

# Appendix A



## City Council Website Content Governance Policy

### 1.0 Purpose

To provide a website governance policy through which the City of Regina Administration can ensure content on each Council Member's webpage is managed by using best practices, to protect the integrity of City Council and the City.

### 2.0 Policy

The process for publishing content to a Councillor's webpage on Regina.ca will be managed as follows:

1. Council Members will provide the Office of the City Clerk with the content they would like placed on their individual Regina.ca webpage.
2. The content will be reviewed by the City Clerk/Deputy City Clerk to ensure it meets the following criteria:

#### Acceptable Content

- Ward or City news
- Information on community engagement opportunities or events
- Council Member's views on City programs and services or current Council or committee agenda reports
- Matters impacting or affecting areas of municipal jurisdiction

#### Unacceptable Content

- Statements, information or remarks that are non-factual, racially or sexually offensive, defamatory, discriminatory, disparaging or harassing
- Statements that may prejudice a municipal decision-making process
- Endorsing political candidates or parties, third parties or business enterprises
- The release of personal information or confidential information in contravention of *The Local Authority Freedom of Information and Protection of Privacy Act*

3. If a Council Member disagrees with the decision of the City Clerk/Deputy City Clerk to disallow certain information or materials to be published on the website based on this policy, the member may appeal the decision to the Integrity Commissioner and his or her decision on the matter will be final.

4. Once the content has been approved, the Council Member will be advised that their content can be published. The Office of the City Clerk can support those Members with publishing their content to their webpages on Regina.ca.
5. Links to Council Member's independent social media channels and website can be placed on the Member's individual Regina.ca webpage. A disclaimer will be posted advising the user that they are about to leave the City's website. The City does not monitor and is not responsible for any information that a Council Member posts on their independent social media channels or websites.
6. The Councillor's Administrative Assistant will provide quarterly analytics of the individual Council Member's webpage to each respective Member. This will allow each Member to review what content is being accessed by their viewers and how often it is being accessed.
7. No material will be posted on a Councillor's webpages on Regina.ca after June 1 in an election year to ensure that city resources are not used to support specific candidates.