



## TOWNSHIP OF MONTAGUE

### Website Policy

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#### 1.0 DEFINITIONS

The following definitions apply to this policy in its entirety:

- a) **Content Management** – the process of determining what information will be offered on the Township of Montague’s website. Content management includes, but is not limited to, the tasks associated with routine maintenance as defined under this policy.
- b) **External Link** – any hyperlink that takes the website user from the Township’s official website to the website of another organization, association or group.
- c) **External Organization** – any association, body or group that is not an official board or committee of the Township of Montague. For the purpose of this policy, only those boards and committees appointed by Council and established by by-law or through provincial legislation are considered to be official boards and committees of Council.
- d) **Objectionable Material** – 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 or origin, colour, ethnic origin, citizenship, creed, age, sex marital status, sexual orientation, family status or disability.
- e) **Routine Maintenance** – includes, but is not limited to, the following tasks: updating the calendar of events, posting material advertised by the Township, posting material as requested by various department heads, 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, posting the Council agenda cover sheet.

## **2.0 POLICY OBJECTIVES**

- 2.1 The goal of the policy is to establish procedures to aid in content management and to provide staff with a baseline for decisions with regard to the website.
- 2.2 Policy guidelines should be made available to the staff responsible for maintaining and updating the website, as well as to department heads who contribute to content for the website. Policy guidelines should also be made available to the general public on the Township's website.

## **3.0 FINAL AUTHORITY**

- 3.1 Final authority with regard to all decisions pertaining to the Township's website rests with the Council of the Township of Montague.

## **4.0 WEBSITE OBJECTIVES**

- 4.1 The official website of the Township of Montague is committed to providing convenient, accurate, timely and efficient access to information about Township services, activities and policies and programs for residents, visitors and persons conducting business in the Township.

## **5.0 DISCLAIMER / TERMS OF USE**

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

## **6.0 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, alternation and addition of information found on departmental pages when requested by the appropriate department head.
- 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 Township in other media outlets.
- 6.3 Board and committee meeting minutes which have been adopted by the board, committee or Council may be posted on the website by the staff member responsible for routine maintenance.
- 6.4 Draft Council meeting minutes which have been reviewed by the C.A.O.-Clerk, may be posted on the website by the staff member responsible for carrying out routine maintenance. Once the minutes have been adopted by Council, the

official version may be posted on the website by the staff member responsible for routine maintenance.

## **7.0 CONTENT MANAGEMENT**

- 7.1 Content which includes objectionable material as defined under this policy is prohibited from appearing on the official website of the Township of Montague.
- 7.2 Final authority to determine whether or not content meets the definition of objectionable material rests with Council.
- 7.3 Content on the Township's website must meet one or more of the following criteria in order to be posted:
  - a) The content must provide public information about events, activities and services provided by, in association with or supported by the Township, a board and/or committee of the Township.
  - b) The content must provide public information about events, activities and services provided by, in association with or supported by upper tier governments that directly affect residents, visitors and persons conducting business in the Township.
  - c) The content is deemed by Council to be of interest to the Township of Montague, its residents and/or visitors.

## **8.0 CONTENT REVIEW**

- 8.1 Each department head is required to perform a semi-annual review of all website material posted under their departmental sections.
- 8.2 Department heads may request that their departmental information be reviewed, amended or removed at any time throughout the year.

## **9.0 WEB HOSTING FOR EXTERNAL ORGANIZATIONS**

- 9.1 The Township does not provide web hosting for external organizations.

## **10.0 EXTERNAL LINKS**

- 10.1 External links from the Township's website must meet one or more of the following criteria in order to be posted. The link must:
  - a) Connect members of the public with information and services provided by other levels of government in Canada.
  - b) 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.

- c) Connect members of the public with non-profit agencies and organizations which have bearing on information provided within the Township's website.
- d) Provide content that is deemed by Council to be of interest to the Township of Montague, its residents and/or visitors.

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

- a) Objectionable content as defined in this policy.
- b) Buried links to objectionable content.
- c) Be a personal homepage.
- d) Connect to a for-profit business.

10.3 The Township 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.

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

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

## **APPENDIX A**

### **DISCLAIMER / TERMS OF USE**

The following statements are intended to encourage the responsible use of resources provided by the Township through their website.

Persons utilizing the Township's official website, [www.township.montague.on.ca](http://www.township.montague.on.ca), accept and acknowledge the following statements and agree to abide by the terms of use contained there:

#### **1.0 Accuracy of Information**

- 1.1 The Corporation of the Township of Montague makes every effort to ensure the accuracy and timeliness of the information provided on the website, however, information should be verified independently before being used or relied on by contacting the appropriate department. All information is provided on an "as is" basis without warranty of any kind, either expressed or implied, statutory or otherwise. The Township does not warrant or make any representations as to the quality, content, accuracy or completeness of the information, text, graphics, links and other items contained on its website. The Township makes no warranties, expressed or implied, as to the fitness of the information for any purposes or to results obtained by individuals using the information and is not responsible for any action taken in reliance on the information contained herein. Material is provided as general information only and is not intended to provide specific legal advice for any individual and should not be relied upon in that regard.

#### **2.0 External Links from the Township's Website**

- 2.1 The Township is not responsible for any material stored on other websites, nor is it liable for any inaccurate, defamatory, offensive or illegal materials found on other websites and the risk of injury or damage from viewing, hearing, downloading or storing such materials rests entirely with the user.
- 2.2 External links may be removed or replaced at anytime without notice. The Township reserves the right to refuse or delete any link that is inconsistent with the guidelines established by the Township's Website Policy.

#### **3.0 Links to the Township's Website**

- 3.1 The Township welcomes links to its website; however, establishment of a link does not imply any sponsorship of that site by the Corporation of the Township of Montague.

#### **4.0 Content Ownership**

- 4.1 Persons using the Township's website acknowledge that content including, but not limited to, text, software, photographs, video, graphics or other

material contained in this website may be protected by copyrights, trademarks, service marks, patents or other proprietary rights and laws.

- 4.2 Content, including code and software, available through the Township's website may not be modified, copied, reproduced, published, uploaded, posted, transmitted or distributed in any way inconsistent with the intent of the material.

## **5.0 Use & Disclosure of Personal Information**

- 5.1 The information accessible on the Township of Montague's website does not require users to identify themselves and can be accessed anonymously. The website does not automatically gather any specific personal information from the user such as name, home phone number or e-mail address. This type of information is obtained only if the user supplies it.
- 5.2 From time-to-time the Township's website may request information via surveys. Participation in these surveys is completely voluntary. If the user chooses not to participate in surveys, they will still be able to access the website.
- 5.3 The Township of Montague does not use or retain personal information that is provided by the user for any secondary purpose unless we clearly notify the user and gain their permission first. The Township will not disclose your personal information to any organization or individual outside the Township of Montague unless we first notify the user and ask permission.