

ORDRE DU JOUR

Agenda

Séance régulière du conseil qui aura lieu
à 18 h 30, le mercredi 9 janvier 2019
*Regular Council meeting scheduled for
Wednesday, January 9, 2019 at 6:30 p.m.*

1. **OUVERTURE**
CALL TO ORDER

2. **PRÉSENCE**
ROLL CALL

	In attendance	Absent	With Notice	Without Notice
Mayor Beverly Nantel				
Councillor Chantal Croft				
Councillor Hermyle Langlois				
Councillor Léandre Moore				
Councillor Hélène Perth				
CAO-Clerk				
Treasurer/Tax Collector				
LCSD				
Infrastructure Superintendent				
Misc. Staff				
Misc. Staff				

3. **APPEL ET DÉCLARATION D'INTÉRÊT PÉCUNIAIRE**
DECLARATION OF CONFLICT

4. **ADOPTION DE L'ORDRE DU JOUR**
APPROVAL OF AGENDA

5. **ADOPTION DES PROCÈS-VERBAUX**
ADOPTION OF MINUTES

- 5.1 Procès-verbal daté du 12 décembre 2018 de la réunion régulière du conseil municipal / *Regular Municipal Council meeting minutes dated December 12, 2018; (Resolution)*

6. DÉLÉGATIONS
DELEGATIONS

7. CORRESPONDANCE
CORRESPONDENCE

- 7.1 Procès-verbal daté du 10 décembre 2018 du Groupe des maires nord-est-supérieur / *Northeast Superior Mayors Group meeting minutes dated December 10, 2018*; et / and **(Information)**
- 7.2 Procès-verbal daté du 5 décembre 2018 du Groupe régional des Agents de développement économique / *Regional Economic Development Group meeting minutes dated December 5, 2018*; et / and **(Information)**
- 7.3 Communication de l'Association des municipalités de l'Ontario (AMO) datée du 18 décembre 2018 au sujet d'une mise à jour des politiques - projet de loi 66 - Survol des implications municipales / *AMO communication dated December 18, 2018 with regards to Policy Update – Bill 66 – Municipal Implications Overview*; et / and **(Information)**
- 7.4 Lettre datée du 20 décembre 2018 du Ministère des Services à l'enfance et des services sociaux et communautaires, Bureau du Ministère au sujet du Conseil d'administration des services du district - Rapport final sur l'examen de la gouvernance et la responsabilité / *Letter dated December 20, 2018 from the Ministry of Children, Community and Social Services, Minister's Office with regards to the District Social Services Administration Board (DSSAB) - Governance and Accountability Review Final Report*; et / and **(Information)**
- 7.5 Communication de l'Association des municipalités de l'Ontario (AMO) datée du 21 décembre 2018 au sujet d'une mise à jour des politiques - Risques financiers pour les contribuables fonciers et les budgets municipaux / *AMO communication dated December 21, 2018 with regards to Policy Update – Financial Risks for Property Taxpayers and Municipal Budgets*; et / and **(Information)**
- 7.6 Courriel daté du 28 novembre 2018 du Ministère des Affaires municipales et du Logement au sujet d'une consultation - augmentation de fourniture de logements en Ontario / *Email dated November 28, 2018 from the Ministry of Municipal Affairs and Housing with regards to a consultation – increasing housing supply in Ontario*; et / and **(Information / Resolution)**

- 7.7 Lettre datée du 13 décembre 2018 de la Corporation de la Municipalité de Wawa au sujet de la nomination au conseil de santé publique d'Algoma / *Letter dated December 13, 2018 from the Corporation of the Municipality of Wawa with regards to the appointment to the Algoma Public Health Board*; et / and **(Resolution of Support)**
- 7.8 Résolution datée du 18 décembre 2018 de la Corporation de la Ville de Kirkland Lake au sujet d'une demande de support concernant le partage des revenus générés par les industries de ressources naturelles / *Resolution dated December 18, 2018 from the Corporation of the Town of Kirkland Lake with regards to a request for support concerning sharing revenue generated by natural resource industries*; et / and **(Resolution of Support)**
- 7.9 Informations et discussion au sujet de la légalisation du cannabis / *Information and discussion with regards to Cannabis legalization*; **(Resolution)**

8. RAPPORT DES COMITÉS ET/OU DÉPARTEMENT
REPORTS FROM COMMITTEES AND/OR DEPARTMENT

- 8.1 Procès-verbal daté du 19 décembre 2018 de la réunion du comité Strongman Challenge Dubreuilville / *Strongman Challenge Dubreuilville committee meeting minutes dated December 19, 2018*; et / and **(Resolution)**
- 8.2 Rapport pour le conseil de l'Agente de développement économique au sujet d'une proposition pour devenir prêt à investir / *Council report from the Economic Development Officer with regards to a Proposal to Become Investment Ready*; **(Resolution)**

9. APPROBATION DES RÉGISTRES DE CHÈQUES
APPOVAL OF CHECK REGISTER

- 9.1 Rapport pour le Conseil (registre des chèques pour 2018) daté du 4 janvier 2019 (liste A) / *Council Board Report (cheque register for 2018) dated January 4, 2019 (list A)*; et / and **(Resolution)**
- 9.2 Rapport pour le Conseil (registre des chèques pour 2019) daté du 4 janvier 2019 (liste B) / *Council Board Report (cheque register for 2019) dated January 4, 2019 (list B)*; et / and **(Resolution)**
- 9.3 Rapport pour le Conseil (registre des chèques pour 2018) daté du 4 janvier 2019 (liste C - Visa) / *Council Board Report (cheque register for 2018) dated January 4, 2019 (list C - Visa)*; et / and **(Resolution)**
- 9.4 Rapport pour le Conseil (registre des chèques pour 2019) daté du 4 janvier 2019 (liste D - Visa) / *Council Board Report (cheque register for 2019) dated January 4, 2019 (list D - Visa)*; et / and **(Resolution)**

- 9.5 Rapport pour le Conseil (piste de vérification des factures pour 2018) daté du 4 janvier 2019 (liste E) / *Council Board Report (Invoice Audit Trail for 2018) dated January 4, 2019 (list E)*; **(Resolution)**

10. RÉGLEMENTS
BY-LAWS

- 10.1 Arrêté-municipal no. 2019-01, étant un règlement visant à confirmer les travaux du Conseil de la Corporation du Canton de Dubreuilville à sa séance ordinaire tenue le 9 janvier 2019 / *By-Law No. 2019-01, being a By-law to confirm the proceedings of the Council of the Corporation of the Township of Dubreuilville at its regular meeting held on January 9, 2019*; et / and **(Resolution)**
- 10.2 Arrêté-municipal no. 2019-02, étant un règlement pour autoriser l'exécution d'une entente pour la location d'espace dans le complexe municipal entre les Dames Auxiliaires et la Corporation du Canton de Dubreuilville / *By-Law No. 2019-02, being a By-law to authorize the execution of an Agreement for the Tenancy of space within a municipal building between les Dames Auxiliaires and the Corporation of the Township of Dubreuilville*; **(Resolution)**

11. AJOUT
ADDENDUM

12. ASSEMBLÉE A HUIS CLOS
IN-CAMERA SESSION

13. AJOURNEMENT
ADJOURNMENT



THE CORPORATION OF THE TOWNSHIP OF DUBREUILVILLE

-MINUTES-

Regular Council Meeting held on
December 12, 2018 at 6:30 p.m.
Council Chambers

PRESENT: Councillor C. Croft
Councillor, H. Perth
Councillor, L. Moore
Councillor, H. Langlois

ABSENT: Mayor, B. Nantel (with notice)

STAFF: CAO-Clerk, Shelley B. Casey

Deputy Mayor, Chantal Croft called the meeting to order at 6:30 p.m.

18-353 Moved by: Councillor Moore
Seconded by: Councillor Perth

Whereas that the agenda for the regular municipal council meeting dated December 12, 2018 be adopted as submitted with the following additions:

11.1 Council report from EDO for EDCO conference; and

11.2 Payables List (Lacroix Ent.)

Carried

18-354 Moved by: Councillor Perth
Seconded by: Councillor Langlois

Whereas that the Council of the Corporation of the Township of Dubreuilville wishes to receive and approve the following municipal council meeting minutes as submitted:

- Regular Municipal Council meeting minutes dated November 14, 2018; and
- Special Municipal Council meeting minutes dated December 3, 2018.

Carried

18-355 Moved by: Councillor Perth
Seconded by: Councillor Moore

Whereas that the following be received as information only:

- 7.1 Northeast Superior Mayors Group meeting minutes dated October 15, 2018; and
- 7.2 CDEC meeting minutes dated October 1, 2018; and
- 7.3 North Algoma Health System Collaborative meeting minutes dated October 22, 2018; and
- 7.4 Emergency Awareness Committee Meeting minutes dated November 28, 2018; and
- 7.5 Algoma District Services Administration Board meeting minutes dated October 25, 2018; and
- 7.6 AMO communication dated November 15, 2018 with regards to the Provincial Government releasing their fall economic statement; and
- 7.7. AMO communication dated November 15, 2018 with regards to welcome fire news; and
- 7.8 Ontario Energy Board Notice to Customers of Algoma Power Inc. and Dubreuil Lumber Inc.; and
- 7.9 Email dated November 27, 2018 from the Ministry of Environment, Conservation and Parks with regards to the 2017-2018 Chief Drinking Water Inspector Annual Report; and
- 7.10 Information from the Federation of Canadian Municipalities with regards to Reliable Internet for everyone.

Carried

18-356 Moved by: Councillor Moore
Seconded by: Councillor Perth

Whereas that the Council of the Corporation of the Township of Dubreuilville hereby wishes to support the attached letter/declaration dated November 21, 2018 with regards to the protection of Francophone rights within Canadian municipalities.

Carried

18-357 Moved by: Councillor Langlois
Seconded by: Councillor Moore

Whereas that the Council of the Corporation of the Township of Dubreuilville hereby wishes to support the request from the Coalition for Algoma Passenger Trains (CAPT) to ask the government to reinstate the Bear Train passenger service from Sault Ste Marie to Hearst.

Carried

18-358 Moved by: Councillor Perth
Seconded by: Councillor Moore

Whereas that the Council of the Corporation of the Township of Dubreuilville hereby wishes to approve and send the attached comment sheet "Review of Major Amendment: Information Centre Nagagami 2011-2021 Forest Management Plan" on behalf of the community with regards to our concerns with the proposed amendments.

Carried

18-359 Moved by: Councillor Moore
Seconded by: Councillor Perth

Whereas that the Council of the Corporation of the Township of Dubreuilville hereby wishes to support the attached letter dated December 5, 2018 from the Minister, Ministry of Municipal Affairs and Housing, with regards to his efforts to aid in reducing the provincial reporting burden affecting the municipal sector, especially smaller municipalities that do not have the capacity of larger cities to fulfill these requirements in-house.

Carried

18-360 Moved by: Councillor Perth
Seconded by: Councillor Moore

Whereas that the Council of the Corporation of the Township of Dubreuilville hereby wishes to receive the attached correspondence with regards to the Notice of Call for Nominations for 2019-2023 ROMA Board of Directors, Zone Representatives;

Therefore be it resolved that the Council for the Corporation of the Township of Dubreuilville endorses _____, for the position of ROMA Zone 9 Representative for the 2019-2023 ROMA Board.

DEFEATED

18-361 Moved by: Councillor Perth
Seconded by: Councillor Moore

Whereas that the Council of the Corporation of the Township of Dubreuilville hereby wishes to authorize the following individual(s) to attend the 2019 ROMA AGM & Annual Conference to be held in Toronto on January 27 to 29, 2019:

DEFEATED

18-362 Moved by: Councillor Perth
Seconded by: Councillor Moore

Whereas that the Council of the Corporation of the Township of Dubreuilville hereby wishes to opt-_____ to permitting recreational cannabis retail stores within our municipality.

DEFERRED

18-363 Moved by: Councillor Perth
Seconded by: Councillor Langlois

Whereas that the Council of the Corporation of the Township of Dubreuilville hereby wishes to approve and send the attached support letter dated December 6, 2018 from the Mayor addressed to the Honourable Catherine McKenna with regards to the Magino Gold Project .

Carried

18-364 Moved by: Councillor Perth
Seconded by: Councillor Langlois

Whereas that the Council of the Corporation of the Township of Dubreuilville hereby wishes to receive and regrestfully approve the attached council report dated December 4, 2018 from the Fire Chief with regards to the resignation of Phillipe Hamelin as volunteer fireman.

Carried

18-365 Moved by: Councillor Perth
Seconded by: Councillor Moore

Whereas that the Council of the Corporation of the Township of Dubreuilville hereby wishes to receive and approve the attached Municipal Compliance Report 2018 submitted to the Office of the Fire Marshal and Emergency Management.

Carried

18-366 Moved by: Councillor Perth
Seconded by: Councillor Moore

Whereas that the attached Council Board Report (cheque register for 2018, list A - Visa) dated December 7, 2018 in the amount of \$12,588.98, be approved for payment.

Carried

18-367 Moved by: Councillor Langlois
Seconded by: Councillor Moore

Whereas that the attached Council Board Report (cheque register for 2018, list B) dated December 7, 2018 in the amount of \$82,806.18, be approved for payment.

Carried

18-368 Moved by: Councillor Perth
Seconded by: Councillor Moore

Whereas that By-Law No. 2018-49, being a By-law to confirm the proceedings of the Council of the Corporation of the Township of Dubreuilville at its regular meeting held on December 12, 2018, be adopted.

Carried

18-369 Moved by: Councillor Perth
Seconded by: Councillor Langlois

Whereas that By-Law No. 2018-50, being a By-law to name members of council and staff to various committees and appoint a Deputy-Mayor, be adopted, with the addition of Hermyle Langlois to the Emergency Awareness Committee.

Carried

18-370 Moved by: Councillor Moore
Seconded by: Councillor Langlois

Whereas that the Council of the Corporation of the Township of Dubreuilville hereby wishes to receive and approve the attached Council Report dated December 11, 2018 from the Economic Development Officer, with regards to her request to attend the EDCO Conference in Toronto on January 29 to 31, 2019.

Carried

18-371 Moved by: Councillor Moore
Seconded by: Councillor Perth

Whereas that the attached Invoice Audit Trail (cheque register for 2018, list C) dated December 11, 2018 in the amount of \$1,326.94, be approved for payment.

Carried

18-372 Moved by: Councillor Langlois
Seconded by: Councillor Perth

Whereas that we adjourn to go in-camera session at 7:39 p.m.

12.1 Discussion regarding personal matters about an identifiable individual, including municipal or local board employees (*Municipal Act, 2001, S.O. 2001, c. 25, s. 239 (2) (b)*); and

12.2 Discussion regarding a proposed or pending acquisition or disposition of land by the municipality or local board (*Municipal Act, 2001, S.O. 2001, c. 25, s. 239 (2) (c)*).

Carried

18-373 Moved by: Councillor Langlois
Seconded by: Councillor Perth

Whereas that we reconvene in regular municipal council meeting at 8:37 p.m.

Carried

18-374 Moved by: Councillor Perth
Seconded by: Councillor Moore

Whereas that the Council of the Corporation of the Township of Dubreuilville hereby wishes to approve the hiring of Brandon Desgagnés as our new Assistant to the Leisure and Cultural Services Department (Recreation) effective November 13, 2018 on a permanent part-time basis.

Carried

18-375 Moved by: Councillor Perth
Seconded by: Councillor Moore

Whereas that the salary grid be adjusted for heavy equipment operator on as needed basis per closed session discussions; and

Furthermore that Guy Tremblay be spare grader operator and Gilbert Perth second spare when called upon.

Carried

18-376 Moved by: Councillor Perth
Seconded by: Councillor Moore

Whereas that the Council of the Corporation of the Township of Dubreuilville hereby wishes to move forward in selling the building and part of the property at 120 Magpie Road and is open to entertain offers.

Carried

18-377 Moved by: Councillor Perth
Seconded by: Councillor Moore

Whereas that this regular municipal council meeting dated December 12, 2018 hereby adjourn at 8:41 p.m.

Carried

Mayor

CAO/Clerk

7.1



**Northeast Superior Mayors Group Meeting
Monday, December 10th, 2018 11:00 a.m.
3 Maple St, Wawa**

MINUTES

1. CALL TO ORDER & NOTE MEMBERS PRESENT

The meeting was called to order at 11:02 a.m. Mayor Rody thanked everyone for attending today's meeting.

Present:

- Mayor Ron Rody, Municipality of Wawa
- Mayor Michael Levesque, Township of Chapleau
- Mayor Angelo Bazzoni, Township of White River
- Mayor Cheryl Fort, Township of Hornepayne
- Shelley Casey, CAO/Clerk, Township of Dubreuilville
- Gail Jaremy, CAO/Clerk, Township of Hornepayne
- Tracy Amos, SECFDC General Manager, Wawa
- Chantal Croft, SECFDC Community Development Officer, Wawa
- Linda Bouchard-Berzel, MNDM, Sault Ste Marie area Team

Regrets:

- Beverly Nantel, Mayor, Township of Dubreuilville
- Mayor John MacEachern, Township of Manitouwadge
- Margaret Hartling, CAO/Clerk Treasurer, Township of Manitouwadge
- Barbara Major, Acting CAO, Township of Chapleau
- Tina Forsyth, CAO/Treasurer, Township of White River
- Cathy Cyr, Acting CAO, Municipality of Wawa
- Maury O'Neill, Wawa EDO
- Mike Mantha, MPP
- Carol Hughes, MP

Guests: None

Media: None

Public: None

2. REVIEW OF ADDENDUM & APPROVAL OF AGENDA

Moved by: Mayor Fort

R. Verbal

Seconded by: Mayor Levesque

RESOLVED THAT the agenda for the Northeast Superior Mayors Group as of Monday, December 10th, 2018 be approved with the following additions:

8.8 Marijuana

8.9 Regional Employment Help Centre & District Social Administration Board

8.10 Regional Strategic Plan Update

CARRIED.

3. **ANNOUNCEMENTS**

Municipality of Wawa got hit by ransomware over the weekend. Mayor Rody will give us an update at the next meeting.

4. **DECLARATION OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**
Nil

5. **APPROVAL OF MINUTES**

Moved by: Mayor Bazzoni

R. Verbal

Seconded by: Mayor Fort

RESOLVED THAT the minutes of the Northeast Superior Mayors Group meeting, held on Monday, October 15th, 2018 be approved.

CARRIED.

6. **DELEGATIONS AND VISITORS** None

7. **OLD BUSINESS**

7.1. Outstanding Listing

Please see changes to the attached list. (Highlighted in yellow) (Bring back to next meeting)

8. **NEW BUSINESS**

8.1. Training for Councillors

Nigel Bellchamber/Fred Dean - Amberley Gavel Ltd. on January 14th 2019

More regional training might be offered in the next few months.

8.2. Council Remuneration

Mayor Rody will send a copy of the list of most communities in the region to Chantal to be sent out with meeting minutes. Wawa is going to make up for this by increasing the amount by cost of living each year.

8.3. Regional Updates Related to Major Projects

Mayor Bazzoni:

- Labour force is a major issue(for the entire region)

Chapleau - Mayor Lévesque

- Mill is losing people to the mine
- No houses for anyone coming to town
- Mill has put in \$15 million into it
- Ryam, Hemlo and Goldcorp should get together to work on housing strategy

Hornepayne - Mayor Fort

- Housing issue as well
- Investors are looking at the Hallmark Centre generating hope in the community
- No update on nuclear waste

Wawa - Mayor Rody

- Lots of projects simmering

8.10. Regional Strategic Plan Update

Tracy gave the group an update on the Regional Strategic Plan. A Collaboration agreement needs to be approved by boards and councils and a resolution to participate in the regional strategic plan.

9. NEXT MEETING

9.1. Monday, January 7th, 2019 at 11:00 a.m. in Wawa

10. MEETING CLOSE

Moved by: Mayor Lévesque

R. Verbal

Seconded by: Mayor Bazzoni

RESOLVED THAT; the meeting closed at 1:34 p.m.

CARRIED.

MAYOR RON RODY
MUNICIPALITY OF WAWA

CHANTAL CROFT
SUPERIOR EAST CFDC

MINUTES

Present:

Charley Goheen – Township of Chapleau – EDO Assistant
Melanie Pilon – Corporation de développement économique et communautaire de Dubreuilville - EDO
Stacey Rendell – Hornepayne Economic Development Corporation by TELECONFERENCE
Aaron Bumstead – Michipicoten First Nation – Director of Lands and Economic Development
Shawna Fedoruk – Pic Mobert First Nation – EDO
Maury O’Neill – Wawa Economic Development Corporation - EDO
Jessie Labonte – Wawa Economic Development Corporation
Sherrie Perron – White River Economic Development Corporation – EDO by TELECONFERENCE

Resource:

Tracy Amos – Wawa – Superior East CFDC – General Manager
Chantal Croft – Wawa – Superior East CFDC – Community Development Officer
Linda Bouchard - Berzel – Wawa – MNM

Regrets:

Kevin Tangie, Chapleau Cree First Nation –EDO
Jutta Horn – Missanabie Cree First Nation – Comprehensive Community Planning Coordinator
David Flood – Wahkohtowin Development GP Inc. – General Manager
Tina Gingras - Brunswick House First Nation – EDO
Tracey Forsyth – FedNor

1. Welcome and Introductions

- The meeting was called to order at 11:05 a.m. Tracy Amos welcomed everyone to the meeting and invited everyone to introduce themselves.

2. Regional Strategic Plan – Proposal Review

The five proposals were reviewed by the working group consisting of Tracy, David, Maury, Melanie and Chantal. MDB Insight received the highest score. The group agreed on MDB Insight as the chosen consultant.

Notes on Consultant Proposal (MDB Insight):

- Previous experience working with First Nations and other Northern municipalities
- Over 10 years of experience with MDB Insight, Paul has over 23 years of experience in the field in total
- Reference projects included a Strategy and Action Plan for multiple counties
- Includes SOARR assessment
- Very detailed about what they plan to do
- Will include interviews and surveys as well as a one and a half day planning session
- Will make final presentation of the plan to group of our choice
- They promise to deliver an actionable plan that has ambitious but achievable results for identified priorities
- Both references gave glowing reviews of the work that was done for them by MDB

The Regional EDO Group agrees with the decision made by the working group to hire MDB Insight to work on the Regional Strategic Plan.

A Collaboration agreement needs to be approved by boards and councils and a resolution to participate in the regional strategic plan.

3. Information Sharing

Wawa – Maury

REGIONAL EDO GROUP – Wednesday, December 5th, 2018

- Strategic plan with new council
- Tourism plan (Brian Lachine)
- Attended a forestry input session
 - Creating a position paper
 - Mainly attended by large forestry industries, First Nations
 - Trillium project Dec 4th, 2018

Michipicoten First Nation – Aaron

- Very busy
- Skill development – Carpentry
- Caribou situation – Making a plan for recovery
- Working on agreement
- Few future intern positions will be available during the next 6 months
- Intern – Environmental Assessment

Pic Mobert First Nation – Shawna

- 3 major projects
 - Hwy complex – still waiting on funding and approval (industrial)
 - Northern Neighbours Nurse Practitioner LED Clinic
 - Broadband – parallel to the other project to get it faster
- Lost a few staff members

Dubreuilville – Melanie

- Readiness program: website, marketing, etc.
- Regional Marketing Project (idea)
 - Resident attraction
 - Youth retention, etc.
- Melanie has been contacted by MENDM and has been invited to highlight the NSRBN project at the upcoming Economic Developers Council of Ontario (EDCO) 2019 Conference. The conference will run from January 29-January 31st, 2019 and the theme is Powershifting Economic Development. The NSRBN Project will be highlighted as one of four Master Class segments, titled Broadband & Cell Gap – The Ignition to Success for Ontario.

Chapleau – Charley

- Carnival planning & budgeting
- Short staff – no mechanic
- Attended a career fair
- Arena board –advertising
- Chelsea on maternity leave. Barbara Major is the acting CAO/ Clerk.

Hornepayne – Stacey

REGIONAL EDO GROUP – Wednesday, December 5th, 2018

- Labour force study
- Hallmark Centre for sale
- 10 or more different plans are being worked on: Official, Energy, etc.
- New council members were sworn in on Monday.

4. Next Meeting

Next meeting date – Wednesday January 16th, 2019 @ 10:30 a.m.

5. Adjournment

The meeting closed at 12:19 p.m.

7.3

Shelley Casey

From: AMO Communications <communicate@amo.on.ca>
Sent: December-18-18 3:10 PM
To: scasey@dubreuilville.ca
Subject: AMO Policy Update - Bill 66 - Municipal Implications Overview

December 18, 2018

Bill 66 – Municipal Implications Overview

On December 6th, 2018, Minister of Economic Development, Job Creation and Trade, the Honourable Todd Smith, introduced Bill 66, the *Restoring Ontario’s Competitiveness Act*. This proposed legislation has significant interest for municipal governments. Bill 66 has only had First Reading at this time and will continue through the debate and hearing process. After this week’s sitting, the Legislature is scheduled to return for the next Session on Tuesday, February 19, 2019.

In this members’ update, AMO is providing an overview and brief analysis as we pursue additional information and clarification to bring a report to the January Board of Directors meeting. Further communications on the Bill will occur at that time.

Several corresponding proposed regulations are now open for comment on the Ontario Regulatory Registry. In most cases, the deadline for comment is January 20th to respond via the registry process.

Schedule 2 — Repeal of the *Pawnbrokers Act*

Schedule 2 of the Bill repeals the *Pawnbrokers Act* in its entirety. Created in the early 1900s, the Act regulates pawnshops and second hand stores. Municipal governments would retain the authority to create bylaws and business licenses regulating pawnshops, however, the repeal would eliminate law enforcement tools aimed at enforcing against theft and enabling the search and return of stolen goods. AMO will connect with police services to obtain their perspectives on the impacts that the change would bring and consider alternatives.

Schedule 3 — Amendments to the *Child Care and Early Years Act, 2015* and the *Education Act*

Changes to rules regarding in-home child care services and authorized recreational and skills building programs; increasing the permissible number and age of children per provider a day will likely increase access to childcare. The proposals may also raise concerns related to children’s health and safety and the quality of childcare, with possible impacts on municipal monitoring of childcare spaces.

Schedule 4 — Amendments to the Ontario Energy Board Act, 1998 (Sub-metering)

The proposed change deletes references to ‘unit sub-metering’ from the *Ontario Energy Board Act*, and replaces it with references to smart meters. It is unknown if conversions to smart meters have taken place in all housing units being managed by municipal governments. This may impact the ability to individually charge tenants for energy used. Studies show that lack of individual meters can raise energy use over 30%, which will bring financial impacts. As well, it is unclear if it would have any impact on second suites or inclusionary zoning initiatives.

Schedule 8 — Amendments to the *Long-Term Care Homes Act, 2007*

Proposed changes for long-term care homes’ licences include that the Director, as appointed by the Minister, may determine the need and how public consultations shall be conducted. This may reduce the frequency of attendance by licensees at public meetings. Further, the Ministry would have added flexibility to issue licenses for temporary beds for a longer duration of time. Municipal homes have licences subject to Minister’s approval with no designated term. Further efforts to improve long-term care and reduce administrative burden should continue. There is a need for more discussions to develop a less prescriptive, outcomes-based framework that reduces burden while prioritizing patient care and well-being. AMO will continue to work with other long-term care partners to identify opportunities for positive reform and to monitor long-term care impacts of Bill 66 and corresponding regulations. Proposed regulations have been posted for public comment until January 28th, 2019.

Schedule 9 — Amendments to the *Labour Relations Act, 1995 (Construction Employer Designation)*

Bill 66 would clarify that municipal governments are not construction employers. Construction employer designation reduces the number of eligible bidders for municipal construction projects and increases municipal capital costs by eliminating competition. Construction is not a core municipal function and municipal governments should not be treated as construction employers. This has been a longstanding municipal ask and AMO has supported past private members’ bills seeking this clarification.

Schedule 10 — Amendments to the *Planning Act (‘Open For Business’ Tool)*

The proposed legislation introduces a new planning tool called an "open for business" bylaw. Provincial government commentary has indicated that this tool could fast track permanent job creating opportunities, indicating that the specifics of the use of the tool will come in future regulation. The posted description of the scope of a regulation indicates that a proposal to use this tool would require a minimum job creation threshold (e.g. 50 jobs for municipalities with a population of less than 250,000 people, or 100 jobs for municipalities with a population of more than 250,000 people). It would appear that the tool, like a Minister’s Zoning Order (MZO) would be for a specific land use application. We look to the Province to provide greater clarity and how this tool is different or similar to a Minister’s Zoning Order.

Once there is greater clarity, we can turn attention to whether this tool can deliver what is expected. The draft legislation outlines the order of the process as follows, presumably after a planning application is received by the municipality as well as some planning evaluation:

1. The municipality must receive approval from the Minister to pass the "open for business" by-law.
2. The municipality passes the by-law.
3. An agreement between the land use proponent and municipality regarding site plan type conditions is signed and registered against the land to which it applies.
4. It comes into effect within 20 days of passing and is sheltered from LPAT appeal.
5. Notice is provided to the Minister within 3 days of passing and to others within 30 days.
6. The Minister may modify or revoke the by-law.
7. The municipality can amend or revoke the by-law.

NOTE: Public consultation is not required but not prohibited.

While not clearly stated, the fact that conditions are registered against a specific property implies that the 'open for business' by-law is site specific and not a 'blanket' across a large area of a municipality. As well, we would look to the Province for greater clarity on how the powers to amend, by both the Minister and the municipal government, might be used.

The sections ((6) *Non-application of listed provisions*) indicating which elements of provincial law do not apply to an "open for business by-law" are being widely discussed. This list generally requires that municipal decisions conform to the intent of the listed *Acts*. Many of these Acts refer to environmental and water related protections, which raises questions about achieving economic gains that may result in longer-term environmental concerns. It should be noted that the *Environmental Assessment Act* and EA process has not been identified in this list. Perhaps this is the backstop that will avoid costly environmental remediation.

There are also other financial, health, and safety factors within these listed Acts that need to be considered as well as the other aspects, such as relationship to municipal planning documents and public consultation.

AMO will be continuing our Bill 66 analysis and pursuing answers to these questions over the coming weeks.

AMO Contact: Monika Turner, Director of Policy, mturner@amo.on.ca, 416.971.9856, ext. 318.

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**Ministry of Children, Community
and Social Services**

Minister's Office
Hepburn Block
Queen's Park
Toronto ON M7A 1E9
Tel.: (416) 325-5225

**Ministère des Services à l'enfance et des
services sociaux et communautaires**

Bureau du Ministre
Édifice Hepburn
Queen's Park
Toronto (Ontario) M7A 1E9
Tél.: (416) 325-5225



December 20, 2018

Dear Heads of Municipal Councils:

I am writing to share a copy of the District Social Services Administration Board (DSSAB) Governance and Accountability Review Final Report, which was commissioned by the previous government, and to communicate next steps for this work.

The recommendations presented in the report reflect the input heard through consultation with board members, staff and municipal representatives in September and October 2017. The report notes that most participants across all the three groups felt that the Boards were working well and providing vital services to the residents of their Districts.

The report does speak to historical challenges for some Boards related to issues such as the apportionment of costs among municipal members and resolving associated conflicts. It is clear from the report that these issues are complex and influenced by various intersecting elements of the DSSAB governance framework and most importantly that there is no consensus among participants on the best path forward.

As such, the government will not be moving forward to implement the recommendations laid out in the report. However, I have directed ministry staff, working in cooperation with partner ministries, to proceed with focused discussions with the Northern Ontario Service Deliverers Association (NOSDA), the Federation of Northern Ontario Municipalities (FONOM) and the Northwestern Ontario Municipal Association (NOMA) beginning in the new year.

The intent of this work is to identify opportunities in the following three areas of DSSAB governance and accountability:

- Exploring ways to ensure that alternate cost apportionment formulas reflect the collective responsibility of all municipalities for the provision of services to residents in a District;
- Exploring an effective mechanism for resolving conflicts that arise with respect to the apportionment of costs; and
- Enhancing understanding of the role of DSSABs, Board functions and responsibilities and transparency of decision making and communication.

This focused work is best supported by a continued, "status quo" environment for cost apportionment. Therefore, the government has extended the current moratorium on apportionment changes, for an additional 12-month period, through December 31, 2019.

Our government is focused on delivering better results for people through simple, efficient and accountable services. We want to take the time needed to get things right.

I am confident that by working together, we can identify practical, effective improvements to governance practices and accountability mechanisms that promote the principle of collective responsibility, and support accessible, high-quality services for the people of Northern Ontario.

The ministry will be in touch with NOSDA, FONOM and NOMA early in the new year to set plans for the work ahead.

Kindest regards,

Original signed by

Lisa MacLeod
Minister of Children, Community and Social Services
Women's Issues, Immigration and Poverty Reduction

Enclosure

7.5

Shelley Casey

From: AMO Communications <communicate@amo.on.ca>
Sent: December-21-18 5:24 PM
To: scasey@dubreuilville.ca
Subject: AMO Policy Update - Financial Risks for Property Taxpayers and Municipal Budgets

December 21, 2018

Financial Risks for Property Taxpayers and Municipal Budgets

Grants from the provincial and federal government are a critical part of the municipal financial picture. They account for 20% of municipal revenue across the sector and for many smaller municipalities, represent an even higher percentage of local revenue.

This interdependence shapes municipal spending decisions, too. Exactly 280 pieces of provincial legislation directly govern municipalities and help to form local budgets. Other sectors, like health or education, deal mostly with one transfer ministry. However, municipal governments relate to many, many more ministries.

AMO's advice to the new government has been to take a comprehensive approach rather than a Ministry funding line review and to consider the cumulative financial impact of how any decisions affect the cost and delivery of frontline services. A comprehensive approach is the only way to understand how provincial decisions affect municipal governments.

It is unclear if this advice is being taken or not. We also advised the Ministry of Finance to offer a status update on the Ontario Municipal Partnership Fund (OMPF). That advice was taken. Today, the Ministry of Finance sent a letter to heads of council and treasurers advising that the OMPF will be reduced by an unspecified amount and allocation notices for 2019 will be delayed.

In 2018, the Ontario Municipal Partnership Fund (OMPF) provided \$510 million in unconditional operating support from the Province to municipal governments. It uses an equalization approach to address challenges in rural and northern communities. The OMPF is a critical source of funding for 389 of 444 municipalities across Ontario. Some are very small municipalities without growth in their property assessment base.

Reducing the overall envelope and delayed allocation notices have immediate and long-term consequences for communities across the province.

Immediate Impact: In recent years, the provincial government has announced OMPF allocations in the year prior. This practice facilitated local budget development and council approval for the year ahead. Councils cannot make accurate 2019 spending decisions without this information. As a result, council budget planning will be delayed. If allocations to municipalities are reduced, councils will need to compensate with property tax increases or local service reductions in 2019.

Long-Term Impact: OMPF reductions will have a big impact on local property tax rates. For almost half of Ontario's municipal governments, a 1% property tax increase raises less than \$50,000. The Fund has changed over time, in large part to reflect the upload of social assistance.

The OMPF seeks to address regional economic imbalances by helping municipalities provide local services throughout the province. As noted in the Ontario Government's recent Fall Economic Statement, "employment has grown but has not been experienced across all regions". Northern Ontario has experienced employment declines while the Southwest has remained generally flat. Employment levels reflect a community's fiscal capacity.

OMP declines will exacerbate economic imbalances between regions. Any reductions will be especially difficult for rural and northern areas. These areas typically have low assessment growth and can least afford significant property tax increases.

Other sources of municipal funding include provincial court security and prisoner transportation. Over \$60 million in 2018 provincial transfer payments for this service are being reviewed. Also, Ontario Community Infrastructure Fund (OCIF) and Ontario Gas Tax for Transit funds are to increase in 2019 and these increases were an election promise. There are also the shared service arrangements for ambulance, public health, and social services. These are just a few of the program grants that are important to municipal property taxpayers and the services that affect their daily lives.

AMO Contact: Matthew Wilson, Senior Advisor, mwilson@amo.on.ca, 416-971-9856 ext. 323.

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7.6

Shelley Casey

From: Housing Supply (MMAH) <HousingSupply@ontario.ca>
Sent: November-28-18 10:25 AM
To: Undisclosed recipients:
Subject: Consultation - Increasing Housing Supply in Ontario

Ontario's Government for the People is developing a broad-based action plan to help increase the supply of housing in Ontario. To inform the plan, the government wants to hear the views of all Ontarians on how to expand the supply of ownership and rental housing in Ontario.

This initiative is a cross-government effort involving many ministries. You are receiving this email because your organization has been identified as potentially interested in providing feedback.

The government is interested in hearing from as many interested parties as possible. You are therefore invited and encouraged to share this email with any other individual or organization you believe may be interested in participating.

Visit www.ontario.ca/housingsupply to participate. Submissions will be accepted until January 25, 2019.

Thank you,

Rachel Simeon
Director, Market Housing Branch
Ministry of Municipal Affairs and Housing

Le gouvernement de l'Ontario pour la population a entrepris d'élaborer un vaste plan d'action en vue d'accroître l'offre de logements en Ontario. Aux fins de l'élaboration de ce plan d'action, le gouvernement souhaite obtenir les points de vue de la population ontarienne sur la meilleure façon d'accroître l'offre de logements de propriétaires-occupants et de logements locatifs en Ontario.

Cette initiative est un projet faisant intervenir plusieurs ministères du gouvernement. Vous recevez le présent courriel car nous croyons que votre organisme souhaiterait nous faire part de ses commentaires.

Le gouvernement aimerait obtenir les idées d'autant de personnes intéressées que possible. Nous vous encourageons donc à transmettre notre courriel à tout autre individu ou organisme qui, selon vous, souhaiterait participer à notre consultation.

Visitez le site www.ontario.ca/offredelogements pour participer. Nous accepterons des observations jusqu'au 25 janvier 2019.

Merci.

Rachel Simeon
Directrice, Direction du logement à but lucratif
Ministère des Affaires municipales et du Logement



7.7

File No. 11.1.1

Ms. Shelley Casey
CAO Clerk
Township of Dubreuilville
23 rue des pins
Dubreuilville, ON P0S 1S0

December 13, 2018

Dear Ms. Casey,

Re: Appointment to the Algoma Public Health Board

At the Regular Meeting of Council held on Tuesday, December 11, 2018, the Members of Municipal Council approved Resolution No. RC19017, supporting the appointment of Councillor Micheline Hatfield to the Algoma Public Health Board of Directors. Further, please find attached a copy of the supporting resolution.

The Municipality of Wawa is requesting a resolution of support from your Municipal Council.

Should you have further any questions regarding this, please feel free to contact me at 705-856-2244 ext. 222 at your convenience.

Best Regards,

**Cathy Cyr
Deputy Clerk**



**P.O. BOX 500, 40 BROADWAY AVENUE, WAWA, ONTARIO, P0S 1K0
Telephone: (705) 856-2244, Fax: (705) 856-2120, Website: www.wawa.cc**





The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

Tuesday, December 11, 2018

Resolution # RC19017	Meeting Order: 15
Moved by: <i>Micheline Hatfield</i>	Seconded by: <i>[Signature]</i>

RESOLVED THAT the Council of The Corporation of the Municipality of Wawa does hereby appoint the members of Council to the various boards/committees, according to the list attached hereto.

<input checked="" type="checkbox"/> CARRIED	MAYOR AND COUNCIL	YES	NO
<input type="checkbox"/> DEFEATED	Ron Rody		
<input type="checkbox"/> TABLED	Bill Chiasson		
<input type="checkbox"/> RECORDED VOTE (SEE RIGHT)	Mitch Hatfield		
<input type="checkbox"/> PECUNIARY INTEREST DECLARED	Robert Reece		
<input type="checkbox"/> WITHDRAWN	Pat Tait		

Deputy

<i>Pat Tait</i>	<i>[Signature]</i>
-----------------	--------------------

The Municipality of Wawa
Listing of Boards/Committees 2018-2022

BOARD/COMMITTEE	# TO BE APPOINTED	PAST APPOINTEES 2014-2018	COUNCIL APPOINTEES FOR 2018-2022
Algoma Public Health, Board of Directors	1 public (Wawa, Dubreuilville, White River)	Vacant (waiting for direction from APH)	Mitch Hatfield
ADSAB Algoma District Social Services Board	1 (Council)	Ron Rody	Mayor Ron Rody
Wawa BIA	1 (Council) No defined number of committee members	Mayor Ron Rody Ron Ouellette Maury O'Neill Betty McGie Liz Talian-Clarke Joey Ralph Heidi McLaren Bonnie Smedts	Mayor Ron Rody
Community Development Committee	1 (Council) Minimum 5 members	Ron Rody Nancy Donald Crystal Lutz Kadean Ogilvie-Pinter (Chair) Mary Anne Pearson Jim Young	Pat Tait
Library Board	1 (Council) 4 (Public) 5 members	Sandra Weitzel Darlene Clavet Steve Haney Doug Woods Mary Wray	Mayor Ron Rody Pat Tait
Police Services Board	1 (Council) 1 (Community Rep) 1 (Provincial Rep)	Ron Rody Vacant Michael Abbott (Chair)	Robert Reece
Cemetery Committee	1 (Council) 4 (Public) Minimum of 7 voting members	Bill Chiasson Jocelyne Bédard Matthew Romer Jim White Nancy Donald Vacant Vacant	Bill Chiasson
Wawa Transit Committee	1 (Council) 1 (Staff) Alex Patterson Cathy Cyr No defined number of members	Bill Chiasson Larry Lacroix (operator)	Bill Chiasson

December, 2018: Im

The Municipality of Wawa
Listing of Boards/Committees 2018-2022

BOARD/COMMITTEE	# TO BE APPOINTED	PAST APPOINTEES 2014-2018	COUNCIL APPOINTEES FOR 2018-2022
Heritage Committee	1 (Council) 1 (Staff) Alex Patterson No defined number of members	Bill Chiasson Nancy Donald Shirley Mills Kaireen Morrison Johanna Rowe Andy Stevens Doug Woods	Mitch Hatfield
Special Events Committee	1 (Staff) Alex Patterson No defined number of members	Pauline Dawson Nancy Donald Robin Marshall-Davidson Brenda Ouellette Natalie Scully Evelyn Stone Dick Watson	Mitch Hatfield
Fire Review Committee (Internal)	1 (Council) (Fire Dept)	Ron Rody	Pat Tait
EDC of Wawa	1 (Council)	Sandra Weitzel	Mayor Ron Rody Robert Reece
Regional Mayors Group	1 (Mayor)	Ron Rody	Mayor Ron Rody
Algoma District Municipal Association	1 (Council)	Ron Rody	Mayor Ron Rody
Age Friendly Committee	Minimum of 7 voting members (Staff) Alex Patterson	Ron Rody Mary Ann Pearson Carol Chalykoff Jolene Binda Darlene Trovarello Andy Stevens Vacant	Mayor Ron Rody
Drag Race Committee	No defined number of members	Rob Sanderson, Co-Chair Patty Bernath Christina Portis Marc Liard Dave Hall Heather Rainville Alex Patterson Chair Dave Jennings	
Committee of Adjustment	All Council	All Council Members	All Council Members
Corporate Planning and Policy Committee	All Council	All Council Members	All Council Members
Deputy Mayor			Pat Tait

December, 2018: lm



December 18, 2018
Regular Meeting of Council

Moved By: _____

Seconded By: _____

WHEREAS the bulk of Ontario's Natural resources that are harvested, mined and/or extracted are in Northern Ontario, and these industries are essential to the economic growth of Northern Ontario;

AND WHEREAS Northern Ontario municipalities provide services to these industries and their employees;

AND WHEREAS taxes and revenue streams from the natural resource industries go to the Province of Ontario;

AND WHEREAS the Premier of Ontario's Northern Ontario platform calls for sharing revenue generated by natural resource industries with Northern Ontario municipalities;

NOW THEREFORE BE IT RESOLVED that the Council of the Town of Kirkland Lake asks the Premier of Ontario to enact its Northern Ontario natural resource revenue sharing program to support economic growth and sustainability of Northern Ontario municipalities.

AND THAT this resolution be forwarded to the, Premier of Ontario, Honourable Doug Ford; Minister of Finance, Honourable Vic Fideli; Minister of Energy, Northern Development and Mines, Honourable Greg Rickford; Minister of Municipal Affairs, Honourable Steve Clark; AMO, FONOM, NEOMA, TeMAG, and all Northern Ontario Municipalities.

Approved: _____
MAYOR PAT KIELY



COUNCIL RESOLUTION

Moved By: *Helène*

DATE: December 12, 2018

Seconded By: *Léandre*

Resolution No. 18-362

Whereas that the Council of the Corporation of the Township of Dubreuilville hereby wishes to opt-_____ to permitting recreational cannabis retail stores within our municipality.

 Carried
 Defeated
 Deferred

RECORDED VOTE:	YES	NO
Councillor Chantal Croft	<u> </u>	<u> </u>
Councillor Hermyle Langlois	<u> </u>	<u> </u>
Councillor Léandre Moore	<u> </u>	<u> </u>
Councillor Hélène Perth	<u> </u>	<u> </u>
Mayor Beverly Nantel	<u> </u>	<u> </u>

Declaration of Pecuniary Interest and General Nature Thereof:

Shelley Casey

From: AMO Communications <communicate@amo.on.ca>
Sent: December-14-18 9:39 AM
To: scasey@dubreuilville.ca
Subject: AMO Policy Update - Cannabis Shortage Will Limit Number of Stores

December 14, 2018

Cannabis Shortage Will Limit Number of Stores

To the Immediate Attention of Members of Council, Clerks and CAOs:

Due to a national shortage in cannabis supply, the Ontario government has decided to take a Phased Approach for the number of retail stores and locations in the province. AMO understands this cap will remain in place at least until the supply shortage is addressed.

The Alcohol and Gaming Commission of Ontario (AGCO), the Province's cannabis regulator, will only award 25 store licenses in the initial phase of private recreational cannabis retail starting April 1, 2019. They will be taking applications from potential store operators from January 7-9, 2019. AGCO operator licenses will be decided by lottery that will be overseen by a third-party fairness monitor. Please see AGCO News Release.

Municipal governments still have until January 22, 2019 to decide whether to allow cannabis retail stores in their communities. Municipal governments that have not opted out by January 22, 2019 are deemed to allow cannabis sales in their communities.

All inquiries should be directed to the Alcohol and Gaming Commission of Ontario or the Ministry of the Attorney General. Contact information is at the end of each news release.

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Shelley Casey

From: Tania Caputo <TCaputo@algomapublichealth.com>
Sent: December-19-18 2:03 PM
To: Undisclosed recipients:
Subject: Public Health considerations re: Cannabis
Attachments: 18-Dec-18 PH considerations on Cannabis.pdf

This message has been sent to the Communities of Algoma District Offices

Good Afternoon,

The attached letter and fact sheet contains public health considerations regarding cannabis retail availability and cannabis consumption in Algoma municipalities.

Best regards,
Tania



Tania Caputo

**Executive Assistant to the
Medical Officer of Health and
Secretary to the Board of Health**

294 Willow Avenue, SSM, ON P6B 0A9

Tel: (705) 759-5421 Fax: (705) 759-2540

Email: tcaputo@algomapublichealth.com

Visit our website at www.algomapublichealth.com

December 18, 2018

Dear Municipal Partner,

RE: PUBLIC HEALTH CONSIDERATIONS FOR ALGOMA MUNICIPALITIES RELATED TO CANNABIS

As Algoma's Medical Officer of Health, may I first congratulate you on your recent successful election as a municipal representative. Local public health agencies in Ontario have a longstanding history of working collaboratively with our municipal partners. On behalf of Algoma Public Health, we look forward to continuing our partnership with you over the next four years, toward healthier communities.

I am writing to you at this time to offer public health considerations with regards to cannabis retail availability and cannabis consumption in Algoma municipalities.

As you are no doubt aware, following the legalization of cannabis in Canada and under the new provincial Cannabis Licence Act, 2018, all Ontario municipalities have a one-time opportunity to prohibit cannabis retail stores from being located in the municipality. A municipality wishing to opt out of having retail stores must pass a resolution to do so by January 22, 2019.

The municipal choice to opt in or out of having cannabis retail stores is a democratic decision and there are multiple social and economic considerations unique to each municipality. **Algoma Public Health is committed to supporting municipal decision-making on this matter by offering the public health considerations for both opting in and opting out.** Evidence-based public health considerations are summarized in the enclosed fact sheet.

Compared to the retail environment for cannabis, municipalities have greater jurisdiction and control over where cannabis may be consumed. **Algoma Public Health has recently provided municipal staff with resources and a public health contact should municipalities wish to develop or update smoke-free bylaws.** If your municipality would like further public health consultation regarding smoke-free bylaws, please contact: Allison McFarlane at amcfarlane@algomapublichealth.com or (705) 942-4646 ext. 3055. Strong municipal smoke-free bylaws can protect our communities – and particularly our youth – from the physical and social exposure to cannabis, vaping and tobacco smoking.

Thank you for your time in reviewing the public health considerations regarding cannabis consumption and retail availability in your community.

Sincerely,



Marlene Spruyt, BSc., MD, CCFP, FCFP, MSc-PH
Medical Officer of Health/CEO

Blind River
P.O. Box 194
9B Lawton Street
Blind River, ON P0R 1B0
Tel: 705-356-2551
TF: 1 (888) 356-2551
Fax: 705-356-2494

Elliot Lake
ELNOS Building
302-31 Nova Scotia Walk
Elliot Lake, ON P5A 1Y9
Tel: 705-848-2314
TF: 1 (877) 748-2314
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Sault Ste. Marie
294 Willow Avenue
Sault Ste. Marie, ON P6B 0A9
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TF: 1 (866) 892-0172
Fax: 705-759-1534

Wawa
18 Ganley Street
Wawa, ON P0S 1K0
Tel: 705-856-7208
TF: 1 (888) 211-8074
Fax: 705-856-1752

Public health considerations for Algoma municipalities related to cannabis

Key Messages:

- The municipal choice to opt in or out of having cannabis retail stores is a democratic decision and there are multiple social and economic considerations unique to each municipality.
- **There are evidence-based public health considerations for *both* opting in and opting out.**
- Algoma Public Health is supporting municipal decision-making on this matter by summarizing public health considerations below.

Context:

- Following the legalization of cannabis in Canada and under the new provincial Cannabis Licence Act, 2018, all Ontario municipalities have a one-time opportunity to prohibit cannabis retail stores from being located in the municipality. **Municipalities wishing to opt-out of having retail stores must pass a resolution to do so by January 22, 2019.**¹
- Municipalities who do not opt out through resolution in advance of the January 22 deadline will not be able to revisit this decision. Municipalities who opt out of cannabis retail at this time may revisit this decision and opt in at a later date.

Public health evidence and considerations:

The physical availability of a legal substance is linked to community health impacts. At this time, control over cannabis retail location rests with the provincial government.

Increased availability and exposure to legal substances, such as alcohol and tobacco, increases related harms. Specifically, public health research has shown the following:

- **High retail outlet density** increases substance use and related health harms.²
- **Longer retail hours** significantly increase substance use and related harms such as traffic fatalities and injuries.²
- Retail outlets **located near youth-oriented community spaces** normalize substance use, and such perceptions can impact health behaviours. Youth and people living in low income are at highest risk of this normalization effect.³⁻⁴
- **Co-location** of retail cannabis with sales of other legal substances has significant health and safety risks, particularly related to driving. Co-use or mixed use of cannabis with other substances such as alcohol increases the risk of injury and health harms. Co-location of sales drives public misperception that co-use is condoned or encouraged.⁵

At this time, under the Cannabis Licence Act, 2018, cannabis retail cannot be designated as a separate land use from retail generally, and cannabis retail stores would be exempt from municipal licensing requirements¹. Instead, **municipalities would have a 15-day window to comment on whether a proposed storefront location is in the public interest**, defined in regulation as protecting public health and safety, protecting youth and restricting their access to cannabis, and preventing illicit activities in relation to cannabis.⁶⁻⁸

All municipalities will incur costs related to cannabis legalization, regardless of the local presence of retail storefronts.

The Government of Ontario will provide at least \$10,000 to each municipality, but only municipalities that have not opted out would receive additional provincial funding.

- Regardless of the local presence of retail storefronts, municipalities will face costs related to cannabis legalization, which may include costs of administration, enforcement, and local services that address problematic substance use.⁵
- The Ontario Government has committed \$40 million over two years to help municipalities with implementation costs of cannabis legalization, with each municipality receiving at least \$10,000 in total.⁷
- A municipality that has not opted-out would receive additional funds on a per household basis.⁷
- If Ontario's portion of the federal excise tax on cannabis over the first two years of legalization exceeds \$100 million, the province will provide 50% of the surplus to municipalities that have not opted out as of January 22, 2019.⁷

Municipalities may wish to estimate the local costs anticipated for cannabis legalization in considering the cumulative health, social, and financial risks and benefits of hosting cannabis retail storefronts.

Cannabis legalization helps curtail harms from the illegal market by providing controlled access to regulated products.

In the absence of physical retail outlets, a demand for cannabis from the illegal market may remain.

- A key intention of legalization is to limit the health and social harms arising from uncontrolled use of illegal, unregulated substances.⁵
- Prior to cannabis legalization, 44% of Algoma residents reported using cannabis more than once in their lifetime.⁹
- While some consumers may easily access cannabis through legal sources (e.g. online through the Ontario Cannabis Store), marginalized groups such as those without a physical address or individuals without a credit card may rely on physical cannabis retail stores to legally purchase cannabis products.
- Persistent health harms from illegal and unregulated cannabis may remain in the absence of physical retail outlets.

Opting out may allow municipalities additional time to explore provincial regulations and the potential municipal impacts prior to committing to retail outlets.

Should municipalities reverse an opt-out decision, there may be opportunity to learn from the experiences of early adopters; however there would be no additional provincial funding.

- Opting out of cannabis retail sales by January 22nd, 2019 may provide municipalities with additional time to clarify municipal and provincial roles and responsibilities, as more information becomes available.
- Reversal of an opt-out decision is permitted after January 22nd, 2019; however, the municipal government will not gain any additional funding from the Ontario Cannabis Legalization Implementation Fund than it had as of January 22nd when it opted out.

References

1. Cannabis Licence Act, 2018, S.O. 2018, c. 12, Sched. 2. Available at <https://www.ontario.ca/laws/statute/18c12>.
2. Alcohol policy review: opportunities for Ontario municipalities. [Internet] Developed for Wellington-Dufferin Guelph Health Unit, Durham Region Health Department and Thunder Bay District; 2018. Available from <http://opha.on.ca/getmedia/4e8f860f-6e34-4036-9fa6-a1311a35852e/Alcohol-Policy-Review-Full-Report-Final.pdf.aspx>.
3. OPHA Issue Series: Alcohol Marketing & Advertising. Strategies to Reduce Alcohol-Related Harms and Costs in Ontario. [Internet]. Toronto: Ontario Public Health Association; 2015. Available from <http://opha.on.ca/getmedia/23a643ff-6899-4846-920f-7440631c92ac/Marketing-Advertising-Alcohol-OPHA-Issue-Series-2015.pdf.aspx>.
4. Morrison, C. Gruenewald, P, Freisthler, B., Ponicki, R., & Remer, L. (2014). The economic geography of medical marijuana dispensaries in California. *International Journal of Drug Policy*, 25(3), 508-515.
5. Government of Canada. (2016). A Framework for the Legalization and Regulation of Cannabis in Canada: The Final Report of the Task Force on Cannabis Legalization and Regulation. Available from <https://www.canada.ca/en/health-canada/services/drugs-medication/cannabis/laws-regulations/task-force-cannabis-legalization-regulation/framework-legalization-regulation-cannabis-in-canada.html#a3.4>.
6. Ontario Regulation 468/18: General. Filed November 14, 2018 under Cannabis Licence Act, 2018, S.O. 2018, c. 12, Sched. 2. Available at <https://www.ontario.ca/laws/regulation/r18468#BK12>.
7. Moving Forward with Cannabis Retailing: Technical Briefing September 28, 2018. [Internet]. Ontario: Ontario Government; 2018. Available from <https://www.amo.on.ca/AMO-PDFs/Cannabis/Cannabis-Technical-Briefing-Deck-Sept-27-2018-pdf.aspx>.
8. Association of Municipalities of Ontario (AMO). Municipal cannabis update: information to help municipal staff prepare reports for councils. November 21, 2018. Available at <http://www.amo.on.ca/AMO-PDFs/Cannabis/Draft-Template-Municipal-Cannabis-Policy-Statement.aspx>.
9. Algoma Public Health. Community Health Profile, 2018. Sault Ste. Marie (ON): Algoma Public Health; 2018. Available at <http://www.algomapublichealth.com/media/2799/2018-community-health-profile-full-release-digital-v2.pdf>.

Shelley Casey

From: AMO Communications <communicate@amo.on.ca>
Sent: November-21-18 5:51 PM
To: undisclosed-recipients:
Subject: For Immediate Attention: Cannabis Implementation Information to Help Prepare Council Reports
Attachments: Draft Template Municipal Cannabis Policy Statement 2018-11-21.pdf

November 21, 2018

Cannabis Implementation Information to Help Prepare Council Reports

The purpose of this document is to provide more information that will help staff prepare reports to their new councils on cannabis retail stores and the impending January 22 deadline to determine if stores will or will not be permitted in the municipality. We recognize that municipal staff are working to inform their councils on its decision-making and the factors important to it.

The attached document provides information on:

- i. Yesterday's funding (OCLIF) information from Ministry of Finance.
- ii. The provincial regulatory framework and what it means (e.g., opting out; school buffers)
- iii. AGCO licensing regime. It includes a 15 day commenting period *where a municipality agrees to retail stores*, and a template on municipal interests (municipal cannabis policy statement) that can provide municipal staff with direction on responding to AGCO on specific store locations.

AMO's municipal working group, a cross section of senior administrators and planners, helped develop the template and we thank its members for their assistance.

Please note:

- If the municipal council doesn't opt-out by January 22 in the manner required under O.Reg. 468/18 s.22, you are opted-in by default.
- For those that are thinking about a wait and see approach after January 22nd (e.g. opt-out now with thought to opt-in after January 22nd), there are serious funding consequences that council needs to consider.
- The province will be providing additional funding information soon but here is the Minister of Finance's [municipal funding information](#) the AMO President received yesterday.

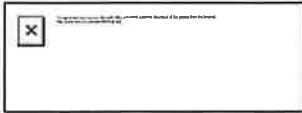
Finally, we urge you to share this information with your head of council/council (new) sooner than later. If you have questions, please contact Craig Reid, AMO Senior Advisor, at 416 971 9856 ext. 334.

Pat Vanini

AMO Executive Director

DISCLAIMER: Any documents attached are final versions. AMO assumes no responsibility for any discrepancies that may have been transmitted with this electronic version. The printed versions of the documents stand as the official record.

OPT-OUT: If you wish to opt-out of email communications from AMO, please click [here](#).





7th Floor, Frost Building South
7 Queen's Park Crescent
Toronto ON M7A 1Y7
Telephone: 416-314-6331

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November 20, 2018

Mr. Jamie McGarvey
President
Association of Municipalities of Ontario
200 University Ave, Suite 801
Toronto, Ontario
M5H 3C6

Dear Mr. McGarvey:

Recently, Ontario's Government for the People moved to a new cannabis retail model to meet our key priorities of combatting the illegal market and keeping our children and communities safe.

Today, the Province is beginning the fulfillment of its commitment to provide \$40 million in funding over two years to municipalities to help with the implementation costs of recreational cannabis legalization.

The Ontario Cannabis Legalization Implementation Fund (OCLIF) will be distributed as follows:

- In early January, the first payment of \$15 million will be made to all municipalities on a per household basis, adjusted so that at least \$5,000 is provided to each municipality. This will enable all municipalities to proceed with their planned legalization activities.
- A second payment of \$15 million will then be distributed following the deadline for municipalities to opt-out under the *Cannabis Licence Act*, which is January 22, 2019.
 - Municipalities that have not opted-out as of January 22, 2019 will receive funding on a per household basis, adjusted so that at least \$5,000 is provided to each municipality. This funding will support initial costs related to hosting retail storefronts.
 - Municipalities that have opted-out will receive only a second \$5,000 each.

.../cont'd

- The Province is setting aside \$10 million of the municipal funding to address costs from unforeseen circumstances related to the legalization of recreational cannabis, and priority will be given to municipalities that have not opted-out. Further details will be provided at a later date.
- Finally, if Ontario's portion of the federal excise duty on recreational cannabis over the first two years of legalization exceeds \$100 million, the Province will provide 50 per cent of the surplus only to municipalities that have not opted-out as of January 22, 2019.

Lower-tier and upper-tier municipalities will receive a 50/50 split of the allocation. The household numbers will be split between the upper- and lower-tier, and the allocation calculated accordingly. Decisions to adjust the split in allocation and transfer funding can be made at the local level as needed. Upper-tier municipalities will receive funding in relation to opt-out decisions made by the lower-tier municipality.

This information is also being communicated to Heads of Councils. The Deputy Minister of Finance will communicate to each municipality's Treasurer further details on administration of this funding and attach each municipality's specific allocation notice.

Our government is committed to respecting taxpayers and their hard-earned money. We believe municipalities have an obligation to do likewise.

As such, municipalities must use this funding to address the implementation costs that directly relate to the legalization of recreational cannabis. Examples of permitted costs include:

- increased enforcement (e.g., police, public health and by-law enforcement, court administration, litigation);
- increased response to public inquiries (e.g., 311 calls, correspondence);
- increased paramedic services; increased fire services; and
- by-law / policy development (e.g., police, public health, workplace safety policy).

To assess the impact of the funding, it's my request that the Association of Municipalities of Ontario and the City of Toronto work with the Ministry of Finance to establish a process by which a sample group of municipalities can assess the use and impact of these funds. The Ministry of Finance will contact your staff to discuss this process further.

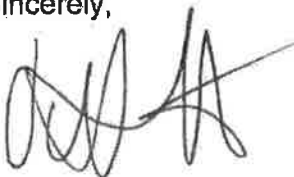
.../cont'd

Our government is committed to building a retail system for cannabis sales that will help eliminate the illegal market and is safe and reliable with rules that keep cannabis out of the hands of children and youth, while keeping our roads safe. Complementary to this municipal funding, the Province continues to do the following:

- Increase the capacity of law enforcement to help detect drug impaired driving through training. The Province has also created a specialized legal team to support drug impaired driving prosecutions, increased capacity at the Province's Centre of Forensic Sciences, and has created a Cannabis Intelligence Coordination Centre.
- Support local boards of health (public health units) by providing a suite of tools and resources for enforcement of the *Smoke-Free Ontario Act, 2017*, which includes rules for smoking and vaping of cannabis.
- Conduct an integrated public awareness campaign to communicate the rules and regulations for recreational cannabis and educate Ontarians about the health and safety measures in place to protect them.

We appreciate the efforts of municipalities in the implementation of the federal government's legalization of cannabis and look forward to continuing to work together.

Sincerely,



Vic Fedeli
Minister of Finance

- c. The Honourable Caroline Mulroney, Attorney General
The Honourable Steve Clark, Minister of Municipal Affairs and Housing
Pat Vanini, Executive Director, AMO
Dan Miles, Chief of Staff
Paul Boniferno, Deputy Attorney General
Greg Orencsak, Deputy Minister of Finance
Laurie LeBlanc, Deputy Minister of Municipal Affairs and Housing
Renu Kulendran, Ontario Legalization of Cannabis Secretariat, Ministry of Attorney General
Nicole Stewart, Executive Lead, Cannabis Retail Implementation Project, Ministry of Finance
Kate Manson-Smith, Assistant Deputy Minister, Local Government and Planning Policy Division, Ministry of Municipal Affairs and Housing



Municipal Cannabis Update

Information to help municipal staff prepare reports for councils

November 21, 2018

Purpose:

This update provides information on the province's regulatory framework, funding and AGCO licensing. This will help municipal staff prepare its report to council on elements for its decision-making on whether to have cannabis retail stores.

Overview

The provincial government has committed to allowing private recreational cannabis retail stores throughout Ontario starting April 1, 2019. As recreational cannabis is a legal, controlled and regulated product, cannabis stores will be considered like any other type of retail and as such, no zoning changes are needed.

In legalizing cannabis for recreational purposes, the federal, provincial and municipal governments share three interrelated goals: protecting youth, public health and safety, and ending illegal sales of cannabis. The provincial government has established a regulatory framework ([O. Reg. 468.18](#)) under the recently passed *Cannabis Licensing Act, 2018* that provides further clarity on how these private businesses will be [licensed and regulated](#) by the Alcohol and Gaming Commission of Ontario (AGCO). These regulations deal with various elements of the retail regime including matters in which municipal governments may have an interest.

Key Points in the Regulations

The regulations speak to how a license to open a cannabis store will be issued. The full details of the AGCO process have not yet been released, however the AGCO will issue [guidance](#) as the regime is finalized. It is offering webinars (November 27 - [10:00 am](#) / [3:00 pm](#)) to prospective retailers and interested parties.

AGCO process will begin with it reviewing and completing due diligence on applications from corporations and individuals seeking to sell recreational cannabis. The licensing regime will have three parts: operator approval; retail site location approval; and store management licensing.

Municipal governments have the one-time opportunity to opt out of allowing retail cannabis stores in their communities. **The decision to opt out must be made by January 22, 2019. Unless a municipal government opts out as per Ontario Regulation 468/18 s. 22, they opt in to recreational cannabis retail sale by default.**

To protect youth, the provincial cannabis retailing regulations include a 150-meter buffer area for cannabis stores to keep them separated from schools. No buffers from any other use has been specified by the regulations.

In our discussions with some members, it has been proposed that a municipal government may consider setting out a policy statement identifying specific and significant locally sensitive considerations or uses, to best represent the expectations of the community in allowing cannabis retail. This statement would provide direction to municipal staff input to the AGCO within its 15-day review period.

The AGCO cannabis licensing process, much like the process for liquor licensing applications, requires that a notice of a proposed cannabis store site be posted for comments from area residents and businesses before a site authorization is made. At this point, the municipal

government will not be provided pre-notification of the application, but can make comments about whether the proposal is in the public interest as described by regulation.

While there is no regulatory requirement for the AGCO to act on municipal input, it is reasonable that a council could choose to set out any locally sensitive uses as part of the decision to allow cannabis retail stores or to opt out. Setting out these sensitive uses would specify the expectations of the community as cannabis retail sites are proposed. However, care needs to be taken so that this statement would not prohibit any cannabis retail store from locating in a municipality. Opting out is the appropriate mechanism for not permitting any stores in a municipality.

The province has just released the funding approach to help municipal governments offset implementation costs. Please see the Minister of Finance's [letter](#) of November 20 to the AMO President. A similar letter is being sent to all Heads of Council. In addition, a letter from the Deputy Minister of Finance to municipal treasurers with more details will be sent in the coming days.

Please note that while opting out can be reversed after January 22, the municipal government will not gain any additional funding from the Ontario Cannabis Legalization Implementation Fund (OCLIF) than it had as of January 22 when it opted out- beyond the minimum second payment of \$5000.

Store Location Approval Steps

The AGCO will have a 15-day window for public and municipal government comments for each store site proposed by an approved operator. The legislation provides that municipal comments should focus on whether a proposed storefront location is in the public interest, as defined in the [regulation](#). In the regulation, public interest is defined as public health or safety, protecting youth and eliminating the illegal market.

If a municipal council accepts retail stores, AMO suggests that a 'Municipal Cannabis Retail Policy Statement' be adopted by council. Such a policy statement could address what it sees as significant local sensitive uses. This would give municipal staff direction in responding to the 15-day window during the commentary process. For example, a policy statement may identify specific sensitive uses and express some parameters to consider proximity to these sensitive areas, or may set out concerns regarding store concentration¹ in certain areas of their communities.

It is recommended that municipal governments identify a key senior staff lead for proposed cannabis store notices from AGCO and to provide a one-window approach to coordinate municipal input within the 15-day commentary period. This will ensure AGCO has every opportunity to take note of municipal government considerations. This key contact should be able to gather information from various municipal departments as necessary, provide maps and be able to convey council policy.

Below, AMO has provided a draft Municipal Cannabis Retail Policy Statement template that may help municipal governments that choose to create such a policy. The template helps municipal government officials begin to think about the issues and criteria they may wish to note when considering a proposed cannabis retail site. Notes for consideration of what we understand to be

¹ Note that store concentration will ultimately be determined by the market demand, however municipal governments may wish to set out any criteria through which they may consider this in future.

an effective municipal policy statement are provided in the shaded boxes and would not form part of the policy statement.

For alignment between the regulations and AGCO mandate, municipal comments in the process, whether through a municipal cannabis policy statement or not, must focus on the three provincial public interest objectives: public health and safety, protecting youth and ending illegal sales of cannabis.

Municipal staff are encouraged to read the regulations and AGCO guidelines as they are developed and made available to understand eligibility requirements for operators how cannabis retail businesses are expected to operate. AMO will continue to provide information and analysis on this and other matters as it becomes available.

Draft Municipal Policy Statement Template:

The template can be used by a municipality that has chosen to allow retail sales of recreational cannabis.

Purpose & Vision

The purpose of this policy statement is to provide a format for municipal government input to the Alcohol and Gaming Commission of Ontario (AGCO) as well as help prospective recreational cannabis retailers in their consideration of location of cannabis retail stores in (name of municipality).

The AGCO is the provincial authority that licences cannabis retail operators, authorizes cannabis retail locations and licenses senior store staff. Municipal governments have no licensing authority.

The AGCO regulates and reviews all aspects of the retail operation including municipal and public input, that the proposed store location is consistent with the public interest as defined in the regulations.

The Municipality ofhas chosen to allow retail sales of recreational cannabis. The following provides municipal staff with guidance on commenting to AGCO when notice on a specific proposed cannabis retail store site is provided on the site location.

Principles for Cannabis Retail Store Locations:**Relationship to Other Applicable Law:**

- **Land Use Planning:** The provincial licensing process does not remove the requirement to comply with the zoning by-law and other municipal planning documents. The definitions within the municipality's Official Plan and Zoning By-law are applicable to all retail, including cannabis retail stores. Retail sale of cannabis from a provincially licensed store is legal and is a permitted use in the retail zones.
- **Municipal Building Inspections:** while the licencing of the store operation is the responsibility of the AGCO, the Building Code applies to cannabis retail store locations. Therefore, where a building permit is required, the building inspector will undertake duties as usual. Fire Code compliance is also mandatory.

For the purposes of this policy statement, a cannabis retail store shall mean a store licenced by the AGCO.

1. Cannabis Retail Stores and Sensitive activities:

In order to help ensure public health and safety, protect youth and reduce illegal sales, retail cannabis stores are discouraged where nearby properties are designed to serve youth including

The policy can address types of activities where youth or the potential for illegal sales or health risk exist. Please note that Ontario Regulation restricts a cannabis retail store from being located within a distance of 150 meters of a public school or most private schools. The municipality cannot adopt a greater distance. The distance buffer would be measured from the property line, if the school is the primary or only occupant of a building; or the boundary of any space occupied by the school within the building, if the school shares space, like in a mall. This distance buffer would not apply to private schools that hold classes online only, or to First Nation schools located on reserve.

The municipal government may want to suggest other youth facilities such as libraries and community centres if appropriate, or other sensitive facilities that serve persons with mental health or addiction challenges.

The policies cannot be so restrictive that it is impossible to locate a store. Nor can the policy state a specific number of stores permitted.

It is recommended that should the municipal government choose a separation distance from a sensitive use that it be a number, not a range and that a rationale for this distance be provided.

Municipal governments should note that municipal density restrictions on cannabis retail stores are not permitted under the legislation or regulations. However, it is possible that the number of cannabis retail stores in one area could in the future be considered under the public interest criteria in the regulations and merit comment from the municipal government and community.

2. Cannabis retail stores should not be permitted in:

Any prohibitive statements must be considered through the lens of eliminating illegal activity, public health and safety or protecting youth and the regulatory definition of the public interest.

Retail locations, if retail is allowed in a zone other than a commercial zone, such concerns may be noted.

How does this prohibition help youth, create a safer environment or limit illegal activity? A municipal government may choose not to have any prohibitions.

3. Attached is a map showing the retail/commercial zones of the municipality and the activities identified in Section 1 above.

A map showing where retail is permitted and the locations of the activities identified in the first section will be very helpful to the AGCO. Municipal governments may choose to provide some sample separation distances as concentric rings around the activities such as addiction treatment facilities etc. to provide sample set backs. The Ministry of Education is working to identify all schools however; municipalities could also provide this information.

Shelley Casey

From: Municipal <municipal@agco.ca>
Sent: November-20-18 5:04 PM
To: scasey@dubreuilville.ca
Subject: Initial Information for Ontario Municipalities about Cannabis Retail Store Licensing



Ce message est disponible en français

INITIAL INFORMATION FOR ONTARIO MUNICIPALITIES ABOUT CANNABIS RETAIL STORE LICENSING

The government of Ontario has announced the Alcohol and Gaming Commission of Ontario (AGCO) as the regulator for privately run recreational cannabis retail stores.

The AGCO's regulatory focus is on the safe, responsible and lawful sale of cannabis, consistent with the government legislation.

The AGCO is also committed to assisting our municipal partners in understanding their regulatory and operational responsibilities in this newly regulated sector. To that end, we are reaching out to provide you with some initial information and will provide more information on our website as it becomes available and as part of our 2018/19 Municipal Webinar Series.

The information below outlines the process for municipalities choosing to opt in or out of allowing cannabis retail stores in their municipality. It also provides additional information about what it means for municipalities who decide to permit retail stores in their community.

OPTING OUT OF RETAIL CANNABIS STORES

Municipalities may opt out of having cannabis retail stores within their jurisdiction. If they wish to do so, the *Cannabis Licence Act, 2018* requires them to pass a resolution to that effect by **January 22, 2019**.

The manner in which municipalities must notify the AGCO of their decision to opt out is for the municipal Clerk, Chief Administrative Officer or Mayor to send the AGCO Registrar written notification that the municipality has passed a resolution prohibiting cannabis retail stores. This written notification must be sent by email to municipal@agco.ca and received by the AGCO no later than January 22, 2019. The notification must include:

1. The official name of the municipality, and;
2. The date the resolution was passed.

Once received, the AGCO will acknowledge receipt by email.

A municipality that decides to prohibit cannabis retail stores may later reverse its decision; however, under the *Cannabis Licence Act, 2018*, a decision by a municipality to allow cannabis retail stores is final and may not be subsequently reversed.

If the AGCO has not received written notification from a municipality within the process described above, by January 22, 2019, then, by default, private cannabis retail stores will be allowed within this jurisdiction beginning April 1, 2019, providing all other eligibility criteria have been met.

OPTING IN TO ALLOW RETAIL CANNABIS STORES

If at any time before January 22, 2019, a municipality decides it will allow cannabis retail stores within its jurisdiction, they are encouraged to notify the AGCO as soon as possible. This will allow the AGCO to process retail store applications, complete the public notice process and, provide more time for stores to set up their operations. Early notification to the AGCO, using the municipal@agco.ca email, will not change the date that licensed retail stores may open, which remains April 1, 2019 at the earliest.

ADDITIONAL INFORMATION FOR MUNICIPALITIES THAT ARE CONSIDERING PERMITTING PRIVATE RETAIL CANNABIS STORES

PUBLIC NOTICE PROCESS

The AGCO may issue a Cannabis Retail Store Authorization to an applicant unless the Registrar finds it is not in the public interest, as defined by Ontario Regulation 468/18 made under the *Cannabis Licence Act, 2018*.

Once a complete Retail Store Authorization application is received by AGCO:

1. The applicant will be notified, via iAGCO, that they have 24 hours to post a placard at the location of the proposed retail store location. The placard must be posted for 15 calendar days and it will indicate that an application has been submitted for a cannabis retail store at that location.
2. All cannabis Retail Store Authorization applications that are placarded under the public notice process will be searchable on the AGCO's website through the iAGCO portal. AGCO will be providing more information and education opportunities to municipalities and the public about this feature.

Written submissions regarding how a Retail Store Authorization is not in the public interest, as per the criteria set out in regulation, can only be made to the Registrar by:

- A resident of the municipality in which the proposed store is located;
- The municipality representing the area in which the proposed store is located. If the municipality is a lower-tier municipality, then the upper-tier municipality of which it forms a part may also make a submission.

Submissions must be received by the AGCO on or before the date set out in the Public Notice. Written submissions may be submitted online via the iAGCO portal, available at www.agco.ca. The AGCO may provide copies of any submissions to the applicant. Anonymous submissions will not be considered.

AGCO TO HOST A WEBINAR FOR MUNICIPALITIES

Please join the AGCO for the third installment of its Municipal Webinar Series on **November 27, 2018**. A panel of AGCO representatives will provide more information about the cannabis licensing process and the legislation and regulations related to cannabis retail stores, including the opt-out / in and public notice processes. The AGCO will be accepting questions during the webinar. A formal invitation will follow, including timing and registration details.

FOR MORE INFORMATION

Otherwise, please submit any questions you may have to AGCO's Customer Service by using the [iAGCO portal](#) or call 416-326-8700 (1-800-522-2876 toll-free in Ontario). You do not need an account to make an inquiry.

Information about Ontario's approach to cannabis legalization can be found at ontario.ca/cannabis.

For more information about the legalization and regulation of cannabis in Canada, please visit canada.ca/cannabis.

This message was sent to you by [Alcohol and Gaming Commission of Ontario](#)

90 Sheppard Avenue East, Suite 200-300
Toronto, ON, Canada
M2N 0A4

You can [change your communication preferences or unsubscribe](#) from future mailings.

Sent by

envoke



Cannabis legalization

Ontario's new rules will keep the people of Ontario safe once cannabis is made legal by the federal government on October 17, 2018.

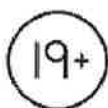
Overview

When cannabis is legalized on October 17, 2018, Ontario's Government for the People will be ready with rules that keep cannabis out of the hands of children and youth, and keep our roads safe.

Ontario will have laws in place (after extensive public and stakeholder engagement) about how, where and who can buy and possess cannabis in the province. The government has also introduced legislation that, if passed, would help the province move forward with a tightly regulated private retail model for cannabis that would launch by April 1, 2019.

Medical cannabis (<https://www.ontario.ca/page/cannabis-legalization#section-9>) will continue to be subject to different rules than recreational cannabis.

If you have questions, comments or feedback about our approach, [contact us](https://www.ontario.ca/feedback/contact-us?id=25815&nid=92650) (<https://www.ontario.ca/feedback/contact-us?id=25815&nid=92650>).



Minimum age will be 19

You will need to be **19 and older** to buy, use, possess and grow **recreational** cannabis. This is the same as the minimum age for the sale of tobacco and alcohol in Ontario.



Where to use it

The government has proposed legislation that, if passed, would provide the following rules for using cannabis, both medical and recreational.

Where you could smoke and vape cannabis*

- **Private residences** – this does **not** include residences that are also workplaces (e.g. long-term care and/or retirement homes)
- **Many outdoor public places** (e.g. sidewalks, parks)
- **Designated guest rooms** in hotels, motels and inns
- **Residential vehicles and boats** that meet certain criteria (e.g. have permanent sleeping accommodations and cooking facilities, and are parked or anchored)
- **Scientific research and testing facilities** (if the cannabis use is for scientific research and testing purposes)

- **Controlled areas in:**
 - long-term care homes
 - certain retirement homes
 - residential hospices
 - provincially-funded supportive housing
 - designated psychiatric facilities or veterans' facilities

*Additional restrictions on smoking and vaping may exist in municipal bylaws, lease agreements, and the policies of employers and property owners.

Where you could not smoke or vape cannabis

Indoors

You would not be able to smoke or vape cannabis in:

- **indoor common areas** in condos, apartment buildings and university/college residences
- enclosed public places and enclosed work places
- **non-designated** guest rooms in hotels, motels and inns

Schools and places where children gather

You would not be able smoke or vape cannabis:

- at school, on school grounds, and all public areas within 20m of these grounds
- on children's playgrounds and public areas within 20m of playgrounds
- in child care centres, or where an early years program is provided
- in places where home child care is provided – **even if children aren't present**

Hospitals, hospices, care homes and other facilities

You would not be able to smoke or vape cannabis:

- within 9m from the entrance or exit of hospitals (public/private), psychiatric facilities, long-term care homes, independent health facilities
- on outdoor grounds of hospitals (public/private) and psychiatric facilities
- in **non-controlled areas** in long-term care homes, certain retirement homes, provincially-funded supportive housing, designated psychiatric or veterans' facilities, and residential hospices

Publicly owned spaces

You would not be able to smoke or vape cannabis in publicly-owned sport fields (not including golf courses), nearby spectator areas and public areas within 20m of these areas.

Vehicles and boats

You would not be able to consume cannabis (smoking, vaping, eating) in a vehicle or boat that is being driven or is at risk of being put into motion.

Other outdoor areas

You would not be able to smoke or vape cannabis:

- in restaurants and on bar patios and public areas within 9m of a patio
- on outdoor grounds of specified Ontario government office buildings
- in reserved seating areas at outdoor sports and entertainment locations
- grounds of community recreational facilities, and public areas within 20m of those grounds
- in sheltered outdoor areas with a roof and more than two walls which the public or employees frequent, or are invited to (e.g. a bus shelter)



Driving

Using cannabis and driving is illegal and dangerous. Cannabis, like many other drugs, slows your reaction time and increases your chances of being in a collision.

If a police officer finds that you are impaired by any drug, including cannabis, you will face serious penalties (<http://www.mto.gov.on.ca/english/safety/impaired-driving.shtml#post-conviction>), including:

- an immediate licence suspension
- financial penalties
- possible vehicle impoundment
- possible criminal record
- possible jail time

Police officers will be authorized to use oral fluid screening devices at roadside. Once a federally approved device is available, we will implement the use of those devices to help police enforce the law.

Learn what counts as impaired driving and the penalties you could face for it (<http://www.mto.gov.on.ca/english/safety/impaired-driving.shtml#penalties>).

Zero tolerance for young, novice and commercial drivers

You will not be allowed to have **any** cannabis in your system (as detected by a federally approved oral fluid screening device) if you are driving a motor vehicle and:

- you are 21 or under
- have a G1, G2, M1 or M2 licence
- the vehicle you are driving requires an A-F driver's licence or Commercial Vehicle Operator's Registration (CVOR)
- you are driving a road-building machine

Learn more about zero tolerance for young, novice and commercial drivers (<http://www.mto.gov.on.ca/english/safety/impaired-driving.shtml#novice>).



Where to buy recreational cannabis

When it's legal, people 19 and over will be able to **purchase cannabis online** through the Ontario Cannabis Store (<https://lcbo cannabisupdates.com/>). Online orders will be delivered safely and securely. Consumers will be required to verify their age to accept delivery and no packages will be left unattended at the door.

You will be able to purchase up to **30 grams (about one ounce) of dried recreational cannabis** at one time for personal use.

As of **October 17, 2018**, the Ontario Cannabis Store website will be the **only legal option for purchasing recreational cannabis**. It will follow strict rules set by the federal government.

The government has also introduced legislation that, if passed, would help the province move forward with a tightly regulated private retail model for cannabis that would launch by April 1, 2019. The legislation would establish the Alcohol and Gaming Commission of Ontario (AGCO) as the provincial regulator authorized to grant store licences. The Ontario Cannabis Store would be the exclusive wholesaler to these stores. Private stores would be introduced with strict controls to safeguard children and youth and combat the illegal market.



How much cannabis you will be able to possess

You will be able to have a **maximum of 30 grams (about one ounce)** of dried cannabis in public at any time.



Growing cannabis

You will be able to grow up to four plants per residence (not per person).



Rules for the workplace

Ontario currently has strict rules in place to make sure workplaces are safe.

Consuming **recreational cannabis in the workplace is illegal** and will continue to be after legalization on October 17, 2018.

Employers (and supervisors):

- need to know the rules for medical cannabis (<https://www.ontario.ca/page/cannabis-legalization#section-9>).
- will be required to address workplace hazards, under the *Occupational Health and Safety Act* (OHSA)

Employees and workers:

- who are unable or unfit to work safely could be a hazard to themselves or to others in the workplace
- have a duty to perform work safely and to report any hazards to their supervisor or employer under the OHSA

See additional rules related to cannabis use in the workplace, including for commercial driving (<https://www.ontario.ca/page/cannabis-legalization#section-4-1>), where you can use recreational cannabis (<https://www.ontario.ca/page/cannabis-legalization#section-2>) and using medical cannabis (<https://www.ontario.ca/page/cannabis-legalization#section-9>) in the workplace.



Medical cannabis

Medical cannabis is subject to different rules than recreational cannabis. The production and sale of medical cannabis is regulated exclusively by the federal government.

If a health care professional has already authorized you to use cannabis for medical reasons, your access will not change when recreational cannabis is legal.

The **only** way to purchase medical cannabis is from:

- a **federally licensed producer online**
- by written order
- over the phone and delivered by secure mail

You can also receive a licence from Health Canada to grow medical cannabis on your own (<https://www.canada.ca/en/health-canada/topics/production-cannabis-for-your-own-medical-purposes.html>), or designate someone else to grow it on your behalf.

Learn more about accessing cannabis for medical purposes (<https://www.canada.ca/en/health-canada/topics/cannabis-for-medical-purposes.html>).

What you said

Ontario consulted extensively to inform the approach to the legalization of cannabis, including with:

- other jurisdictions that already legalized cannabis
- public health experts
- law enforcement
- municipalities
- business and consumer groups

In addition, Ontarians could share their views on legalization in a survey.

Some key results from the survey that informed the plan included:

- 86% of people said they support a minimum age of 19
- 74% believe there should be restrictions on where cannabis can be consumed
- 61% of respondents agreed that drug-impaired driving penalties should be stricter
- 69% believe that keeping cannabis out of the hands of youth is important

Resources

For parents

- What you need to know about cannabis (<https://smh-assist.ca/wp-content/uploads/WEB-Cannabis-Information-Documents-SMHA-CAMH-ENGLISH.pdf>)
- How to talk to your kids about drugs (<https://www.drugfreekidscanada.org/>)
- How to talk to teenagers about drugs (<https://www.canada.ca/en/health-canada/services/substance-abuse/talking-about-drugs/talking-with-teenagers-about-drugs.html>) and impaired driving (<https://www.canada.ca/en/health-canada/services/substance-abuse/talking-about-drugs/driving-impaired-drug.html#s3>)
- Learn about the health impacts of cannabis (<https://www.canada.ca/en/health-canada/services/drugs-medication/cannabis/health-effects/effects.html>)

For youth and young people

- The facts about cannabis (<https://kidshelpphone.ca/article/marijuana-important-things-know>)

- [Health effects of cannabis use \(https://www.canada.ca/en/services/health/campaigns/marijuana-cannabis/health-effects.html\)](https://www.canada.ca/en/services/health/campaigns/marijuana-cannabis/health-effects.html)
- [How drugs impair your ability to drive \(https://www.canada.ca/en/campaign/don-t-drive-high.html\)](https://www.canada.ca/en/campaign/don-t-drive-high.html)
- [Penalties you could face if you drive impaired \(http://www.mto.gov.on.ca/english/safety/impaired-driving.shtml\)](http://www.mto.gov.on.ca/english/safety/impaired-driving.shtml)

For educators

- [Information and resources about cannabis \(http://www.edu.gov.on.ca/eng/healthyschools/educators-resources.html\)](http://www.edu.gov.on.ca/eng/healthyschools/educators-resources.html)
- [Educating young people about cannabis \(https://cssdp.org/youthtoolkit/\)](https://cssdp.org/youthtoolkit/)

For health professionals

- [Medical use of cannabis \(https://www.canada.ca/en/health-canada/services/drugs-health-products/medical-use-marijuana/information-medical-practitioners.html\)](https://www.canada.ca/en/health-canada/services/drugs-health-products/medical-use-marijuana/information-medical-practitioners.html)
- [Information to improve the health of cannabis users \(https://www.camh.ca/-/media/files/lrcug_professional-pdf\)](https://www.camh.ca/-/media/files/lrcug_professional-pdf)

For the workplace

- [Impairment and workplace health and safety \(https://www.labour.gov.on.ca/english/hs/pubs/impairment.php\)](https://www.labour.gov.on.ca/english/hs/pubs/impairment.php)

Legalization milestones

[The federal Cannabis Act is introduced \(http://www.parl.ca/LegisInfo/BillDetails.aspx?billId=8886269&Language=E&Mode=1\)](http://www.parl.ca/LegisInfo/BillDetails.aspx?billId=8886269&Language=E&Mode=1) April 13, 2017

[Ontario leads province-wide consultations \(https://www.ontario.ca/page/consultation-cannabis-legalization-ontario\)](https://www.ontario.ca/page/consultation-cannabis-legalization-ontario) Summer 2017

[Read the consultation results \(https://www.ontario.ca/page/consultation-report-cannabis-legalization-ontario\)](https://www.ontario.ca/page/consultation-report-cannabis-legalization-ontario)

[Ontario introduces the Cannabis, Smoke-Free Ontario, and Road Safety Statute Law Amendment Act, 2017 \(https://news.ontario.ca/mag/en/2017/11/ontario-preparing-for-federal-cannabis-legalization.html\)](https://news.ontario.ca/mag/en/2017/11/ontario-preparing-for-federal-cannabis-legalization.html) November 1, 2017

[The Ontario legislature passes the Cannabis, Smoke-Free Ontario, and Road Safety Statute Law Amendment Act, 2017 \(http://news.ontario.ca/mag/en/2017/12/ontario-passes-legislation-to-ensure-safe-transition-to-federal-cannabis-legalization.html\)](http://news.ontario.ca/mag/en/2017/12/ontario-passes-legislation-to-ensure-safe-transition-to-federal-cannabis-legalization.html) December 12, 2017

Ontario introduces legislation to move forward with private cannabis retail stores September 27, 2018

Cannabis is legalized across Canada October 17, 2018

Ontario private retail model to be established by April 1, 2019

Updated: October 2, 2018

Published: September 8, 2017

Related

Federal legalization (<https://www.canada.ca/en/health-canada/services/drugs-medication/cannabis/laws-regulations.html>).

Shelley Casey

From: Tania Caputo <TCaputo@algomapublichealth.com>
Sent: December-06-18 4:28 PM
To: Undisclosed recipients:
Subject: Cannabis - Municipal Letter and Fact Sheet
Attachments: 5-Dec-18 SFOA Letter to Municipalities.pdf

This message has been sent to the Communities of Algoma District Offices

Good Afternoon,

Please find attached information to help municipal staff update smoke-free bylaws and general health considerations for Algoma municipalities related to cannabis.

Thank you and enjoy your evening,
Tania



Tania Caputo

**Executive Assistant to the
Medical Officer of Health and
Secretary to the Board of Health**

294 Willow Avenue, SSM, ON P6B 0A9

Tel: (705) 759-5421 Fax: (705) 759-2540

Email: tcaputo@algomapublichealth.com

Visit our website at www.algomapublichealth.com

This message, including any attachments, is privileged and intended only for the person(s) named above. This material may contain confidential or personal information, which may be subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act. Any other distribution, copying or disclosure is strictly prohibited. If you are not the intended recipient or have received this message in error, please notify us immediately by telephone, fax or e-mail and permanently delete the original transmission from us, including any attachments, without making a copy. Thank you.

December 6, 2018

Dear Municipal Partner,

RE: Information to help municipal staff update smoke-free bylaws and general health considerations for Algoma municipalities related to cannabis

Algoma Public Health is encouraging municipalities across the district to develop and/or review existing smoke-free bylaws and consider making amendments that provide further public protection from the physical and social exposure to cannabis and vaping.

For years, municipalities in Algoma have been progressive in passing tobacco smoking bylaws that go beyond the Smoke-Free Ontario Act (SFOA) to further protect the public from exposure to second-hand smoke. Examples of these restrictions include prohibiting smoking at public events that require a municipal permit, establishing smoke-free distances at municipal building entrance ways, and banning the smoking of waterpipes or hookahs in public places and workplaces.

Enclosed you will find a fact sheet with information about creating, or amending, municipal tobacco bylaws to include prohibiting the smoking and vaping of cannabis. Additionally, you will find information about evidence-based strategies for reducing cannabis-related harms associated with the incoming retail market.

If your municipality would like support to amend existing smoke-free municipal bylaws to include the smoking and vaping of cannabis please contact: Allison McFarlane at amcfarlane@algomapublichealth.com or (705) 942-4646 ext. 3055.

Your continued support in promoting and protecting the health of our communities is appreciated.

Sincerely,



Marlene Spruyt, BSc., MD, CCFP, FCFP, MSc-PH
Medical Officer of Health/CEO

Enclosure: Health Considerations for Algoma Municipalities related to Cannabis

Health Considerations for Algoma Municipalities related to Cannabis

Regulating the consumption and availability of cannabis is important to reduce the negative impacts of cannabis use in the Algoma region.¹ The development of, or amendments to, municipal bylaws that prohibit cannabis use in public spaces can reduce public exposure to second-hand cannabis smoke and vapour. In addition, evidence-based strategies to reduce cannabis-related harms can be applied to the incoming retail market. Knowledge of these strategies can support municipalities in the event that they become required to provide insight into the developing cannabis retail model.

The Smoke-Free Ontario Act (SFOA), 2017, effective October 17, 2018 repeals the existing Smoke-Free Ontario Act and the Electronic Cigarettes Act, 2015, replacing them with one legislative framework. The SFOA regulates the sale, supply, use, display and promotion of both tobacco and vapour products while also regulating the smoking and vaping of cannabis.

The newly enacted Cannabis License Act, 2018 sets the Alcohol and Gaming Commission of Ontario (AGCO) as the regulator of cannabis retail outlets. For municipalities who have not opted out of having private cannabis retail outlets in their communities by January 22, 2019, the location of outlets will be determined by the AGCO with consideration to comments provided by municipalities. **The current legislation does not permit municipalities to use licensing or land use bylaws to control the placement or number of cannabis retail outlets.**²

Organizations such as the Association of Municipalities Ontario (AMO) continue to advocate for municipalities to be given greater opportunity to influence cannabis retail outlet locations and density.

Although the provincial government has not yet released details about the role of municipalities regarding the cannabis retail market, **municipalities can act now to reduce public exposure to second-hand smoke and vapour by enacting or amending existing tobacco bylaws to include the smoking and vaping of cannabis.**

Presented below are some public health issues and considerations regarding cannabis use in public spaces, and evidence-based strategies for reducing harm associated with the cannabis retail market. Should your municipality be consulted and/or have jurisdiction to influence the retail market, the following strategies may help with your decisions.

Note: Cannabis can be vaped as well as smoked; therefore it is important to also recognize e-cigarette retailers in the considerations below.



Issues currently within municipal jurisdiction in Ontario and evidence for consideration:

ISSUE	CONSIDERATION
Current smoke-free municipal bylaws do not encompass cannabis smoke and e-cigarette emissions.	Update current bylaws or enact new bylaws to include definitions of smoking and vaping as defined by the Smoke-Free Ontario Act ³ . Example: Several municipalities, such as <u>Caledon</u> ⁴ , are electing to update current smoke-free bylaws to include smoking and vaping of cannabis.

Issues not directly within municipal jurisdiction at this time and evidence to inform potential future action, as consultation opportunities arise:

ISSUE	CONSIDERATION
High retail outlet density can contribute to increased consumption and associated harms. ^{5,6,7,8}	Reduce cannabis retail outlet density through minimum distance requirements between cannabis retail outlets, and by setting limits on the overall number of outlets. Example: The <u>City of Calgary</u> ⁹ has enacted a 300m separation distance between cannabis retail outlets.
Retail outlet proximity to areas where youth frequent can normalize and increase substance use. ^{10,11}	Reduce youth access through minimum distance requirements from youth-serving facilities such as schools, child care centres and community centres. Example: <i>Minimum distance requirements</i> have been set at <u>150m</u> ¹² from schools. In <u>Kelowna</u> ¹³ , cannabis retail locations are recommended to be 500m away from any secondary schools.
Retail outlet proximity to other sensitive areas may negatively influence vulnerable residents. ^{8,14}	Protect vulnerable residents by limiting cannabis stores in low socioeconomic neighbourhoods and enacting minimum distance requirements between sensitive areas. ^{2,14} Example: The <u>City of Vancouver</u> ¹⁵ has restricted medical cannabis retail locations to commercial zones.
Co-use of cannabis and other substances increases the risks of harm such as impaired driving. ¹	Discourage co-use of cannabis and other substances by prohibiting co-location and enacting minimum distance requirements between cannabis, alcohol, and tobacco and vaping retail outlets. Example: Kingston, Frontenac and Lennox and Addington Public Health ¹⁶ have recommended a minimum 200m separation distance between cannabis retail outlets and alcohol and tobacco retail outlets.
Longer retail hours of sale can significantly increase consumption and associated harms. ⁵	Reduce cannabis consumption and associated harms by limiting late night and early morning sales. ¹⁷ Example: The Centre for Addiction and Mental Health recommends that the hours for cannabis retail outlets reflect those established by the LCBO ¹⁷ . New provincial guidelines ¹² require hours of operation for all cannabis retail stores to be between 0900-2300 hours.

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17. Centre for Addiction and Mental Health (2018). Submission to the Ministry of the Attorney General and the Ministry of Finance: Cannabis regulation in Ontario. Available from https://www.camh.ca/-/media/files/pdfs---public-policy-submissions/camhsubmission-cannabisretail_2018-09-25-pdf.pdf?la=en&hash=1237D4AF4316606BC546D8C6D1D1EF1D84C7C00B

Minute

Réunion du 19 décembre 2018

Présence : Hélène Perth (conseillère) Chantal Croft (conseillère) Martin Bergeron
Alain Cyr Réjean Raymond (personnel municipal sans droit de vote)

Absent :

1. Ouverture de la réunion à 18 h 40
2. Appel et déclaration d'intérêt pécuniaire
Aucun
3. Nomination des membres pour le comité
Martin Bergeron (Public)
Alain Cyr (Public)
Chantal Croft (conseillère)
Hélène Perth (conseillère)
Réjean Raymond (personnel municipal sans droit de vote)
Tous en faveur
4. Adoption de l'ordre du jour
L'ordre du jour fut adopté tel que présenté.
Tous en faveur
5. Adoption des procès-verbaux
5.1. Le procès-verbal de la réunion régulière du 7 novembre 2018 fut adopté tel que présenté.
Tous en faveur
6. Correspondance
7. En cours :
 - 7.1. Pivot Jeunesse
Le comité va faire une donation de 400.00\$ pour la fête de Noël des enfants 2018 organisé par Pivot Jeunesse.
Tous en faveur
 - 7.2. Commanditaire
Réjean suggère qu'on devrait réviser notre approche. On apporte des idées à la prochaine rencontre.
Tous en faveur
 - 7.3. Invitation des athlètes
Le comité va envoyer une invitation aux anciens athlètes qui sont venus à Dubreuilville dans le passé et qui sont 40 ans et plus en premier avec une date limite de réponse par la fin du mois d'avril 2019. Après la fin du mois d'avril 2019 ça sera premier arrivé premier servit.
Tous en faveur

7.4. Démonstration des courses de sableuses

Réjean explique au groupe qu'on pourrait faire une démonstration de cette course lors de la soirée country le 2 février 2019.

En janvier, Réjean va aller acheter le bois et Alain et Martin sont prêts à aider pour la construction de la piste.

Alain vérifie au prêt d'une personne pour avoir deux sableuses à rouleaux usagées.

Tous en faveur

8. Qui fait quoi

9. Rapport budgétaire

10. Autres

10.1. Le prix donné par Kevin de Normandy Lodge sera le prix pour le gagnant du moteur qu'on va faire sauter (faire fonctionner le moteur jusqu'à ce qui arrête de fonctionner)

Tous en faveur

10.2. Le comité décide de vendre une des deux autos (car walk) à Maxime Boudreault pour une somme de 750.00\$ et il est responsable du transport.

Tous en faveur

11. Date de la prochaine réunion

16 janvier 2019 à 18h30 au centre récréatif

12. Clôture réunion à 19h30

8.2

CORPORATION DU DÉVELOPPEMENT ÉCONOMIQUE ET COMMUNAUTIARE DE
DUBREUILVILLE

Becoming Investment Ready

A Proposal

Prepared By: Melanie Pilon, Economic Development Officer

9/1/2019

Date: January 9th, 2019

From: Melanie Pilon, Economic Development Officer

Subject: Becoming Investment Ready - A Proposal

Objective:

To increase our community's capacity to develop, implement and sustain our own investment readiness solutions while working to obtain our goal of increasing business and resident attraction through the use of effective and professional marketing products and services.

Analysis:

Whether for residential or business; attraction of any kind is a challenging part of economic development. According to provincial and national investment readiness strategies, community investment attraction can be divided into two components; 1) Investment Readiness, 2) Investment Strategy & Generation. The two components can be defined as follows:

- 1) **Investment Readiness:** Development of a community profile, utilizing site selection data standards, land inventory and the creating of an economic development website;
- 2) **Investment Strategy & Generation:** SWOT analysis, industry analysis, development of a marketing strategy, lead generation database and measuring success.

Recommendation:

The CDEC recommends that Mayor and Council accept and approve to fund the **"Becoming Investment Ready Phase 1 – Investment Readiness – Full Proposal"** as presented. However, Council may consider funding the more economical option, which forgoes the online payment system and secure board/council website.

The CDEC will continue to work towards completing a proposal for the Investment Strategy & Generation – Phase 2 & 3 with the assistance of our regional partners. The anticipated start date for Investment Strategy & Generation is Fall 2019 or third quarter. Upon completion of the proposal the CDEC will approach Mayor & Council for appropriate approvals.

Financial Impact:

Option 1: “*Becoming Investment Ready Phase 1 – Investment Readiness - Full Proposal*”;

including the website design and development, online payment system, secure board/council website, graphic design and four-season photography - \$25,000

Option 2: “*Becoming Investment Ready Phase 1 – Investment Readiness*”; including the

website design and development, website and four-season photography; less online payment system and secure board/council website - \$18,500. **Note: Please take into consideration the efficiency and cost savings of upgrading these two options, i.e. cost of postage, office supplies, ink and efficiency costs (time) of staff currently completing these tasks.**

Background

Whether for residential or business; attraction of any kind is a challenging part of economic development. According to provincial and national investment readiness strategies, community investment attraction can be divided into two components; 1) Investment Readiness, 2) Investment Strategy & Generation. The two components can be defined as follows:

- 1) **Investment Readiness:** Development of a community profile, utilizing site selection data standards, land inventory and the creating of an economic development website;
- 2) **Investment Strategy & Generation:** SWOT analysis, Industry analysis, development of a marketing strategy, lead generation database and measuring success.

It has become increasingly obvious that the Township of Dubreuilville must invest in the creation of investment readiness materials and must update the investment readiness materials that it has, including and especially our website and real estate database/land inventory. Current goals and objectives of the town include new resident attraction, resident/youth retention and labour development and retention. These topics have continually been discussed at Mayor & Council meetings, CDEC meetings and most recently at the Community Economic Strategic Planning Townhall Session and closed door Strategic Planning Leadership Meeting. Key components of investment readiness development such as preparation of a Dubreuilville Land Inventory are also noted as a deliverable in the CDEC FedNor contact which provides funding for the Economic Development Officer position. At this time, the Township of Dubreuilville does not have an investment readiness strategy or professional marketing materials produced. The website is outdated and is designed to meet the needs of the residents not a potential resident or a site selector.

Presently, the funding climate is very dry as the new Provincial government continues to transition and audit funding programs. As a result, many of the old programs that we have become to depend on are no longer available and calls for applications on the Grants Ontario Site have been halted. There is no word when the Province will “loosen the purse strings” and allow grant money to begin to flow or if they ever will. In addition, the Federal election is scheduled to take place on or before October 21st, 2019. A looming Federal election will affect the timing and outcome of any Federal funding applications. This level of uncertainty, leaves us and other municipalities in a unique position; ultimately leaving us to decide to a) Stop Progressing, b)

Self-Fund Priority Projects c) Self-Fund Priority **but** Be Creative (complete as much of the work we can in-house).

Please find a proposed multi-year plan that opts to self-fund the proposed project, while leveraging as much outside funding from outside sources, while completing as much work as can in-house. This approach, will realize the Township's goal of increasing business and resident attraction through the use of effective and professional marketing products and services, while increasing our community capacity with limited outside funding and by capitalizing on our regional partnerships.

Supporting Facts:

- In 2016, Dubreuilville's employment rate was 59.8%. In the Census Subdivision, "Northern Ontario", Dubreuilville was ranked 30th out of 250 communities or is representative of the top 26% of communities.
- The before tax median total income for Dubreuilville was \$84,224 according to the 2016 Census. The after tax median income for households in Dubreuilville was \$72,875 according to the 2016 Census.
- Since 2006, the population of Dubreuilville has decreased 38.08%.
- Since 2001, Dubreuilville's housing stock has reduced by -13%.
- The Community Well-Being Index is a means of measuring the health and well-being of Canadian communities. Various socio-economic factors including, income, education, housing and labour are tracked and are given a score to determine the actual well-being of the community. The Ontario Trillium Foundation relies heavily on this index. 2011 is the most recent data available in the index for Dubreuilville. Over the past four reporting periods, Dubreuilville's scores have been falling and in 2011 it is the lowest it has been since 1996. Dubreuilville's scores are as follows; 2011 – 72, 2006 – 78, 2001 – 75, 1996 – 72. To give an idea of comparison, Wawa's CWB score for 2011 was 80 and was the second-highest it had been in the same 23-year reporting period.

Proposed Plan

Phase 1 – Investment Readiness

Timeline: January – March 2019

Budget: \$25,000

As noted in the Background, the first step to becoming investment ready is to ensure that your community has the following tools available: a community profile, an up-to-date land inventory and a functional, professionally produced economic development website.

With this in mind, the CDEC has been working in partnership with the team at the Township of Dubreuilville to produce content that we can use to post on our new website. A summary of the documents completed to date can be found below. The CDEC will continue to produce content for the website and have the team at the Township of Dubreuilville translate it until the website is complete. All material is in DRAFT format and requires editing, translation and the finesse of a graphic designer in order to be made available to the public. Each of our marketing materials should be of high quality and visually appealing as it demonstrates our professionalism and builds investor confidence (this may be included in the price of our website design).

Please note that I have approached the Municipality of Wawa's NITGC In-House Graphic Designer to complete the work and he requested that we provide them with a portfolio of high-resolution four-season photography. Unfortunately, we do not have a portfolio of high-resolution photography and as a result I have included this investment in the final recommendation (preferably a local photographer).

Re-Development of the Corporation of The Township of Dubreuilville's Website - Request for Proposal

In September 2018, the CDEC released a RFP for website re-development and received very little feedback. Admittedly, we released the RFP with a very tight deadline as we optimistically hoped to use the RFP's to apply for the last call for applications for RED funding. Unfortunately, while we sent it to five potential vendors, only one replied; Miramar Design Studio Inc. The

CDEC also ran out of time to apply for the funding. Currently, there is no indication that there will be a call for new applications in 2019 for the RED program.

A summary of Phase 1 – Investment Readiness materials includes:

What?	Who?	Where?	Why?	Cost?
Dubreuilville Business Directory★	CDEC	<ul style="list-style-type: none"> • Online Resource • Handed out to new residents 	<ul style="list-style-type: none"> • Marketing Tool 	<ul style="list-style-type: none"> • Printing Cost • Graphic Design <\$500
2019 Dubreuilville Community Profile★	CDEC	<ul style="list-style-type: none"> • Online Resource • Handed out to new residents 	<ul style="list-style-type: none"> • Marketing Tool • Site Selector Tool • Info. To be used for funding applications. 	<ul style="list-style-type: none"> • Printing Cost • Graphic Design <\$500
Dubreuilville Online Land Inventory – CDEC Certified <input checked="" type="checkbox"/>★	CDEC	<ul style="list-style-type: none"> • Online Resource 	<ul style="list-style-type: none"> • Promote available space for residents. • Build investor confidence. 	N/A
Four Season Photography	External Photographer Required	<ul style="list-style-type: none"> • Internal Database – Available for all marketing use by CDEC & Twp. • Website • All future print/online documents 	<ul style="list-style-type: none"> • Professionally finished product 	\$4,500-\$5,000
Website Re-Development★	External Vendor Required – RFP issued 09/13/18	Online	<ul style="list-style-type: none"> • Awareness Tool • Site Selector Tool 	\$16,950
				<u>\$25,000</u>★

Other reasons “WHY” we engage in investment readiness activities:

- Increase our economic opportunities;
- Increase opportunities for growth;
- Enhance the job market;
- Increase our competitive advantage;
- Build a diversified and sustainable community.

The primary goal of each document is to highlight and ultimately expand Dubreuilville’s economic interest. The primary target audience is external users looking to relocate themselves, their family or their business.

★Copies of the publication, description of program or RFP can be found in the attached Addendum.

★Please note that this budget includes 100% of taxes payable and a \$3,000 contingency. The website re-development pricing includes online payment system (taxes/water bills) and a secure Mayor and Council Website. The four season photography cost is based on a \$1,130 per quarter but could be slashed dramatically if we could find someone locally to contact with. Hosting fees are also applicable.

Phase 2 – Investment Strategy & Generation – Regional Focus

Timeline: February 2019 – FedNor Application Submission

September/October 2019 - Approval/Project Start

Budget: \$100,000 (25% or \$25,000 / 10 communities max.)

According to the Economic Developers of Alberta (EDA) Investment Readiness Toolkit:

“...a trend for communities to take on regional or provincial approaches and strategies to entice investment has emerged. This trend has developed as many communities do not have the resources – time, budget, human capital to successfully compete. This is especially true for small rural communities. The concept of regionalization is a win for the region and subsequently a win for all the communities through spin-offs effects. Working as a collective whole for the greater good can be beneficial to achieve economies of scale in marketing and infrastructure. For smaller, rural communities this strategy can make the difference to successful investment attraction activities”. (EDA & Government of Canada, 2012)

With regionalization in mind, the communities who participate in the EDO Group have proposed to submit a joint application to FedNor to work on a regional marketing plan; specifically with workforce recruitment/resident attraction program as a focus. At this time we are only in preliminary discussions and do not have a details such as s budget to report. The EDO group has met with Tracey Forsyth, Initiatives Officer at FedNor and she has advised the group that this is the type of project that Fednor would support. We have also received encouragement from Linda Bouchard-Berzel from MNDM.

At this time, a lead for this project has not been decided; however I have advised that Dubreuilville is willing to lead the project, should no other community be interested.

Phase 3 – Investment Strategy & Generation – Localized Effort

Timeline: TBD – At the earliest January 2020.

Budget: \$0 - \$25,000

Presently, specific investment strategy and generation projects have only been discussed at a conceptual level. They include:

- Welcome Basket program for new residents;
- Direct Community Promotion – targeted at new mine employees in partnership w. Alamos & Prodigy;
- Joint FAM Tour w. the Conseil Scolaire Catholique du Nouvel-Ontario in Francophone communities, specifically Quebec and New Brunswick.
- Creation of database of non-local workers information – Use information to invite families to local events, email recruitment information to. Depending on privacy concerns; partner w. mine to facilitate on behalf of the Township.

Addendum

Mirimar Design Studio Inc. Pricing Chart

Dubreuilville Online Land Inventory - CDEC Certified

Dubreuilville Business Directory - Shared Handout

2019 Dubreuilville Community Profile - Shared Handout

Website Re-Development RFP - Shared Handout

Dubreuilville Online Land Inventory

Purpose & Objective

The Corporation du Développement Économique et Communautaire de Dubreuilville (CDEC) is creating an online land inventory. The online land inventory will be posted on www.dubreuilville.ca in the first quarter of 2019. The intention of the online land inventory will be to showcase available land to potential residents and investors looking to relocate to the community. The CDEC aims to have a well-organized and up-to-date inventory that demonstrates that our community is interested in attracting new residents and begin to build investor confidence.

If you or your business wishes to include your real estate asset in the land inventory, the CDEC would like to work with you! The service is free of charge.

Procedures

Steps to having your real estate asset included in the land inventory:

1. Notify the CDEC at 705 884 9909 or via email at mpilon@dubreuilville.ca.
2. Complete the attached Real Estate Asset Information Sheet. Incomplete forms will not be accepted. The CDEC is available to assist upon request.
3. Select a maximum of two pictures to include in your properties profile. You may also chose to include a link to a real estate agent or choose to have a virtual tour of your property made (additional expenses may apply).
4. Review the Data Collection Waiver & Consent Form.
5. Sit back wait for the phone to ring!

Confidentiality & Storage of Data

During the project, each participate will be provided with a unique participant code. This code will be the published in the Dubreuilville Online land inventory rather than the seller's name and contact information. Personal information will be provided to interested third parties who express interest in properties listed in the online land inventory (potential buyers).

The confidentiality of all information provided to the CDEC by participants in the program will be treated with the utmost respect. Associated material will be safeguarded and securely stored by the CDEC and/or the Corporation of the Township of Dubreuilville in accordance with our privacy policies for a minimum of one year post publication. When the data is no longer required, it will be appropriately destroyed.

Personal information for the Dubreuilville Online Land Inventory is collected in accordance with s.38 Freedom of Information and Protection of Privacy Act (FIPPA) / s.28 Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

Right to Withdraw/ Access to Information

Participants are free to withdraw from the Dubreuilville Online Land Inventory at any time. Should a participant choose to withdraw, they must submit a written request to the CDEC and his/her data will be deleted from the Dubreuilville Online Land Inventory. Participants should be advised that under the FIPPA and MFIPPA the legislation allows any person to make a request for access to their personal information at any time.

Inquiries - Contact Information

Please direct all inquiries regarding the Dubreuilville Online Land Inventory to:

Corporation du Développement Économique et Communautaire de Dubreuilville (CDEC)

900 Green Lake Road, P.O. Box 118

Dubreuilville, Ontario

P0S 1B0

Melanie Pilon, Economic Development Officer

705 884 9909

mpilon@dubreuilville.ca

Data Collection & Participation Consent

IMPLIED CONSENT FOR PARTICIPATION

By completing and submitting the Real Estate Asset Information Sheet, **YOUR FREE AND INFORMED CONSENT IS IMPLIED** and indicates that you understand the above conditions of participation in the Dubreuilville Online Land Inventory.

Inventaire des terres en ligne

But et objectif

La Corporation du développement économique et communautaire de Dubreuilville (CDEC) est dans le processus de créer un inventaire des terres en ligne. L'inventaire des terrains en ligne sera publié sur le site www.dubreuilville.ca au cours du premier trimestre de 2019. Le but de cet inventaire sera de présenter les terrains disponibles aux résidents potentiels et aux investisseurs souhaitant s'installer dans la communauté. La CDEC a pour objectif de disposer d'un inventaire bien organisé et à jour qui démontre que notre communauté souhaite attirer de nouveaux résidents et commence à renforcer la confiance des investisseurs.

Si vous ou votre entreprise souhaitez inclure votre bien immobilier dans l'inventaire foncier, la CDEC aimerait travailler avec vous! Le service est gratuit.

Procédures

Étapes à suivre pour que votre bien immobilier soit inclus dans l'inventaire des terrains:

1. Avertissez la CDEC au 705 884 9909 ou par courrier électronique à mpilon@dubreuilville.ca.
2. Complétez la fiche d'informations sur les biens immobiliers ci-jointe. Les formulaires incomplets ne seront pas acceptés. La CDEC est disponible pour aider sur demande.
3. Sélectionnez un maximum de deux images à inclure dans votre profil de propriétés. Vous pouvez également choisir d'inclure un lien vers un agent immobilier ou de faire une visite virtuelle de votre propriété (des frais supplémentaires peuvent s'appliquer).
4. Consultez le formulaire de renonciation et de consentement à la collecte de données.
5. Attendez que le téléphone sonne!

Confidentialité et entreposage des données

Pendant le projet, chaque participant recevra un code de participant unique. Ce code sera celui publié dans l'inventaire des terrains de Dubreuilville en ligne plutôt que le nom du vendeur et ses coordonnées. Les informations personnelles seront communiquées aux personnes intéressées qui expriment leur intérêt pour les propriétés répertoriées dans l'inventaire foncier en ligne (acheteurs potentiels)

La confidentialité de toutes les informations fournies à la CDEC par les participants au programme sera traitée avec le plus grand respect. Le matériel associé sera sauvegardé et entreposé de manière sécurisée par la CDEC et / ou la Corporation du Canton de Dubreuilville conformément à nos politiques de confidentialité pendant au moins un an après la publication. Lorsque les données ne sont plus nécessaires, elles seront détruites de manière appropriée.

Les informations personnelles pour l'inventaire foncier en ligne de Dubreuilville sont collectées conformément à l'article 38 de la Loi sur l'accès à l'information et à la protection de la vie privée (LAIPVP) / article 28 de la Loi sur l'accès à l'information municipale et la protection de la vie privée (LAIMPVP).

Droit de retrait / Accès à l'information

Les participants sont libres de se retirer de l'inventaire des terres en ligne de Dubreuilville à tout moment. Si un participant choisit de se retirer, il doit soumettre une demande écrite à la CDEC et ses données seront supprimées de l'inventaire des terres en ligne de Dubreuilville. Les participants doivent être informés que, en vertu de la LAIPVP et de la LAIMPVP, la législation autorise toute personne à demander à tout moment l'accès à ses renseignements personnels.

Demandes de renseignements - Coordonnées

Veillez adresser toute question relative à l'Inventaire des terres en ligne de Dubreuilville à:

Corporation du Développement Économique et Communautaire de Dubreuilville (CDEC)

900 Green Lake Road, C.P. 118

Dubreuilville, Ontario

P0S 1B0

Melanie Pilon, Agente de développement économique

705 884 9909

mpilon@dubreuilville.ca

Collecte de données et consentement à la participation

CONSETEMENT IMPLICITE DE PARTICIPATION

En remplissant et en soumettant la fiche d'information sur les biens immobiliers, VOTRE CONSETEMENT LIBRE ET INFORMÉ EST IMPLICITE et indique que vous comprenez les conditions de participation susmentionnées à l'Inventaire des terres en ligne de Dubreuilville.

Land Inventory

Real Estate Asset Information Sheet

(Information can be located on your MPPAC Assessment and/or on your annual tax bill)

Owner Information: (Will not be published online - Will be forwarded to potential buyers upon request)

Unique Participant Code: (Will be published)

Owner Address:

Lot Size:

Legal Description:

Zoning:

Assessed Value:

Other Building Specs (If Any on Site:)

Annual Taxes:

Picture(s):

Description: (50 word max)

ODEC Certified

Served by Municipal Water

Served by Municipal Sewer

Served by Algoma Power Inc.

Served with High-Speed Telecommunications

No Significant Natural Environment Issues

Designated in the Municipality's Official Community Plan and Zoning By-Laws as Industrial, Commercial or Other Designations Allowing Industrial Uses such as Manufacturing, Assembly and Warehousing.

Miramar Design Studio Inc. Pricing Chart

APPENDIX A – Pricing Chart

MDSI has provided a best estimate of cost based on the deployment of similar project deliverables in the recent past. The final cost may be reduced during development as final technical specifications are realized. Cost savings may also be moved to other line items as required. Line item costs do not include HST (13%). Costs are good for sixty days.

ITEM DESCRIPTION	COST
Web Site Design and Development (\$65/hour @ 60 hours) -Graphic design -Digital Photo editing -Web page design -Web page layout -Page headers/buttons/banners -Responsive/mobile viewing -Accessibility compliance -Social media -SEO -Internal search engine -French Language option -Property/Land Online Database	\$3,900.00
Implementation Services (\$65/hour @40 hours) -Consultation/Reports -Set-up temp development site -Programming -Publish site on live server – Support	\$2,600.00
Advanced Content Management System (setup) -Microsoft SQL Database Backend -Secure login (multi-user admin rights)	\$2,500.00
Content Population/Migration	\$1,000.00
Training/Orientation	NC
Sub TOTAL	\$10,000.00
VIP DISCOUNT	-\$1,500.00
TOTAL COST (plus applicable tax)	\$8,500.00
ONLINE PAYMENT SYSTEM (estimate)	\$5000.00

OPTIONAL:

Secure Board/Council Website: addition of \$1500

MDSI does not require advance payment. Invoice shall be submitted upon project completion.

Web Site Hosting: Development is completed on a dedicated development server. The site will be hosted for review on this server for the CTD staff during development and testing period. Hosting fees are not applied to development server. Hosting fees are \$20-\$40/month

Final site hosting will be on the Production servers (site and database): daily backups, access to stats server, access to secure CMS, separate server for database, separate fail over server. MDSI can create new email account, retain the current MX records for email or transfer existing accounts with new passwords. MDSI also sets up custom Gmail or Microsoft hosted accounts.



Proposal

Re-development of the Corporation of the Township of Dubreuilville's website

Miramar Design Studio Inc.

Contact Information:

Stephen J. Morassut
464 Albert Street East
Suite 300
Sault Ste. Marie, Ontario
P6A 2J8
Phone: 705-759-8729
E-Mail: steve@miramar.ca

September 27, 2018



BEST WEB SITE AWARD WINNER
2007, 2011, 2013, 2015 & 2016

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1. Introduction

Miramar Design Studio Inc. (MDSI) is a web development company that specializes in the design, development and hosting of web site portals including: high-end database driven Internet, Intranet and Extranet sites. MDSI has designed and developed a user-friendly Content Management System (CMS) based on Adobe ColdFusion that has been used in web sites since 2000. Over the years, the system has been updated and revised to include the most current technologies and advancements in online tools.

MDSI's focus on developing web portals has produced several variations of proven models that address the needs of the Corporation of the Township of Dubreuilville (CTD). MDSI has significant experience developing web sites that disseminate multiple streams of user information. This includes solutions for clients ranging from Provincial Governments, National Associations, Global Networks to local non-profits. MDSI is proud to have been recognized for its web development work. MDSI has won best web site awards for 1) OYAP.com – an Ontario Youth Apprenticeship Portal, 2) GHLTEAM – a Global Hockey Network Portal, 3) SSMPUC.com – a Community Utility Portal and 4) Wacky's – a multi-location portal with secure online ordering. MDSI also developed an App for iPADS that won Innovation Project of the Year 2016.

MDSI is also confident that the experience gained while developing for other community organizations such as the City of Sault Ste. Marie, Community Development Corporation and District of Sault Ste. Marie Social Service Administration Board, will ensure CTD is provided with the best service and long-term solution. MDSI also provides web development and hosting services for First Nations communities such as Sagamok Anishnawbek, Garden River and Batchewana First Nations.

MDSI would look forward to the implementation of the latest web technology, online protocols and standards via a completely customized solution that meets CTD needs. This will include the consideration of mobile/tablet viewing and accessibility legislation.

For the past several years, MDSI has focused on completing Provincial-based web projects in addition to sites for community-based organizations and businesses. MDSI believes it has gained valuable experience working with Federal and Provincial government clients and has subsequently developed an effective and efficient online product. MDSI has developed and hosted websites for government funded projects in Ontario, Yukon, Saskatchewan, Newfoundland and Northwest Territories.

This client focused development and providing ongoing service to large projects has allowed MDSI technical solutions to be offered at a low cost while offering robust functionality. MDSI chooses to maintain a small number of key clients to provide superior development and customer service.

This proposal will provide details on MDSI's qualifications and unique ability to address the needs of CTD. The suggested approach in this proposal is based on the RFP specific requirements and therefore may not be the final approach implemented after MDSI has taken the opportunity to work together and assess current and future needs. Mock-ups are also provided as samples only – actual designs will be implemented with full consultation with CTD.

MDSI will focus on providing CTD with an attractive and user-friendly web site that incorporates the latest technology while working within the CTD budget. MDSI looks forward to working with the CTD team in creating a web portal that is comprehensive and prepared for future enhancements and expansion. MDSI builds all client website on a modular level with the capability and flexibility to add new features as required at any point in time. MDSI will only provide a custom-built platform and not use free open source code, layouts or templates.

Disclosure Statement: MDSI does not have any actual or potential conflict of interest with CTD. No staff of MDSI has been an employee or related to any person at CTD.

2. Background and Process

2.1 Legal Entity

Miramar Design Studio Inc. is an Ontario Incorporation web development business. The company has operated under this name since 2000. Prior to that time, it operated as SJM Consulting. Mr. Morassut is the legal signing authority for the business. MDSI is located at:

464 Albert Street East
Suite 300
Sault Ste. Marie, Ontario, P6A 2J8
Canada

2.2 Individuals

Primary Contact: Stephen Morassut – 705-759-8729
Secondary Contact: Richard Laliberte – 705-759-8729

2.3 Project Understanding

MDSI is aware that the CTD website is a key communication medium and often serves as a first point of inquiry in finding answers to specific user questions and needs. We understand that the current website needs to be updated to the latest in technical offerings including mobile responsiveness and accessibility.

The website should be attractive and easy to use so that visitors can find information in one to two clicks. It is equally important that staff can easily manage the content and the core infrastructure is secure, robust and adoptable for future functionality.

A Content Management System is required to allow for the in-house maintenance of all aspects of the website. In addition to standard web site development, the implementation of secure database driven applications is required to service target users. A professional and flexible look and feel (custom design) will be integrated into the CMS which will include the ability to present all content in compliance with the WCAG guidelines.

MDSI will work with the CTD staff to help assess current and future needs and recommend viable options in the development process. MDSI is aware that there is a project tactic team that will be reviewing online interaction and that MDSI is fully capable of addressing these needs. Hosting on dedicated servers will be provided and include the migration of data of all existing content (text, imagery, documents, databases). Migration to the new website will be seamless as MDSI maintains a production server for the current website and a development server for the new website in progress. The development server will be accessible for ongoing review and then published to the production server after launch approval.

MDSI understands that the CTD is a small and remote township with specific needs. MDSI will accommodate these unique needs by listening to staff input and applying the 20 years of experience working with many similar organizations from Municipalities, Governments, Economic Development Corporations and Community Development Corporations in Northern Ontario.

2.4 Project Experience and References

MDSI has specialized in the design, development and hosting of custom built websites for over 20 years.

MDSI has extensive experience deploying medium to large scale project for community organizations, businesses and government ministries. This experience, along with proven and tested technologies, will aid in facilitating a relatively quick turn-around time frame, and allow MDSI the ability to fast-track the development process by incorporating components from other recent web portal projects.

The new website and subsites will be produced with a comprehensive understanding of CTD operations, target groups and staff requirements.

The following references represent examples of multi-levelled, full-featured CMS driven website portals:

2.4.1 Sault Ste. Marie PUC, <http://ssmpuc.com/>

(New Design Scheduled for 2018) The website is organized into several key components including general webpages with text and imagery, a job posting database, a news database, a links database. The website is built on a flexible and expandable platform and is ready to incorporate additional database driven applications.

MDS also developed secure websites for the dedicated use of PUC staff and board of directors. These sites provided enhanced communications among the groups of users.

Reference: Michael Lesnick, Manager of Information Technology & Telecommunications
PUC Inc., 500 Second Line E, P6B 4K1, Sault Ste Marie, ON, Canada
Phone: 705-759-6005, michael.lesnick@ssmpuc.com

2.4.2 Ontario WorkinfoNET <http://onwin.ca/>, <http://iwin.on.ca/>, <http://oyap.com>

MDSI Maintains several Provincial web portals that disseminate career planning, learning and employment information/resource for the Province of Ontario. The iWIN portal is a local/region focused portal while OnWIN is province wide. The OYAP portal is the main online source of Ontario Youth Apprenticeship Program in the province.

Reference: Mike Delfre, President
OnWIN
T:705-256-7476, Mdelfre@uwssmalgoma.ca

2.4.3 Investment Sault Ste. Marie <http://investsaultstemarie.com/>

MDSI was selected to create a new website for the city of Sault Ste. Marie to help attract new business opportunities. The website includes HD video headers, quick access graphical buttons to main sections, and a custom-built land and building inventory system. The searchable database includes pre-set search parameters and visual map integration with Google.

Reference: Nevin Buconjic, MBA, Manager of Trade, Investment & Community Marketing, Sault Ste. Marie
Economic Development Corporation
(705) 759-5928, n.buconjic@ssmedc.ca

Additional Community Based Web Site Portals Developed by MDSI:

Community Development Corporation of Sault Ste. Marie & Area – <http://ssmcdc.com/> MDSI has been selected to re-design and re-engineer the CDC website to include the latest in web technology and functionality. The site also includes a secure private document archive for staff and board members.

Sault Ste Marie Construction Association <http://ssmca.com/> MDSI recently won a bid to completely redevelop a website portal for the SSM Construction Association. The portal will feature a membership directory and multiple category email campaign system in addition to resources for members.

Child Care Algoma (www.childcarealgoma.ca): MDSI worked with a Childcare Algoma team to develop their first web site to promote programs and services. The site is database driven with a detailed program information section and online registration process. MDSI also completed a secure informative web site for parents, staff and board members of Child Care Algoma.

Volunteer Algoma (www.volunteeralgoma.ca): This project represents one of the first content management systems MDSI developed for a large multi-year government project. It was designed to be 100% database driven and managed by non-technical staff and volunteers at the United Way. The success of the project, continuing for several years following the end of project's public funding, is attributed to the ease of use and maintenance of the content.

Veterans Commemorative Monument <http://thosewhoserved.ca/> MDSI is proud to be asked to develop a site to recognize all men and women who have volunteered to serve with the Canadian Armed Forces.

Hunt Canada Now <http://huntcanadanow.com> MDSI was selected to design and develop a new and unique online initiative that is intended to match hunters with landowners. The website includes the latest in web technology and functionality to provide secure online database that are searchable by users and can be easily be maintained by the site owners.

2.5 Hardware and Software Requirements

MDSI utilizes leading industry standards and cutting-edge hardware and software to design, develop and deploy web-based solutions. MDSI thoroughly researched the market for the most robust and powerful development tools and web serving platforms. MDSI is a ColdFusion development studio and primarily uses Adobe and Microsoft products to create web-based solutions for its clients. With integrated, market-leading products spanning servers, authoring environments and media players, this software enables MDSI to quickly and cost-effectively design and develop dynamic web content and applications that address clients' current and future needs.

A key and highly advantageous benefit of ColdFusion is the ease and speed of programming versus other development software. In a typical situation it takes one line of code to implement a function with ColdFusion mark-up language (.cfm) as opposed to four lines of code with another programming language such as PHP. ColdFusion is scalable, stable, flexible, deploys on any platform, supports a wide variety of databases and has superior built-in security. ColdFusion is not vulnerable to the wide occurrence of PHP injection attacks.

Working together with ColdFusion is the relational database management software, Microsoft SQL Server. SQL Server is a comprehensive database platform providing enterprise-class data management with integrated business intelligence tools. The SQL Server database engine provides secure, reliable storage for both website and application data. Additionally, SQL Server combines the best in analysis, reporting, integration, and notification. SQL Server powers such enterprise-grade database systems as NASDAQ's real-time trade booking, and Hilton Hotels.

MDSI can track various user metrics, including browser/version, operating system and screen size of visitors. MDSI can use this information to target development of projects in a way that allows the greatest number of users, while saving time by not developing for un-used technologies.

2.6 Security Audit

MDSI provides secure data access via login-protected web applications. Login information, as well as sensitive data, is encrypted using a mix of ColdFusion built in encryption formula's and custom designed algorithms for maximum security.

Furthermore, MDSI is experienced at providing controlled access to specific sensitive data within one web application. Managing multiple user groups and permission levels determining what users can access what files is a common feature in MDSI applications.

However, this level of security is not sufficient for transfer of highly sensitive data such as credit card or banking information. MDSI provides this additional level of security to its clients via a **Security SSL Certificate**, which provides the highest standard of encryption (HTTPS). In addition, MDSI makes every effort to meet and uphold the security standards of the Payment Card Industry Data Security Standard, which sets out the industry requirements for all online handling of payment card information by a collaboration between VISA and MasterCard.

In addition to SSL Certificates, MDSI utilizes security scans on MDSI servers, as well as state of the art firewall's, intrusion detection hardware/software and deep packet inspection. MDSI hosting is compliant with HIPAA, PCI, DSS, SSAE16 and AICPA SOC 2.

MDSI will not store customer/user data that is submitted via an online form on the server. If a project requires the collection of data, MDSI will incorporate appropriate secure encryption in accordance with data privacy laws.

2.7 Warranty, Service and Support Plan

MDSI prides itself on providing exceptional customer service. MDSI is always pleased to provide personalized attention to their clients and makes every effort to answer all client support questions within the least amount of time possible.

MDSI guarantees that all programming code is functional and performs as described in the Requirements and Design Specification, to be defined and agreed upon by both parties during Phase 1 of the project. MDSI will provide free adjustments to all software identified in the Requirements and Design Specification for a 30-day period from the live launch date.

As part of the Basic Service Plan, MDSI is available to address any website implementation concerns or issues, such as troubleshooting performance, statistics, access/speed, database management, etc. during regular business hours. Emergency numbers are provided for non-business hour requests. MDSI will provide advanced notice of any planned downtime such as server upgrades.

MDSI is dedicated to the successful implementation and use of its web solutions. Re-training of staff following initial instructional sessions, training of new staff hired after initial set up, or specific user training needs that exceed the expected training requirements will be billed at MDSI' hourly rate specified in Section 2.12.

MDSI maintains onsite and offsite backups of hosted web sites. MDSI has multiple web servers. A 14-day backup server is also maintained offsite. MDSI possesses a disaster recovery document that was prepared by a network administrator.

2.8 Implementation Plan

The project will be implemented in five phases:

Phase 1: Requirements and Design Specification

Phase 2: Design and Programming

Phase 3: Quality Assurance Site Testing

Phase 4: Training

Phase 5: Site Launch

Phase 1: Requirements and Design Specification

To help ensure that the project is completed to the highest standards and that there is agreement to what is being developed, MDSI follows a project management practice that involves a comprehensive needs analysis and development of a specification document. MDSI will invest the time to determine exactly what is required to provide the best service to the public user and the internal administrative user. A document will be prepared to describe in detail the deliverables and request sign off before development begins. MDSI has significant experience consulting with individual clients, government representatives and steering committees in this phase of development.

Phase 2: Design and Development

MDSI will set up a development site on our secure development server that will act as a working copy of the final website. This site will be made available to the client periodically, upon completion of each major milestone, for progress review and feedback. MDSI will integrate a new professional design with consistent and common elements that accurately represent the vision provided for the project. MDSI will setup the website framework and integrated CMS. Once the approved design is applied to the CMS, MDSI will commence any custom programming, graphic creation and begin the initial data migration to populate of the website if applicable.

Phase 3: Quality Assurance Site Testing

MDSI will undertake the testing of the website with the assistance any specified users. All public sites, extranet/intranet and CMS functions will be tested for proper functionality.

Phase 4: Training

MDSI will provide training with key staff representatives. The CMS is designed to be very user-friendly and is currently used by individuals with little to no website maintenance experience. MDSI estimates that one session of orientation and training will be sufficient for the skills transfer for self-managed content publishing.

Phase 5: Site Launch

Following the approval of the development site and user training, the site will be ready to migrate to the live server. MDSI will conduct the complete transfer of the website to the final production server. MDSI will provide free fixes to all software identified in phase 1 for the life of the contract. During the development phase any existing domain will be retained online.

3. Approach – Project Deliverables

A key goal of the CTD web site is to provide comprehensive information to current and potential users in the community. This ranges from informing individuals, businesses and investors about the programs and services to tourist and visitor inquiries. The website should perform various information dissemination functions for current and future content. The website will be consistent with current branding (logo and icons) while using vibrant colour schemes within a professional layout. (see APPENDIX for sample mock-up)

MDSI will help facilitate the website objectives by incorporating the latest in web technology (JavaScript, jQuery, CSS 3, HTML 5, Responsiveness) and offer long term expansion and additional capacity. MDSI will accommodate this by developing a dynamic and robust infrastructure that provides ease of use and built-in flexibility to organize, edit and present content in a manner that is logical and scalable for future considerations. The CMS developed by MDSI inherently supports the option to add pages and sections to a website without the need for a web developer (and the extra cost). This key feature combined with an attractive interchangeable user interface will provide web site with a solid platform to expand and grow the website as the content develops over time.

The web site content will focus on key and pertinent information in an attractive layout. Information will be organized and made available in short and concise formats. This will be accomplished with web page highlights that lead to details and options to read full details via downloadable pdf documents that are stored in a searchable document archive.

MDSI will provide multiple design versions and elements for review and approval. Designs and functional demonstration web pages will be provided to authorized personnel via a password on a development web server. All work will be completed on the secure development server until final approval. Following approval, the web site will be uploaded to the live web production web server.

The final deliverable after working together will be a newly designed custom web site that can continue to be updated and maintained in the long-term. MDSI will continue to be available for any future requests.

Migration: MDSI will seamlessly migrate all content to the new site. Content such as webpage text will be repopulated in the new structure that will automatically address responsiveness (mobile/tablet) and check for accessibility guidelines (WCAG 2.0 Level AA or better). Overall, MDSI will be responsible for all migration and require no time or effort by CTD staff. All work will be on a separate secure development server. CTD staff will be able to view all web site development progress at any time on the provided URL to the dev server. MDSI will send notifications of any main milestones completed. For example, the testing of the housing online database.

Maintenance: MDSI has significant experience maintaining large scale web portals for various clients – from Provincial Ministries to local non-profit organizations. This includes the ongoing updating and editing of content in database or html form.

MDSI proposes to design and develop the following robust and integrated online solutions:

1. Portal Web Site: General content, Online Database, third party tool integration (social media embed)
2. Content Management System
3. Secure/Private Site
4. Online User Reports (statistics and graphs of web site usage)

3.1 Portal Web Site

As with any community portal the content and related presentation is a critical component in the development phase. MDSI has extensive experience working with clients in the coordination of content and organization that is easy for users to navigate.

MDSI will apply its years of experience in large scale provincial portal and community-based web development to the design and hosting of a CTD web site. The newly designed and engineered web site will be focused on providing quick access to relevant information with the aid of visual elements and a hierarchical data structure. For example, main website sections will have pop-out menu navigation to sub sections in addition to featuring an organized document archive section. Each section can have its own dedicated file folder containing documents, spreadsheets, PowerPoint presentations, pdfs, images etc... This can be complemented with dedicated webpage headers that include visual elements that relate to the subject area.

The logo will be prominently displayed on every page of the web site within a consistent webpage header. The header will also include general links/buttons (i.e. home, site map, contact us...), imagery consistent with the approved theme, and a main menu to the other sections of the web site. Header imagery could include a series of different headers featuring specific images to a subject area. In the project start-up phase, MDSI will provide multiple thematic design samples. For an illustration of MDSI's general web design capabilities please refer to the stated references. MDSI will be able to provide more relevant designs once engaged in the project.

MDSI proposes that the homepage features image sliders (header banners) that illustrate the various divisions with key phrasing and direct link to the respective section of the website. The homepage will also highlight key offerings with graphical icons that are colour coded. The individual sections will include customized topic specific headers and carry the colour coding via a shaded background to help visually distinguish the different areas of the website portal. MDSI offers digital photography services as part of its web design projects. Photos of people and resources will provide a visually appealing addition to any webpage.

Search Engine Optimization: MDSI has over a decade's experience in Search Engine Optimization (SEO). MDSI is fully versed in the latest major search engine technology and the methods to get the best search engine results page (SERP) positioning. Some techniques MDSI will use when working with CTD to achieve favourable SERP positioning include properly selecting keywords, Google optimization – including Google Sitemaps and PageRank, inclusion in web directories, submission to major search engines, cross-linking with other local and related sites, proper positioning/density and use of keywords in content, use of other resources – such as blogs and news sites, freshness of content, and other techniques. MDSI clients benefit from our expertise in providing effective Google ranking consultation that includes options for organic and paid search engine results. Clients save money with our built-in customization to maximize free organic searching results. Alternatively, when more targeted results are requested, MDSI engages with Google tools and paid programs to draw additional traffic.

The web site will be designed for ease of use by both the end users and the CTD web site administrator(s). Special attention will be given to the maintenance of the site content and balance of presenting relevant information with a system that will not be overwhelming with components that require extensive attention and management (and serve to confuse the end user). MDSI develops web sites and administrative back-ends that include the latest in Internet technology and automation. This will result in minimal time devoted to web site maintenance by individuals that do not necessarily have a technical background. In fact, a majority of MDSI's local and provincial sites are maintained by administrative assistants, not webmasters or technical people. MDSI also has significant experience maintaining web sites for clients.

Navigation of the web site will be aided by several components that MDSI has integrated into its web-based solutions. These include:

- 1) Dynamic multi-level main menu (pop-out menu)
- 2) side bar sub menu
- 3) breadcrumb links
- 4) dynamically generated site map
- 5) powerful internal search engine
- 6) quick links
- 7) page footer links.

All existing content from Microsoft Word can easily be migrated (cut and paste) into database driven web pages. All text will have style sheets (CSS) applied for a consistent look throughout the web site. The style sheet will also accommodate different text size options for the end user – the user can quickly increase the size of the font for ease of reading on every page.

Web pages throughout the site will have the option of having document downloads. Documents are easily added to the web site via MDSI's CMS. MDSI has built a custom system that allows for the organization of larger amounts of documents via a 'File Management' component that stores documents in categorized file folders. Files are easily uploaded with the push of a button from a local computer to the server. Documents can then be linked to a reference in one or many locations on any web page in the site. The file system will be similar to the format of the 'my documents' of Windows based operating systems. This familiar and easy to use system can store new and archive documents in one central yet categorized location. For example, folders can store all reports, pdfs, application forms, notices etc...

The website may contain links to other websites such as an online directory of relevant resources. MDSI has developed a categorized links database component for organizing and displaying large collections of links. Custom categories are created, and links assigned to categories. Links can then be displayed in one large list, grouped into categories or links from individual categories can be pulled from the database to feed a Links section in a specific area of the website. The CMS also features built-in link checking to reduce the occurrence of dead links and mouse over pop-up preview of the website homepage. Any community portal site will greatly benefit from this reference library functionality. Specifically, CTD can assist the user by pointing them in the right direction with linkages to existing quality information from external sources instead of attempting to internally maintain information.

Online Databases:

Townfolio Stats Integration: MDSI notes that CTD utilizes Townfolio stats and has experience integrating the Townfolio web component into a client's website. Sample:

<https://investsaultstemarie.com/why-sault-ste.-marie/demographics-statistics/>

Property for Sale: MDSI can implement a custom online database of available land and property in the area. Sample:

<https://investsaultstemarie.com/locate-expand/available-land-buildings/>

Job Bank/Careers Database: CTD maintains a list of Human Resource requirements. MDSI will implement a functional job bank module as opposed to a webpage of PDF links. This will allow for efficiencies and less staff time to maintain. For example, the Post From, Closing Date and Post Till dates will be entered and automatically remove or add a posting. Other pre-set data items such as duration and method of application are included to provide consistency in posting and less data entry time.

Other Dynamic and Interactive Features

Interactive Maps and 360 Virtual Tours: MDSI integrates interactive maps and builds custom applications to communicate with google maps. MDSI possesses a 360 camera and can create virtual tours of any location.

- Sample Locations Map: Child Care Algoma <http://childcarealgoma.ca/child-care/locations-map/>
- Sample 360 location tour: Northern Superior Brewery <https://northernsuperior.org/about/>
- Sample 360 location tour: Soo Blasters <https://sooblaster.com/>
- [Click here to see sample virtual tour at 464 Albert St E](#)

Internal Search Engine: The CTD web site will contain a site map in addition to a powerful search engine that indexes all elements of the website. The internal CTD search engine powered by 'SOLR' will return search results organized by webpage, news, links or documents as well as search the contents of online documents such as Word or PDF files.

Online Forms: Forms collecting client information or inquiries will be developed and functional within the website (as apposed to relying on an external site). The contents of the form (responses) will be sent to any email address required. The form will be programmed with error-checking to ensure completeness. The latest captcha security will be implemented to help prevent spam submissions.

Online Chat: MDSI can implement an addition level of client interactive via an online chat function. User can type a question and get immediate feedback from a staff person. If a staff person is not available, the user can still send a question and get a response later.

Email Subscription: MDSI has implemented user subscribe/sign-up function that allow people to receive newsletters/bulletins/events or other relevant documents in their email box. With the increase of SPAM issues and subsequent introduction of anti-spam legislation MDSI has integrated the CMS with reliable and proven bulk email service providers such as MailChimp or Constant Contact. MDSI proposes to implement a seamless subscribe/unsubscribe function that is powered by this type of engine.

Videos: The inclusion of video segments and clips has become a popular feature and MDSI is equipped to provide a variety of options to accommodate this type of media. This includes the efficient embedding of Youtube videos that have been uploaded to a dedicated channel and implementing custom video player with website for clients that cannot or do not wish to use Youtube (such as schools that block). MDSI is experienced in optimizing video source files and seamlessly streaming the content within our CMS driven webpages. If the filming and production of a video is required, MDSI has in-house green screen, lighting and camera equipment to create professional video presentations.

Sample video recorded and produced by MDSI:

<http://icanprogress.ca/promo/>

Sample video optimized and closed captioned by MDSI:

http://skillszone.ca/social_media/video/index.cfm?fuseaction=introduction_en

Sample video – promotional animation created by MDSI:

<https://www.youtube.com/watch?v=hv3RFQG9yoQ>

When CTD wishes to publish documents or newsletters online in a familiar flip-book format, MDSI can implement e-book layouts similar to reports designed for the PUC. For example:

http://www.ssmruc.com/ereports/2013_inc/ebook/ . This format can be made available in addition to pdf and also a mobile friendly version.

Other Innovations:

The following are other examples of innovative concepts and functions MDSI can implement into the CTD website:

Digital Screen Integration: MDSI installs, maintains and develops content for digital screens. MDSI will be able to integrate web content into the digital screens. This will provide consistent information across multi-platforms from one data feed. This will save time and money in maintenance. MDSI currently provided integrated digital screen solutions for PUC, Garden River First Nation and Batchewana First Nation. For

example, MDSI can implement a central online (cloud based) repository of Child Care related information that can be broadcast on HD screens in each Child Care location.

Print Design: MDSI can also compliment website design with graphic and print design. MDSI has extensive experience developing reports and promotional documents for clients.

AWIC - Guide to employer training credits, incentives and supports

http://awic.ca/UploadedFiles/files/dollars_sense16_fin.pdf

App Development: MDSI now offers complex App design and development that integrate with online databases. The following award-winning App collects and disseminates progress data (photos, videos, notes, reports) submitted by teachers in the classroom with parents and syncs the data with a server for storage. MDSI also developed the promotional website and associate social media.

<http://icanprogress.ca/>

<https://www.facebook.com/icanprogressapp>

This App may be very useful to CTD Child Care services. The concept of tracking and document a child's progress will be instrumental for children, providers and parents.

French Equivalent: MDSI has built numerous Bilingual/Multi-language sites for the Provincial government and local organizations. The CMS accommodates multiple sites within a site so you can have a structural bilingual site with its own editing capabilities. This option is ideal for clients that have internal language translation personnel. Bilingual site examples include <http://awic.ca/>, <http://bioforest.ca>, <http://onwin.ca/>. This option does not require the content maintenance and can offer multiple languages such as French, Italian, German etc.. MDSI will provide a Francophone equivalent of the English website. Staff will be able to seamlessly manage all content in both languages via the CMS. If not all content will be available in French, MDSI can create a French only section that provides Francophone users with the content (text, pdfs etc..). MDSI has also developed a function that links English page with French pages for easy language switching and allow for non-linking when no French pages are available. MDSI also implements third party plugin components such as Google Translate at no additional cost.

3.1.1 Web Site Structure – Scope of Work

The web site will contain the following features and functionality:

All Pages:

Header imagery/logo – multiple photos, multiple headers, (animation optional)

Contact info link – general or comprehensive department list

Site map link – automatically generated based on pages added to site

Search engine – Fully indexed – pages, documents, links, databases...

Dynamic menu – multi-level/hierarchical

Footer

Text size option and Print page option

Email page option

Social Media links

Homepage: Logo and imagery, General welcome, Quick links, In the Spotlight, News, Calendar, Social media, Third party widgets/plugins

Content Pages: Breadcrumb links, Main content (middle), Text/photos/chart/diagrams, Links to internal and external web pages, Download section

3.2 Content Management System - CMS

The MDSI CMS is built on the Adobe ColdFusion Enterprise level development platform. ColdFusion's presence is in 70% of the Fortune 100, 100% of the top 20 banks, and 90% of government departments. Our CMS and ColdFusion precede other CMS platforms such as Wix, Joomla, WordPress and PHP-Nuke by several years.

ColdFusion is hosted on servers with dual grid power redundancy in addition to diesel generators in case of all grid power loss, dual networks in case one line goes down, nightly backups on-site and off, UPS' on each server. All websites created reside exclusively on our servers as the core Content Management System (CMS) code cannot be exposed to the public unlike open source platforms where every piece of the code can be exposed to hackers. Websites that are built with ColdFusion include: NHL, IBM Lenovo, Oracle, US Army, US Senate US Mint and Stats Canada.

MDSI has spent 2 decades developing and fine-tuning its CMS – called the 'Content Control Centre'. This development has evolved primarily from experience working on a large government-funded website project with a budget exceeding \$250,000.00 and utilized by thousands of people across the country. Additional relevant experience has been gained in working with the local organizations in assessing unique needs and developing customized website solutions. MDSI has recently launched a completely new 2018 build CMS with advanced features. The new version is a result of input from the various provincial and local clients.

The Content Control Centre General Features:

- Simple, user-friendly
- Unlimited number of web pages (fully customizable within edit region of page)
- Unlimited number of users (public and internal)
- Integrated database for management of content including text, documents, job postings, news, web links
- Built-in 'word processor' like editor to format content with spell checker (WYSIWYG)
- File upload feature for PDFs, documents, images...etc
- Built-in printer friendly pages and variable text size settings
- Preview edited content before publishing
- Powerful, dynamic navigation menu
- No plug-ins required
- Automatically updated sitemap
- Scheduled content – i.e. post from and till option
- Navigation menu, breadcrumb trail and footer links
- Robust internal global search of all site content and resources
- Customizable look and feel – common to the public website
- Third party widget and plugin friendly
- Multi-language module integration
- WCAG and SEO built-in functionality

This unique and powerful CMS provides the owner of the site with the ability to manage web site structure in addition to content. For example, the administrative user of the site can add a new web page 'on the fly' which will automatically create the associated menu button and page footer links and updates the site map. This replaces the need and expense for users to call the web developers to upgrade or make additions to the web site. Related time saving features include the automatic resizing of images when uploading files from a local computer to the web site photo gallery. The CMS atomically creates a thumbnail and web optimized image for viewing. The main objective of the CMS developed by MDSI is user empowerment that leads to quick and comprehensive web site management at a low ongoing cost.

Another key feature of the CMS is that once you have securely logged in you are not redirected to a separate interface to manage content that is disconnected from the live site. The interface is designed to provide the

user with the complete public site view with the added component of an administrative menu to manage all aspects of the site content.

Along with other industry standard internet tools the MDSI CMS is developed using Cold Fusion – a secure and powerful programming platform. MDSI does not use any open source or free software. Cold Fusion is based on JAVA, developed by Oracle and the world’s most popular programming language with a reported 10 million users.

Adding content is as easy as typing or copying and pasting text and then clicking on the submit button. The content will be made available for preview and if approved it will be published immediately to the public web site by clicking on ‘publish’. There are many other features that can be used such as spell-check, add images, page anchors, and other basic page formatting that would be found in a word processor. The text will also be formatted consistently by the use of pre-set style sheets to maintain a consistent, professional look and feel throughout the site.

As requested by numerous clients MDSI has implemented a unique feature of rolling back content in the event a webpage that was previously published needs to be re-published. The system will store each save of the webpage. This roll-back feature will be included in the CTD website CMS.

MDSI recommends the assignment of one lead administrator or gatekeeper that maintains the login rights to the CMS. This ensures consistency in data management and publishing as well as eliminates the need for numerous staff requiring this added responsibility. If required, the CMS does accommodate various roles that provide limited access to the functionality. For example, a CTD staff could be given permission to access only the document sharing module of the CMS.

In terms of all existing and new content, MDSI will provide complete migration of content including text, images, documents and third-party integration.

3.3 Secure Board Sub-Site (optional)

Private Section: MDSI can implement a private client only section that will be dedicated to storing resources dedicated to CTD board/council members. The virtual office feature will complement the existing shared office environment. A secure login will be required to view this section. Each user will be provided with a unique login. If a person is no longer a member their login will be removed and thus no longer have access. MDSI has specialized in providing secure online site for boards of directors, staff and authorized user groups. Local clients include the City of Sault Ste. Marie, PUC, AWIC, Childcare Algoma, Children’s Aid Society of Algoma, Ontario WorkinfoNET, and Ontario Youth Apprenticeship Program. MDSI will upload the initial group of existing board related documents.

3.4 Online User Reports

MDSI hosting sites are inherently tracked by the internal server. CTD will be provided with a username and password to a dedicated online statistics server and software package that provides an analysis of all activity related to the website usage as captured by the server. MDSI has integrated stats reports into the CMS so you do not have to login to a separate website or interface. The integration of Google Analytics is automatically done at the time of every site launch. The past years of stats will be seamlessly carried over to the new website.

3.5 Timetable

MDSI is available to start immediately and commit the required amount of time to successfully complete the project.

Week 1-2	Meeting with key personnel
	Needs Analysis
	Specification Document (client sign-off)
	Initial website setup (portal)
Week 2-5	Complete install of website components and CMS
	Apply design elements (client sign-off)
	Enable CMS
	Setup web pages
	Implement third party embeds
	Implement and populate directory database
Week 5-8	Content input and testing
	Review, revise and address issues (client sign-off)
	Training
	Launch website
	Monitor performance
	Provide support as required
Week 8	Revisions + final data entry
Week 8+	Hosting and Maintenance

3.6 Pricing Submission: Please see Appendix A

3.7 Other Fees

Professional fees: Other development work not included in the scope of the project is \$65/hour or approx. \$500/day. Hosting fees range from \$20-\$40/month depending on the number of domains, size of sites, traffic, security and associated email accounts. Domain name registration is typically \$10-\$20/year.

4. Web Development Capabilities

The following are some of the main strengths that MDSI brings to every web development project.

4.1 Web Site Layout and Graphic Design

MDSI realizes that web site development is not strictly a technical activity. Effective development requires thoughtful consideration to produce a visually stimulating and appealing interface for the user.

Professional graphic design techniques are applied to all MDSI development projects. MDSI creates customized imagery that assists in communicating the client's key messages and that is consistent with its corporate image. Graphics are developed in consideration of download speeds and can take the form of line-art icons and buttons, photographic images and backgrounds or flash animations.

MDSI analyzes clients' needs and work with its staff in establishing an attractive look and feel that is appealing to the client base. Mock-ups for review will follow the initial consultation.

4.2 Web Site Navigation

Navigation is an important factor in creating useful web sites. MDSI has encountered and overcome several challenges in harmonizing large amounts of content into easily accessible modules of information. The underlying foundation for effective navigation is an organized sub-structure or directory hierarchy. MDSI dedicates a portion of the development time to fully conceptualize the web site framework.

MDSI has considerable experience designing and creating graphical navigation bars and menus that are legible and user-friendly. Navigation bars at the top or bottom of web pages are designed to ensure the user moves from one page to another in a logical manner. Menus are also designed to be concise and comprehensive. MDSI web sites have consistently been described as 'clean' and 'easy to use' by both visitors and clients.

4.3 Dynamic/Data Driven Back-Ends

In addition to developing static (HTML) web sites that serve as electronic brochures, MDSI has significant experience developing large-scale dynamic web sites that amalgamate numerous databases into one easily manageable repository. As technology advanced and the demand for online databases grew, MDSI thoroughly researched the market and adopted leading industry applications and standards to develop robust web sites.

A combination of the most recent, leading edge web application hardware and software and skilled programming talent have enabled MDSI to offer world class IT solutions.

4.4 Content Management Software

To meet client requirements to maintain large and small web sites, MDSI has developed a customized administrative web site back-end to the public web sites. MDSI clients use the 'Content Control Centre' – a customized product developed by MDSI. This secure entry point allows authorized personnel to manage every aspect of website development that follows the generation of the graphical template and basic site layout.

Specifically, it offers the ability to manage the hierarchical menu structure and the pages each menu item points to. The order, hierarchy and target pages of menu items can be changed on the fly. This means that all menu items and their unlimited levels of sub items can be moved, rearranged, renamed, deleted or made to point to different pages within the site at any time within the graphical template. The user also has similarly powerful control over the pages that the menu items link to. Pages can be added, edited and deleted and their contents changed by the authorized user.

The content of each Page, in the form of formatted text and images, is under the complete control of the user and can be edited and previewed in the CMS before publishing to the live public web site. In addition, each dynamically managed page can have an unlimited number of files, such as newsletters, meeting minutes, reports or images (pdf, word, photos, diagrams, charts, etc.) associated with it for easy reference and linking to non-html resources. The intent is to allow the individuals that are most knowledgeable about the information to be empowered to update content at any time using only a web browser.

The CMS is also the location of all integrated database management for any custom databases accessible via the website. Two examples of integrated databases are the News database and the Links database. Every aspect of the databases is accessible and editable to the user from within the CMS.

4.5 Content Generation and Publishing

MDSI stresses to all its clients the importance of the content within web sites. MDSI has experience working with clients in establishing guidelines for content inclusion and format. Word or Word-Perfect documents supplied by clients are converted to HTML or PDF depending on the contents. (Adobe PDF is the most widely used document-sharing format available). MDSI has extensive experience preparing and converting documents such as reports, forms and surveys to HTML and PDF.

4.6 Complex Portals

MDSI has gained practical experience in creating several types of web sites by mastering the development of complex portal web sites. These sites differ from other sites in that they act as an organized, searchable clearinghouse for an unlimited amount of information grouped into categories and subcategories.

4.7 Web Development Steering Committees/Working Groups

MDSI has extensive experience developing web sites through close relationships with the client and client steering committees or working groups. This experience has been rewarding for both parties and proven to produce superior end results.

4.8 Bilingual Site Development

MDSI has successfully designed and deployed several large-scale websites with English and French language viewing options. These include Provincial portals such as onwin.ca, ocea.on.ca and oyap.com/pajo.ca.

4.9 Secure/Members Only Web Sites

MDSI has designed and implemented several various for member only sites for businesses, organizations and government funded projects. These sites include the capability of purchasing memberships and registrations for events.

5. Staff Resources

MDSI utilizes the skills of several specialized individuals that, together, deliver high-end, professional websites. The unique roles of designer, programmer and network administrator have provided MDSI with a powerful combination of skills that have enabled MDSI to overcome a variety of development challenges. MDSI also maintains close relations with a significant number of IT professionals throughout the country for networking and idea-sharing purposes, as well as, contract specialists as required.

Stephen J. Morassut - Project Developer, Lead Web Developer/Designer

Stephen possesses three University Degrees including a Master of Business Administration. The focus of his studies has been in administration and marketing with additional studies in computer science and the fine arts.

Stephen has held positions as Technical Lead in several local and provincial web-based projects. He has over twelve years of experience with computer systems and applications. Stephen has significant work experience in information management, database design and Internet applications. Stephen also brings strong marketing and creative skills to information technology projects.

Stephen provides a full range of services including print media design and layout, graphic design, static web page design, dynamic content web design, public and administrative user interface development - as well as development of Webcams, e-newsletters, e-Forms, Multi-media presentations, Digital photography & photo editing.

Stephen has been the lead project manager on Province-wide initiatives with budgets exceeding \$200,000 per project.

Stephen remains active in community activities and has been awarded Heart of the Sault for volunteer service benefiting the community.

Richard Laiberte – Lead Web Application Programmer

Richard is a graduate of the Sault College three-year Computer Programmer/Analyst Course as well as graduating with a 1-year Geographical Information Systems (GIS) Application Specialist certificate. Other training includes Advanced Customer Service, Business Management, as well as several Natural Resources, Health Care, Human Resources, and Information Technology related training seminars. Utilizing this formal training allows for specialized understanding of a wide range of industries and thus aids application development and design for any or all these industries.

Additional formal training includes the following courses: Advanced ColdFusion MX Development, Dreamweaver MX 2004: Dynamic Application Development, Flash MX 2004: Advanced Application Development, and Flash Application Development for Programmers, W3C HTML Certification Training.

Richard specializes in Application Needs Analysis and Custom System Design, Relational Database Design and Management, and RDBMS Development. Other proficiencies include the development of client/server architecture database management interfaces and database-driven web applications.

The specific skills Richard utilizes to complete projects include the following: programming in ColdFusion, XHTML, JavaScript, CSS, XML Flash, ActionScript, AJAX, and SQL; database conversion/migration between various RDBMS, such as Access, SQL Server and MySQL; and the creation and use of Data Flow Diagrams, Entity-Relational Diagrams and Data Dictionaries for well-documented development. He also has hands-on programming experience with other languages, such as: C/C++, Visual Basic, ASP, VBScript, COBOL, Java, ASP, PHP and CGI.

Dave Hunter – Web Application Programmer

Dave is an honours graduate of the Sault College three-year Computer Programmer/Analyst. Other training includes Customer Service, Business Management, and Technology related training seminars. Utilizing this formal training allows for specialized understanding, development, and design of applications pertaining to these industries.

Additional formal training includes the following courses: ColdFusion: Essential Training, ColdFusion: Beyond the Basics, ActionScript 3: Working with XML, Flash CS3 Professional Essential Training, Dreamweaver CS4 Essential Training, and W3C HTML and CSS Certification Training.

Dave specializes in Application Needs Analysis and Custom System Design, Relational Database Design and Management, and RDBMS Development. Other proficiencies include the development of client/server architecture database management interfaces and database-driven web applications. Dave uses advanced programming techniques to maintain a high level of cohesion and loose coupling for improved performance, reliability, and expandability.

The specific skills Dave utilizes to complete projects include the following: programming in ColdFusion, XHTML, JavaScript, CSS, XML, Flash, ActionScript 2, ActionScript 3, AJAX, and SQL. He also has hands-on programming experience with other languages, such as: C/C++, Visual Basic, ASP, VBScript, Java, ASP, and PHP.

Jeff Perri – Network Administrator

Jeff combines a Computer Network Technologist diploma with over five years' experience in computer networking, operating systems, applications, and hardware. He continues to expand his knowledge through self-education and further certifications.

Throughout his career, Jeff has developed significant expertise in the areas of networking and system security. This includes management of web servers, database servers, and application servers running on both Windows and Linux.

Positions in the computer industry as a Computer Technician and Network Administrator honed Jeff's skills in the areas of customer relations, teamwork, and product knowledge. Jeff has significant experience in maintaining, operating and securing LAN's which has included firewalls, web servers, database servers, application servers, and individual workstations.

Jeff's role as Network Administrator will provide stable and reliable operation of servers and networking equipment through consistent maintenance and upgrades. He will ensure system security and data integrity through ongoing system audits and data backups.

MDSI also has two additional programmers available, if required, and maintains a list of specialized contractors that are available for requests that may arise.

6. Technical Resources

MDSI utilizes high capacity leading edge equipment and software to deploy stable, scalable and robust Internet and Intranet/Extranet sites. MDSI operates four web servers and two database servers with comprehensive failover capacity in addition to maintaining statistics, firewall and email servers.

MDSI's does not use shared servers or open source programming language. This ensures that clients receive the highest quality hosting that delivers security and quick loading speeds. MDSI maintains licences for enterprise level hosting solutions and development tool providers such as Adobe and Microsoft.

7. Summary

MDSI can quickly and cost-effectively provide CTD with a robust web site presence that will be user focused within a flexible structure that can adapt to changing needs for years to come. MDSI is uniquely positioned to provide a high-quality, enterprise level web site development in a short period of time.

MDSI possesses superior experience and qualifications given the significant number of years working with Ontario Ministry funded initiatives, Provincial portal development, private members-only websites and working knowledge of the CTD. Clients such as The SSM Economic Development Corporation, Public Library, Innovation Centre, Child Care Algoma, PUC and Community Development Corporation require secure, enterprise level web development and have chose and trust MDSI year after year to deliver turn-key solutions.

The proven content management system developed by MDSI will provide built-in tools that will reduce the need and associated cost of upgrades in the future. As with any portal project MDSI has been involved in, customer service and maintenance has been a key component. MDSI has developed a CMS that will enable CTD staff to quickly add and mange content, but our staff are readily available at any time to assist with any issues.

MDSI has proven stability as a well-established and mature web design studio – developing web sites since 1995. This is evident in the securing of long term contracts with governments, national and provincial associations and local businesses. This is achieved with a skilled staff base that is constantly researching and developing new and innovative solutions.

In addition to specializing in high end website development, MDSI can supplement any web project with additional innovative development. These includes: App Design and Development, Presentation Videos, Social Media Marketing, Print Design and Digital Screen integration.

MDSI understands the vital role the website plays in the community and will strive to communicate this importance via an online presence that is informative, easy to navigate, and feature the latest in web design and technology.

APPENDIX A – Pricing Chart

MDSI has provided a best estimate of cost based on the deployment of similar project deliverables in the recent past. The final cost may be reduced during development as final technical specifications are realized. Cost savings may also be moved to other line items as required. Line item costs do not include HST (13%). Costs are good for sixty days.

ITEM DESCRIPTION	COST
Web Site Design and Development (\$65/hour @ 60 hours) -Graphic design -Digital Photo editing -Web page design -Web page layout -Page headers/buttons/banners -Responsive/mobile viewing -Accessibility compliance -Social media -SEO -Internal search engine -French Language option -Property/Land Online Database	\$3,900.00
Implementation Services (\$65/hour @40 hours) -Consultation/Reports -Set-up temp development site -Programming -Publish site on live server – Support	\$2,600.00
Advanced Content Management System (setup) -Microsoft SQL Database Backend -Secure login (multi-user admin rights)	\$2,500.00
Content Population/Migration	\$1,000.00
Training/Orientation	NC
Sub TOTAL	\$10,000.00
VIP DISCOUNT	-\$1,500.00
TOTAL COST (plus applicable tax)	\$8,500.00
ONLINE PAYMENT SYSTEM (estimate)	\$5000.00

OPTIONAL:

Secure Board/Council Website: addition of \$1500

MDSI does not require advance payment. Invoice shall be submitted upon project completion.

Web Site Hosting: Development is completed on a dedicated development server. The site will be hosted for review on this server for the CTD staff during development and testing period. Hosting fees are not applied to development server. Hosting fees are \$20-\$40/month

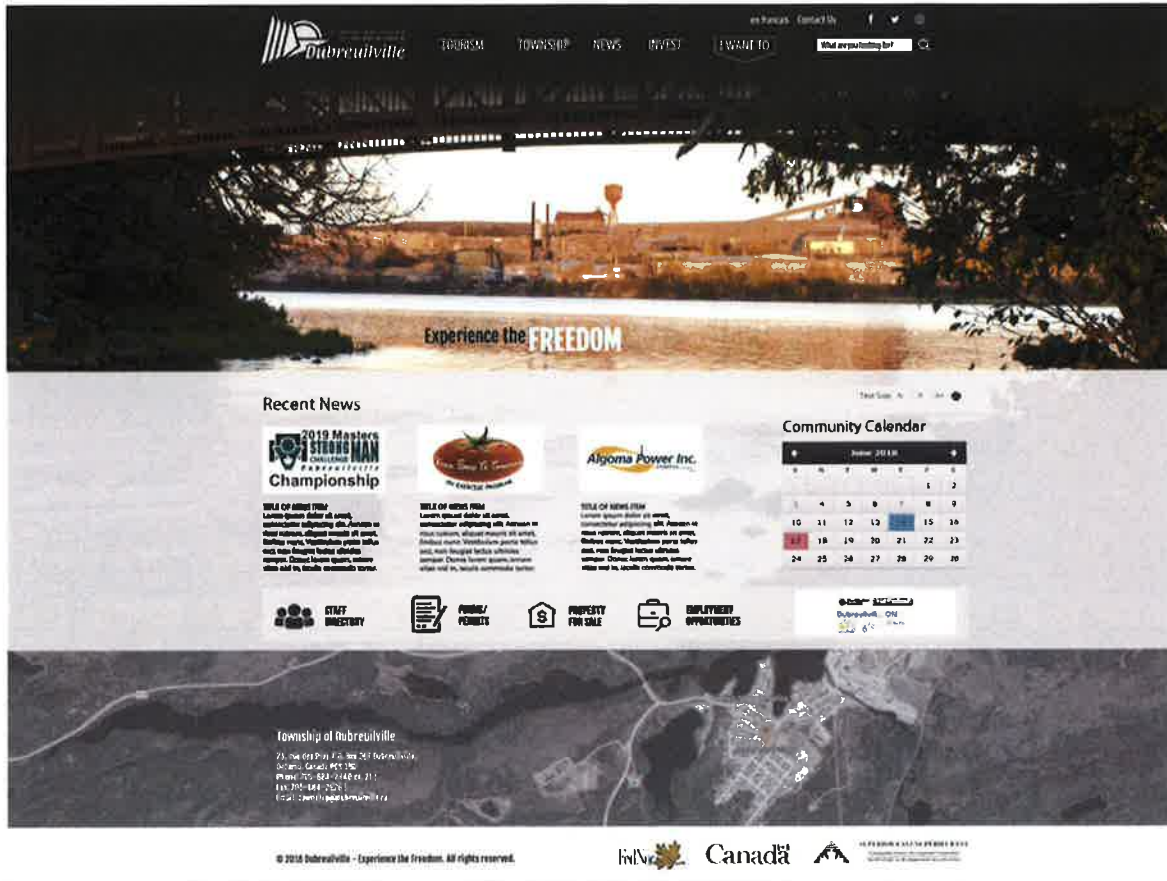
Final site hosting will be on the Production servers (site and database): daily backups, access to stats server, access to secure CMS, separate server for database, separate fail over server. MDSI can create new email account, retain the current MX records for email or transfer existing accounts with new passwords. MDSI also sets up custom Gmail or Microsoft hosted accounts.

APPENDIX B – MDSI Valued Clients



APPENDIX C – MDSI Samples 1.0

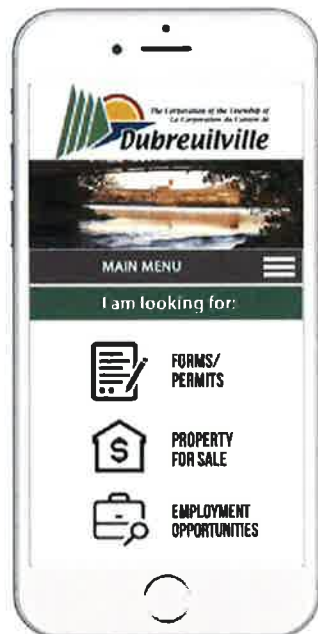
Web Site Mock-up (v1.0)



This is only a draft without prior consultation with CTD. The homepage will be module based and can include database elements such as Latest News, Calendar, Video, and photos.

Key Features: option for multiple image banner (sliders) with messages, small format image banners on subpage for quick access to info, automated news feed from database, calendar of events, quick links buttons and graphic button, modular layout to accommodate various forms of relevant info (text, images, videos)

APPENDIX C – MDSI Samples - Responsive

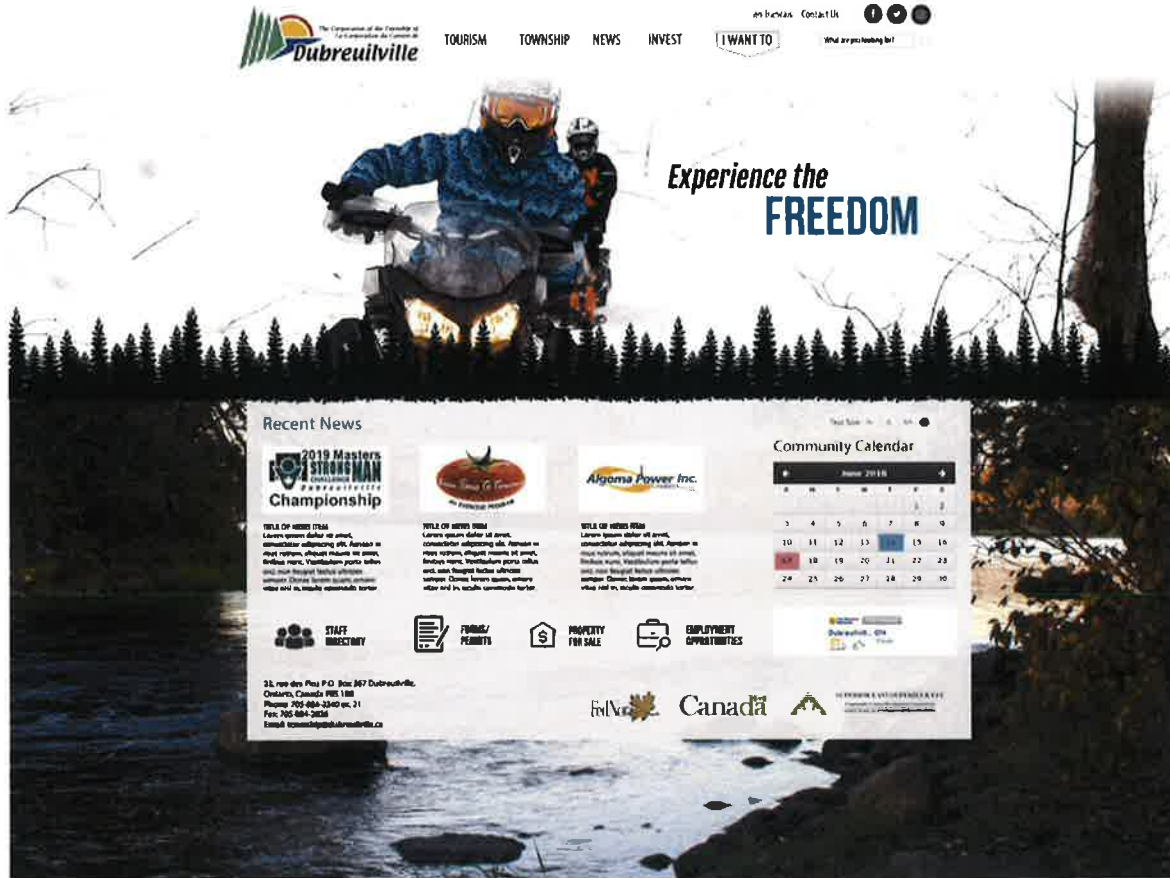


Responsive Design

- Auto detect device
- Expandable menu
- Resizable images
- Custom header

APPENDIX C – MDSI Samples 1.1

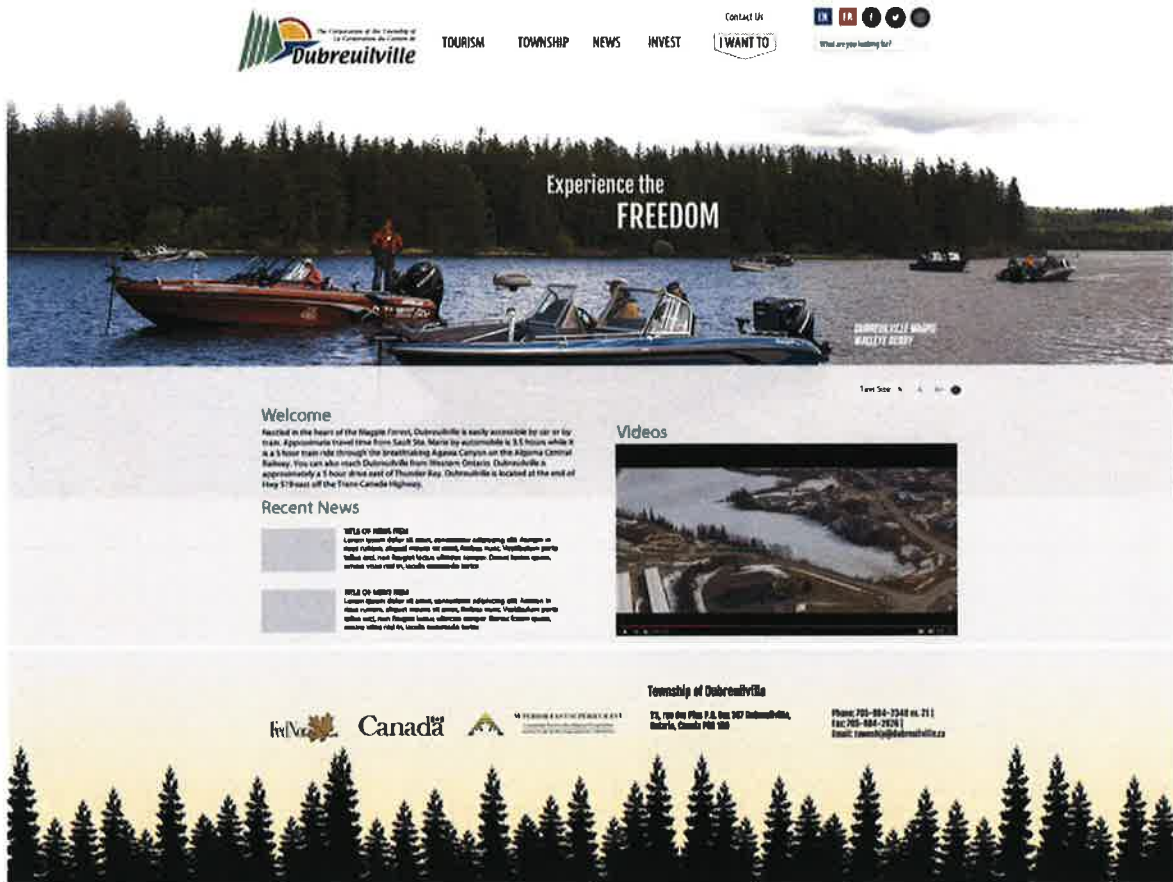
Web Site Mock-up (v1.1)



Design Note: sample to illustrate the different headers (sliders) that communicate the various services. Each service can be colour coded to help the user differentiate the different areas of the web site.

APPENDIX C – MDSI Samples 3.0

Web Site Mock-up



Design Note: alternate header and footer design.

APPENDIX C – MDSI Samples – Online Office

Private Board Only – separate website



Social Services
District of Sault Ste. Marie
Social Services
Administration Board

Search

OnlineOffice

Account Logout



Calendar



Documents



Members

Documents

+ Add File

Board Document Root

- Minutes
- Board Governance
- Manuals
- Agency Documentation
- Board of Directors Orientation

SORT BY:

- Display Order
- Name
- Updated (Files Only)

SEARCH:

Recent Documents

- Personnel Manual January 2018
Posted: Feb 2, 2018
- 06 AGM Minutes 2017
Posted: Jan 20, 2018
- 11 November 2017 Minutes
Posted: Jan 20, 2018
- 08 September 2017 Minutes
Posted: Jan 20, 2018

APPENDIX C – MDSI Samples – Internal Search

Internal Search Engine – with categorized results

Search Results

Your search for "energy" has returned:

- 17 Web Pages
- 5 News Articles
- 0 Job Postings
- 8 Links
- 13 Files

Jump to > · [Web Pages](#) · [News](#) · [Links](#) · [Files](#) ·

Web Pages

[top](#)

[Energy Performance Contract](#)
[History of PUC](#)
[PUC Energies](#)
[Electricity Rates](#)
[Open, Move or Close Account \(Business\)](#)
[Open, Move or Close Account](#)
[Sentinel Light Rental](#)
[Customer Services](#)
[PUC Services](#)
[PUC Distribution](#)
[Introduction](#)
[Conservation and Demand Management](#)
[PUC Inc](#)

News Articles

[top](#)

[OEB Announces New Electricity Prices effective May 1st](#)
[OEB Reminds Consumers of Electricity Pricing Change during "Winter Season"](#)
[Spring 2006 Education and Coupon Incentive Program](#)
[Notice of Electricity Rate Change for 2006](#)
[Ontario Energy Board - Newsletter](#)

Links

[top](#)

[Canadian Electricity Association](#)
[Electricity Distributors Association \(EDA\)](#)
[EnerGuide](#)
[Energy Shop](#)
[Independent Electricity System Operator \(IESO\)](#)
[Ontario Energy Board](#)
[Ontario Ministry of Energy](#)
[powerWISE](#)

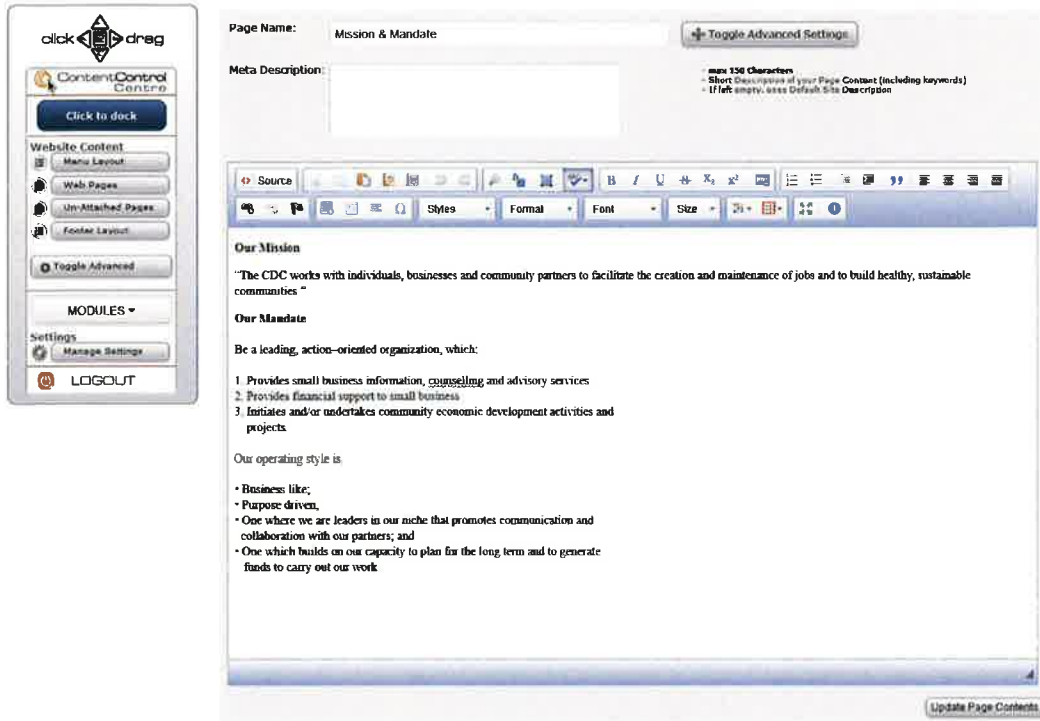
Files

[top](#)

[2002 Annual Report](#) 
[2002 Annual Report - Water](#) 
[2003 Annual Report](#) 
[2003 Annual Report - Water](#) 

APPENDIX D – CMS – Webpage Editor

Content Management System Sample Interface



- Dynamic CMS-controlled Menu across top of template
- CMS Menu in left column
- CMS incorporates the same design layout as the public site for ease of use and intuitive navigation during site management and maintenance
- Content Management System Sample Interface – Editing Window
- WYSIWYG editor with text formatting features
- Image management - upload and insertion
- Font manipulation - colors, bold, italics, underlined, etc
- Align text (right, center, left)
- Table insertion and management
- Bulleted lists
- Spell Checker
- Hyperlinking to internal and external websites
- Easy to use, preset text style sheets – helps to maintain common look'n'feel for the whole site while allowing multiple content managers
- Option to view and edit content as HTML source code

APPENDIX D – CMS – Menu/ Webpage Creation

Content Management System Sample Interface – Menu Layout



- Completely customizable menu
- Each menu item can point to any page in the site or to an external website
 - multiple menu items can point to one page
 - menu items can be defaulted to specific page
 - menu items can link to uploaded files on site
 - menu items can link to external websites
 - menu items can link to integrated databases (e.g. Links, News, etc.)
- Each element of the flexible multilevel navigation menu can be moved anywhere in the hierarchy at any time
- 100% CCS menu – gives the freedom to change menu button names without creating new custom graphic buttons
- Database-driven menu saves development time by generating the following elements dynamically, based on menu hierarchy:
- Breadcrumb trail
- Footer links and Site map

APPENDIX D – CMS – Admin Rights

Content Management System– Multi-user Login Rights

The screenshot displays the CMS Admin interface. On the left is a sidebar menu with a 'MODULES' dropdown and a 'Settings' section containing: Manage Settings, Manage Headers, Manage Header Groups, Manage Users, Manage URL Shortcuts, and Manage Blocked IPs. At the bottom of the sidebar is a 'LOGOUT' button. The main content area is titled 'LOGIN INFORMATION' and includes fields for 'Username:' (with a note '* Must Be Unique'), 'Password:', and 'User Initials:'. Below these is a 'Page Module Access' section with radio buttons for 'YES' and 'NO'. The 'Domain Permissions' section, which overrides individual site settings, lists several categories with checkboxes: Super Admin, links, calendar, news, gallery, documents, content, footer, and comments. An 'Add User' button is located at the bottom right of the permissions section.

- Multilevel login rights for various content contributors
- Contributors can be limited to manage one or more of the following:
 - Database information – user can edit any integrated databases (e.g. Links, News, etc.)
 - Text/Content – user can edit the content of pages, including formatting, uploading embedded images and creating tables and hyperlinks.
 - Files – user can upload files/documents/images/reports to associate with individual pages.
 - Layout – user can change menu items and add/delete pages on site.

APPENDIX D – CMS – Document Archive

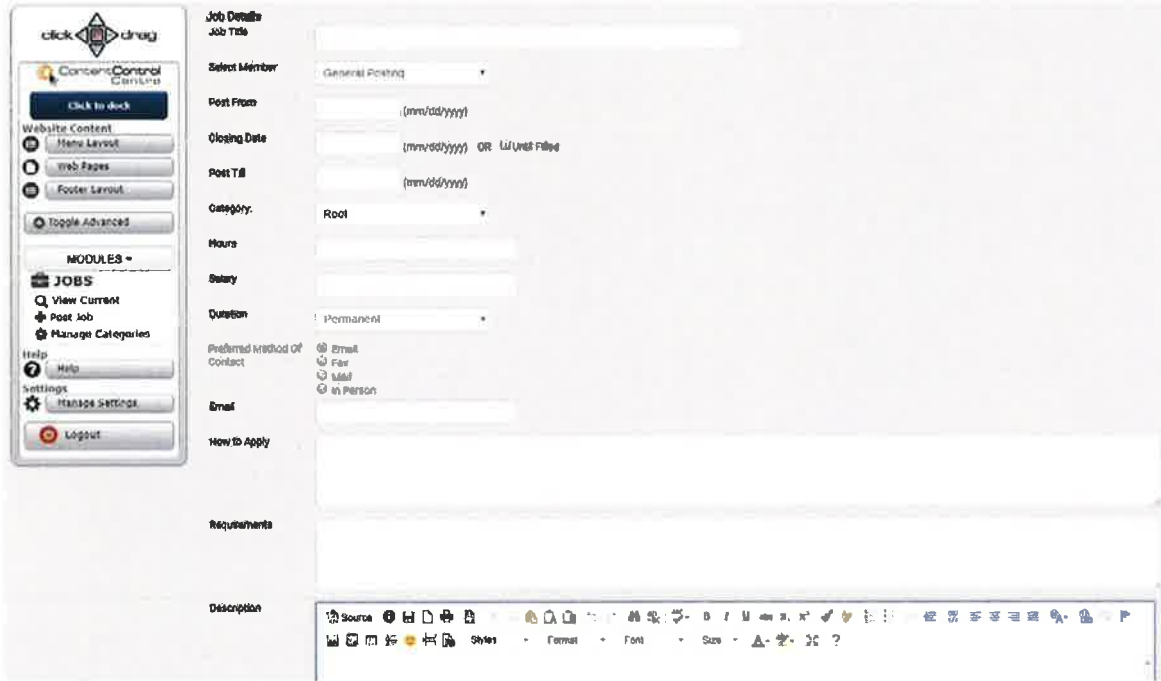
Content Management System Sample Interface – Document Uploading/Editing/Deleting



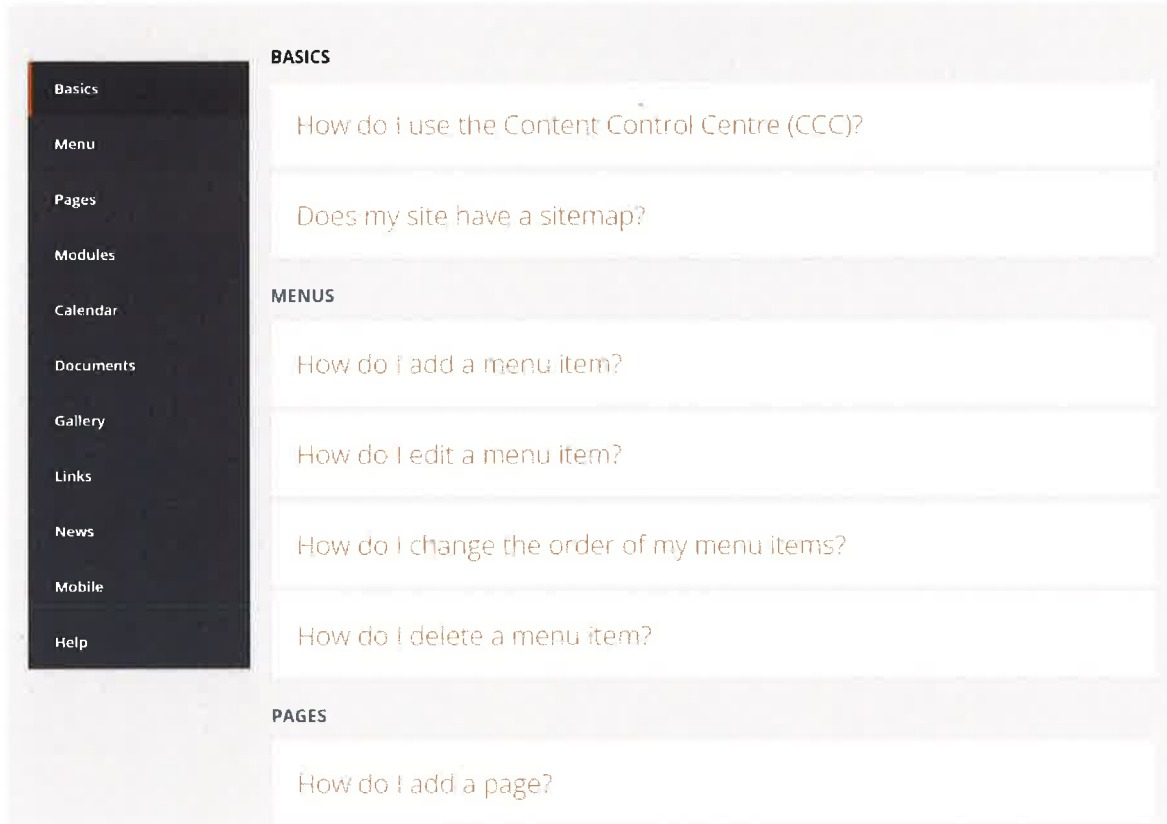
- easy file uploading from remote desktop drive to server
- full editing and deleting of preloaded files
- files ordered by date uploaded or alphabetically
- files name and contents searchable via global site search

APPENDIX D – CMS - Careers

Content Management System– Online Job Bank



APPENDIX D – CMS Online Help



The CMS has a built-in help section if a user forgets the process to edit the website (i.e. add a new menu item to main menu or sub menu)

APPENDIX D - Links

Content Management System Sample Interface – Links Database with Preview

Ontario Exports
Ontario Ministry of Economic Development, Employment and Infrastructure
Ontario Trillium Foundation
Service Canada
Statistics Canada
The Canadian CED Network

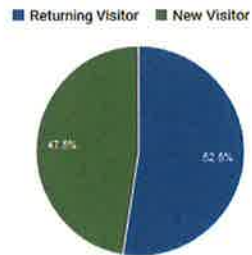
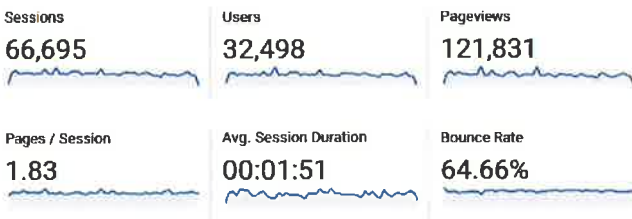
Related Links
Local
City of Sault Ste. Marie
Destiny Sault Ste. Marie – Sault
Economic Development Corporat
Employment Solutions
FedNor/Industry Canada
Metis Nation of Ontario
National Research Council Canad
Sault College of Applied Arts & T
Sault Community Career Centre
Sault Ste. Marie Chamber of Commerce
Sault Ste. Marie Innovation Centre



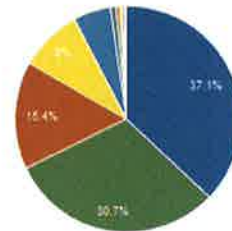
Related Links
Financial Institutions
BMO Financial Group
Business Development Bank of Canada
CIBC
Community First Credit Union

- comprehensive categorized database of website resources
- user manages categories
- links can be viewed alphabetically or grouped by category
- links open up in new window – reduces confusion over how to return to main website
- Built in link checker to minimize dead links

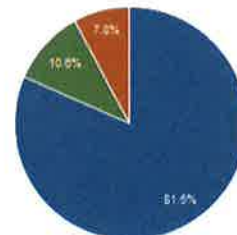
APPENDIX E – Web Stats



	66,695 % of Total: 100.00% (66,695)	66,695 % of Total: 100.00% (66,695)
1. Chrome	24,765	37.13%
2. Internet Explorer	20,492	30.72%
3. Safari	10,265	15.39%
4. Firefox	6,034	9.05%
5. Edge	3,595	5.39%
6. Android Browser	580	0.87%
7. YaBrowser	331	0.50%
8. Opera	251	0.38%
9. BlackBerry	201	0.30%
10. google.com	61	0.09%



	66,695 % of Total: 100.00% (66,695)	66,695 % of Total: 100.00% (66,695)
1. desktop	54,393	81.55%
2. tablet	7,068	10.60%
3. mobile	5,234	7.85%



APPENDIX F – Site Review Tools

Site Review

Review your website's health including SEO, Analytics, Accessibility and more! Choose a section below.



MDSI has developed an onboard (internal to the CMS) utility that provides admin users the capabilities to check key metrics and run diagnostics. There is no need to login to external websites for each various task.

The Accessibility function will check the website for any violations and report the issue so that it can be resolved and pass accessibility guidelines.

The Analytics function will provide quick insight into key stats such as number of visitors, who is referring to your website and which pages users mostly land on (by start and end date). This quick report is provided in addition to the capability to access Google Analytics full reports.

The Link Checker function will search the website links entered into the website CMS and report and broken links. This will save the time to manually check all and help ensure that users are not presented with dead website. MDSI has also developed a function that check for questionable content in the event a website has been compromised and taken over but another party.