

City of Quinte West Website Policy

1.0 Summary:

The City of Quinte West's website is a primary source of corporate information and services for citizens, staff, businesses, investors, visitors and other stakeholders. It is essential that the city's website provides stakeholders with corporate information and services that are accurate, up-to-date, visually pleasing, easy-to-read and easy-to-find.

In addition to information and services pertaining to The Corporation of the City of Quinte West and its Enterprises, the city's website may also contain information that a reader should reasonably expect to find on a municipal government website, including but not limited to information from other orders of government, community groups which receive support from the city, Quinte West-based professional organizations and service clubs.

All content (text and visual) on the website should contribute to a professional and unified corporate brand.

1.1 Scope:

This policy applies to the City of Quinte West's corporate website, www.quintewest.ca

2.0 Accessibility:

The City of Quinte West values the contributions and participation of all citizens in the life of the City. To facilitate this involvement, the City of Quinte West is committed to providing goods, information, services and programs that are accessible to all.

The city's website has been designed to be W3C compliant and to meet the Province of Ontario's Accessible Information and Communications Standard (Accessibility for Ontarians with Disabilities Act, 2005).

3.0 External Links:

3.1 Criteria for Posting External Links:

The City of Quinte West will consider posting external links on its website if the link is directed to the website of:

- An official government website (municipal, regional, provincial, federal).
- A government-funded agency or board.
- A City of Quinte West affiliated organization.
- An organization identified as eligible for a City of Quinte West community grant (Tier One or Tier Two) under the city's Community Investment Strategy Policy.
- Service clubs operating in the City of Quinte West who perform service work that benefits Quinte West residents.
- A charitable organization with a registered charitable number and operating within the City of Quinte West.
- A business improvement area.
- A major community tourist attraction as determined solely by the City of Quinte West.
- A professional association as determined solely by the City of Quinte West.

The city will not post external links on its website for:

- Personal websites;
- Political parties;

Notwithstanding the criteria listed above, the city reserves the right to post, refuse to post any external links on its website or to delete links already posted on its site at any time, without notice.

3.2 Removal of External Links:

External links will be removed by the city without notice if, but not limited to, any of the following conditions apply:

- The site's original information has been altered and the context of the information has changed;
- The site no longer meets the conditions listed above for acceptable external links;
- In the city's sole opinion, the information on the site becomes inaccurate and/or not trustworthy;
- Page formatting, lengthy download items or intrusive advertising make accessing information difficult;
- The link returns a "not found" error for more than 72 hours;
- The link promotes, exhibits, illustrates or manifests hate or obscene/pornographic/sexual content of any kind;
- The site and content does not comply with any municipal, provincial or federal legislation.

3.3 Requesting an External Link:

Requests to add an external link to the city's website, according to the criteria listed above, should be submitted to webmaster@quintewest.ca for consideration.

3.4 Policy Enforcement:

All sites will be reviewed to ensure that, in the sole opinion and discretion of the City of Quinte West, they meet and are in keeping with the above criteria.

Enforcement of this linking policy and the decision on whether or not to add, remove or deny an external link on the city's website will be made by the Manager of IT/GIS Services, in consultation with the Chief Administrative Officer.

3.5 Disclaimer:

The City of Quinte West does not make any representation or warranty, expressed or implied, concerning the accuracy, quality, likely results or reliability of the information contained on externally linked websites.

4.0 Community Calendar Postings

City of Quinte West staff will post information regarding activities, programs, meetings, events and festivals organized by the city and its Enterprises on its website calendar. The city reserves the right to post any additional events to its website calendar it deems to be in the community interest.

4.1 Criteria for Publishing Events Submitted by the Public:

Members of the public may submit event information for inclusion on the city's website calendar if that event is open to the general public, occurs within the boundaries of the Quinte area and meets one of the following criteria:

- Organized or funded by another order of government.
- Organized by a government-funded agency or board.
- Organized by a City of Quinte West affiliated group.
- An organization identified as eligible for a City of Quinte West community grant under the City's Public Assistance Fund
- Funded in full, or in part, by the City of Quinte West.
- Sponsored by the City of Quinte West.
- Organized by a charitable organization with a registered charitable number and operating within the City of Quinte West.
- Organized by a service club operating within the City of Quinte West performing work that benefits Quinte West residents.
- Organized by a business improvement area for general promotional purposes.
- Located in a facility owned by the City of Quinte West.

Events submitted by the public will not be published on the city's website calendar if they:

- Are commercial in nature and, in the city's sole opinion, are attempting to advertise, promote or sell products or services of an individual or an individual business.
- Promote, exhibit, illustrate or manifest hate or obscene/pornographic/sexual content of any kind.
- Do not comply with any municipal, provincial or federal legislation.
- Promote an individual religion or religious service.

Events deemed by the City of Quinte West to be political in nature will not be posted after the writ has been dropped for a federal or provincial election, or after the 1st day of a municipal election year.

Notwithstanding the criteria listed above, the city reserves the right to post, refuse to post, or remove, any event from its website calendar at any time, without notice.

4.2 Submitting An Event:

Requests from a member of the public to add an event to the city's website calendar must be submitted directly through the calendar itself.

To be considered for publication an event submission must be accompanied by a name and contact information of an individual from the event organizing committee. Anonymous postings of events will not be published.

4.3 Policy Enforcement:

All events submitted by a member of the public for publication on the city's website calendar will be reviewed by city staff to ensure that, in the sole opinion and discretion of the City of Quinte West, the event meets or is in keeping with the intent of the above criteria.

Decisions on whether or not to add, remove or deny the posting of an event to the city's website calendar will be made by the Manager of IT/GIS Services, in consultation with the Chief Administrative Officer.

4.4 Disclaimer:

The City of Quinte West does not endorse or make any representation or warranty, expressed or implied, concerning the accuracy, quality or reliability of information posted on its website calendar that has been submitted by a member of the public.

5.0 Advertising

The publication, production and placement of advertisements on the city's website will be done at the sole discretion of the Manager of IT/GIS Services, in consultation with the Chief Administrative Officer.