

Board of Trustees Canaan Township, Morrow County

Resolution Adopting Publication of Public and Legal Notices Canaan Township Website and Social Media Accounts

Date: May 13, 2025

Resolution Number: 5-13-2025-3

Motion by Trustee: Matthew Carwell

Second by Trustee: John Bayles

The ***Board of Trustees*** of Canaan Township, in Morrow County, Ohio met in Regular session on the 13th day of May 2025, at the office of Canaan Township, 2170 State Route 95, with the following members present:

Matthew Carwell

Tyler Levering

John Bayles

Whereas, HB 315 permits townships with their own website or social media accounts to fulfill public notice requirements online; and

Whereas, the township is responsible for providing documentation and proof of publication; and

Whereas, this policy has been reviewed in a public meeting of the Canaan Township Trustees; and

Whereas, the trustees recommend the adoption of this new policy to provide guidance, continuity, and checkmarks to ensure the digital public notice requirement is properly fulfilled; and

Therefore be it resolved, Canaan Township Trustees have adopted the following Publication of Public and Legal Notices, Canaan Township Website and Social Media Accounts Policy effective May 13, 2025.

Publication of Public and Legal Notices

Canaan Township Website and Social Media Accounts

www.canaantwp.org

Ohio law requires townships to give appropriate notice of their meetings. For regular meetings, notice must include the time and place of the meeting. For all other meetings, special and emergency meetings, notice must include the time, place, and purpose of the meeting.

Effective May 13, 2025, Canaan Township will utilize a new method to fulfill public and legal notice requirements. This new method will entail the option to post public notices, legal notices, and all other allowable notices on the township website: www.canaantwp.org.

The operator of the township website will fulfill the following requirements:

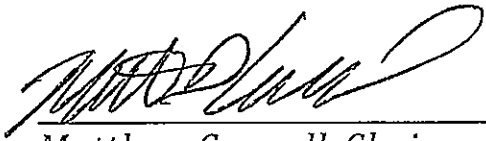
1. Use a domain name for the web site that will be easily recognizable and remembered by and understandable to users of the web site.
2. Maintain the web site on the internet so that it is fully accessible to and searchable by members of the public at all times, other than during maintenance or acts of God outside of the operator's control.
3. Not charge a fee to a person that accesses the web site to view notices or to perform searches of the web site, provided that the operator may charge a fee for enhanced search and customized content delivery features.
4. Ensure that notices displayed on the web site conform to the requirements that would apply to the notices if they were being published in a newspaper, as directed in section 7.16 of Revised Code or in the relevant provision of the statute or rule that requires the notice, as applicable.
5. Ensure that notices continue to be displayed on the web site for not less than the length of time required by the relevant provision of the statute or rule that requires the notice.
6. Maintain an archive of notices that no longer are displayed on the web site.
7. Enable notices, both those currently displayed and those archived, to be assessed by key word, by party name, by case number, by township, and by other useful identifiers.
8. Maintain adequate systemic security and backup features and develop and maintain a contingency plan for coping with and recovering from power outages, systemic failures, and other unforeseeable difficulties.

Be it Finally Resolved, that the Trustees reserve the right to make additional changes and updates to the Publication of Public and Legal Notices, Canaan Township Website and Social Media Accounts Policy by amendment or future board of trustees actions.

The roll being called upon its adoption resulted in the following vote:

Mr. Carwell:	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Absent
Mr. Levering:	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Absent
Mr. Bayles:	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Absent

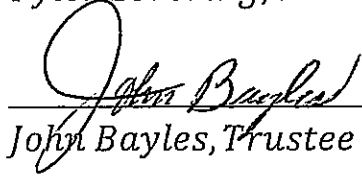
Signature Page for Publication of Public and Legal Notices
Canaan Township Website and Social Media Accounts Policy



Matthew Carwell, Chairman

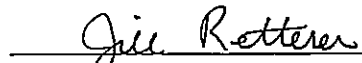


Tyler Levering, Vice – Chairman



John Bayles, Trustee

Adopted May 13, 2025



Jill Retterer, Fiscal Officer