

Corporate Policies and Procedures			
DEPARTMENT: INFORMATION TECHNOLOGY			POLICY #: IT-04
POLICY: County of Renfrew Web Site Content			
DATE: MAY/01	REV. DATE: OCT/03	COVERAGE: All Employees and Elected Officials	PAGE #: 1 of 1

POLICY STATEMENT:

The County of Renfrew ensures that all content on the County of Renfrew web site meets acceptable standards by establishing rules and procedures for the collection and dissemination of such content.

DEFINITIONS:

Web Site

A web site is defined as a set of interconnected web pages, usually including a home page, generally located on the same server, and prepared and maintained as a collection of information by a person, group, or organization. The County of Renfrew web site URL address is: www.countyofrenfrew.on.ca

Content

Content is defined as any text or image used on the County of Renfrew web site; this content is the property of the Corporation of the County of Renfrew.

PROCEDURE:

1. Content (excluding minutes, agendas and by-laws) is reviewed and edited for use on the Internet and approved by the appropriate Department Head and the Director of Information Technology, before it is posted to the web site. All content must fulfil at least one (1) of the following functions:
 - (a) provide corporate public information that may include supporting illustrations and pictorials;
 - (b) gather information from the public; and/or
 - (c) provide services to the public.