

## **Policies and Procedures for Saltair Community Website**

[www.sunnysaltair.ca](http://www.sunnysaltair.ca)

### ***A. Background***

The community website, sunnysaltair.ca was initiated in 2014 by the Saltair District Residents Association (SDRA) and received initial grant in aid funding by the CVRD. Maintenance services are now overseen by SDRA volunteers and funding is through membership fees. The site is accessible to the public.

### ***B. Objectives***

1. Promote Saltair as an attractive place to live and conduct business.
2. Facilitate information exchange by posting relevant local information, events, and news items that pertain to Saltair.
3. Promote a positive sense of community and cohesive spirit.
4. Provide links to regional (CVRD), provincial and federal governments which provide relevant services to the residents of Saltair.
5. Provide access to Saltair historical information.

### ***C. Procedure for submitting material for publication***

1. All material intended for publication must be sent to email address: info@sunnysaltair.ca
2. The author must submit their full name, street address and phone number to administrators. Author's "name" only will be published.
3. All material submitted for publication must be in final form. Submissions must be concise and factual and may be subject to editing.
4. The website is periodically updated so authors should give as much lead time as possible.
6. Expired submissions will be moved to a searchable archive (tab).

### ***D. Editing***

1. Submitted content will be reviewed for accuracy, profanity and slander as determined by the website administrators in collaboration with the SDRA executive. If a submission is deemed inaccurate it may not be published unless amendments are made by the submitter.
2. Personal comments may be posted in the "Comments" section at the end of each page and are subject to administration approval.

### ***E. Policy and procedure review***

Policies and Procedures will be reviewed on a regular basis to ensure their continued appropriateness and effectiveness.

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