

# REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN BOARD POLICY

**POLICY:** Area Director and Peripheral Website Policy

**AUTHORITY:** Board Resolution No. **B220/13** dated July 4, 2013.  
Administrative Review April 8, 2020

## **POLICY STATEMENT**

The Regional District of Okanagan Similkameen has several Electoral Area Directors and peripheral organizations with independent websites. It is the policy of the Regional District to support these websites, ensure they comply with relevant legislation, work towards a consistent branding and realize efficiencies.

## **PURPOSE**

To support Electoral Area Directors and peripheral organizations in getting their message to constituents through set up and maintenance of their website while at the same time ensuring related web sites are compliant with relevant legislation, are maintained to control outdated or neglected sites and information and also provide opportunities for efficiencies in use of web based technologies and cost savings.

## **DEFINITIONS**

**Web Hosting Service:** A company that runs internet servers, allowing organizations to serve content to the internet. There are various kinds of services that are offered including hosting websites.

**Administrator:** A person from the Web Hosting Service in charge of managing and overseeing the websites.

**Peripheral Website:** A website created and/or maintained by any RDOS peripheral organization or Electoral Area Director publishing content related to the RDOS or the peripheral organization. Peripheral organizations may include but are not limited to:

- All Commissions and Committees created by the Board
- Economic Development Office
- Volunteer Fire Departments

## **RESPONSIBILITIES**

### 1. Information Services (IS) Department Responsibilities

- i) Domain name registration.
- ii) Determine common Web Hosting Service for all peripheral websites.
- iii) Additional layer of support for peripheral organizations with questions/issues related to web sites.
- iv) Work with the Web Hosting Service to rectify neglected websites or websites which contravene legislation.
- v) Ensuring the accuracy of website billings and timely payment of billings

### 2. Managers Responsibilities

- i) Ensuring that all peripheral organizations are familiar with this policy.
- ii) Review and follow up of items on individual bills where there are concerns/questions.
- iii) Notify IS Department of any neglected/outdated websites.

### 3. Office of the CAO Responsibilities

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- i) Audit website content that could expose the RDOS, themselves, or colleagues to potential criminal or other legal proceedings and advise the Administrator and IS.
  - ii) Audit content on the website for compliance with Freedom of Information and Protection of Privacy Act and advise the Administrator and IS.

#### 4. Users Responsibilities (Peripheral organization or Electoral Area Director)

- i) To maintain content on the peripheral website.
- ii) Ensuring that content on website is current.
- iii) To correct any information on the site that may be incorrect in a timely manner.
- iv) Ensure there is no content on the website that could expose the RDOS, themselves, or colleagues to potential criminal or other legal proceedings.
- v) Ensure content on the website is compliant with Freedom of Information and Protection of Privacy Act.

## PROCEDURES

### 1. Web Hosting Service

The IS Department with input from peripheral organizations will determine the Web Hosting Service by following the RDOS Purchasing Policy. The Web Hosting Service must be able to provide a range of web site support from a full content management system to a basic web and database service where the user can create their own website using the software and technology of their choice. The Electoral Area Directors and peripheral organizations can choose the level of service and functionality they require. The Web Hosting Service is responsible for hosting, maintenance and upgrades of website applications, providing primary level of technical support and for backup and disaster recovery. All Electoral Area Directors and peripheral organization web sites are encouraged to use this provider.

### 2. Branding

All peripheral websites are required to clearly indicate on the home page that they are affiliated with the RDOS. There should also be a link from the peripheral website to the corporate website ([www.rdos.bc.ca](http://www.rdos.bc.ca)), preferably from the RDOS logo on the home page. All peripheral websites are encouraged to use similar colours and fonts as the RDOS corporate website.

### 3. Freedom of Information

Content on peripheral websites including but not limited to: photos, text, discussion forums and polls may have to be released to the public under the Freedom of Information and Protection of Privacy Act. Should a peripheral organization receive a request from the public for access to records, the request must be referred to the OCAO for processing in accordance with the Act. The peripheral organization must release all records to the Freedom of Information Coordinator when requested.