necessary in alignment with the Board's strategic planning cycle, to incorporate feedback and evolving best practices.

8. APPROVAL

This policy is approved by resolution of the Mattawa Regional OPP Detachment Board and may be amended by majority vote at any official meeting of the Board.