

Manitoulin-Sudbury District Services Board POLICY & PROCEDURES MANUAL	
Section: B. General Administration	Effective Date: July 1, 2010
Topic: 1. Administration	
Subject: 1.08. Website Operating Rules	
Policy No. B.1.08.	Page 1 of 5

PROCEDURE

The website requires the commitment of all management staff to remain current and useful. The site should be reviewed at least annually by the CAO and the Management team.

The website should be the primary method of providing orientation for new Board members. Accordingly a detailed review of content should occur by the CAO and the appropriate members of the Management Team every four years and prior to the establishment of a new Board.

The Director of Integrated Social Services will assign the task of confirming that web links are live to the Integrated Program Assistants who will perform a link review every six months. Repairing site linkages will be the responsibility of the appropriate management person for that portion of the site.

Website Responsibilities Centres

Sub-section	Responsibility Centre
Administration	
Message from CAO	CAO
Board Minutes	Executive Assistant as minutes are approved
Board Correspondence	Executive Assistant adds documents as identified by CAO
Board Member Contact Info	Executive Assistant
Staff Contact Info	Executive Assistant
Finance Information	Director of Finance & Administration
Human Resources	HR Support and Executive Assistant

Manitoulin-Sudbury District Services Board POLICY & PROCEDURES MANUAL	
Section: B. General Administration	Effective Date: July 1, 2010
Topic: 1. Administration	
Subject: 1.08. Website Operating Rules	
Policy No. B.1.08.	Page 2 of 5

Policies and procedures	<p>Executive Assistant adds Governance and General Administration Manual documents as identified by CAO.</p> <p>Program Policies and Procedures must be kept current by the assigned Management staff.</p> <p>Emergency Medical Services – Chief of EMS</p> <p>Children’s Services / Ontario Works / Social housing – Director of Integrated Social Services</p>
Legislation	CAO
Service Area	IT Manager makes changes on request of CAO
Website links	Executive Assistant on request of CAO
Provincial Issue Reports	Adding items is automated but CAO to delete irrelevant items annually
Press releases and events	Executive Assistant adds documents as identified by CAO. CAO deletes items more than six months old
General Reports	
Quarterly CAO Activity Reports	Executive Assistant adds reports on direction of CAO
Statistics	Reports generated by assigned Management person. Executive Assistant adds reports on direction of CAO
Issue Reports	Reports identified by members of Management Team. Added by Executive Assistant after approval by CAO. New reports to be brought to the attention of the Board by the CAO with commentary.

Manitoulin-Sudbury District Services Board POLICY & PROCEDURES MANUAL	
Section: B. General Administration	Effective Date: July 1, 2010
Topic: 1. Administration	
Subject: 1.08. Website Operating Rules	
Policy No. B.1.08.	Page 3 of 5

Emergency Medical Services	
All sections <u>except</u> Reports/Statistics	Chief of Emergency Medical Services
Reports/Statistics	Reports generated by Chief of EMS. Executive Assistant adds reports on direction of CAO
Children's Services	
All sections <u>except</u> Reports/Statistics	Director of Integrated Social Services or assigned to appropriate Program Supervisor
Reports/Statistics	Reports generated by Director of Integrated Social Services. Executive Assistant adds reports on direction of CAO
Ontario Works	
All sections <u>except</u> Reports/Statistics	Director of Integrated Social Services or assigned to appropriate Program Supervisor
Reports/Statistics	Reports generated by Director of Integrated Social Services. Executive Assistant adds reports on direction of CAO
Social Housing	
All sections <u>except</u> Reports/Statistics	Director of Integrated Social Services or assigned to appropriate Program Supervisor
Reports/Statistics	Reports generated by Director of Integrated Social Services. Executive Assistant adds reports on direction of CAO

Manitoulin-Sudbury District Services Board POLICY & PROCEDURES MANUAL	
Section: B. General Administration	Effective Date: July 1, 2010
Topic: 1. Administration	
Subject: 1.08. Website Operating Rules	
Policy No. B.1.08.	Page 4 of 5

Note:

1. The only portions of the website which will be password protected will be the Board members and Staff section. Board members password will allow them to see all portions of the website.
2. Board correspondence will be reviewed by the CAO prior to inclusion on the Correspondence section of website. Items should include:
 - Any correspondence which indicates a program change in which there will be a significant policy change, program delivery change or financial impact
 - Any informational items pertaining to topics or issues of an immediate interest to the Board or the broader municipal sector.

This material may be accompanied by a contextual commentary from the CAO. Board members may request a further discussion at the next Board meeting if they feel action or discussion is warranted. A copy of all materials distributed between meetings should be posted in the Correspondence section of the Website.

3. Issue reports will be posted in the Issue Reports section as they are identified. This material may be accompanied by a contextual commentary from the CAO. Board members may request further discussion at the next Board meeting
4. Correspondence will be deleted from the Board website yearly but the five full prior years correspondence will remain on the site.

Manitoulin-Sudbury District Services Board POLICY & PROCEDURES MANUAL	
Section: B. General Administration	Effective Date: July 1, 2010
Topic: 1. Administration	
Subject: 1.08. Website Operating Rules	
Policy No. B.1.08.	Page 5 of 5

5. Board Minutes and Statistics will be maintained on the website indefinitely.
6. The Finance portion of the website should have at least seven years of Budgets, Audits and Apportionments.
7. Any significant changes to website documents will be brought to the Board's attention by the CAO by e-mail.

Role of Information Technology Manager

The IT Manager will assist and provide leadership on the systems aspects of website maintenance, linkages and navigation.

The IT Manager in conjunction with external resources will assist with website redesign.

The IT Manager will be involved in any changes to the navigation bars to ensure overall site consistency.

Readability

In order to ensure the readability of the site by a majority of viewers the font will be uniform whenever technically possible. Arial 12 is the default font.