

Rural Municipality of McKillop No. 220

Policy # ADM-005

Policy Title: **Website Information Posting**

Policy Objective	To ensure that appropriate and useful information is posted on the RM website
Authority	Resolution # (7) – October 21, 2013 Resolution # 445/2015 Resolution # 330/2016
Supporting Bylaw	
Related Policy(s)	N/A

Policy:

1. The following items are authorized to be posted on the RM website:
 - a) Draft agenda for the current month's regular meeting(s);
 - b) Approved minutes;
 - c) Adopted bylaws;
 - d) Draft bylaws that have receive at least one reading;
 - e) Approved Committee meeting minutes;
 - f) Accounts payable listing;
 - g) Financial reports;
 - h) Approved development permits;
 - i) Approved building permits;
 - j) Council remuneration expense vouchers; and
 - k) Board of Revision decisions.
2. All minutes from all Organized Hamlet Board meetings will be posted on the R. M. of McKillop No. 220 website following receipt of such minutes by the R. M. of McKillop No. 220 administration office.
3. Information that is of general use to the ratepayers of the R. M. of McKillop No. 220 may be posted on the website, at the discretion of the Administrative Financial Officer.
4. Meeting notices and any other public notices that are required by legislation to be published in the local newspaper shall be posted on the website for the time period, at minimum, required in legislation for publication.

5. Guidelines relating to R. M. processes and requirements shall be posted on the website along with any applicable forms and documents that may relate to the processes and requirements.
6. Information submitted by Hamlet Boards, including newsletters and event notices, may be posted on the website in the section pertaining to the Organized Hamlet to which the information applies.
7. Information that is malicious, disrespectful, or containing inaccurate statements shall not be posted on the website at any time. The Administrative Financial Officer shall be responsible to make a determination relating to whether or not the information is appropriate to be posted on the website, based on the content presented in the information.
8. No documents containing personal information relating to any member of Council, employee, or ratepayer shall be posted on the website unless the individual about which the personal information is disclosed provides written consent to the Administrative Financial Officer.