

<p align="center"><b>TOWN OF COALHURST POLICY &amp; PROCEDURE MANUAL</b></p>	<p><b>SECTION:</b> <i>ORGANIZATION</i></p>
<p><b>POLICY:</b> <i>ELECTRONIC MESSAGE CENTRE</i></p>	<p><b>POLICY NUMBER:</b> <i>00-01-25</i></p>

**PURPOSE**

To provide for the orderly use of the Electronic Message Centre.

**COUNCIL POLICY**

1. The Electronic Message Centre shall only be used for Town purposes including Town programs, public works notices, public safety notices, public hearing notices, Town hall/open house and community consultation notices, web site access and emergency notices.
2. In the event of an emergency notice, that message will be the only message posted on the Electronic Message Centre.
3. The following postings will not be allowed on the Electronic Message Centre:
  - a. Postings from local organizations, groups, Committees of Council and individual businesses and residents
  - b. Election postings from candidates running in an election
  - c. Offensive or libelous notices
  - d. Welcome to Coalhurst and time/weather
4. Town Office personnel will be responsible for posting and removing all notices on the Electronic Message Centre.
5. The Town reserves the right to determine what may be posted on the Electronic Message Centre.

**New Policy: June 19, 2018**