**Town of Deep River**

**POLICY / PROCEDURE MANUAL**

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| **Corporate Policies and Procedures** |
| **DEPARTMENT:** Administration | **POLICY #:** IT - 04 |
| **POLICY:** Town of Deep River Web Content |
| **DATE OF ORIGIN:**Dec. 15, 2021 | **REVIEW DATE:**  | **REVISION DATE:** | **APPLICABLE TO:**All Staff | **PAGE #:**1 of 1 |

**POLICY**

The Town of Deep River ensures that all content on Town’s web site and social media pages meets acceptable standards by establishing rules and procedures for the collection and dissemination of such content.

**DEFINITIONS**

**Web Site**

A web site is defined as a set of interconnected web pages, usually including a home page, generally located on the same server, and prepared and maintained as a collection of information by a person, group, or organization. The Town of Deep Rivers web site URL address is: http://www.deepriver.ca/

**Content**

Content is defined as any text or image used on web site; this content is the property of the Town of Deep River.

**PROCEDURE:**

1. Content of the website is reviewed and edited for use on the Internet and approved by the appropriate Department Head *~~and webmaster~~*, before it is posted to the web site. All content must fulfil at least one (1) of the following functions:
2. provide public information that may include supporting illustrations and pictorials;
3. gather information from the public; and/or
4. provide services to the public.