



CRESCENTA VALLEY TOWN COUNCIL WEBSITE, SOCIAL MEDIA AND EMAIL POLICY

I. General Policy Statement

The Crescenta Valley Town Council provides a forum to identify and discuss issues of concern to the residents and businesses in the unincorporated areas of La Crescenta and Montrose (census tracts 3001, 3002, and 3005), and to represent those residents and businesses. The Town Council works together with government bodies and agencies, as well as local agencies and organizations, to meet the needs of the community.

II. Policy and Program Responsibility

- The Town Council's Executive Committee (and its designees) will maintain and monitor the Town Council's website, social media and email service providers.
- The Executive Committee will maintain website, social media and email administrative and log-in credentials and will assign town council email addresses to each council member.
- Any website or social media changes, ideas or initiatives must first be reviewed by the Executive Committee who will present any proposals to the Town Council for final approval.
- The Executive Committee will provide the Town Council with regular status reports on website, social media and email activity and transactions.
- Any information or materials contained in the Town Council website and social media are provided for general information purposes only. The Crescenta Valley Town Council does not accept any responsibility for any loss which may arise from accessing or reliance on information contained in its website or its social media.