

SCHEDULE "A" TO BY-LAW NUMBER 2008-02

MUNICIPAL WEBSITE MAINTENANCE POLICY United Townships of Head, Clara & Maria

1. Definitions

The following definitions apply to this policy in its entirety.

Content Management: Is defined as the process of determining what information will be offered on the Township of Head, Clara & Maria's website. Content management includes, but is not limited to the tasks associated with routine maintenance as defined under this policy.

External Link: An external link is defined as any hyperlink that takes the website user from the Township's official website to the website of another organization, association, or group.

External Organization: For the purpose of this policy, an external organization is defined as any association, body or group that is not an official board or committee of the Council of the Corporation of the Township of Head, Clara & Maria. For the purpose of this policy, only those boards and committees appointed by Council, established by by-law or through provincial legislation are considered official boards and committees of Council.

Objectionable Material: Objectionable material is defined as matter which may contain, but is not limited to, material promoting hate and/or violence, materials of a pornographic, profane or sexually explicit nature, as well as content that may offend on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, age, sex, marital status, sexual orientation, family status or handicap.

Routine Maintenance: The definition of routine maintenance includes, but it not limited to the following tasks: updating the content, posting material advertised by the Municipality, correcting information posted online in order to ensure accuracy, verifying all hyperlinks to ensure that they are functioning, posting council, board and committee meeting minutes in accordance with this policy, as well as posting the council meeting agenda.

2. Policy Objectives

2.1 Policy guidelines should be made available to staff responsible for maintaining and updating the website.

2.2 Policy guidelines should also be made available to the general public on the Township's website.

2.3 The goal of the policy is to establish procedures, aid in content management and to provide staff with a baseline for decisions with regard to the website.

3. Final Authority

3.1 Final authority with regard to all decisions pertaining to the Municipality's website rests with the Council of the United Townships of Head, Clara & Maria.

3.2 The Council of the United Townships of Head, Clara & Maria may delegate decision making authority at its discretion.

3.3 For the purposes of this policy, decision making authority is delegated to the Clerk.

4. Website Objectives

4.1 The official website of the Corporation of the United Townships of Head, Clara & Maria is committed to providing convenient, accurate, timely and efficient access to information about the

Municipality's services, activities, policies and programs for residents, visitors and persons conducting business in the United Townships of Head, Clara & Maria.

5. Disclaimer/Terms of Use

5.1 The Disclaimer/Terms of Use contained in Appendix A should be made available to the public on the Municipal website.

6. Authority to Post Material

6.1 The staff member responsible for routine maintenance of the website is authorized to carry out those activities defined as routine maintenance under this policy, as well as the removal, alteration and addition of information found on departmental pages.

6.2 The staff member responsible for routine maintenance of the website is authorized to post in the location(s) most appropriate to the subject matter, any material advertised by the Municipality in other media outlets.

6.3 Board and committee meeting minutes which have been adopted by the board or committee may be posted on the website.

6.4 Council meeting minutes which have been adopted by Council may be posted on the website by the staff member responsible for routine maintenance.

7. Content Management

7.1 Content which includes objectionable material, as defined under this policy, is prohibited from appearing on the official website of the United Townships of Head, Clara & Maria.

7.2 Debate with regard to whether or not content meets the definition of objectionable material will be referred to the Council of the United Townships of Head, Clara & Maria or its delegate for further review.

7.3 Content on the Township's website must meet one or more of the following criteria in order to be posted:

- i.) The content must provide public information about events, activities, and services provided by, in association with or supported by the Municipality, a committee of or a board of the Municipality.
- ii.) The content must provide public information about events, activities and services provided by, in association with or supported by upper tier governments that directly effect residents, visitors, and persons conducting business in the Township of Head, Clara & Maria.

8. Content Review

8.1 Each department head and Committee is required to perform a semi-annual review of all website material posted under their departmental sections and bring any inaccuracies to the attention of the Clerk.

9. Web Hosting For External Organizations

9.1 The Corporation of the United Townships of Head, Clara & Maria does not provide web hosting for external organizations.

10. External Links Policy

10.1 External links from the Municipality's website must meet one or more of the following criteria in order to be posted on the Township of Head, Clara & Maria's website. The link must:

i.) Connect members of the public with information and services provided by other levels of government in Canada;

ii.) Provide additional information on subject matter found within the pages of the Township's website. Such information must be provided by an official and/or accredited source;

iii.) Connect members of the public with non-profit agencies and organizations which serve the community or its interests;

10.2 External links from the Township's website must not contain or reflect any of the following:

i.) The link must not contain objectionable material as defined in this policy;

ii.) The link must not contain buried links to objectionable material;

iii.) The link must not be a personal homepage;

iv.) The link must not connect to a for-profit business unless it is associated with the Township's online business directory, and is featured on the appropriate business directory webpage.

10.3 The Municipality cannot be responsible for any material stored on other websites, nor is it liable for any inaccurate, defamatory, offensive or illegal materials found on other websites; however reasonable efforts will be made to determine the content of an external link prior to posting the link on the Township's website to ensure that the link does not contain objectionable material.

10.4 Requests to establish an external link from the Township of Head, Clara & Maria's website will be received and evaluated by the staff member responsible for routine maintenance of the site. The staff member responsible for routine maintenance of the website is authorized to post online those links which meet the criteria as established in this policy.

10.5 The content of external links which are posted on the Township of Head, Clara & Maria's website will be reviewed at least annually to ensure that the links continue to meet the criteria for posting as established under this policy.

10.6 Links which fail to meet the criteria for posting may be removed or replaced without notice.

10.7 Where possible, at the time of posting an external link on the Township of Head, Clara & Maria's website, staff will contact the website to which the external link is connected advising that the link is in place and requesting that a similar link is made to the Township of Head, Clara & Maria's website

11. Business Directory

11.1 Matters pertaining to the Township of Head, Clara & Maria's online business directory can be found in Appendix B of this policy.