



Board Website Operating Rules

General

The information on this site has been put here for the use of Board members of the Algoma District Services Administration Board (ADSAB), the contributing ADSAB member municipalities, the unorganized townships in the ADSAB jurisdiction and the residents of all of these areas. The information is generally administrative in nature.

This site is not meant to provide program information directly to applicants, clients or the general public. That function is met by the ADSAB Public website at www.adsab.on.ca/ssas

This site is not meant to provide program delivery policies or procedures for Board staff or service contractors. That function is met by the ADSAB Staff website.

Rights to add or change items on Board Website

Item or Section	Position
Spotlight	CAO or Policy Administrator
Caseload Statistics - Ontario Works and Ontario Disability Support Program monthly caseload statistics	Information Technology Supervisor
Financial Resource documents - Annual budget, quarterly financial statements, apportionment issues	Chief Financial Officer
Human Resource documents - Collective agreement, management wage grid and benefits, job descriptions	Manager of Human Resources or Policy Administrator

<p>Draft Minutes (Minutes, once approved by resolution cannot be changed)</p>	<p>CAO or Policy Administrator</p>
<p>All other documents</p>	<p>CAO or Designate</p>

Note:

1. All items added to the Spotlight will be brought to the Board's attention by an e-mail.
2. The only portion of this website which will be password protected will be the Spotlight section. The Co-Ordinated Client and Services Supervisor will provide a password to the Board.
3. Board correspondence of an informational nature will be posted on the Spotlight section as received. This material may be accompanied by a contextual commentary. Board members may request, within 10 days, a further discussion at the next Board meeting if they feel action or discussion is warranted. A copy of all materials distributed between meetings is posted in the Correspondence section of the Website.
4. Informational reports will be posted on the Spotlight section as they are produced. Board members may request, within 10 days, a further discussion at the next Board meeting if they feel action is warranted. Managers will not normally be present at Board meetings unless specifically asked to attend to address a report or respond to a specific issue. All such requests from Board members are to be forwarded to the Board Chair or CAO.
5. Board meetings generally deal with:
 - i) items requiring a Board decision
 - ii) informational /report items which Board members have specifically asked to be brought forward,
 - iii) correspondence received within 5 days of the Board meeting and which are of an urgent nature
 - iv) Issues requiring further clarification as identified by any Board member or the CAO.

6. The draft agenda will be added to the Spotlight section of the Board website no later than the Friday preceding the regular Board meeting
7. The Policy Administrator will move items from the Spotlight section to the Correspondence section following the Board meeting. The draft agenda will not be moved to Correspondence. The approved agenda is reflected in the Board Minutes.
8. The Policy Administrator will add any items, reports, correspondence distributed in the open portion of the Board meeting to Correspondence following the Board meeting. The Board Chair / CAO will identify any items of a confidential nature which are not to be added to the website.
9. Correspondence will be deleted from the Board website yearly but the five full prior years correspondence will remain on the site.
10. Monthly Ontario Works and Ontario Disability Support Program caseload statistics will be added by the Information Technology Supervisor as soon as they are available. No notice to the Board is required. Statistics will be maintained on the website indefinitely.
11. Up to five years of Board Minutes will be retained on the site. Once approved at the following Board meeting, the Minutes will not be changed.
12. Any significant changes to website documents will be brought to the Board's attention by the CAO or the Policy Administrator by e-mail.
13. All deletions to the website will be authorized by the CAO.

Criteria for inclusion of items on Spotlight

Any correspondence which indicates a program change in which there will be a significant:

- policy change
- program delivery change
- financial impact
- Informational items pertaining to topics or issues of an immediate interest to the Board or the broader municipal sector.