

Department: Media and Public Relations	Policy Number: M06-01507
Subject: Community News Channel	Effective Date: 05/13/08
Bylaw No:	Revision Date:
	Version #: 1

POLICY:

1. The community news channel provides the public with accessibility to municipal and community information.
2. The community news channel represents an opportunity for the Town of Espanola to promote municipal programs, services, post announcements and provide a source of information.
3. The community news channel represents an opportunity for Espanola non profit organizations to promote their community event and to provide a source of information.

PURPOSE:

The community news channel policy was developed to provide a guide on what information can be published on the Community News Channel managed by the Town of Espanola.

The community news channel represents an opportunity for subscribers to collect a variety of municipal and community information.

PROCEDURE:

1. The designated author of the community news channel will be the Municipal Administration staff who will have the primary responsibility for developing and maintaining the content and presentation.
2. The author will be responsible for checking the channel on a regular basis to ensure that material is removed timely.
3. The content of the community news channel will be at the discretion of the Clerk's office and material that does not conform to policy can be rejected.
4. A community news channel participation form # M99-01508 will be made available at the Municipal Office, Library, Complex and the web site. The completed form will be used to describe the announcement and/or attached to a separate information sheet.
5. Information will be posted on the community news channel within 3 business days of receiving it providing all of the information required is submitted and the completed form is attached.