



TOWNSHIP OF UXBRIDGE WEBSITE RE-DEVELOPMENT

REQUEST FOR PROPOSAL (RFP)

RFP #web2009 - 01

RFP Issued: April 30, 2009

Proposal submission deadline: May 29, 2009

TOWNSHIP OF UXBRIDGE WEBSITE RE-DEVELOPMENT

PROJECT - <http://town.uxbridge.on.ca>

Township of Uxbridge requires proposals from qualified vendors to design and develop a new website.

This proposal is comprised of seven main areas of responsibility:

- 1) Providing a new front-end design
- 2) Developing information architecture and layout
- 3) Programming the site
- 4) Providing a back-end, permission-based content management system
- 5) Transferring existing content, and adding new content
- 6) Providing web hosting services
- 7) On-going support and maintenance

TOWNSHIP OF UXBRIDGE is looking to develop a relationship with a vendor to meet all these responsibilities and position the TOWNSHIP OF UXBRIDGE as a leader in providing its citizens up-to-date information and services online.

THE ISSUER

The Township of Uxbridge is situated on the northern slope of the Oak Ridges Moraine, about 64km northeast of Toronto, Ontario. Uxbridge has much to offer by way of recreation, entertainment, heritage and culture, a thriving arts community and the opportunity to participate in any one of the countless volunteer organizations that actively contribute to the quality of life in this vibrant community that we are all so proud of.

SERVICE AREAS

Clerks – The Clerk's Department provides support to the following: Council and Committee of Council, as well as providing services in accordance with Provincial legislative requirements including the registration of births and deaths and issuance of Marriage Licences. In addition, the department maintains the Township's corporate records and processes requests under the Municipal Freedom of Information and Protection of Privacy Act. The Clerk's Department is also responsible for the administering of municipal lottery licences and business licences. The Department is also responsible for organizing and delivering the municipal election once every four years. The Animal Control and the By-law Enforcement also fall under this Department.

Development Services - The Development Services Dept. facilitates and implements planning policy and development services, including building activities. The focus of this Department is:

- The review and processing of development applications, including minor variances.
- The review and issuance of building permits

Fire Department – the Uxbridge Fire Department is mainly a volunteer department with 1 full-time Chief, 1 full time Fire Prevention Officer, 1 full time firefighter and full time administration

staff. The Fire Department provides fire and emergency services for the Township which includes medical assist calls for Durham EMS.

Parks, Recreation and Culture Department – the Parks, Recreation and Culture Department provide a diverse range of services throughout the community which includes management of all parks and facilities throughout the Township, operation of Uxpool and the Arena and management of the Uxbridge Historical Centre. The Department provides an extensive range of programs which include summer camps and training for both youth and adults.

Public Works – Responsible for the seasonal maintenance of all municipal roadways, for construction and reconstruction of all roadways and management of streetlights.

Treasury – the Treasury Department oversees the collection of taxes, accounts receivable, accounts payable, asset management and payroll.

By-law Enforcement - The By-law Enforcement Department is responsible for the enforcement of all Municipal By-laws, including Property Standards and Parking Enforcement.

Fire Services Department – The Fire Services Department is responsible for both the Fire Department, including fire suppression and fire prevention as well as fire administration and Emergency Preparedness.

Chief Administrative Officer - The responsibilities of the CAO's Office include Administering the business affairs of the municipality and directing the development and implementation of corporate policies and programs;

Library – website not part of this RFP ([link to Library website](#)).

Animal Control – website not part of this RFP ([link to Animal Control website](#)).

Economic Development - [Link to Regional website](#).

Police Department – [Link to Regional website](#).

Public Transportation – [Link to Regional Website](#).

EXISTING WEBSITE

TOWNSHIP OF UXBRIDGE's site is maintained with in-house resources.

Platform

TOWNSHIP OF UXBRIDGE's current website utilizes **Scalable IS CMS** as the content management system and hosted with the Region of Durham on a Microsoft IIS server. All web maintenance is performed under SIS CMS panel. **The future site will not be limited to SIS CMS.**

The size of the Uxbridge Web site is 477 MB, it contains 2462 files in 73 folders.

Web statistics for Jan 1 2008 - Dec 31, 2008

86,077 visits

47,236 (54.46%) new visitors

229,318 page views

2.66 pages per visit

00:01:34 average time on site

TOWNSHIP OF UXBRIDGE currently uses Google Analytics for web statistics.

The current site contains about 150 pages.

Google map API for Township trails (work in progress)

Please see Appendix A for screen captures of Scalable IS CMS.

PROJECT OVERVIEW

Website purpose

The purpose of the TOWNSHIP OF UXBRIDGE's corporate website is to:

- Provide an efficient method of delivering current, factual, official information and data to its citizens
- Market TOWNSHIP OF UXBRIDGE to potential and existing partner organizations, prospective staff, businesses, and the community
- Publish information about TOWNSHIP OF UXBRIDGE to support strategic goals
- Promote TOWNSHIP OF UXBRIDGE programs and facilities available to the community
- Facilitate the effective delivery of services

Target user groups

- Township of Uxbridge citizens
- Tourists
- Government officials
- Business owners
- Township of Uxbridge employees (existing and prospective)
- Volunteers
- Developers

DEVELOPER'S SCOPE OF WORK

This section provides a format on which to base and present proposals. The successful candidate will have demonstrated the ability to create and implement a comprehensive online strategic vision.

This proposal is comprised of seven main areas of responsibility:

- 1) Providing a new front-end design
- 2) Developing information architecture and layout
- 3) Programming the site
- 4) Providing a back-end, permission-based content management system
- 5) Transferring existing content, and adding new content
- 6) Providing web hosting services
- 7) On-going support and maintenance

WEBSITE REDESIGN OVERVIEW

Design requirements

- Wireframe prototypes of website
- Template design for homepage, and main navigation templates, 2nd, 3rd and 4th level navigation templates
- Should include menus, navigation buttons and font style via CSS
- Design 3 "forward-looking" visual concept templates that supports information architecture and new navigation
- Templates should be flexible and adaptable for use in a versatile environment and should include capabilities for flash animation, video streaming, Google map API
- Design template should be designed to make it easy to navigate, expand, maintain and update
- Design should be flexible to allow for new technology to be implemented on an as needed basis

- Front-end programming

Accessibility

TOWNSHIP OF UXBRIDGE website must be accessible by people of all abilities. All users should have equal access to information and functionality. TOWNSHIP OF UXBRIDGE's website should adhere to W3C Web Content Accessibility Guidelines (WCAG).

Reference: <http://www.tbs-sct.gc.ca/clf-nsi/inter/inter-01-tb-eng.asp>

Information design and architecture

- Evaluate our current content and develop a new information architecture that will better organize content, improve overall navigation, and accommodate future growth of new content or additional sub-sites.
- Simple, logical navigation for all pages
- Organize content so that the key information and interactive services are readily available without the need to delve into too many levels

Search functionality

Develop a strategy for improving our current search function:

- Keywords or phrases from page contents should be indexed for search
- Documents (ie. *.doc, .xls, .ppt), reports, and PDFs should also be searchable
- The search results page should display the keywords highlighted in context, showing excerpts from the web pages which caused the match

TECHNICAL FEATURES

The website should be compatible with all common operation platforms and browsers.

WEB 2.0 SOCIAL NETWORKING INTERACTIVITY

Recommend strategies for online collaboration, self-publishing, online community building utilizing a wide range of interactive tools, and plug-ins.

Mayor's Blog

Set up a Blog for the Mayor of Uxbridge to inform and communicate with the citizens.

Google Map API

An on-going project to use Google Map API to illustrate the Township's trails. This project is being developed and will need to integrate with the new CMS. The code will be provided.

Social networking – online collaboration – web 2.0

We are looking for opportunities to engage our citizens using web 2.0 technologies. Emphasis will be placed on the vendor with the best recommendations for web 2.0 social networking.

EVENTS CALENDAR:

Shows events at a glance and allows for navigation between months or weeks. Each date can be clicked for event details. Users can subscribe to events by clicking on RSS icon.

CONTENT MANAGEMENT SYSTEM (CMS) & PLATFORM

- Apply the new website and content to a real-time, permission-based CMS
- Develop content contributor workflow and approval process
- Open-source CMS with the ability for expansion of plug-ins (ex; Joomla, Drupal, dotCMS)
- Ability to move files or pages to an archive section
- The CMS should have the functionality of creating RSS on different sections of the website to which users can subscribe

The content management system should allow for a customizable and extensible application platform (i.e. plug-in system for Google maps API, Blogs, Forums).

It should also allow for updates to be made by our internal staff with limited knowledge of html or web programming. The system should include the ability to add, modify, delete, move pages between sections, add graphics, videos, file attachment, and page formatting. The system should be robust to allow html coding if needed.

E-COMMERCE

The new website should support online purchases, and registrations, selling products / merchandize, memberships, online bookings, and reservations.

WEB FORMS & ONLINE REGISTRATION

Form builder tools should be available in the CMS to allow TOWNSHIP OF UXBRIDGE to add, edit, and remove forms for online events registrations and general comments / inquiries form.

SEARCH ENGINE OPTIMIZATION

Illustrate strategies to ensure existing and future web content is optimized to get maximum exposure on all major search engines.

PROJECT SCHEDULE

The following is a general outline of the project schedule:

April 30, 2009	Distribute Request for Proposals directly to prospective vendors and via www.biddingo.com
May 29, 2009	Proposals must arrive at TOWNSHIP OF UXBRIDGE by 12:00 pm
June 5, 2009	Selection of up to 5 short listed proposals
June 12, 2009	Presentation of up to 5 selected proposals to TOWNSHIP OF UXBRIDGE
June 22, 2009	Acceptance of successful proposal and award project
July 1, 2009	Begin web development
November 30, 2009	Site development complete

RFP PROCEDURES

All enquiries relating to this project must be directed by phone to Debbie Leroux, tel: (905) 852-9181 x228, or email dleroux@town.uxbridge.on.ca

TOWNSHIP OF UXBRIDGE will only enter into an agreement with the preferred vendor and will provide a contract for this purpose.

PROPOSAL PREPARATION COST

Vendors submitting proposals do so entirely at their own expense. TOWNSHIP OF UXBRIDGE will not reimburse vendors for any cost incurred in preparing or submitting proposals.

CLARIFICATION OF THE RFP

Any questions regarding the RFP should be submitted by email by no later than 4 pm on May 27, 2009. If the questions and/or answers necessitate a change to this RFP, TOWNSHIP OF UXBRIDGE will prepare and issue an appropriate addendum to the RFP.

AMENDMENTS TO THE RFP

TOWNSHIP OF UXBRIDGE may revise this RFP up to the Proposal Deadline, May 27, 2009. Any such revision shall be included in a written statement to the RFP.

PROPOSAL SUBMISSION AND CONTENT

Closing date/time for submission of proposal is on or before **12:00 pm, May 29, 2009**. Please note that submissions will not be accepted by fax or email. Submissions must arrive at TOWNSHIP OF UXBRIDGE before or on the due date.

The vendor must submit 4 hard copies (including one unbound copy) and 1 digital copy (in Word format) of the proposal on a CD in a sealed envelope clearly marked "**TOWNSHIP OF UXBRIDGE WEBSITE REDEVELOPMENT RFP web2009-01**" by 12:00 pm on the due date to:

Township of Uxbridge
51 Toronto St. S.
P.O. Box 190
Uxbridge, Ont
L9P 1T1
Attention: Debbie Leroux

The proposal must include Attachment 1 and Attachment 2, signed by an authorized representative of the company or service provider, including name, title, address, and telephone number of one individual who is the responder's designated representative.

A proposal will not be considered if it is missing any of these requirements.

EVALUATION OF PROPOSAL

Proposals will be evaluated by TOWNSHIP OF UXBRIDGE using the following criteria;

- Experience on similar-scaled projects
- Strength of work plan
- Reasonableness of cost projection
- Credentials of staff to be assigned to the project
- Ability to meet timing requirements to complete the project
- Experience with non-profit, government organizations, municipalities

PROPOSAL FORMAT AND CONTENT

Responsive proposals should provide straightforward, concise information that satisfies the requirements noted below. Emphasis should be placed on conformity to instructions provided, completeness, and clarity of content.

The proposal must include and be organized in the following major sections:

EXECUTIVE SUMMARY

The executive summary will serve to familiarize TOWNSHIP OF UXBRIDGE with key elements and features of your proposal. It will contain:

- A summary of your approach to the project with emphasis on business reasons that make your proposal attractive
- A list of exceptions taken to this RFP, reasons why they were taken, and a brief description of alternative solutions (if any)
- A list of problematic areas that are cause for concern
- An overview of the price proposal including any special pricing arising from discounts, bundling of services, etc.

COMPANY BACKGROUND INFORMATION

- List key staff assigned to this project and their bios, credentials, and expertise
- List of partners and sub-contractors
- Briefly describe company organizational capacity to produce our website (i.e. staff, equipment, software, office location)
- Provide company profile, length of time in business, and core competencies
- Experience and relevant knowledge in web development and marketing for an organization of similar nature
- Describe experiences in producing sites for other municipalities, non-profit and/or community-focused projects
- Experience in tourism sites, online social collaboration sites would be an asset

PORTFOLIO OF RELEVANT WORK HISTORY

Provide a visual and descriptive portfolio detailing web projects of similar scale that the respondent has developed, demonstrating that their work experiences meet the qualifications required for this project.

REFERENCES

Provide names, telephone number of a minimum of 3 clients for whom the respondent has conducted similar services. TOWNSHIP OF UXBRIDGE will contact and check each reference.

WORK PLAN AND METHODOLOGY

Provide information organized in the following sections:

- **Project Plan:** Convey your ability to implement all aspects of the project described in this RFP. Include project tasks, staffing levels, timelines, TOWNSHIP OF UXBRIDGE review and approval procedures. If you propose a phased implementation approach, please describe it here.
- **Project Schedule:** Submit a project management schedule with clear milestones. This project must be complete by **October 30, 2009**.

- **Roles and Responsibilities:** Define the roles of the members of your project team.
- **Project Changes:** Describe how you propose to handle bug reporting and change requests during the implementation phase of the project.
- **Testing:** Describe your testing plan through development process (i.e. User testing, focus groups).

DESIGN & DEVELOPMENT

- Provide a high-level description of a proposed web design treatment that takes into account site objectives and navigation
- Outline of content management system capabilities and platform, detailing the programming languages the system supports
- Outline the capabilities for social networking, information sharing, collaboration, and knowledge management
- Focus on web 2.0 tools and social networking strategies to find ways to engage Township of Uxbridge citizens

WEB HOSTING

TOWNSHIP OF UXBRIDGE requires a web hosting server with bandwidth that can handle large amounts of web traffic, video streaming without degradation of content delivery.

TRAINING, ONGOING SUPPORT AND MAINTENANCE

Describe the process of training for Township of Uxbridge staff with the understanding that the proposed system can and will be used by staff with limited knowledge of html programming.

Outline the fee for delivery of on-going maintenance and support services provide to TOWNSHIP OF UXBRIDGE following the launch of the site.

COSTING

Please provide firm, fixed-price proposals with explanations where warranted for clarification. If a price is based on an assumption by you, the assumption should be explained in this section. It is expected that all service providers responding to this RFP will offer TOWNSHIP OF UXBRIDGE government, non-profit or comparable favourable rates.

If the execution of work to be performed requires the hiring of sub-contractors, they must be identified and the work they perform must be defined.

TOWNSHIP OF UXBRIDGE requires all prices to be broken down into categories described as the main responsibilities of this project:

- 1) Providing a new front-end design
- 2) Developing information architecture and layout
- 3) Programming the site
- 4) Providing a back-end, permission-based content management system
- 5) Transferring existing content, and adding new content

- 6) Providing web hosting services
- 7) On-going support and maintenance

You may sub-categorize according to your proposal elements. Each technical requirement should have a cost associated with it. Please indicate if the quoted price excludes certain fees or charges and explain the nature of those costs.

The total costing should include all design, production, programming, software acquisitions necessary for development, and maintenance of the website.

Once the website has been completed and accepted by TOWNSHIP OF UXBRIDGE, the website design, content management system, contents, software, and architecture will become property of TOWNSHIP OF UXBRIDGE.

TERMS AND CONDITIONS

This is a request for proposals and not a call for tenders. Accordingly, participation in this process, including the submission of a proposal, shall not give rise to any liability, contractual or otherwise, on the part of TOWNSHIP OF UXBRIDGE. Similarly, the submission of a proposal shall not create any obligation on the part of a prospective vendor to enter into an agreement. TOWNSHIP OF UXBRIDGE reserves the right to seek clarification on the contents of the proposal, and negotiate price and terms with one or more consulting teams, and no legal obligations will be established until the parties have executed a binding written contract. TOWNSHIP OF UXBRIDGE also reserves the right not to accept any proposal or enter into an agreement with any prospective vendor, and to modify or cancel this Request for Proposal at any time. Further, TOWNSHIP OF UXBRIDGE reserves the right to accept or reject any or all of the proposals submitted, and any proposals received after the closing date and time will be returned unopened. As noted below, price will only be one of the criteria employed in evaluating proposals, and TOWNSHIP OF UXBRIDGE reserves the right to contract, if at all, with the consulting team that it determines, in its sole and absolute discretion, will offer the best combination of value and service and best meets its requirements by reference to any stated or undisclosed criteria.

As part of the proposal, the vendor must declare to TOWNSHIP OF UXBRIDGE any situation that may be either a conflict of interest or a potential conflict of interest with the contractual obligations.

The vendor shall keep all information and materials pertaining to this project confidential and may not release any information without the prior written approval of TOWNSHIP OF UXBRIDGE. The vendor must not respond to inquiries or questions from any member of the public or public media representative. All queries must be referred to the TOWNSHIP OF UXBRIDGE's Clerk. The vendor will not provide information, or communicate in any way with any member of the public or public media concerning this project.

Any publicity or press releases with respect to the consulting assignment shall be within the sole discretion and control of TOWNSHIP OF UXBRIDGE. TOWNSHIP OF UXBRIDGE shall take all reasonable steps to acknowledge the proponent /vendor as may be appropriate in any such publicity or press releases. The vendor shall obtain prior approval from TOWNSHIP OF UXBRIDGE before making any information public with regards to this assignment, both before and after completion.

VENDOR EVALUATION PROCESS AND CRITERIA

TOWNSHIP OF UXBRIDGE is seeking the best combination of value and services.

NEGOTIATIONS

TOWNSHIP OF UXBRIDGE may enter into negotiations with one or more prospective vendor(s). If TOWNSHIP OF UXBRIDGE and the selected vendor are unable to negotiate an agreement, TOWNSHIP OF UXBRIDGE may begin or continue negotiations with any other vendor, at any time. Negotiations may take place with selected vendor without the obligation to re-call submissions or provide an opportunity for other vendors to quote on any changes to the scope of services resulting from those negotiations.

ATTACHMENT 1

RESPONDING INVITED PROPONENTS CERTIFICATE

TO: Township of Uxbridge (the "TOWNSHIP OF UXBRIDGE")

RE: Request for Proposals for, dated (the RFP)

The undersigned Responding Invited Proponent hereby certifies to TOWNSHIP OF UXBRIDGE as follows:

1. The Responding Invited Proponent represents and warrants, as more fully set out in the RFP, that it has received and examined (and is bound by) the RFP and the following Addenda:

Addendum No.

Addendum Date

2. The Responding Invited Proponent certifies that its Proposal and all forms appended thereto, are true, complete, and correct in all respects and does not omit any material information that would render such Proposal or forms inaccurate or untrue.
3. The Responding Invited Proponent agrees that its Proposal is irrevocable and valid and binding on it until the expiry of the Irrevocable Period.
4. Save and except as set out below, the composition and key personnel of the Responding Invited Proponent is set out in its Proposal. [Note: Set out exceptions or if no exceptions, say None.]
5. Set out below is a list of all Person(s) who hold a major or controlling interest in the Responding Invited Proponent.
 -
 -
 -
6. The Responding Invited Proponent confirms that it does not have any Conflict of Interest which exists now or may exist in the future in respect of its participation in the RFP process, the submission of its Proposal and if selected as the Successful Proponent, the performance of its responsibilities under the applicable Service Agreement.

(OR IN THE ALTERNATIVE, if the Responding Invited Proponent has such a Conflict of Interest which exists now or may exist in the future, provide a detailed description of the Conflict of Interest and proposed measures to be taken to eliminate or otherwise deal with the Conflict of Interest for the TOWNSHIP OF UXBRIDGE consideration in its Sole Discretion.)

Capitalized terms used herein and not otherwise defined shall have the meanings ascribed to thereto in the RFP.

DATED this _____ day of _____, 2009.

(Name of the Company)

(Name of Signing Officer)

(Title)

(Signature)

*I/We have authority to bind ● [insert Corporation
or name of entity, as applicable].*

NOTE: The certificate must be signed according to the following instructions:

- (a) If the Proposal is submitted by an incorporated company, it is to be signed by an individual or individuals authorized to sign such document, indicating the office of each individual President, Secretary-Treasurer, or as the case may be.
- (b) If the Proposal is submitted by a Person other than a corporation, it is to be signed by an authorized signing authority of such Person.

ATTACHMENT 2

FEE PROPOSAL

TO: Township of Uxbridge (the 'TOWNSHIP OF UXBRIDGE')

RE: Request for Proposals fordated (the RFP)

The undersigned Responding Invited Proponent hereby provides its fee proposal pursuant to Section of the RFP titled "Costing" as follows and acknowledges and agrees that this fee proposal shall be binding upon the Responding Invited Proponent notwithstanding anything to the contrary otherwise contained in its Proposal:

1. Upset Limit for Professional Fees for the Required Work Tasks in respect to which the Responding Invited Proponent has submitted its Proposal: \$ _____ (Cdn.) excluding GST.
2. Upset Limit for Permitted Expenses for the Required Work Tasks in respect to which the Responding Invited Proponent has submitted its Proposal: \$ _____ (Cdn.) excluding GST.

Note: Fees and expenses are to be provided in Canadian dollars with applicable sales and goods and services taxes shown separately.

Capitalized terms used herein and not otherwise defined shall have the meanings ascribed to thereto in the RFP.

DATED this _____ day of _____, 2009.

(Name of the Company)

(Name of Signing Officer)

(Title)

(Signature)

I/We have authority to bind ● [insert Corporation or name of entity, as applicable].

NOTE: The Fee Proposal must be signed according to the following instructions:

- (a) If the Proposal is submitted by an incorporated company, it is to be signed by an individual or individuals authorized to sign such document, indicating his or her office such as President, Secretary-Treasurer, or as the case may be.
- (b) If the Proposal is submitted by a Person other than a corporation, it is to be signed by an authorized signing authority of such Person.

Appendix A

Scalable IS CMS

<http://town.uxbridge.on.ca/admin/>

1. Admin Login

The screenshot shows a Windows Internet Explorer browser window titled "SIS Admin - Windows Internet Explorer". The address bar displays "http://town.uxbridge.on.ca/admin/". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The toolbar contains icons for "SnagIt", "Convert", and "Select". The main content area is mostly blank, with a small "Administration" login box centered. This box has a title bar "Administration" and contains two input fields labeled "Login:" and "Password:", followed by an orange "Login" button.

2. Site Manager Tab

The screenshot shows the "SIS Admin" interface in Windows Internet Explorer, specifically the "Site Manager" tab. The browser window title is "SIS Admin - Windows Internet Explorer" and the address bar shows "http://town.uxbridge.on.ca/admin/". The browser's menu bar and toolbar are visible. The main content area features a header with the "Scalable IS INTERNET SOLUTION" logo and a navigation bar with tabs: "Site Manager" (active), "Content Manager", "Image & Document Library", and "Module Manager". Below the navigation bar, the page is titled "Uxbridge Township Administrator's ToolBox". The interface includes several configuration sections: "Change Site Name:" with a text field containing "Uxbridge Township" and an "Update" button; a link "View My WebSite"; "Document Folder Size:411.26 MB"; "No. of Languages:" with a dropdown set to "1", a "ReLoad" button, and an "Update the Language(s):" section with a text field containing "English" and an "Update" button; "Change SIS Admin Password:" with a text field and an "Update" button; and "Site E-Mail:" with a text field containing "dworsley@ie-marketpla" and an "Update" button. On the right side, it displays "Total Non-User Pages in the Site:140".

3. Content Manager Tab

SIS Admin - Windows Internet Explorer

http://town.uxbridge.on.ca/admin/

File Edit View Favorites Tools Help

http://www.trca.on.ca/ SIS Admin

Scalable IS INTERNET SOLUTION

Site Manager Content Manager Image & Document Library Module Manager

Page Title: Search

15 Page(s) found

Configure

- ☐ Page Manager (ACE)
- ☐ Template Manager
- ☐ Library Manager
- ☐ Passwords & Security

Navigate to: Root

Page Title	Total Non-User Pages : 140	Edit
Home	Modify Add a Sub Page Move Delete	
Residents	Modify Add a Sub Page Move Delete	
Visitors	Modify Add a Sub Page Move Delete	
Business	Modify Add a Sub Page Move Delete	
Township Services	Modify Add a Sub Page Move Delete	
Contact Us	Modify Add a Sub Page Move Delete	
FAQ	Modify Add a Sub Page Move Delete	
Site Map	Modify Add a Sub Page Move Delete	
Site Search	Modify Add a Sub Page Move Delete	
Principal Personnel	Modify Add a Sub Page Move Delete	
Oak Ridges Moraine	Modify Add a Sub Page Move Delete	
Splash	Modify Add a Sub Page Move Delete	
Election Results	Modify Add a Sub Page Move Delete	
New Splash	Modify Add a Sub Page Move Delete	
New Splash2	Modify Add a Sub Page Move Delete	

Create New Page Under Current Level

Content Language: English

4. Content Manager Tab / Modify

SIS Admin - Windows Internet Explorer

http://town.uxbridge.on.ca/admin/

File Edit View Favorites Tools Help

http://www.trca.on.ca/ SIS Admin

Scalable IS INTERNET SOLUTION

Site Manager Content Manager Image & Document Library Module Manager

Page Title: The official Township of Uxbridge website

Meta Keywords: Uxbridge, Township of Uxbridge, Uxbridge Ontario, Government, Durham Region, Munic

Meta Description: The official Township of Uxbridge website provides up-to-date information on events, by-

Page Name: Mayors Message

Page Template: Default

Hide this page

Secure this page

Users

Show in Navigation

Show Bread Crumbs on page

Selected Language: English

view this page

Style Paragraph Font Name Size T X

Mayor's Message



We thank you for visiting our website and trust you will find the information you are seeking. Although our website has been greatly improved it is continually under development and we welcome your ideas and suggestions, especially if you were not successful in finding what you were looking for. Use the "Contact" tab to communicate with us.

Uxbridge has much to offer by way of recreation, entertainment, heritage and culture, a thriving arts community and the opportunity to participate in any one of the countless volunteer organizations that actively contribute to the quality of life in this vibrant community that we are all so proud of.

As a resident or a visitor, we urge you to explore the many opportunities to participate in any one of a wide variety of activities!! Get involved and Enjoy!

Email: [Bob Shepherd](#)

QUICK LINKS

- Home
- Mayors Message
- The History of Uxbridge

HTML BR

Save Back

5. Image & Document Library Tab

The screenshot shows the SIS Admin interface in Windows Internet Explorer. The browser address bar displays <http://town.uxbridge.on.ca/admin/>. The page title is "SIS Admin - Windows Internet Explorer". The interface features a top navigation bar with tabs for "Site Manager", "Content Manager", "Image & Document Library" (selected), and "Module Manager". Below the navigation bar, the "Image & Document Library" tab is active, showing a file management interface. On the left, a "Folders" sidebar lists various categories like Agenda, Brochures, Camps, Community Info, Documents, Election, General Pictures/logos, Images, Job Opportunities, Maps, Minutes, News/Home, Parks and Recreation, Public Notices, Regulatory By-laws, Secured, Treasury, and Watershed. The main content area displays a list of documents under the "Documents" folder. The list includes columns for File Name, File Type, File Size, and Edit actions (Move To, Delete). The total number of documents found is 238, and the total size is 411.26 MB in use. The list shows documents such as "06_e107_list of cert candidates.pdf", "08falllessons.pdf", "09winterlessons.pdf", "2007 pap enrolment form.pdf", "2007 tax rate chart.pdf", "2007 work plan - watershed committee.pdf", "2008 annual accessibility plan.pdf", "2009 fridays at the foster concert events.pdf", "3 cubic yard loader ad.pdf", and "407 preliminary design study - news.pdf".

File Name	File Type	File Size	Edit
06_e107_list of cert candidates.pdf	PDF File	17 kb	Move To Delete
08falllessons.pdf	PDF File	61 kb	Move To Delete
09winterlessons.pdf	PDF File	61 kb	Move To Delete
2007 pap enrolment form.pdf	PDF File	33 kb	Move To Delete
2007 tax rate chart.pdf	PDF File	13 kb	Move To Delete
2007 work plan - watershed committee.pdf	PDF File	19 kb	Move To Delete
2008 annual accessibility plan.pdf	PDF File	100 kb	Move To Delete
2009 fridays at the foster concert events.pdf	PDF File	20 kb	Move To Delete
3 cubic yard loader ad.pdf	PDF File	12 kb	Move To Delete
407 preliminary design study - news.pdf	PDF File	68 kb	Move To Delete

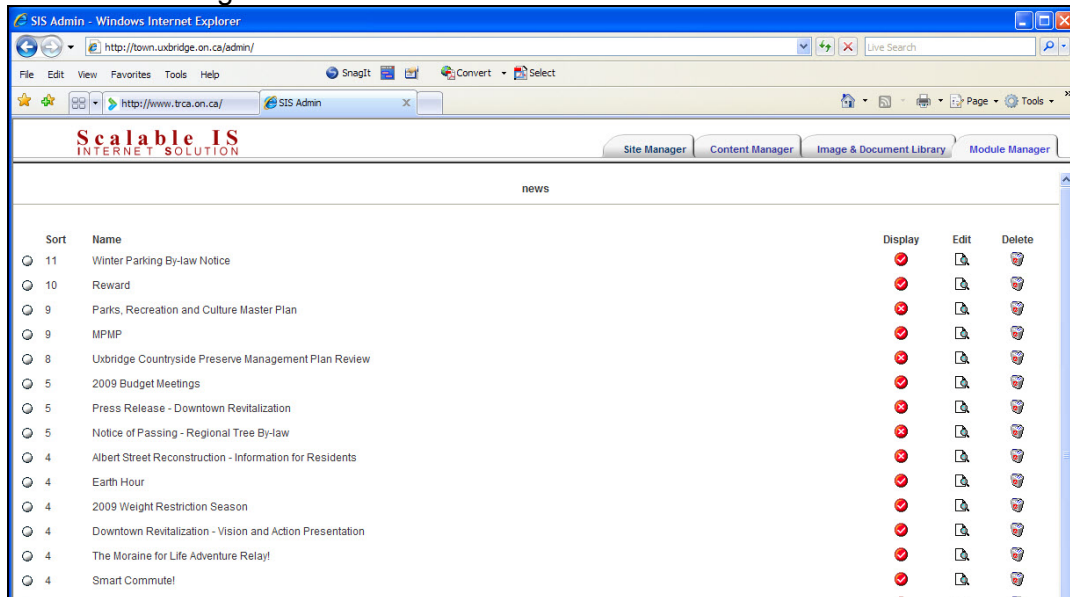
6. Module Manager Tab

The screenshot shows the SIS Admin interface in Windows Internet Explorer, specifically the "Module Manager" tab. The browser address bar displays <http://town.uxbridge.on.ca/admin/>. The page title is "SIS Admin - Windows Internet Explorer". The interface features a top navigation bar with tabs for "Site Manager", "Content Manager", "Image & Document Library", and "Module Manager" (selected). Below the navigation bar, the "Module Manager" tab is active, displaying a list of available modules for administration. The text "Following are the available Modules" is centered on the page. The list includes links for "FAQ Administration", "News Administration", "Guestbook Administration", "Photo Administration", "Calendar Administration", and "Form Wizard Administration".

Following are the available Modules

- [FAQ Administration](#)
- [News Administration](#)
- [Guestbook Administration](#)
- [Photo Administration](#)
- [Calendar Administration](#)
- [Form Wizard Administration](#)

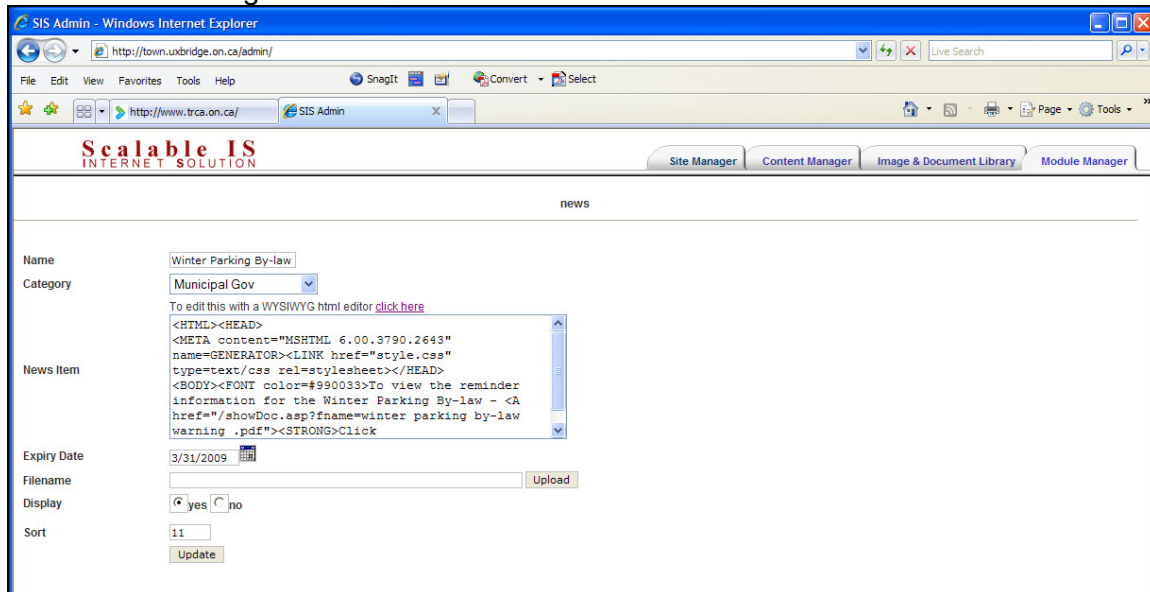
7. Module Manager Tab / News Administration



The screenshot shows the SIS Admin interface in a Windows Internet Explorer browser. The address bar shows <http://town.uxbridge.on.ca/admin/>. The page title is "SIS Admin - Windows Internet Explorer". The main navigation bar includes "Site Manager", "Content Manager", "Image & Document Library", and "Module Manager". The "Module Manager" tab is selected, and the "news" section is active. A table lists news items with columns for "Sort", "Name", "Display", "Edit", and "Delete".

Sort	Name	Display	Edit	Delete
11	Winter Parking By-law Notice	☒		
10	Reward	☒		
9	Parks, Recreation and Culture Master Plan	☒		
9	MPMP	☒		
8	Uxbridge Countryside Preserve Management Plan Review	☒		
5	2009 Budget Meetings	☒		
5	Press Release - Downtown Revitalization	☒		
5	Notice of Passing - Regional Tree By-law	☒		
4	Albert Street Reconstruction - Information for Residents	☒		
4	Earth Hour	☒		
4	2009 Weight Restriction Season	☒		
4	Downtown Revitalization - Vision and Action Presentation	☒		
4	The Moraine for Life Adventure Relay!	☒		
4	Smart Commute!	☒		

7-1. Module Manager Tab / News Administration / Edit



The screenshot shows the SIS Admin interface in a Windows Internet Explorer browser. The address bar shows <http://town.uxbridge.on.ca/admin/>. The page title is "SIS Admin - Windows Internet Explorer". The main navigation bar includes "Site Manager", "Content Manager", "Image & Document Library", and "Module Manager". The "Module Manager" tab is selected, and the "news" section is active. The "Edit" form is displayed, showing fields for Name, Category, News Item, Expiry Date, Filename, Display, and Sort.

Name: Winter Parking By-law

Category: Municipal Gov

To edit this with a WYSIWYG html editor [click here](#)

News Item:

```
<HTML><HEAD>
<META content="MSHTML 6.00.3790.2643"
name=GENERATOR><LINK href="style.css"
type=text/css rel=stylesheet></HEAD>
<BODY><FONT color=#990033>To view the reminder
information for the Winter Parking By-law - <A
href="/showDoc.asp?fname=winter parking by-law
warning .pdf"><STRONG>Click
```

Expiry Date: 3/31/2009

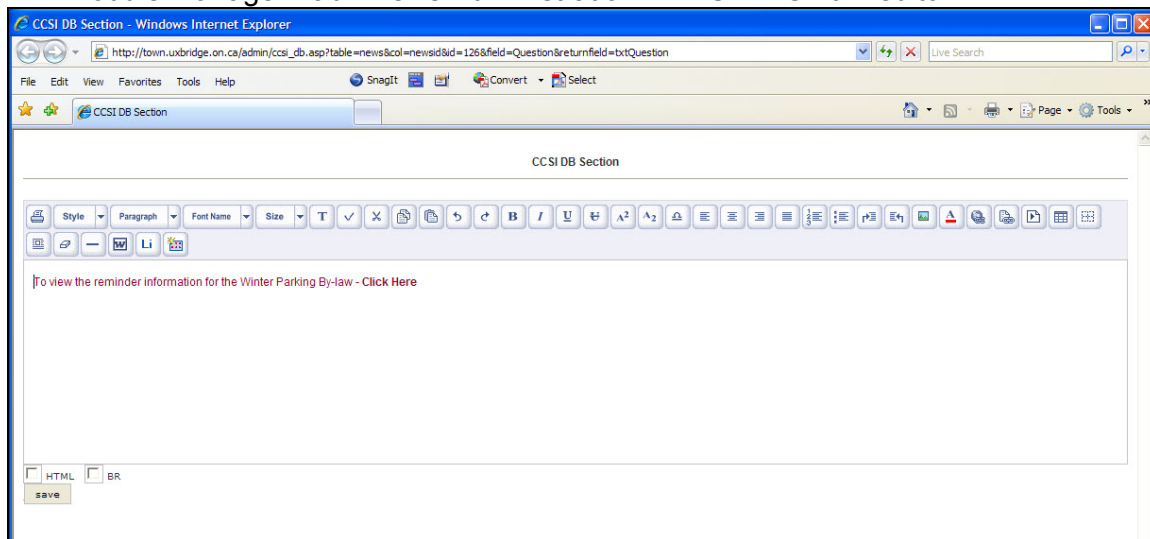
Filename: Upload

Display: ☒ yes ☐ no

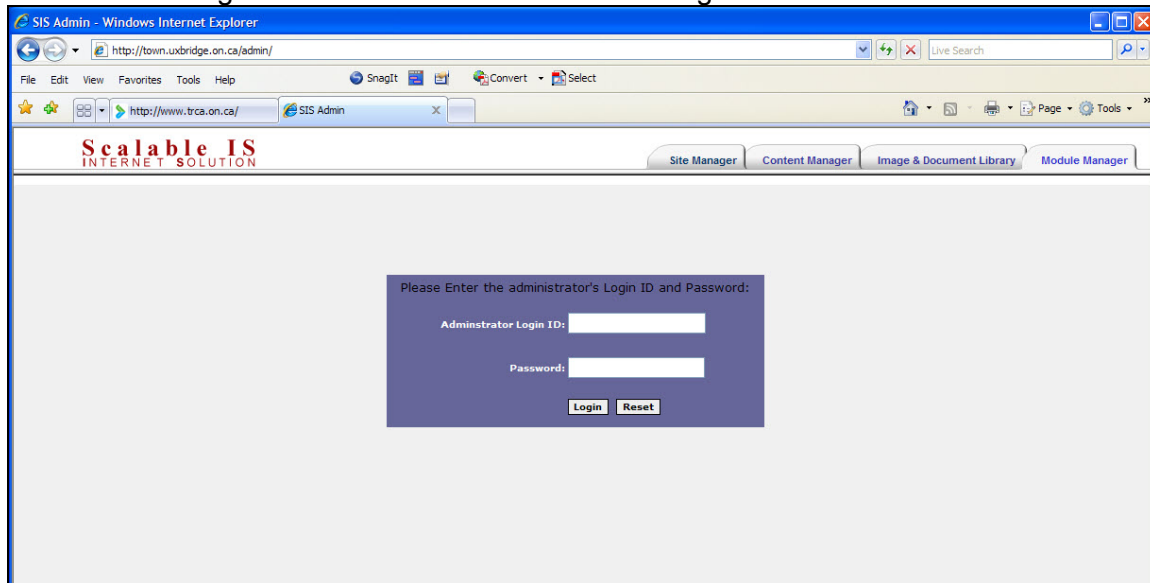
Sort: 11

Update

7-2. Module Manager Tab / News Administration / WYSIWYG html editor



8. Module Manager Tab / Calendar Administration Login



8-1. Module Manager Tab / Calendar Administration / Add a Function

The screenshot shows the 'SIS Admin' interface in a Windows Internet Explorer browser. The address bar shows 'http://town.uxbridge.on.ca/admin/'. The page title is 'SIS Admin - Windows Internet Explorer'. The main navigation bar includes 'Site Manager', 'Content Manager', 'Image & Document Library', and 'Module Manager'. The 'Module Manager' tab is selected, leading to the 'Calendar Reservation System Control Panel'.

On the left side, there is a sidebar with links: Home, System settings, Add a Function, View/Edit a Function, Add Category, and View/Edit Categories. The 'Add a Function' link is highlighted.

The main content area is titled 'Calendar Reservation System Control Panel'. It contains a form for adding a new function. The form fields are:

- Name:
- Function Date:
- Time From: Hour Minute --
- Time To: Hour Minute --
- Category:
- Address:
- Phone:
- Email:
- Website:
- Organizer:
- Cost:
- Description:

At the bottom of the form, there are two buttons: 'Reset' and 'Add a Function'.

8-2. Module Manager Tab / Calendar Administration / View a Function

The screenshot shows the 'SIS Admin' interface in a Windows Internet Explorer browser. The address bar shows 'http://town.uxbridge.on.ca/admin/'. The page title is 'SIS Admin - Windows Internet Explorer'. The main navigation bar includes 'Site Manager', 'Content Manager', 'Image & Document Library', and 'Module Manager'. The 'Module Manager' tab is selected, leading to the 'Calendar Reservation System Control Panel'.

On the left side, there is a sidebar with links: Home, System settings, Add a Function, View/Edit a Function, Add Category, and View/Edit Categories. The 'View/Edit a Function' link is highlighted.

The main content area is titled 'Calendar Reservation System Control Panel'. It contains a search bar and a table of functions.

Search for: In: All Fields

	Booking Name	Date & Time	Availability	Category
Edit Remove	Inaugural Council Meeting	4/12/2006 7:00:00 PM	Booked.	events
Edit Remove	Rotary Blood Donor Clinic Uxbridge Seniors Centre	8/18/2006 1:00:00 PM	Booked.	events
Edit Remove	Summerfest	8/19/2006 10:00:00 AM	Booked.	events
Edit Remove	Summerfest	8/20/2006 10:00:00 AM	Booked.	events
Edit Remove	Mtton & Hole in One	9/6/2006 10:00:00 AM	Booked.	events
Edit Remove	Uxbridge Fall Fair	9/9/2006 10:00:00 AM	Booked.	events
Edit Remove	Uxbridge Fall Fair	9/10/2006 9:00:00 AM	Booked.	events
Edit Remove	Terry Fox Run	9/17/2006 8:00:00 AM	Booked.	events
Edit Remove	Doors Open	9/23/2006 10:00:00 AM	Booked.	events
Edit Remove	United Way of Ajax-Pickering-Uxbridge	9/24/2006 12:00:00 PM	Booked.	events
Edit Remove	Lions Walk for Dog Guides	9/24/2006 12:00:00 PM	Booked.	events
Edit Remove	Fridays at the Foster	9/29/2006 7:30:00 PM	Booked.	events
Edit Remove	Family Fall Festival	9/30/2006 1:00:00 PM	Booked.	events
Edit Remove	Thomas Foster Memorial	10/27/2006 7:00:00 PM	Booked.	events
Edit Remove	2006 Municipal Election Advanced Poll	11/4/2006 10:00:00 AM	Booked.	events
Edit Remove	Durham Hepatitis C Support Information and Discussion Group	11/9/2006 7:00:00 PM	Booked.	events
Edit Remove	18th Annual Uxbridge Heritage Christmas Craft Show	11/11/2006 10:00:00 AM	Booked.	events
Edit Remove	Remembrance Day Services	11/11/2006 11:00:00 AM	Booked.	events
Edit Remove	2006 Municipal Election	11/13/2006 8:30:00 AM	Booked.	events
Edit Remove	Santa Claus Parade	11/28/2006 11:00:00 AM	Booked.	events

Next >>

8-3. Module Manager Tab / Calendar Administration / Edit a Function

SIS Admin - Windows Internet Explorer

http://town.uxbridge.on.ca/admin/

File Edit View Favorites Tools Help

http://www.trca.on.ca/ SIS Admin

Scalable IS
INTERNET SOLUTION

Site Manager Content Manager Image & Document Library **Module Manager**

Calendar Reservation System Control Panel

[Home](#)
[System settings](#)
[Add a Function](#)
[View/Edit a Function](#)
[Add Category](#)
[View/Edit Categories](#)

Edit Booking

Name

Inaugural Council Meeting

Date

04/12/2006

Time From

7 00 PM

Time To

9 00 PM

Category

events

Address

51 Toronto Street South

Phone

905-852-9181

Email

Website

Organizer

Township of Uxbridge

Cost

Description

Township of Uxbridge Inaugural Council Meeting, Council Chambers

Reset

Update Booking