REQUEST FOR PROPOSAL (RFP)

RFP-2026 -0123

Development of the RM of Lac Du Bonnet Municipal Website and the Lac du Bonnet Economic Development & Investment Attraction Website

Rural Municipality of Lac du Bonnet, Manitoba

Proposals shall be submitted to:

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The Rural Municipality of Lac Du Bonnet
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1 REQUEST FOR PROPOSAL

The Rural Municipality of Lac du Bonnet (RM of Lac du Bonnet) invites proposals from qualified digital agencies or consultants to design, develop, and implement two new websites: Municipal Website and Economic Development and Investment Attraction Website. This RFP seeks a cost effective, accessible, and scalable solution appropriate for a rural Manitoba Municipality needs.

Both websites will serve as the RM's primary digital platform for:

Municipal Website	Economic Development & Investment Attraction Website
Providing residents and businesses with easy access to municipal services and information	Attracting Business Investment
Supporting service requests, applications, and public inquiries (forms, contacts, FAQs)	Supporting entrepreneurs and site selectors
Communicating municipal programs, recreation, community updates, events, and quality-of-life information	Promoting economic opportunities and quality of life
Providing accessible, accurate, and up-to-date municipal information, notices, and emergency updates	Providing accessible, accurate, and up-to-date information

1.1 BACKGROUND

The RM of Lac du Bonnet will be developing two complementary websites: Municipal website and an Economic Development & Investment Attraction website, which together will serve as the RM's primary digital platforms for investors, businesses, residents, and visitors. Located in North Eastman, Manitoba, the RM offers natural amenities, affordable land, access to regional labour markets, and a strong community environment, and is working to strengthen its economic

development capacity while improving how investment opportunities, municipal services, and public information are communicated online. Both websites should be modern, secure, mobile-responsive, and accessible, with clear navigation and up-to-date content management, and should support business retention and expansion, new investment attraction, workforce attraction, and long-term economic sustainability, while also improving resident service delivery, transparency, and timely communication of municipal notices and updates.

1.2 PROJECT OBJECTIVES

	Project Objectives	Municipal Website	Economic Development & Investment Attraction Website
1	Present Lac du Bonnet as a competitive and attractive place to invest	Reinforce community confidence and credibility through transparent, professional public information and a modern civic presence	Position Lac du Bonnet as an investment-ready destination with a clear value proposition, sector strengths, and location advantages
2	Provide clear, user-focused information in one location	Provide resident- and business-facing municipal information (services, notices, bylaws, council info, programs, contacts, FAQs) in an organized, searchable format	Provide investor- and business-focused content (opportunities, sites/land high-level, sectors, workforce snapshot, infrastructure/services, "why invest," RFI/contact)
3	Ensure compliance with accessibility standards	Ensure the municipal site meets accessibility requirements (e.g., WCAG-aligned), including accessible content, forms, documents, alerts, and public notices	Ensure the investor site meets accessibility requirements (e.g., WCAG-aligned), including accessible navigation, readable design, and accessible documents/forms
4	Use limited, practical AI tools to improve user experience and staff efficiency	Support resident inquiries through guided navigation/FAQ support, staff-reviewed AI-assisted accessibility features, and improved content clarity/consistency for staff updates	Support investor inquiries through guided Q&A/lead capture, staff-reviewed AI-assisted captions/alt text/plain-language tools, and streamlined inquiry routing to staff
5	Be easy for staff to update and maintain	CMS-based editing for staff to update notices, council documents, service pages, calendars, and forms without technical support	CMS-based editing for EDO/staff to update opportunities, sector pages, news, and key data without technical support
6	Allow for future enhancements as funding permits	Enable optional future modules (online payments, service request tracking, bookings,	Enable optional future modules (multilingual support, site/opportunity matching tools,

		integrations, advanced analytics/dashboards, multilingual expansion)	smart recommendations, advanced dashboards/CRM integration)

1.3 PROJECT DESCRIPTION

The Rural Municipality of Lac du Bonnet is seeking proposals from qualified digital agencies or consultants to design, develop, and implement two new, complementary websites: a Municipal Website and an Economic Development & Investment Attraction Website. Together, these websites will serve as the RM's primary digital platforms for residents, visitors, investors, businesses, providing accessible, accurate, and up-to-date information through a modern, secure, mobile-responsive, and easy-to-maintain content management system.

The Municipal website will function as the RM's main public service hub, offering clear navigation to municipal programs and services, public notices and emergency updates, council and governance information, forms and contacts, and community information that supports transparency and resident engagement.

The Economic Development & Investment Attraction website will focus on presenting Lac du Bonnet as an investment-ready destination by showcasing opportunities, key sectors, available land/development potential (high-level), workforce and infrastructure information, and clear pathways for investor inquiries and lead capture.

Both sites must be scalable and cost-effective for a rural Manitoba municipality, meet accessibility standards, and allow for practical future enhancements, including optional AI-enabled tools that improve user experience and staff efficiency while ensuring appropriate oversight and content control.

1.4 SCOPE OF WORK & DELIVERABLES

The successful Proponent will provide all professional services required to plan, design, develop, test, and launch two complementary websites for the RM of Lac du Bonnet: (1) a RM of Lac du Bonnet Municipal Website (2) a Lac du Bonnet Economic Development & Investment Attraction Website. The Scope of Work include discovery and planning, information architecture, visual design, content preparation and migration, CMS development, accessibility and quality assurance, analytics and SEO setup, deployment, training, and post-launch support. Deliverables must be secure, mobile-responsive, performance-optimized, and easy for staff to update through a modern CMS.

1.4.1 Discovery and Planning:

This phase includes a review of existing RM materials and content, consultation with RM staff and/or the Economic Development Committee, development of the site structure and navigation (information architecture), and identification of essential versus optional features to ensure the website is clear, functional, and aligned with RM priorities.

1.4.2 Websites Design

1.4.2.1 RM of Lac du Bonnet Municipal Website:

The Municipal website will feature a custom, professional design aligned with RM branding and built for a clear, resident-first user experience. It will be fully mobile-responsive across desktop, tablet, and mobile devices, with fast-loading pages and consistent navigation on all screen sizes. The site will use clean, simple layouts that are intuitive and accessible for public-sector users, making essential information easy to find—such as contact details, office hours, council and committee information, bylaws and policies, meeting agendas/minutes, public notices, permits and forms, waste and utility services, recreation programs, and emergency updates.

1.4.2.2 Lac du Bonnet Economic Development Investment Attraction Website:

The website will feature a custom, professional design aligned with (Community Economic Development (CED) branding, with an investor-focused user experience that makes key information easy to find and act on. It will be fully mobile-responsive across desktop, tablet, and mobile devices, and use clean, simple layouts that are intuitive and accessible for public-sector users.

1.4.3 Websites Development:

Both websites will be built on a CMS platform (WordPress or equivalent) to support easy updates, with a secure, performance-optimised build that follows SEO best practices to improve discoverability. It will include analytics integration (Google Analytics 4 or equivalent) for tracking traffic and user behaviour, and it will be delivered as a hosting-ready deployment for a smooth launch.

The websites will be organized with logical menus, a prominent search function, and clear calls-to-action so residents can quickly complete common tasks (e.g., download forms, submit inquiries, register for programs, or access service updates). The design will prioritize accessibility and readability, with clear typography, strong contrast, and standards-based structure to support all users. The site will be easy for staff to maintain

through a user-friendly content management system (CMS), enabling timely updates, consistent formatting, and reliable publishing of municipal information.

1.4.4 Core features

1.4.4.1 RM of Lac du Bonnet Municipal Website:

The Municipal website will include the following core features to support residents, businesses, and visitors:

- Mobile-responsive design across desktop, tablet, and mobile devices
- Clear navigation and site structure with logical menus and quick-access link
- Site-wide search to help users quickly find pages, documents, and services
- News, notices, and alerts (public notices, service disruptions, emergency updates) with categories and archive
- Council & governance hub (council members, committees, meeting calendars, agendas/minutes, bylaws/policies)
- Service pages for key municipal functions (permits, utilities, waste/recycling, public works, recreation, community programs)
- Forms and document library with filters, categories, and downloadable files
- Contact and staff directory with department-level routing and clear office hours/location details
- Online request/inquiry forms (general inquiries, service requests, facility bookings, complaints/concerns)
- Events calendar for community events, council meetings, programs, and deadlines
- Maps and location content (facilities, parks, services, points of interest)
- Accessibility-ready design with readable typography, good contrast, keyboard navigation support, and accessible content layout: WCAG-aligned design approach (targeting WCAG 2.1 AA where feasible/required); Keyboard navigation support for all menus, forms, and interactive elements; Screen-reader friendly structure with proper semantic HTML, headings, and landmarks; High readability through clear typography, appropriate sizing, and consistent spacing; Strong colour contrast and

non-colour-dependent cues (icons/labels—not colour alone—to convey meaning); Accessible forms with clear labels, instructions, error messages, and focus states; Alt text standards for images, including maps/graphics where applicable; Accessible documents guidance for PDFs (tagging where possible, readable file names, and summaries on-page); Link clarity (descriptive link text instead of "click here"); Responsive design that supports accessibility (tap-friendly buttons, spacing, and readable layouts on mobile); Optional accessibility statement page and basic accessibility checklist for ongoing staff content updates.

1.4.4.2 Lac du Bonnet Economic Development & Investment Attraction Website:

The Economic Development & Investment Attraction Website will include the following core features to support residents, businesses, and visitors:

- Mobile-responsive, investor-focused design across desktop, tablet, and mobile devices
- Clear, conversion-oriented navigation with simple menus and prominent calls-to-action (CTAs)
- Site Selector / Investor Hub landing page with quick links to key assets (data, sites, incentives, contacts)
- Investment opportunities directory (properties, industrial/commercial lands, available buildings) with filters and downloadable info sheets
- Community profile and key statistics (population, workforce, major employers, growth sectors, cost advantages)
- Infrastructure and connectivity pages (transportation, highways, rail/air access, utilities, broadband, serviced land)
- Incentives and programs (RM programs, provincial/federal supports, financing tools, tax/fee info where applicable)
- Sector spotlight pages highlighting priority industries and value proposition
- Interactive maps/location content for sites, industrial parks, business districts, and municipal assets
- Document and data library (community profile PDF, business guides, permitting checklists, demographic snapshots)
- Business start/expand section with step-by-step guidance (permits, zoning, development process, timelines)

- Success stories/testimonials and case studies (optional) to build credibility
- Contact pathways built for lead generation (investment inquiry form, "Book a call" link, direct contact details)
- News and updates for economic development announcements, tenders/land sales (if applicable), and partner news
- Accessibility-ready design with readable typography, good contrast, keyboard navigation support, and accessible content layout: WCAG-aligned design approach (targeting WCAG 2.1 AA where feasible/required); Keyboard navigation support for all menus, forms, and interactive elements; Screen-reader friendly structure with proper semantic HTML, headings, and landmarks; High readability through clear typography, appropriate sizing, and consistent spacing; Strong colour contrast and non-colour-dependent cues (icons/labels—not colour alone—to convey meaning); Accessible forms with clear labels, instructions, error messages, and focus states; Alt text standards for images, including maps/graphics where applicable; Accessible documents guidance for PDFs (tagging where possible, readable file names, and summaries on-page); Link clarity (descriptive link text instead of "click here"); Responsive design that supports accessibility (tap-friendly buttons, spacing, and readable layouts on mobile); Optional accessibility statement page and basic accessibility checklist for ongoing staff content updates.

1.4.5 Content Support

1.4.5.1 RM of Lac du Bonnet Municipal Website: The Proponent will provide content support to ensure the site is launched with complete, accurate, and well-structured information, including:

- Content planning and site map support (information architecture, page templates, menu structure)
- Content migration support from the existing website (pages, PDFs, images, links), as required
- Content formatting and cleanup to improve readability and consistency (headings, bullets, tables, file naming, layout)
- Document and media optimization (compressing images, preparing PDFs, consistent titles and metadata)
- Optional copyediting support for clarity and plain-language tone suitable for public-sector audiences

- Page template guidance for recurring content types (departments, services, notices, council pages, bylaws, programs)
- Staff training on updating pages, posting notices, uploading documents, and maintaining navigation
- Launch support including final content checks, broken-link review, and publishing assistance
- Post-launch support period for minor fixes, questions, and content adjustment as staff begin using the CMS
- Migration with 3rd party programs

1.4.5.2 Lac du Bonnet Economic Development & Investment Attraction Website: The Proponent will support development, structuring, and presentation of investment content so the site is launch-ready and credible to investors and site selectors:

- Content planning and information architecture tailored to investor journeys (why here → opportunities → process → contact)
- Copywriting/copyediting support to present a strong value proposition using clear, professional, investor-facing language
- Content migration from existing ED pages and supporting documents (where applicable)
- Creation of repeatable templates for opportunities listings, sector pages, success stories, and downloadable one-pagers
- Data presentation support (how to display key stats, charts, tables, and "at-a-glance" panels clearly)
- Document and media preparation (optimized PDFs, consistent naming, downloadable site sheets, map images)
- Partner link integration (ED organizations, provincial/federal resources, utilities, workforce and training partners)
- Staff training to add/edit listings, update stats and content, post news, and publish downloads through the CMS
- Launch readiness support including content QA, link checking, and final review of CTAs and inquiry forms
- Post-launch support period for refinements to pages, forms, and templates as content evolves

1.4.6 SEO & Performance

Both websites will be built with strong SEO foundations and performance best practices to improve discoverability and provide a fast, reliable user experience:

- SEO-friendly site structure with clean URLs and logical page hierarchy
- Metadata controls (page titles, meta descriptions, Open Graph/social sharing images)
- Heading and content structure aligned with SEO and accessibility standards (H1–H3 best practices)
- XML sitemap generation and robots.txt configuration
- Image optimization (proper sizing, compression, and descriptive alt text)
- Fast loading performance through caching, minification, and optimized assets
- Core Web Vitals awareness (mobile performance, page speed, layout stability)
- Analytics integration readiness (e.g., Google Analytics/GA4) and basic performance monitoring setup
- Security and reliability basics that support performance (SSL/HTTPS, updates, backups as applicable)

1.5 ACCESSIBILITY REQUIREMENTS

The website must comply with the WCAG 2.1 Level AA standard.

1.5.1 Core Accessibility Requirements

- Keyboard-only navigation
- Logical heading structure (H1–H6)
- High-contrast text and backgrounds
- Resizable text without loss of functionality
- Descriptive alt text for images
- Accessible forms with labels and error messaging
- Skip-to-content links
- Screen-reader compatibility
- Captions for video content
- Accessible PDFs or HTML alternatives
- No flashing or seizure-triggering content

1.5.2 Accessibility Enhancements (Preferred)

- Adjustable font size controls
- Dyslexia-friendly font option
- Light/dark mode toggle
- Breadcrumb navigation
- Plain-language content structure
- Accessibility statement page

1.5.3 Accessibility Governance

- Staff guidance on maintaining accessible content
- Optional third-party accessibility audit (to be priced separately)

1.5.4 The 2025 Audit Report recommendations must be reviewed by the proponent. See Attachment A.

1.6 AI FEATURES ENHANCEMENT

AI features must be practical, affordable, and privacy compliant.

1.6.1 Required AI Features – AI Visitor Chatbot:

The site will include a feature that answers common investor and business questions, guides users to the most relevant pages, and supports inquiries related to business opportunities, available land/sites (high-level), infrastructure and services, and contact information. It will also capture leads and inquiry details to support follow-up and escalate requests to RM staff where appropriate to ensure timely, accurate responses.

1.6.2 AI accessible features:

Both websites can include AI-assisted accessibility and content tools such as video captioning, text-to-speech functionality, and AI-assisted image descriptions that are reviewed by staff for accuracy. It can also support plain-language content assistance to help ensure information is clear, inclusive, and easy to understand for all users.

1.6.3 Optional / Future AI Enhancements:

Proponents may choose to price the following enhancements separately, including multilingual AI support, smart content recommendations, automated investor

summaries, AI-assisted content drafting for staff, site or opportunity matching tools, and advanced analytics and dashboards to strengthen investor engagement and decision-making.

1.7 WEBSITE CONTENT REQUIREMENTS

1.7.1 RM of Lac du Bonnet Municipal Website:

At a minimum, the municipal website should include clear, accessible pages that serve residents, businesses, visitors, and stakeholders, including sections for About the Municipality; Mayor and Council; Administration and Departments; Resident Services; Planning, Zoning, and Development; Taxes, Fees, and Utility Rates; Public Works and Infrastructure; Community and Recreation; Emergency Services and Public Safety; Business and Economic Development; Education, Health, and Social Services; Transportation and Accessibility; News, Notices, and Public Engagement; Contact Information; Agenda; Minutes; By- Law polices and Service Requests. Content will be supported by information provided by municipal administration and department leads, with content migration from existing platforms and light copyediting included to ensure clarity, consistency, and usability, while full copywriting or enhanced content development may be proposed as an optional service.

1.7.2 Lac du Bonnet Economic Development & Investment Attraction Website:

At minimum, the website should include pages for Why Invest in Lac du Bonnet, Business & Investment Opportunities, Available Land/Development Opportunities, Key Economic Sectors, Workforce & Demographics (high-level), Infrastructure & Services, Quality of Life, and a Contact/Request for Information (RFI) section, Education & Training, Health, Transport, Employment, Public Sector & Taxation, Utility Rates, Demography & Population supported by content provided by the Economic Development Officer (EDO). Content migration and light copyediting are expected as part of the work, while full copywriting may be proposed as an optional service.

1.8 COMPANY QUALIFICATIONS AND EXPERIENCE

1.8.1 Introductory Letter addressed to the CAO, Rural Municipality of Lac du Bonnet:

Please describe the intent of the proposal, along with a concise introduction and background of the proponent for the proposal, and its lead consultants. Please include

a summary highlight of the value proposition of the proposal. Please confirm whether all information provided in the proposal is true and up to date.

Sandra Broek
Chief Administrative Officer
RM of Lac du Bonnet
Province of Manitoba

1.8.2 Profile of the Proponent and Representing Contact Person:

Please provide an overview of the Proponent and describe its value and relevance in undertaking this project, including the Proponent's legal name, the jurisdiction in which it was registered or incorporated, and its registered contact information, as well as the official contact person representing the Proponent and their phone number, email address, and official website URL. For the purposes of this RFP, the Proponent must be a registered or incorporated entity under the governing laws of Canada and should also include a brief business overview outlining years in operation, the nature of services offered, average volume of business, number of employees, and relevant experience developing economic development and/or municipal websites.

1.8.3 Profiles of qualifications and experience of lead consultants, and supporting consultants:

Please list the consultants and/or industry experts who will be engaged to deliver the Lac Municipal and Economic Development & Investment Attraction websites, including any supporting consultants or external development team members, and describe the proposed team structure for project delivery. For each individual, identify their role and responsibilities, provide a brief background and key highlights, and attach their resume or CV outlining qualifications, certifications, relevant experience, and their specific contribution to undertaking or supporting the project, including any partnerships, subcontractors, or collaborative entities involved in service delivery.

1.8.4 Description of Past Projects of Relevance:

Please outline and describe prior relevant projects (completed or ongoing) that share key characteristics with the proposed Municipal Website and Economic Development & Investment Attraction website. For each project, distinguish the main deliverables completed by the Proponent versus those completed by supporting consultants, and clearly explain how this experience is relevant to delivering the RM of Lac du Bonnet Municipal Website and Lac du Bonnet Economic Development & Investment Attraction website project. The proponent must have demonstrated experience in developing websites that meet WCAG 2.1 AA accessibility standards.

1.8.5 References from past consulting works of clients, if available:

Please provide at least 3 references, testimonials or published success stories, issued by past clients of the proponent, if available, which may add value to reinforcing the proponent's proposal. The proponent must provide a list of previously developed websites.

1.9 WEBSITE MAINTENCE SERVICES

The selected proponent will provide ongoing website maintenance and support services to ensure the continued functionality, security, and performance of the RM of Lac Du Bonnet Municipal Website and the Lac du Bonnet Economic Development & Investment Attraction Website. Maintenance services should include, but are not limited to:

1.9.1 Technical Support:

- Troubleshooting and resolving website errors or issues promptly.
- Providing responsive support via email and/or phone during business hours.

1.9.2 Content Updates:

- Updating text, images, documents, and other website content as requested by the RM or Economic Development Office.
- Ensuring content updates are implemented accurately and in a timely manner.

1.9.3 Security & Software Updates:

- Applying security patches, updates to content management systems (CMS), plugins, and other components.
- Monitoring for potential security vulnerabilities and taking proactive measures to prevent breaches.

1.9.4 Performance Monitoring:

- Regular monitoring of website uptime, load speed, and overall performance.
- Providing monthly or quarterly reports on website performance and maintenance activities.

1.9.5 Backup & Recovery:

- Regularly backing up website files and databases.
- Ensuring the website can be restored promptly in the event of data loss or technical failure.

1.9.6 Optional Enhancements:

- Implementing minor functional enhancements or design adjustments as requested, with prior approval.

The proponent shall provide clear response times for support requests, indicate how maintenance services are billed (hourly, monthly retainer, etc.), and ensure continuity of service throughout the contract period.

1.10 PRELIMINARY SCHEDULE

Please note that this schedule is preliminary and may be adjusted by the organization as needed. The deadline for submitting proposals may be extended by up to 30 days if the Rural Municipality of Lac du Bonnet does not receive an adequate number of responses from qualified firms. Accordingly, the contract award date may also change.

Deadline	Description
January 23rd, 2026	Issue RFP
February 20th 2026	Deadline for Questions
March 6th , 2026	Deadline for receipt of proposals
March 11h, 2026	RFP proponent review
March 24th , 2026,	RFP proponent reward
September 30th, 2026	Project to be completed and report submitted

1.11 PROJECT BUDGET

All tasks enclosed within the enclosed Scope of Work (1.3) shall be included within the proposal's fee schedule and itemized according to required and optional tasks.

The proposal should include a detailed Project Budget, clearly broken down for each individual website.

1.12 PROPOSAL CONTENT

All tasks enclosed within the enclosed Scope of Work (1.4) shall be included within the proposal's fee schedule and itemized according to required and optional tasks.

- Cover Plan
- Project Team
- Workplan and approach to the project (1.12)

- Organizational chart of the project team
- Names, qualifications, and resumes of all project team members who will directly participate in the project.
- Sub Consultants. Identify any sub-consultants that would be used and their specific role (All sub-consultant costs shall be included in the project budget).
- Reference list of developed websites (Work Portfolio) (1.8.5)

1.13 WORK PLAN AND APPROACH

1.12.1 Discuss your company's understanding of the Scope of Work to be performed

1.12.2 Describe your approach to managing overall project costs, schedule, quality assurance/quality control, and responsiveness to the Rural Municipality of Lac du Bonnet's requests and inquiries, as well as any other issues critical to the successful delivery of this project.

1.12.3 Specifically address your company's approach to resolving unanticipated issues efficiently and effectively while maintaining the project scope and schedule. In addition, explain your team's ability to adapt to changes in the environment and/or existing conditions throughout the process that may affect program outcomes and timelines.

1.12.4 Describe what will be required from the Economic Development Officer (EDO), including the specific expertise or input needed, and estimate the amount of EDO time you anticipate requiring throughout the project.

1.12.5 Discuss your company's understanding of the schedule and provide a proposed project timeline (if available), beginning with a kick-off meeting and covering the development of the website structure (skeleton) and content. Include key milestones and any resource requirements, such as time from the Economic Development Officer (EDO) and meeting space or other support needed from the Rural Municipality of Lac du Bonnet.

1.12.6 Please clearly identify all proposed costs and fees associated with the Scope of Work (Section 1.3), as well as any additional work you believe is necessary to successfully complete the required Scope of Work. It is the Proponent's responsibility to submit a cost proposal that is reasonable and aligned with the services listed in Section 1.3.

1.14 PROPONENT SELECTION AND CRITERIA PROCESS

All proposals will be evaluated using the following criteria:

- Quality and completeness of proposal.
- Quality of the proposed services.
- Ability and experience of team members assigned to work on the project.

- Technical experience in performing work of a closely similar nature
- Methodology and work program, including knowledge of local needs and the ability to work closely with the RM of Lac du Bonnet and stakeholders in the region.
- Creativity and insight of the proposal
- Timing of work program and ability to perform the work within the time specified.
- Project Cost Total: Lac du Bonnet Economic Development & Investment Attraction Website and RM of Lac du Bonnet Municipal Website. The proposal should include a detailed Project Budget, clearly broken down for each individual website.
- Ability to produce:
    a) High-quality, innovative, mobile-friendly, first-responder design,
    b) Accessibility built-in (WCAG 2.2, typically AA): keyboard navigation, clear focus states, captions, alt text, readable contrast, accessible forms. W3C+1
    c) Modern CMS with governance: role-based access, approval workflows, version history, audit logs, easy page editing
    d) Security + reliability: HTTPS, secure hosting, regular patching/updates, backups, and MFA for admin accounts. Canadian Centre for Cyber Security+1
    e) Privacy & compliance-ready: privacy notice, cookie/consent approach where applicable, secure form handling
    f) Performance optimization: fast load times, image optimization, caching/CDN, uptime monitoring
    g) For Municipal Website: Core municipal content modules: Council: agendas, minutes, bylaws, budgets, plans; Service directory + online forms (requests, report an issue); News/notices + emergency alert banner; Events calendar; Contact directory + "Request for Information" forms; Analytics (GA4 or equivalent) with goal tracking for key actions (forms submitted, downloads, calls).
    h) For Economic Development & Investor-Ready Website: Investor pathway UX ("Why Invest," sectors, workforce snapshot, infrastructure, incentives/process); Sites/land listings (high-level) + GIS mapping and downloadable fact sheets; RFI/lead capture (forms routed to EDO/staff; optional CRM integration); Opportunity pages (priority projects, shovel-ready summaries, utilities/servicing overview).
    i) Next-gen enhancements: Multilingual support with translation workflows and staff review (especially for high-traffic pages); Smart recommendations ("related services," "people also looked for…"); AI-assisted support: guided Q&A/virtual assistant that routes users to pages and escalates to staff when needed (with clear disclaimers and staff oversight); AI-assisted accessibility: video captioning,

text-to-speech, staff-reviewed image descriptions; Advanced dashboards: service performance, inquiry volume, investor funnel metrics (privacy-conscious); API-first integrations: payments, bookings, permits/licensing, document management, open data feeds; Progressive Web App (optional): app-like experience + push notifications for alerts/notices.

2.0 GENERAL CONDITIONS

The Proponent, by submitting this proposal, agrees that this proposal and any part of this proposal is subject to the following conditions, in addition to any other terms and conditions set out in this request for proposals document.

2.1 TERMS OF CONDITIONS

All proposals must be complete, signed by an authorized official of the company, and shall be delivered to the RM in accordance with the instructions set out herein. Proposals submitted after the Submission Closing Date will not be evaluated. The Submission Closing Date is March 6th, 2026, at 4:30 pm (CDT). Emailed revisions to the original submission will be accepted until the Submission Closing Date.

2.2 RIGHT TO CANCEL RFP AND TO ACCEPT PROPOSALS

The RFP is solely a Request for Proposals. It is not an invitation for tenders, an offer to contract, or an invitation for offers capable of acceptance to create a contract. No contractual or other legal obligations or relations between the RM, and any other person can or will be created except in a written contract executed by an authorized signatory of the RM under the authority of an express resolution of the RM Council.

In considering any responses delivered in response to this RFP, the RM (including through the RM's Representative) reserves the absolute and unfettered discretion to:

- accept or reject any Proposal that fails to comply with the requirements set out in this RFP for the content of Proposals.
- disqualify more than one proposal from an individual, firm, partnership or association under the same or different names. Collusion between Proponents will be sufficient cause for rejection of all proposals so affected.

- assess Proposals as it sees fit, without in any way being obliged to select any Proposal or Proponent.
- reserve the right to accept proposal for only one of the proposed websites, based on the best interest of the RM of Lac du Bonnet.
- assess and select Proposals as it sees fit without being obliged in any way to select the Proposal that offers the lowest price or cost;
- determine whether any Proposal or Proposals satisfactorily meet the selection criteria set out in this RFP;
- require clarification after the dates and times set out above from any one or more of the Proponents in respect of Proposals submitted.
- communicate with, meet with or negotiate with any one or more of the Proponents respecting their Proposals or any aspects of the Project.
- reject any or all Proposals with or without cause, whether according to the selection criteria set out above or otherwise.

Each Proponent is solely responsible for the risk and cost of preparing and submitting its Proposal in response to this RFP and neither the RM, nor its officials, employees or consultants (including the RM's Representative) are liable for the cost of doing so or obliged to remunerate or reimburse any Proponent for that cost.

By submitting its Proposal to the RM, each Proponent represents and warrants to the RM that the information in its Proposal is accurate and complete.

This RFP does not impose on the RM any duty of fairness or natural justice to any or all respondents with respect to this RFP or to the process it creates. The RM is entitled to act in its sole, absolute, and unfettered discretion.

2.1.2 Issuance of this RFP does not commit the Rural Municipality of Lac du Bonnet to award a contract for services or to pay any cost incurred in the preparation of a response to this request.

2.1.3 The Rural Municipality of Lac du Bonnet retains the right to accept or reject any or all submittals, to negotiate with any qualified proponent, or to adjust, cancel or modify in part or in entirety the RFP if it is in the best interest of Rural Municipality of Lac du Bonnet.

2.3 ADDRESS OF SUBMISSION

EACH PROPONENT IS REQUESTED TO SUBMIT BIDS VIA MERX.COM OR TO DELIVER THEIR PROPOSAL, ON OR BEFORE THE SUBMISSION CLOSING DATE, TO:

Attention: Sandra Broek, CAO
The Rural Municipality of Lac Du Bonnet
Email: cao@lacdubonnet.com

Electronic Submission: The proponent will receive a letter of confirmation within 24 hours of submission. If the proponent does not receive a letter of confirmation, they must email immediately.

2.4 CLARIFICATION OF PROPOSALS

The RM reserves the right to request that each Proponent clarify or make changes to its Proposal. The RM may choose to meet with some or all the Proponents to discuss aspects of their Proposals. The RM may require Proponents to submit supplementary documentation clarifying any matters contained in their Proposals or the RM may prepare a written interpretation of any aspect of a Proposal and seek the respective Proponents' acknowledgement of that interpretation.

The supplementary documentation accepted by the RM and written interpretations which have been acknowledged by the relevant Proponents shall be considered to form part of the Proposals received from those Proponents.

The RM is not obliged to seek clarification from any Proponent regarding any aspect of their Proposal.

2.5 INQUIRIES

All requests for clarification or inquiries concerning this RFP should be forwarded in writing by no later than one week prior to the Submission Closing Date (February 20th). Inquiries to be sent to the Economic Development Officer.

Anna Mondor
#4187 P.R. 317, PO Box 100
Lac du Bonnet, Manitoba R0E 1A0
Email: edo@lacdubonnet.com
Phone: (204) 345-2619 ext. 120

Responses to all requests for clarification will be provided in writing to the persons identified as the Proponents' representative.

Responses to all inquiries where the inquiry does not amount to a clarification will be provided by the RM in writing only to the Proponent making the inquiry. (e.g., inquiry as

to whether proprietary technology proposed to be used by the Proponent is acceptable to the RM).

2.6 AMENDMENTS TO PROPOSALS BEFORE SUBMISSION DATE

A Proponent is entitled to amend its Proposal at any time before the Submission Closing Date.

2.7 WITHDRAWAL OF PROPOSAL

The Proponent may withdraw their proposal at any time before the Submission Closing Date.

2.8 INCOMPLETE PROPOSALS

The RM reserves the right to reject any Proposal, whether or not it is completed properly and whether or not it contains all the required information. Without prejudice to this right, the RM may request clarification where any Proponent's intent is unclear and may waive or request amendment where, in the opinion of the RM, there is a minor irregularity or omission in the information that is to be submitted in a Proposal.

2.9 MISLEADING OR FALSE INFORMATION

If the RM determines that a Proposal contains false or misleading information, the RM is entitled to reject that Proposal at any time as being invalid.

2.10 CONFIDENTIALITY OF PROPOSALS

The RM are subject to the Freedom of Information and Protection of Privacy Act. That Act creates a right of access to records in the custody or under control of the RM or the Town, subject to the specific exceptions in that right set out in the Act. The RM will receive all Proposals submitted in response to this RFP in confidence. Because of the right of access to information created by that Act, the RM does not guarantee that information contained in any Proposals will remain confidential if a request for access in respect of any Proposal is made under the Act.

Proponents are required to keep their Proposals confidential and must not disclose their Proposals or information contained in them, to anyone else without the prior written consent of the RM.

2.11 PROPRIETARY INFORMATION

If a Proponent considers that any part of its Proposal is proprietary, including by reason of its being copyright, the Proposal must clearly identify those portions that are considered proprietary.

2.12 WAIVER AND ALLOCATION OF RISK

The RM of Lac du Bonnet accepts no responsibility or liability for the accuracy or completeness of this RFP (including schedules or appendices to it) or of any recorded or oral information communicated or made available for inspection by the RM (including through the RM's Representative or any other individual) and no representation or warranty, either express or implied, is made or given by the RM with respect to the accuracy or completeness of any of those things. The sole risk, responsibility and liability connected with reliance by any Proponent or any other person on this RFP or any other such information as is described in this paragraph is solely that of each Proponent. Each Proponent acknowledges and agrees that it is solely responsible for obtaining its own independent financial, legal, accounting, engineering, and other advice with respect to the contents of this RFP or any such information as described in this paragraph. Each Proponent who submits a Proposal to the RM is deemed to have released the RM from, and waived, any action, cause of action, claim, liability, demand, loss, damage, cost or expense, of every kind, in any way connected with or arising out of the contents of this RFP or any such information as is described in this paragraph. Each Proponent who submits a Proposal is deemed to have agreed that it is solely responsible and liable to ensure that it has obtained and considered all information necessary to enable it to understand the requirements of this RFP, and of the project, and to prepare its Proposal.

2.13 LOWEST PRICE

The Proposal with the lowest quoted cost(s) or other quoted amounts will not necessarily be selected. While cost is an important element in the selection process, it is to be clearly understood that it is only one of the many factors the RM will consider in evaluating Proposals as described in a following section.

2.14 LEGISLATION, REGULATIONS, BY-LAWS AND CODES

Each Proponent and/or any Person acting under its direction, must identify and comply with all laws, regulations, by-laws, rules and codes relating to the project imposed by

any governmental authority. This will include compliance with the regulatory and approval requirements of the Government of Canada, the Province of Manitoba, the RM, and the Town of Lac du Bonnet.

2.15 PROPONENT'S RESPONSIBILITY FOR DUE DILIGENCE

It is each Proponent's responsibility to ensure that it has all necessary information concerning the intent and requirements of this RFP and the Project.

Each Proponent is solely responsible for the examination and review of all documents and information provided or required hereunder, for satisfying itself as to the nature of the Project, the general and local conditions to be encountered in the implementation of the Project and all other matters which may in any way affect the project or the cost or time required to complete the Project.

2.16 NEGOTIATIONS WITH PREFERRED PROPONENT

The RM reserves the right to negotiate details of the Contract with any Proponent. Proponents are advised to present their best offer, not a starting point for negotiations in their Proposal Submission. The RM may negotiate with the Proponents submitting, in the RM's opinion, the most advantageous Proposals. The RM may enter negotiations with one or more Proponents without being obligated to offer the same opportunity to any other Proponents. Negotiations may be concurrent and will involve each Proponent individually. The RM shall incur no liability to any Proponent as a result of such negotiations.

If, in the course of negotiations pursuant to 2.17, the Proponent amends or modifies a Proposal after the Submission Deadline, the RM may consider the amended Proposal as an alternative to the Proposal already submitted without releasing the Proponent from the Proposal as originally submitted.

If the RM considers that it is unlikely to settle such agreements with the Preferred Proponent despite having negotiated with the Preferred Proponent for at least 10 days after selection of the Preferred Proponent, the RM is entitled to cease negotiations with the Preferred Proponent and to begin negotiations with another Proponent.

2.17 AWARD OF PROPOSAL

Award of this Proposal is subject to the approval of RM Council.

3.0 BIDDING PROCEDURES

3.1 SUBMISSON SCHEDULE

The following dates are a requirement to be met:

- RFP Issuance — January 23rd, 2026
- RFP Close — March 6th, 2026
- Anticipated Award of Contract — March 24th, 2026

3.2 ADDENDA

The RM's Representative may, at any time prior to the submission deadline, issue addenda correcting errors, discrepancies, or omissions in the Request for Proposal, or clarifying the meaning or intent of any provision therein.

The RM's Representative will issue each addendum at least two (2) business days prior to the submission deadline or extend the submission deadline by two (2) business days. The Proponent shall acknowledge receipt of each addendum within their proposal. Failure to acknowledge receipt of an addendum may render a proposal non-responsive.

3.3 QUALIFICATION

The Proponent shall:

1. Be in good standing under The Corporations Act (Manitoba) or be properly registered under The Business Names Registration Act (Manitoba), or otherwise be legally registered, licensed, or permitted to operate a business in the Province of Manitoba or in the jurisdiction in which the business is primarily based.
2. Have the necessary experience, resources, organizational capacity, and equipment to deliver the proposed services in accordance with the expectations of the RM.
3. While not mandatory, preference may be given to proponents with a business presence or operational base located in Winnipeg or within closer proximity to the RM of Lac du Bonnet, to facilitate ease of communication, timely service, and responsiveness to local needs.
4. Ensure that staff members hold any required certifications, permits, or licenses necessary to operate in Manitoba if applicable. Proof of credentials may be requested.

3.4 OPENING OF PROPOSALS

Proposals will be acknowledged and accepted by council resolution. Proposals will be evaluated in accordance with the evaluation criteria stated in this document.

3.5 EVALUATION OF PROPOSALS

Proposals will be evaluated by members of a selection committee, which will be comprised of staff and management from the RM of Lac du Bonnet's Administration + Community Economic Development Committee

Proposals will be evaluated in accordance with the following evaluation criteria:

Evaluation Criteria	Points
Business Profile & Industry Experience	/5
Qualifications / Experience/ Team Structure/Organization	/10
Design & User Experience	/12
Accessibility Compliance (WCAG 2.1 AA)	/15
AI Visitor Assistance & Accessibility Tools	/15
Methodology / Work Plan	/13
Technical Solution	/10
Implementation Schedule	/5
Project Approach & Timeline	/10
Cost /Value	/5
Cost – GST/ PST to be shown separately	
TOTAL	100

3.6 AWARD OF CONTRACT

The RM of Lac du Bonnet will give notice of the award of contract or will give notice that no award will be made.

Where an award of contract is made by the RM of Lac Du Bonnet, the award shall be made to the responsible and qualified Proponent submitting the most advantageous offer as determined by the evaluation committee.

If, after the award of contract, the project is cancelled, the RM reserves the right to terminate the contract. The Proponent will be paid for all services rendered up to time of termination.

3.7 INSURANCE WEBSITE DEVELOPMENT SERVICES

The successful Proponent shall procure and maintain, at its own expense and cost, insurance policies with limits no less than those shown below.

The successful Proponent shall, at its own expense, procure and maintain the following insurance coverage for the duration of the Project and provide a Certificate of Insurance to the CAO at least two (2) business days prior to commencing Services. The Proponent shall ensure any subcontractors engaged for the Work maintain equivalent coverage.

- Commercial General Liability: minimum $2,000,000 per occurrence, $5,000,000 general aggregate (bodily injury, property damage, personal injury).
- Professional Liability (Errors & Omissions): minimum $2,000,000 per claim and aggregate, to remain in force for the Project and include a 24-month extended reporting period following completion.
- Cyber / Privacy Liability: minimum $2,000,000 per claim and aggregate, including privacy breach and network security liability related to the Services.

Attachments:

Attachment A: Audit Report (2025)

Appendix A: Website Audit Report (2025)

LTRT / Rural Municipality of Lac Du Bonnet Website Audit

Introduction

This document is a summary of test results. It is representative, not comprehensive.

This round of testing was done for WCAG 2.1 Level AA.

Testing Methods

Testing methods for this audit included:

- Keyboard testing
- Colour Contrast Analyser: https://www.tpgi.com/color-contrast-checker/
- Deque axe DevTools (Chrome extension): https://www.deque.com/axe/
- NVDA Screen Reader: https://www.nvaccess.org/download/

Useful References

WCAG 2.1 Quick Reference
https://www.w3.org/WAI/WCAG22/quickref/?versions=2.1
This is a good reference for looking up Web Content Accessibility Guidelines (WCAG) success criteria.

WebAIM accessible form controls
https://webaim.org/techniques/forms/controls
This is a good reference for coding proper form controls.

ARIA Authoring Practices Guide (APG)
https://www.w3.org/WAI/ARIA/apg/patterns/
This is a good reference for creating accessible components that don't exist natively in HTML, like accordions, carousels, modal dialogs, etc.

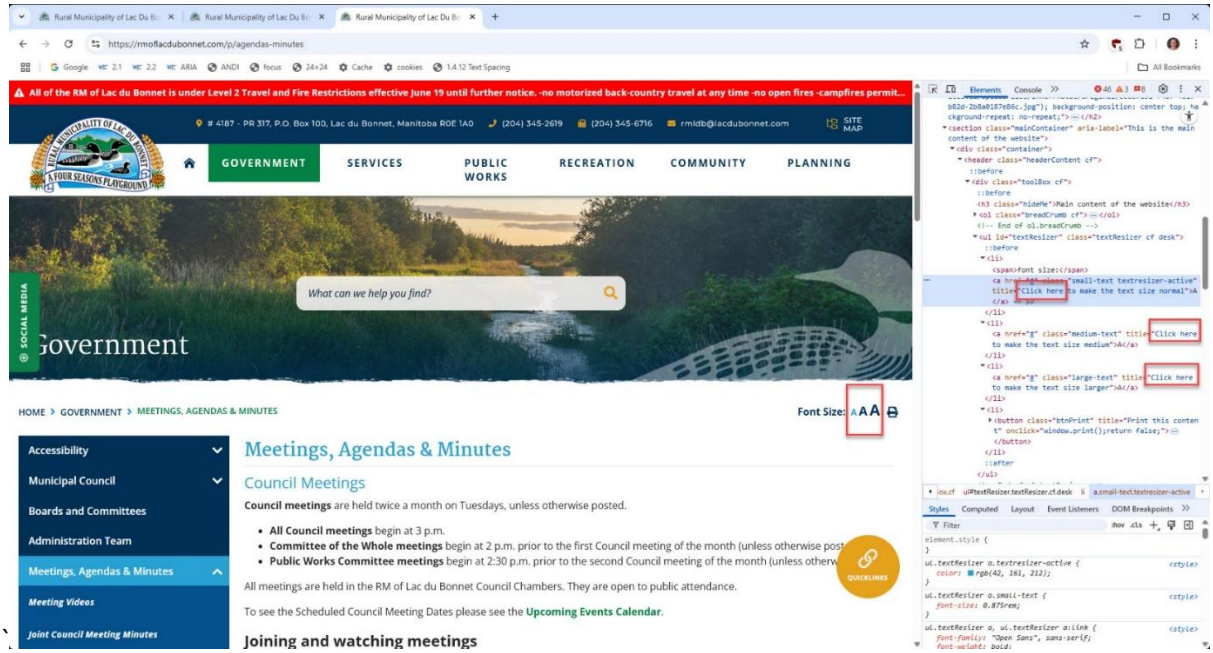
Pages Tested

The following pages were tested:

Page #	Page Name	URL
1	Home Page	https://rmoflacdubonnet.com/
2	Transfer Stations	https://rmoflacdubonnet.com/p/transfer-stations
3	Meetings, Agendas, & Minutes	https://rmoflacdubonnet.com/p/agendas-minutes

Global

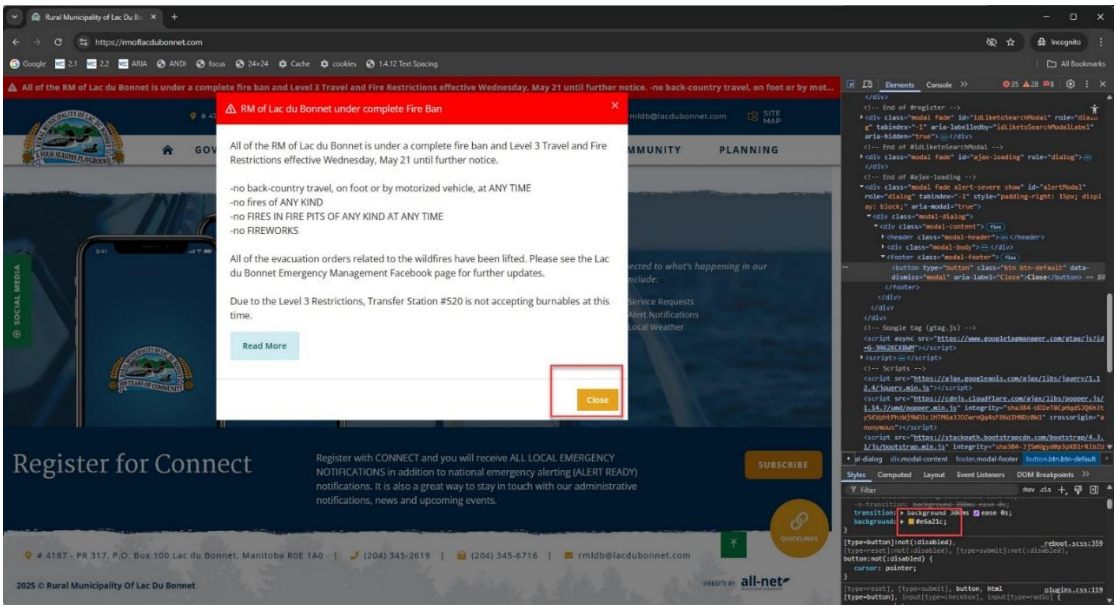
The site contains several title attributes that begin with "Click here to…"
Recommendation: Remove the "Click here to" text to improve usability. For example, change: title="Click here to make the text size normal" to: title="Make the text size normal".



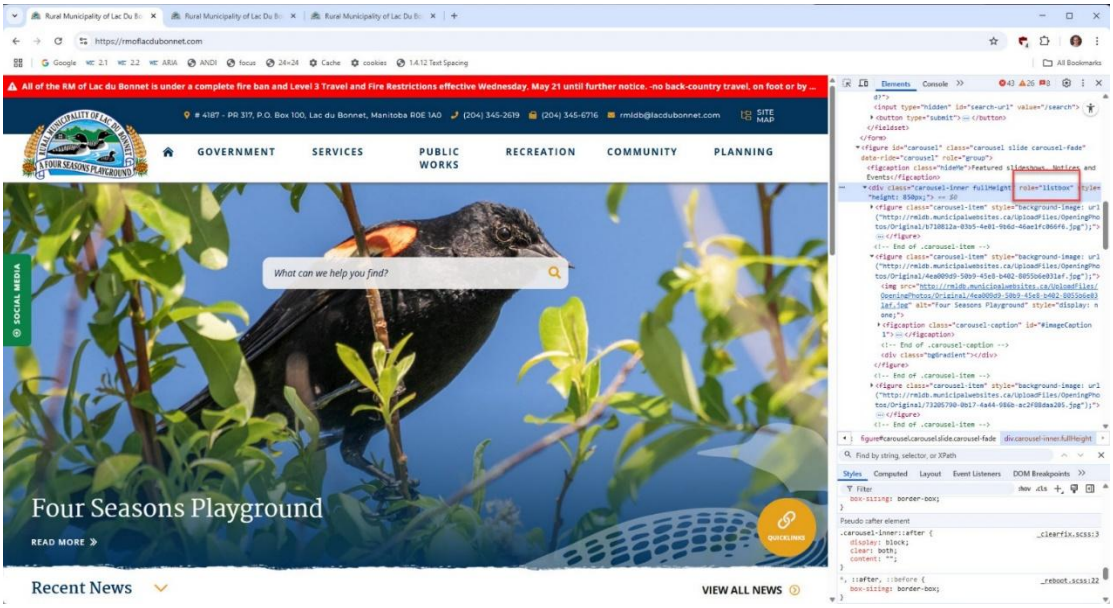
Home Page

https://rmoflacdubonnet.com/

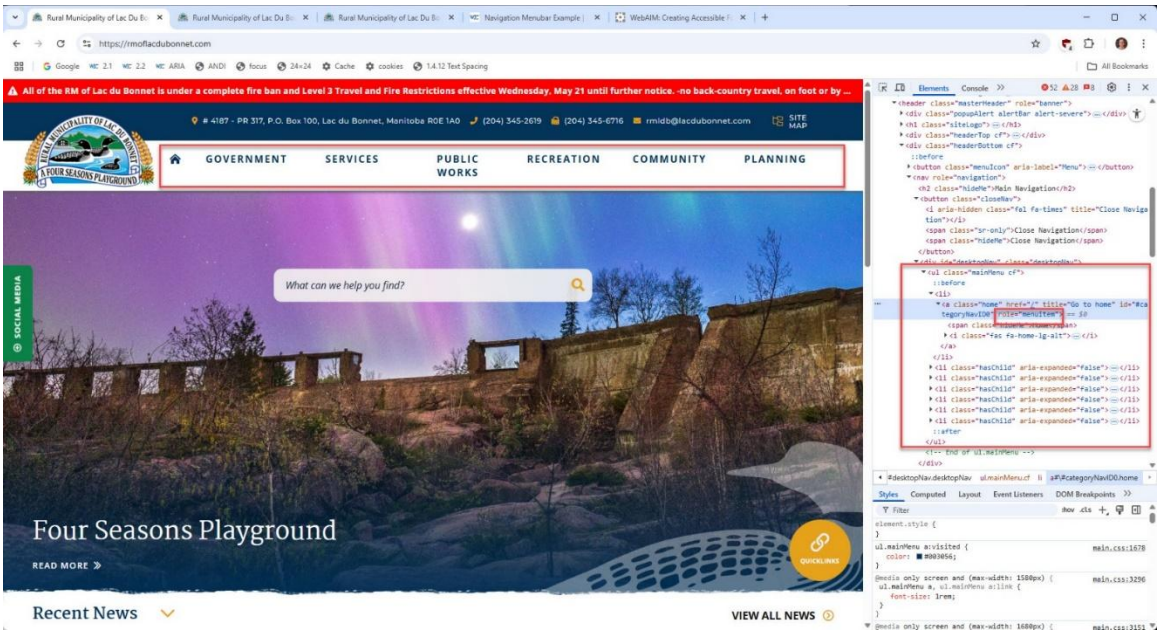
1. In the “Fire Ban” modal dialog, the “Close” button text is low contrast (2.19:1). It should be 4.5:1 (for regular text), or 3:1 (for large text).
   Recommendation: Large text only needs a contrast of 3:1. So you can change the orange background colour to #CA8600 (for a contrast of 3:1), if you also increase the font-size to 1.2rem, and increase the font-weight to 700. (Large text is considered any of: large text is 1.5em / 18pt / 24px / 1.2em bold / 14pt bold / 19px bold.)
   Or you could darken the orange to #AA6600 (for a contrast of 4.6:1), but then it would look more brown than orange.



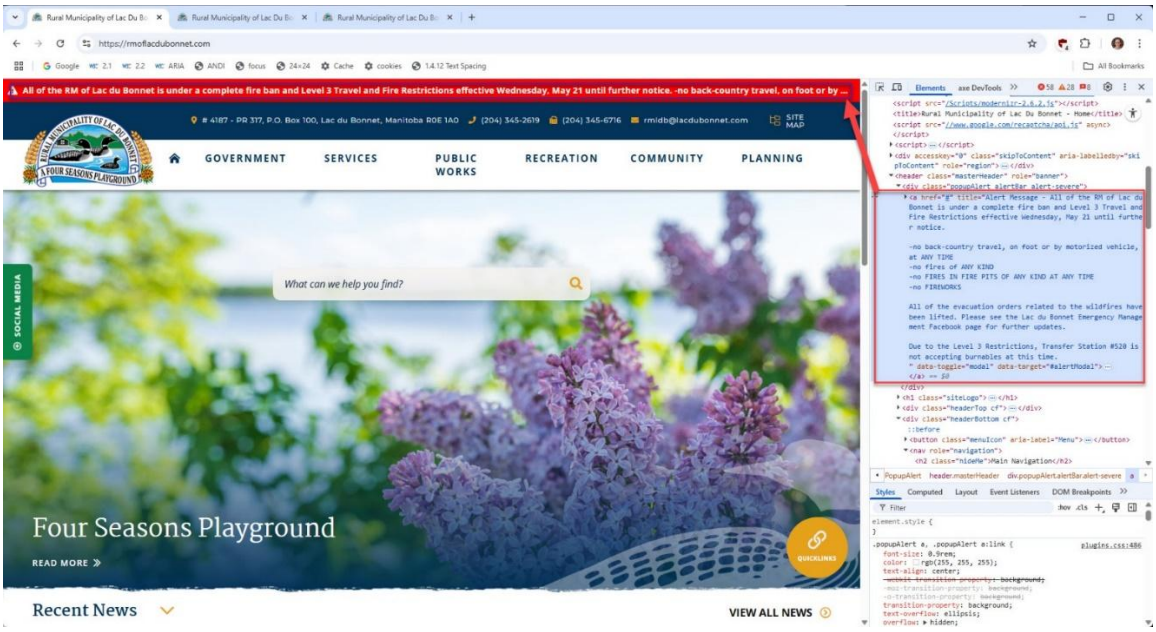
2. The carousel has role=”listbox”, which is not valid, because it’s not a dropdown, and there are no <option /> elements or role=”option”.
   Recommendation: remove the role=”listbox” code.



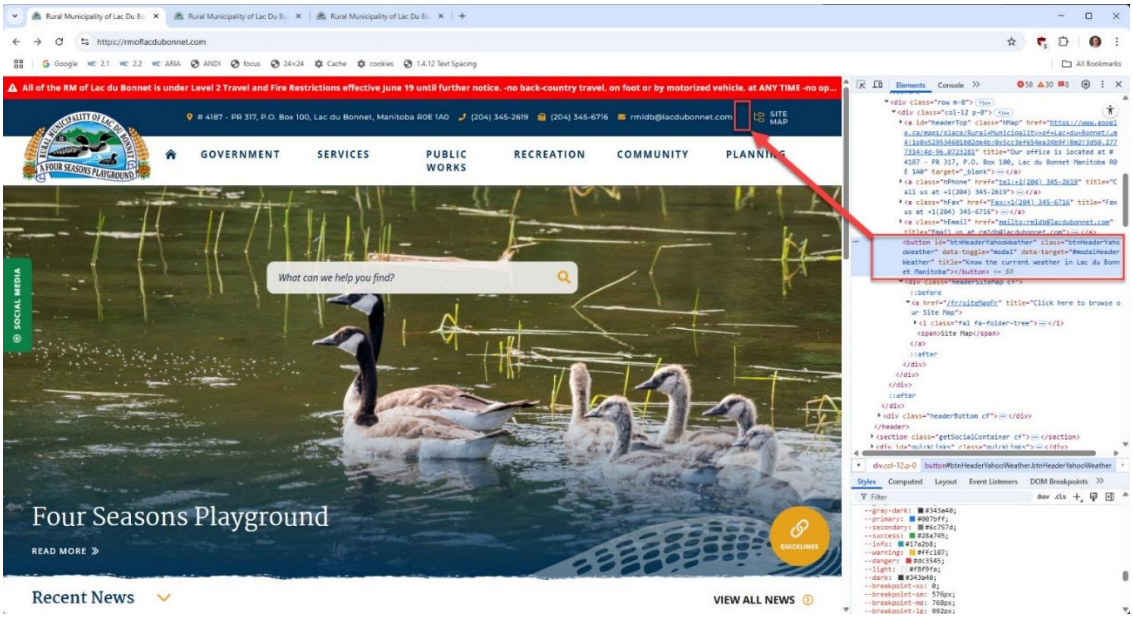
3. In the top nav, each menu item is coded with role=”menuitem”, but the overall menu has no role=”menubar”.
   Recommendation: Code the element with role=”menubar”. For a working example, see: https://www.w3.org/WAI/ARIA/apg/patterns/menubar/examples/menubar-navigation/



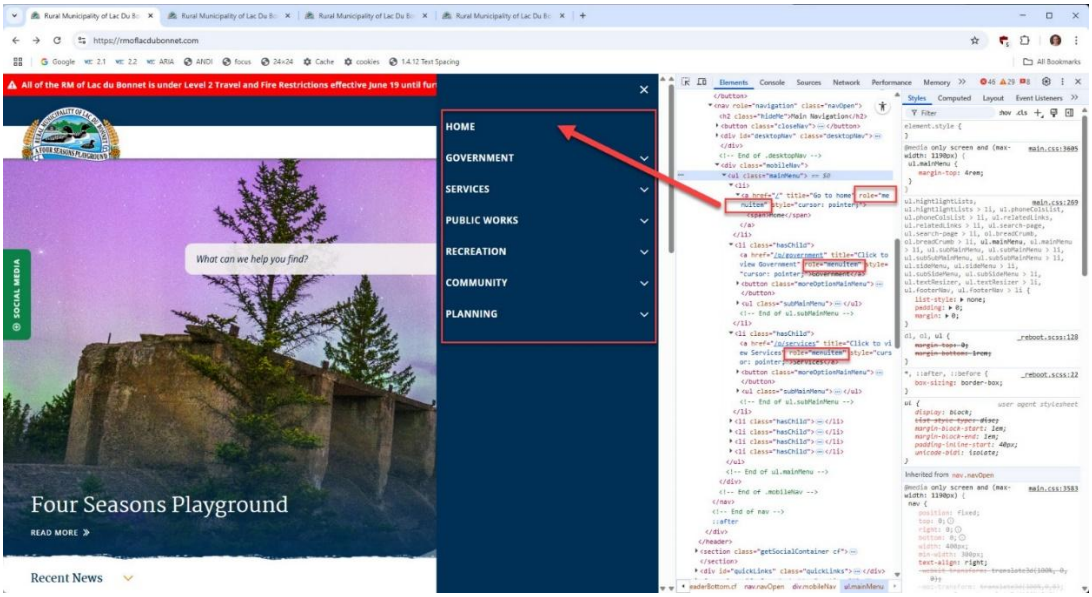
4. The text in the red banner has low contrast (#FFFFFF on #FF0000 for a colour contrast of 3.99:1). It should have a contrast ratio of 4.5:1 or higher.
   Recommendation: Darken the red background to #EE0000 (or darker) for a contrast ratio of 4.5:1.



5. The Weather button doesn't do anything. It's tabbable, and screen reader accessible, but it doesn't work.
   Recommendation: Remove the button, since it doesn't work.

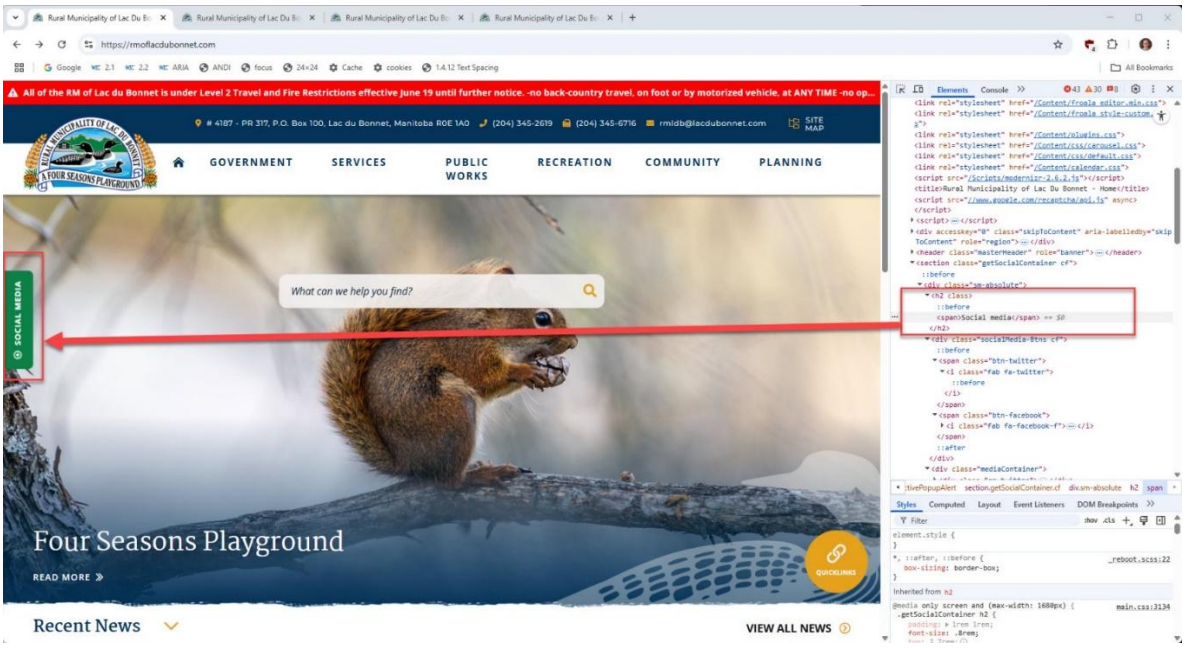


6. The hamburger menu has several elements with role="menuitem", but it has no container with role="menu" and an aria-label.
   Recommendation: Include ARIA code from this demo:
   https://www.w3.org/WAI/ARIA/apg/patterns/menu-button/examples/menu-button-links/

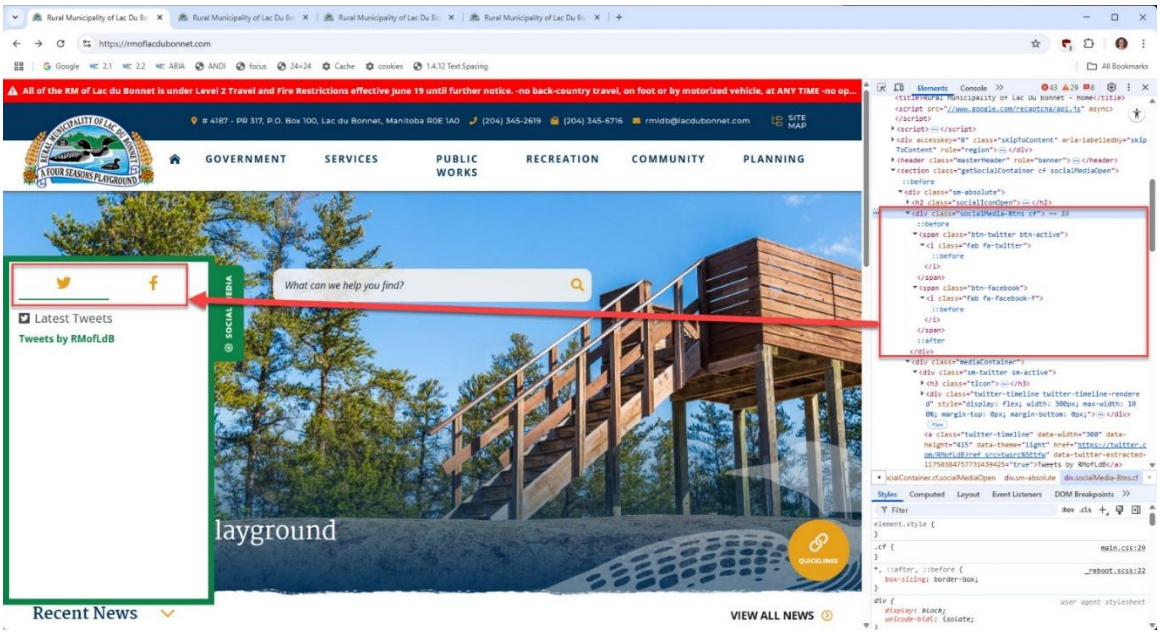


7. The "Social media" button is not a proper semantic button, and it's not keyboard accessible.
   Recommendation: Use the code from this accessible accordion demo:

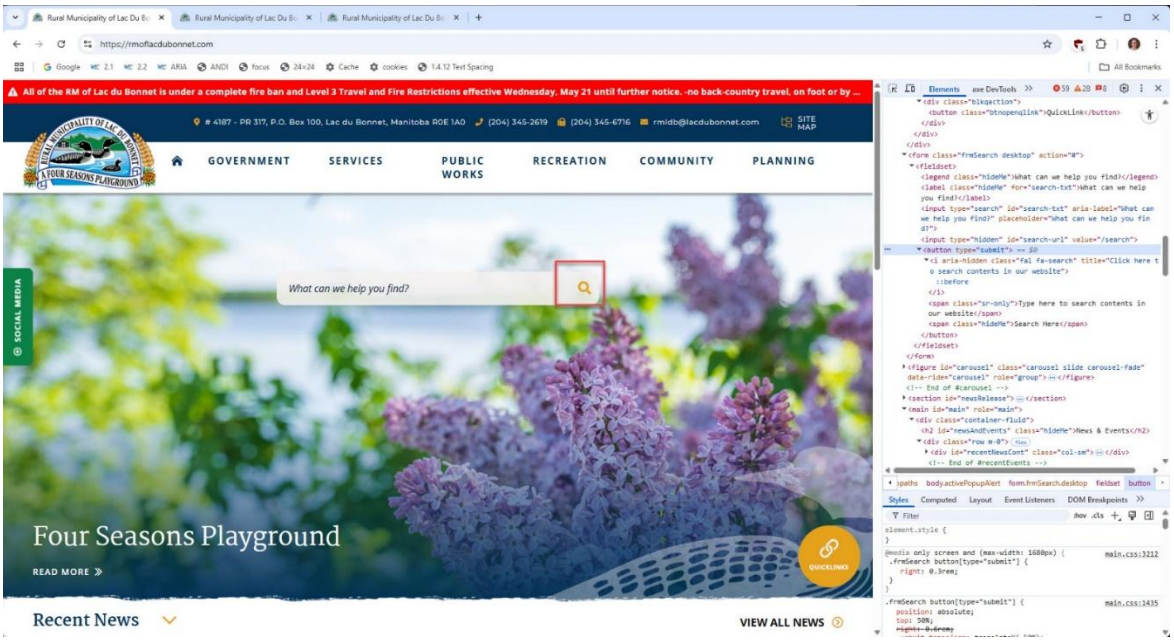
https://www.w3.org/WAI/ARIA/apg/patterns/accordion/examples/accordion/



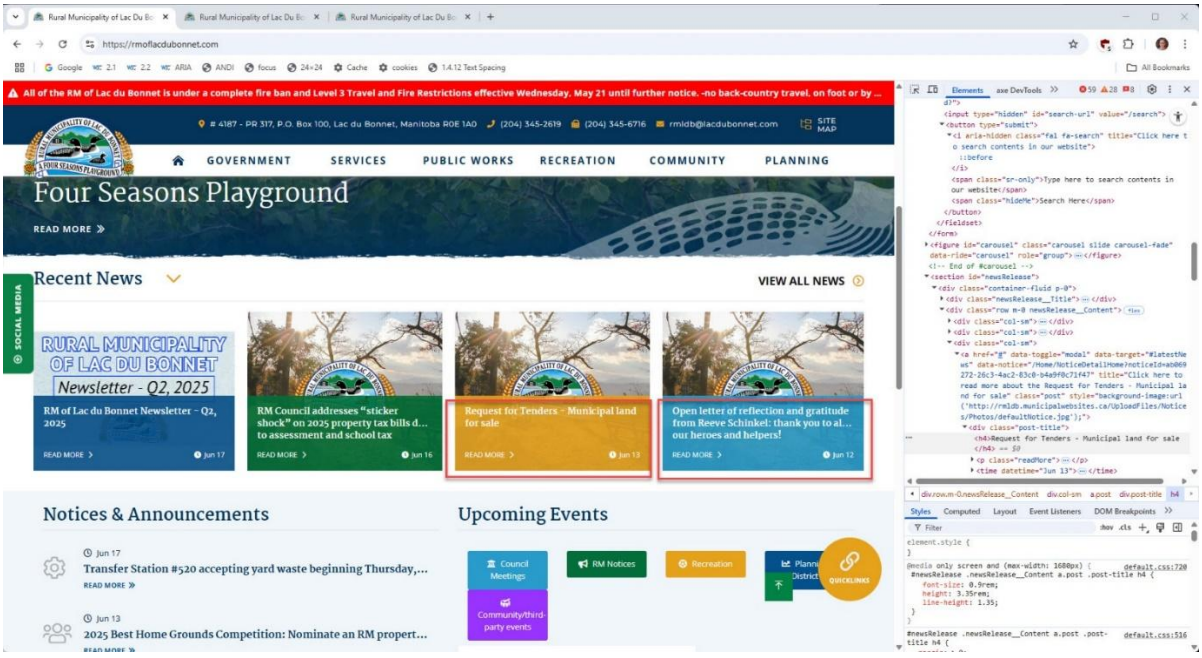
8. In the “Social media” menu, the tabs are not proper semantic tabs, and they’re not keyboard accessible.
   Recommendation: Use the code from this accessible tabs demo:
   https://www.w3.org/WAI/ARIA/apg/patterns/tabs/examples/tabs-manual/



9. The magnifying glass is low contrast (#E6A21C on #FFFFFF for a contrast ratio of 2.2:1).
   Recommendation: Make it #CA8600 (or darker) for a contrast ratio of 3:1.

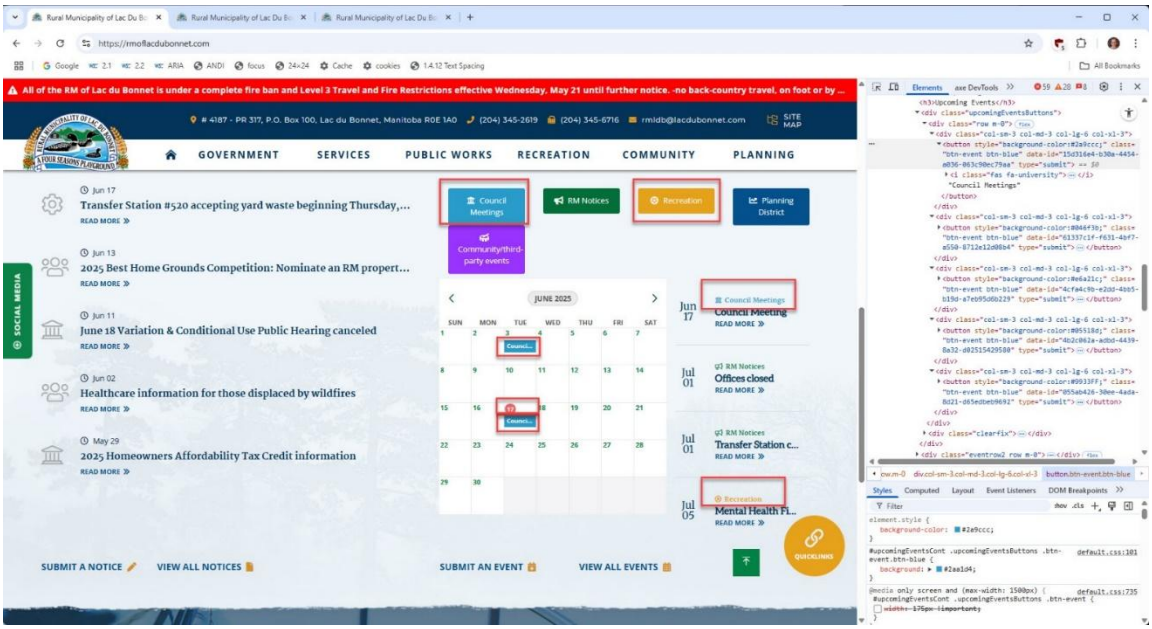


10. The white text is low contrast when placed on yellow (approx. #DCA024) and light blue (approx. #379CBF).
    Recommendation: Darken the yellow to #A56900 (or darker) and the light blue to #1B7FA4 (or darker), for a contrast ratio of 4.5:1.

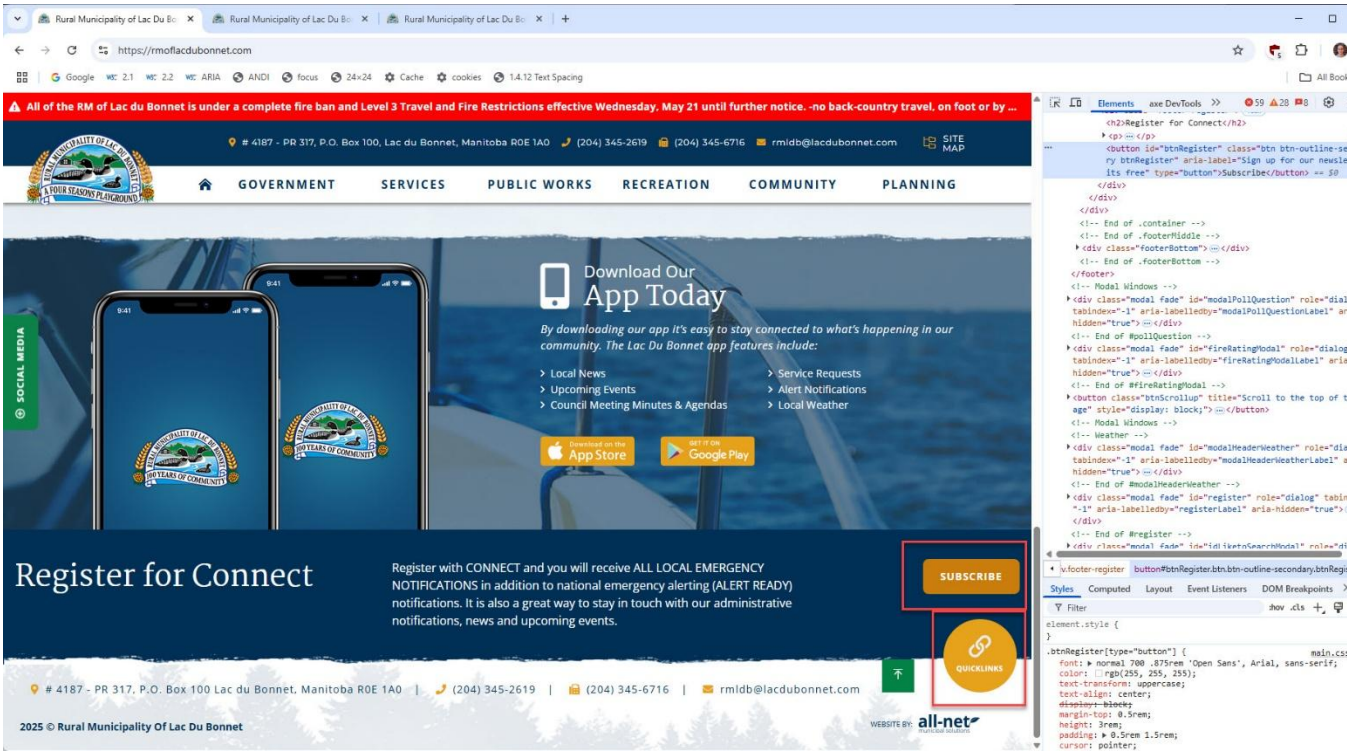


11. Here are some more examples of low contrast text.
    Recommendation: For the white text, darken the background until the contrast ratio reaches

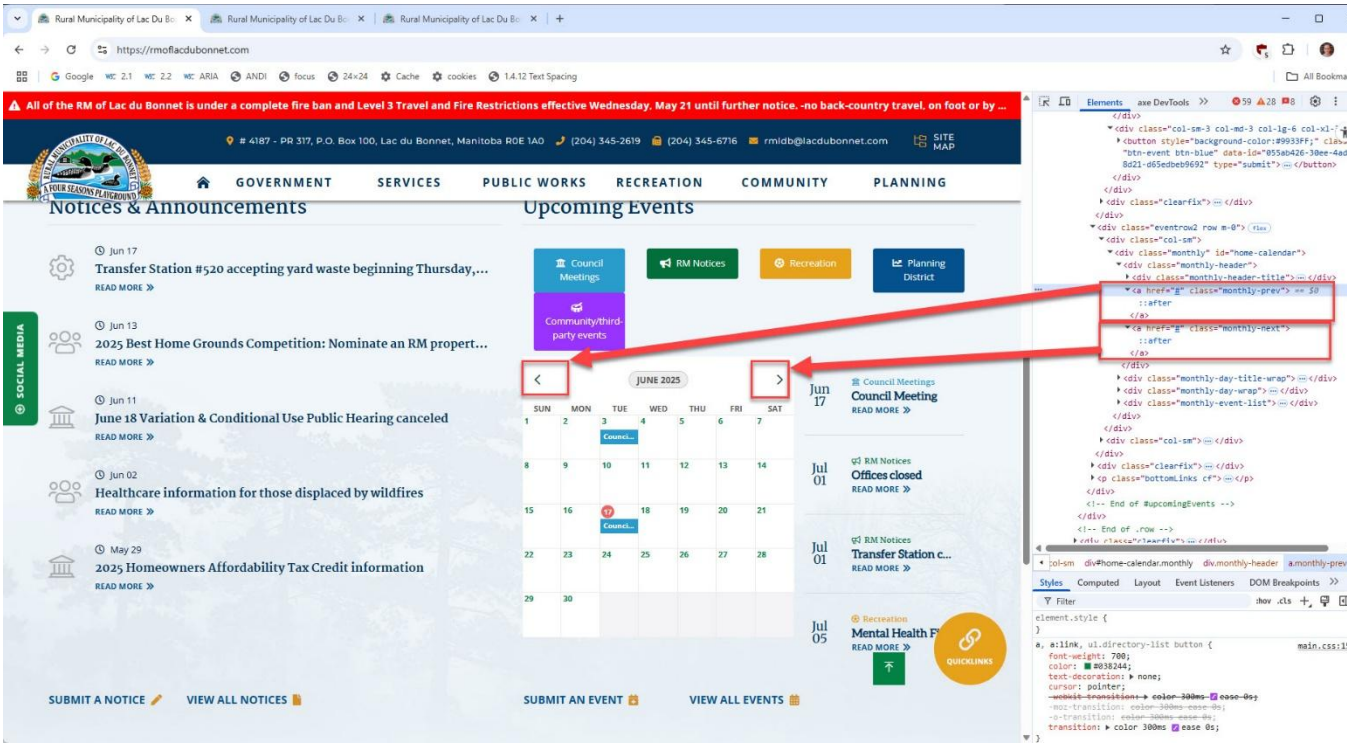
4.5:1. For the non-white text, darken the text until the contrast ratio reaches 4.5:1.



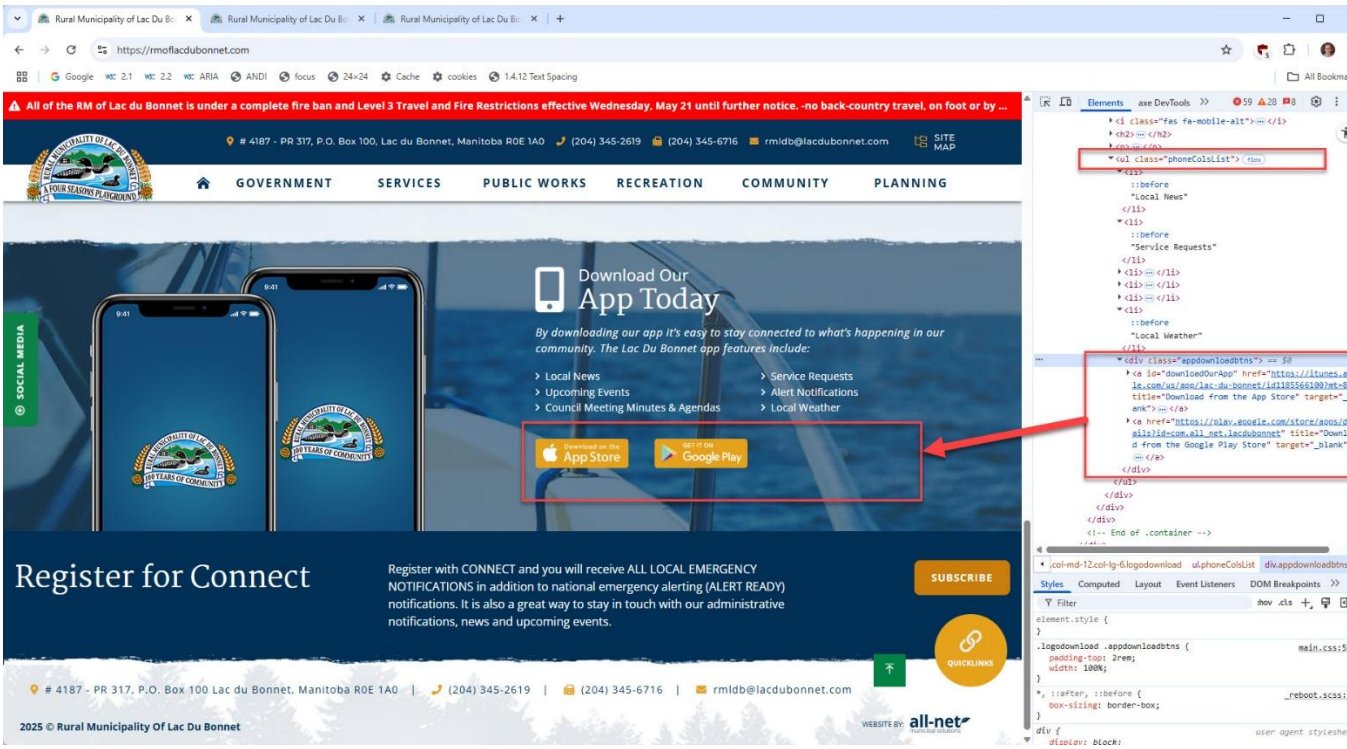
12. The “Subscribe” and “Quicklinks” buttons are low contrast.
Recommendation: Darken the yellow to #A56900 (or darker).



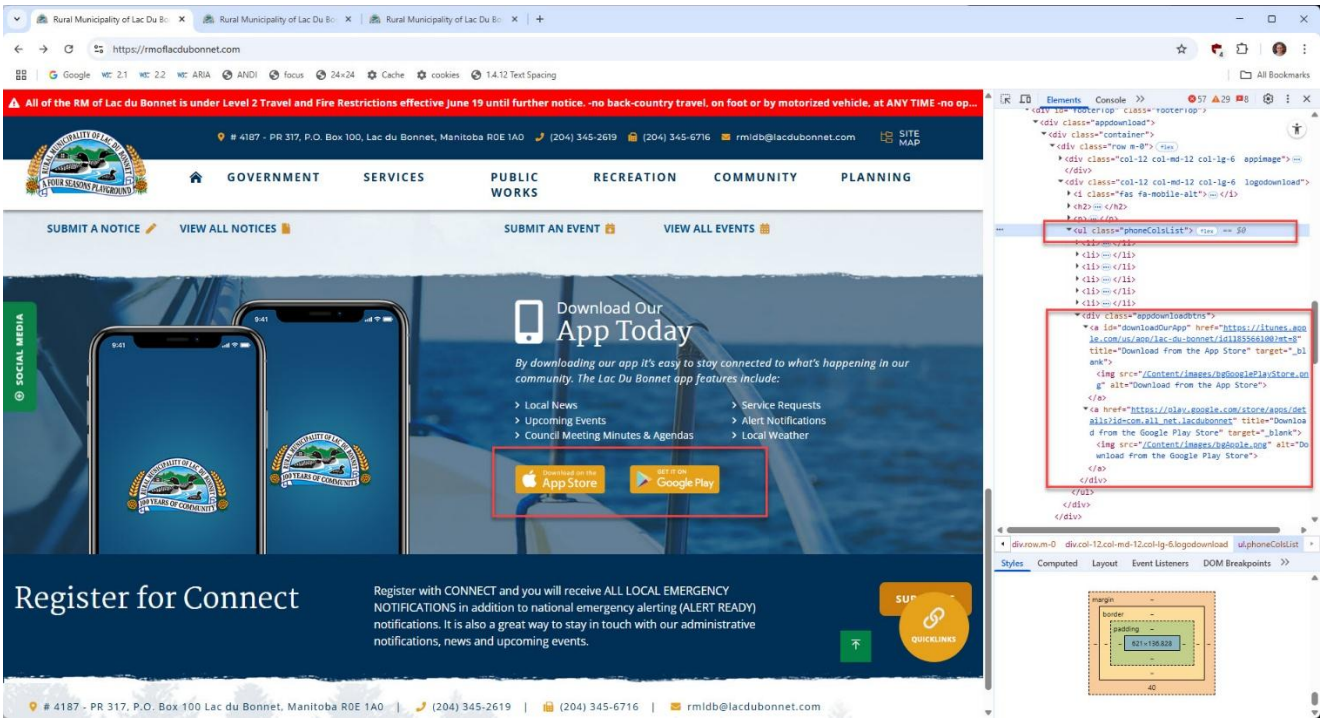
13. The calendar's Previous/Next buttons are coded as links, and they have no labels.
    Recommendation: Code them with a <button> tag or add role="button", and add aria-label="Previous month" or "Next month".



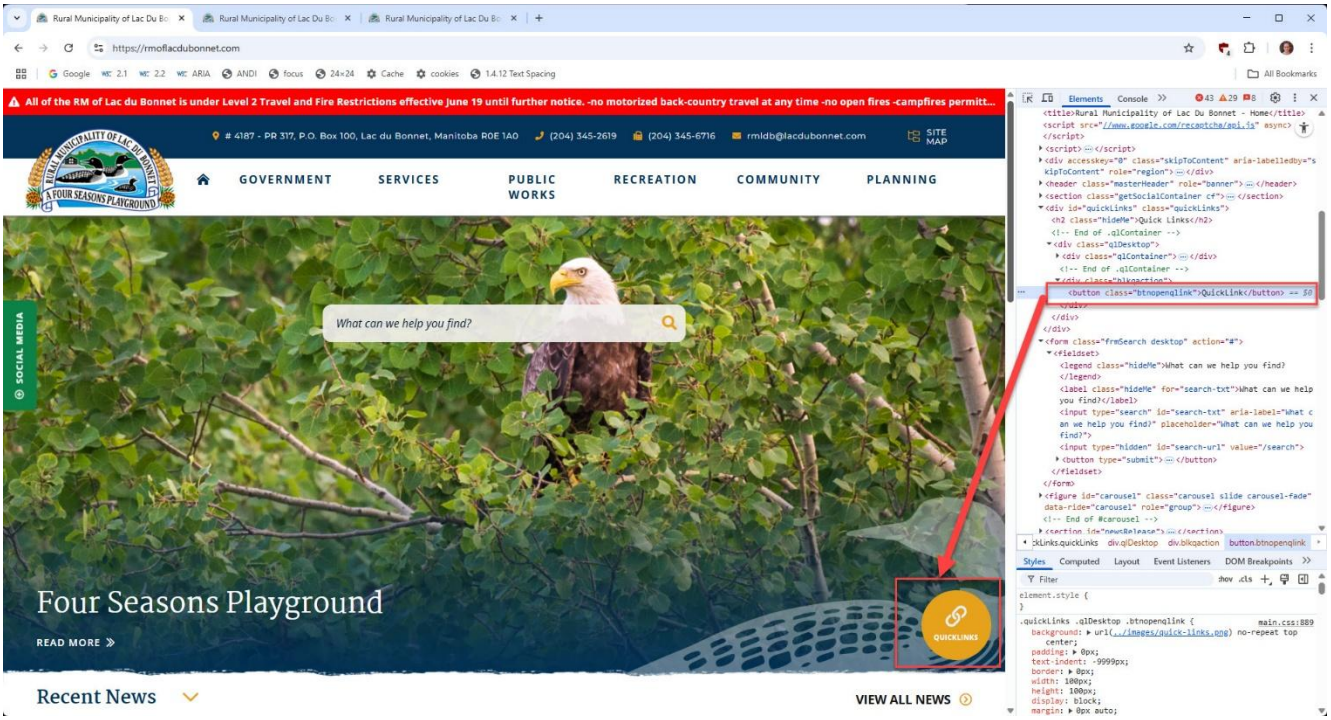
14. The App Store and Google Play links are low contrast.
    Recommendation: Consider using these darker buttons:
    - Google Play: https://developer.android.com/distribute/marketing-tools/linking-to-google-play
    - Apple App Store: https://developer.apple.com/app-store/marketing/guidelines/#downloadOnAppstore



15. The element should contain only elements, but the app store links are not contained within elements.
    Recommendation: Either place the app store links within elements, or move them outside of the element.


https://rmoflacdubonnet.com
All of the RM of Lac du Bonnet is under Level 2 Travel and Fire Restrictions effective June 19 until further notice. -no back-country travel, on foot or by motorized vehicle, at ANY TIME -no op...
4187 - PR 317, P.O. Box 100, Lac du Bonnet, Manitoba R0E 1A0
(204) 345-2619
(204) 345-6716
rmldb@lacdubonnet.com
SITE MAP
GOVERNMENT
SERVICES
PUBLIC WORKS
RECREATION
COMMUNITY
PLANNING
SUBMIT A NOTICE
VIEW ALL NOTICES
SUBMIT AN EVENT
VIEW ALL EVENTS
SOCIAL MEDIA
Download Our App Today
By downloading our app it's easy to stay connected to what's happening in our community. The Lac Du Bonnet app features include:
Local News
Upcoming Events
Council Meeting Minutes & Agendas
Service Requests
Alert Notifications
Local Weather
Download on the App Store
GET IT ON Google Play
Register for Connect
Register with CONNECT and you will receive ALL LOCAL EMERGENCY NOTIFICATIONS in addition to national emergency alerting (ALERT READY) notifications. It is also a great way to stay in touch with our administrative notifications, news and upcoming events.
QUICKLINKS
4187 - PR 317, P.O. Box 100 Lac du Bonnet, Manitoba R0E 1A0
(204) 345-2619
(204) 345-6716
rmldb@lacdubonnet.com
Elements
Console
Styles
Computed
Layout
Event Listeners
DOM Breakpoints

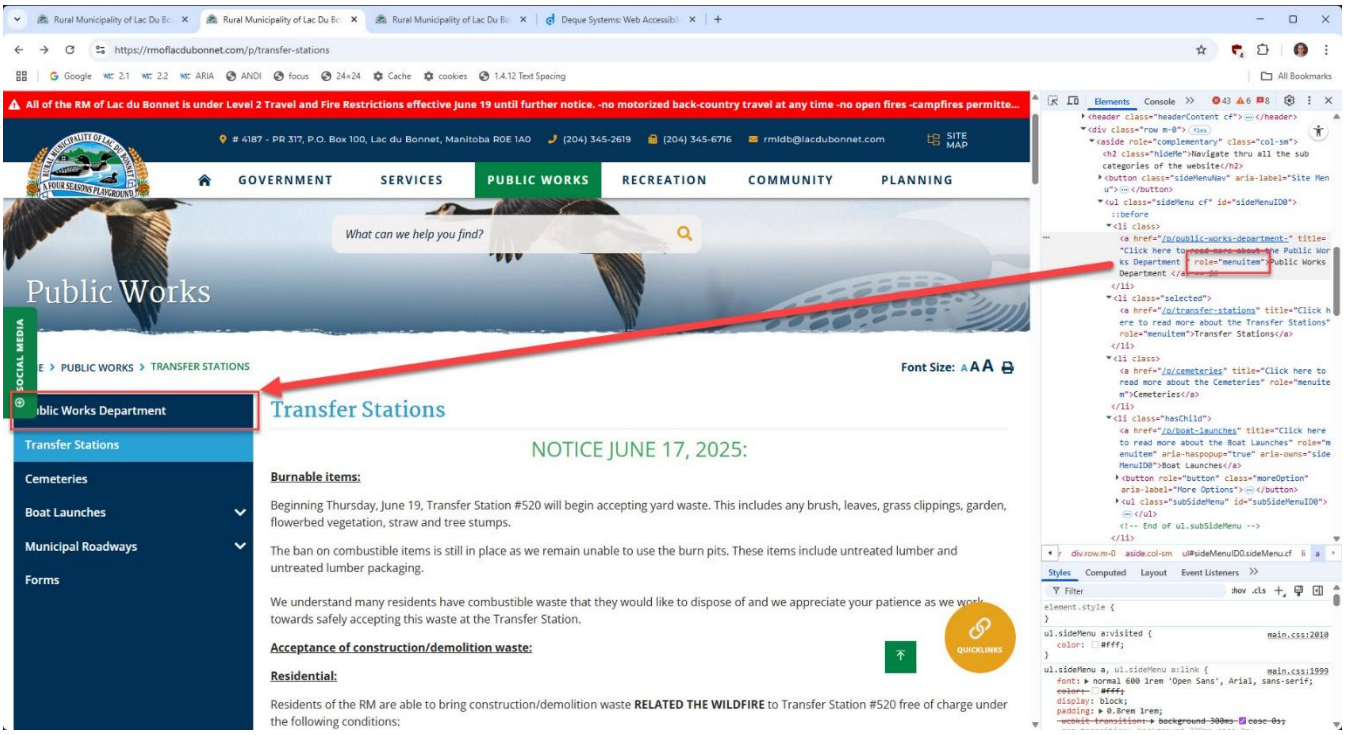
16. The “Quicklinks” button does not show a visible focus indicator when you tab to it. Recommendation: Adjust the CSS style(s) so the focus indicator (border) is visible.



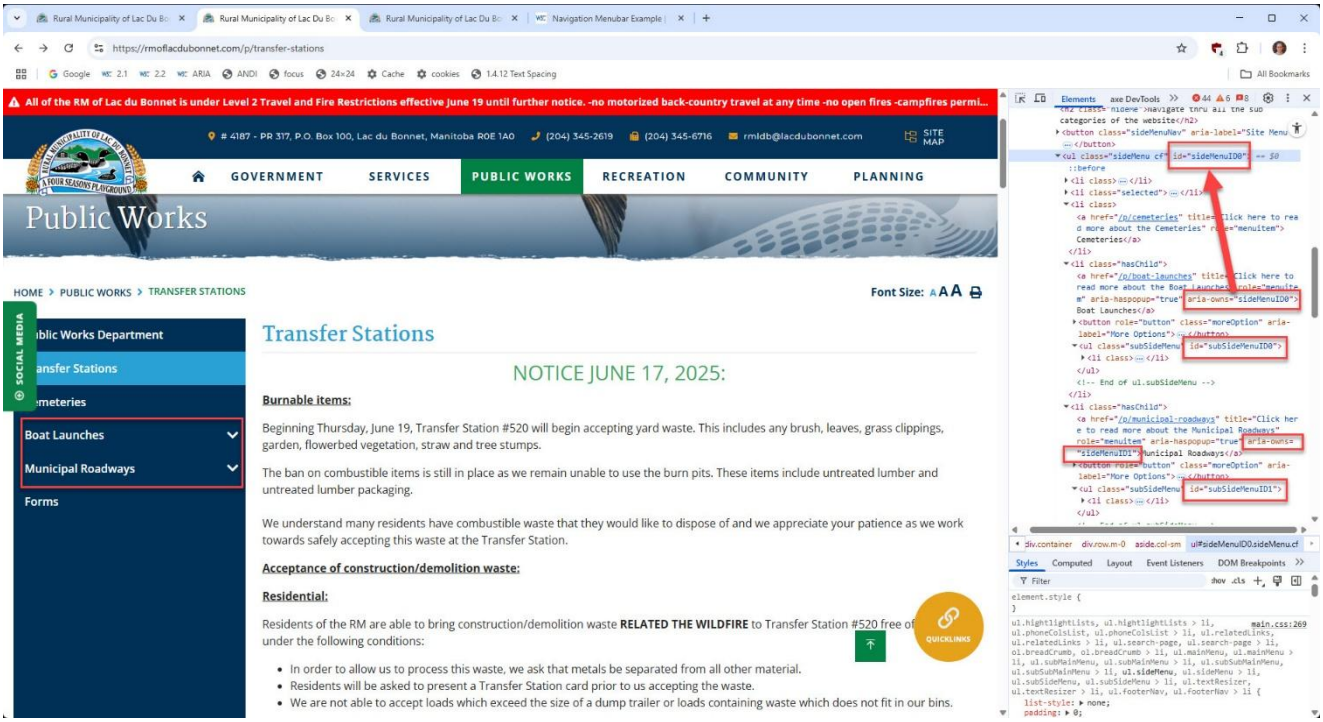
Transfer Stations

https://rmoflacdubonnet.com/p/transfer-stations

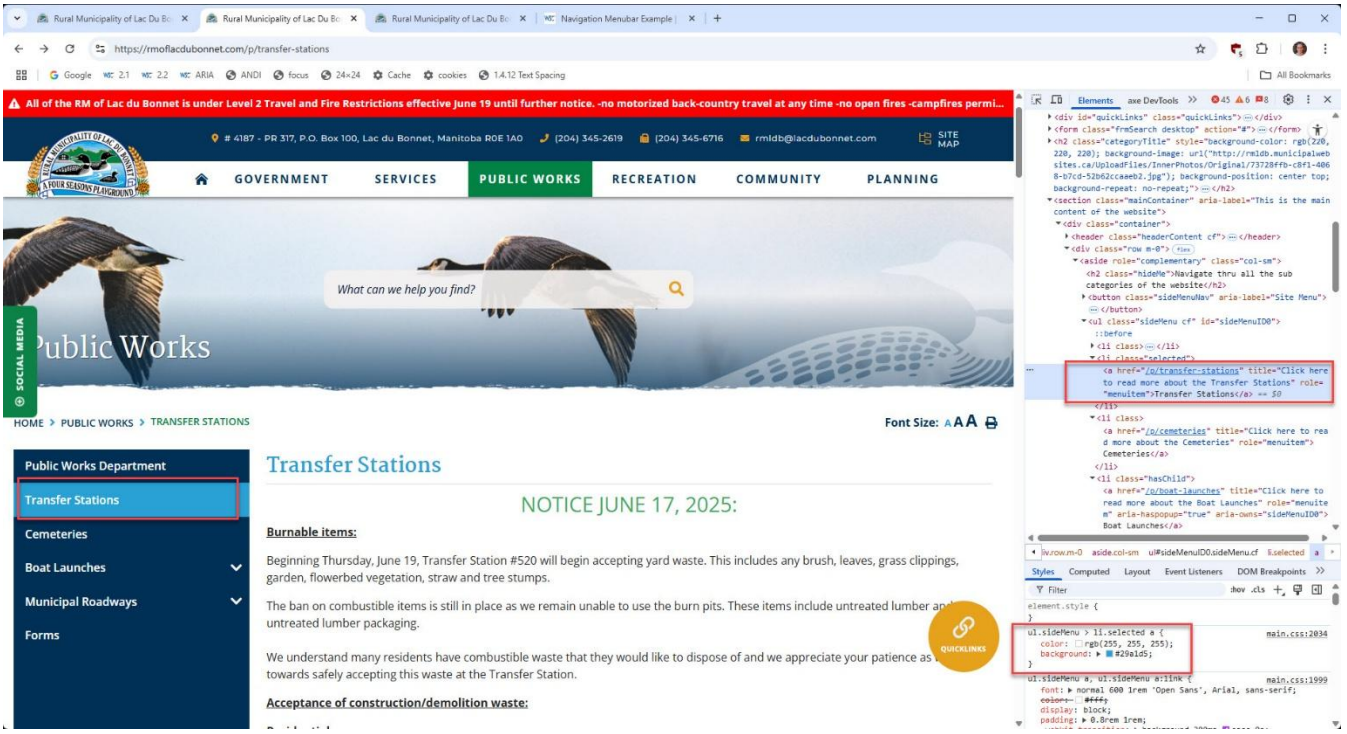
1. In the Site Menu (on the left side of the page), each link is coded as role=”menuitem”, but they aren’t contained within an element coded with role=”menu”.
   Recommendation: Code the overall menu with role=”menu” – see this example:
   https://www.w3.org/WAI/ARIA/apg/patterns/menubar/examples/menubar-navigation/



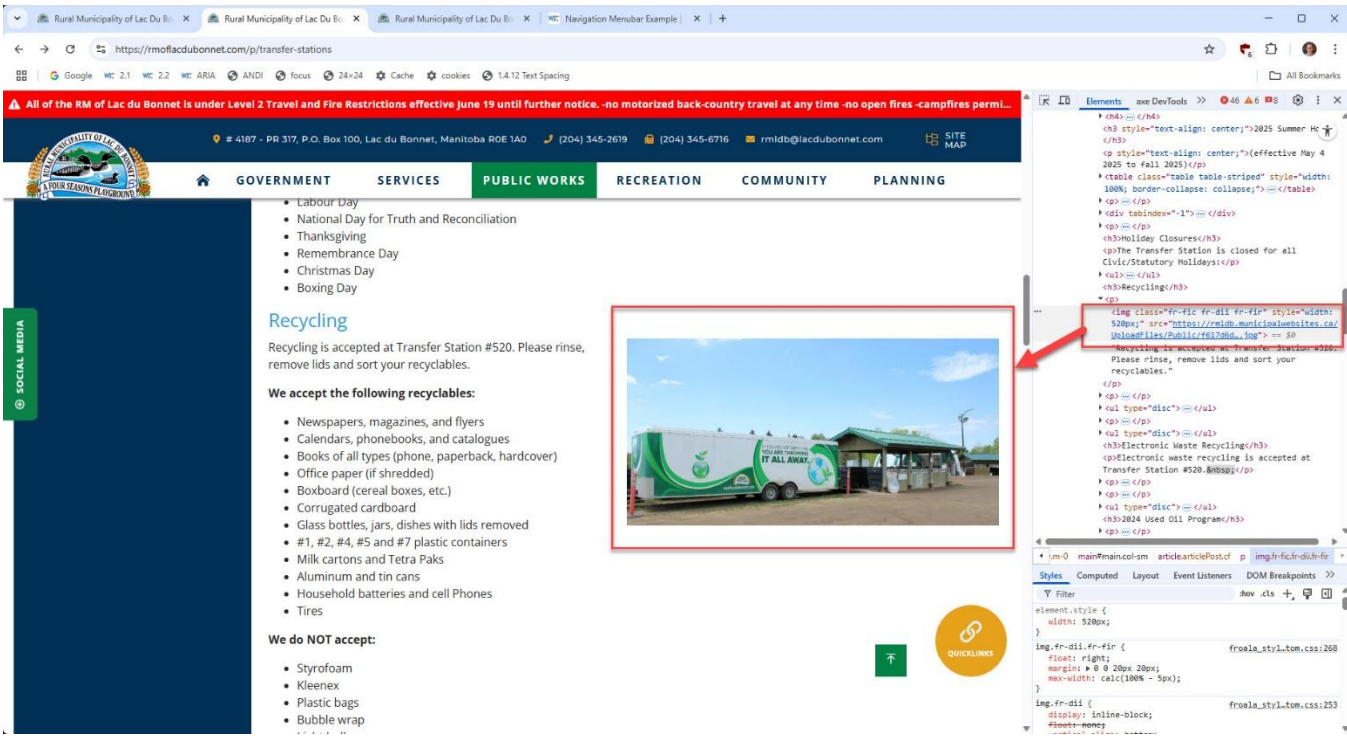
2. In the Site Menu (on the left side of the page), each expandable item has an incorrect aria-owns attribute.
   Recommendations:
   - For “Boat Launches”, set aria-owns=”subSideMenuID0”.
   - For “Municipal Roadways” set aria-owns=”subSideMenuID1”.



3. In the Site Menu (on the left side of the page), the current link is low contrast (#FFFFFF on #29A1D5 for a contrast ratio of 2.93:1). It should have a contrast ratio of 4.5:1 or higher.
   Recommendation: Change the blue background colour to #067EB2 or darker.



4. The image of the Transfer Station has no alt attribute.
   Recommendation: Choose one of the following:
   a) If you feel the image is decorative, code alt="".
   b) If you feel the image is informational, code something like alt="Photo of the Transfer Station with separate containers for sorting, and a Lac Du Bonnet transport trailer."
   c) If you feel the image is informational and it deserves a visible caption underneath it, code it as a <figure /> element with a <figcaption /> containing the descriptive text. See this example: https://www.w3.org/Style/Examples/007/figures.en.html


All of the RM of Lac du Bonnet is under Level 2 Travel and Fire Restrictions effective June 19 until further notice. -no motorized back-country travel at any time -no open fires -campfires permi...
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SITE MAP
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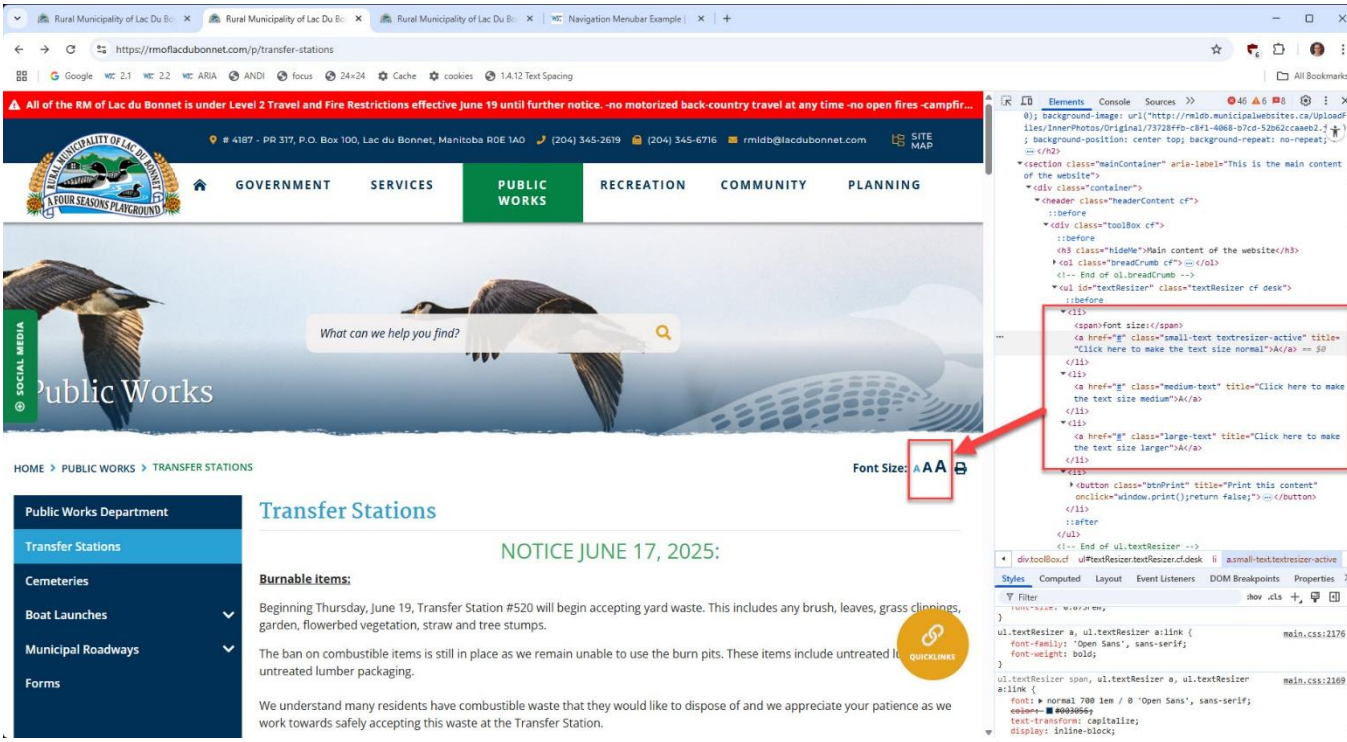
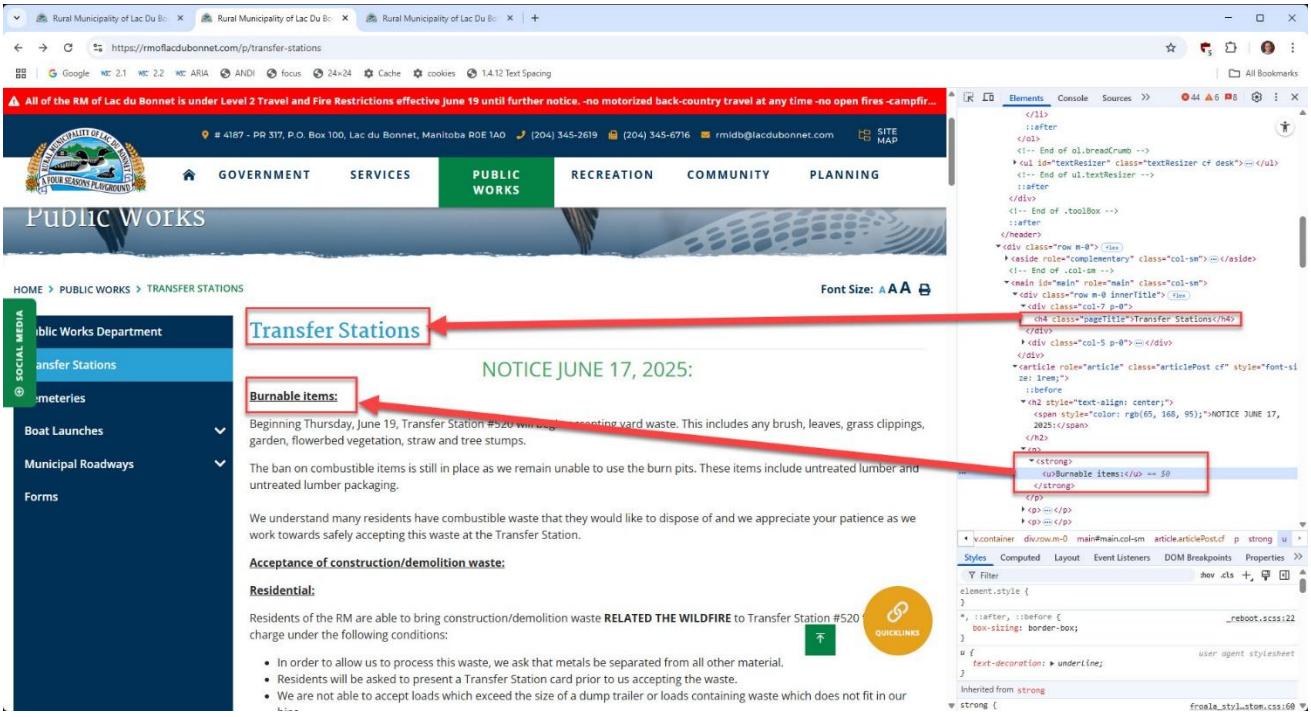
Labour Day
National Day for Truth and Reconciliation
Thanksgiving
Remembrance Day
Christmas Day
Boxing Day
Recycling
Recycling is accepted at Transfer Station #520. Please rinse, remove lids and sort your recyclables.
We accept the following recyclables:
Newspapers, magazines, and flyers
Calendars, phonebooks, and catalogues
Books of all types (phone, paperback, hardcover)
Office paper (if shredded)
Boxboard (cereal boxes, etc.)
Corrugated cardboard
Glass bottles, jars, dishes with lids removed
#1, #2, #4, #5 and #7 plastic containers
Milk cartons and Tetra Paks
Aluminum and tin cans
Household batteries and cell Phones
Tires
We do NOT accept:
Styrofoam
Kleenex
Plastic bags
Bubble wrap
QUICKLINKS

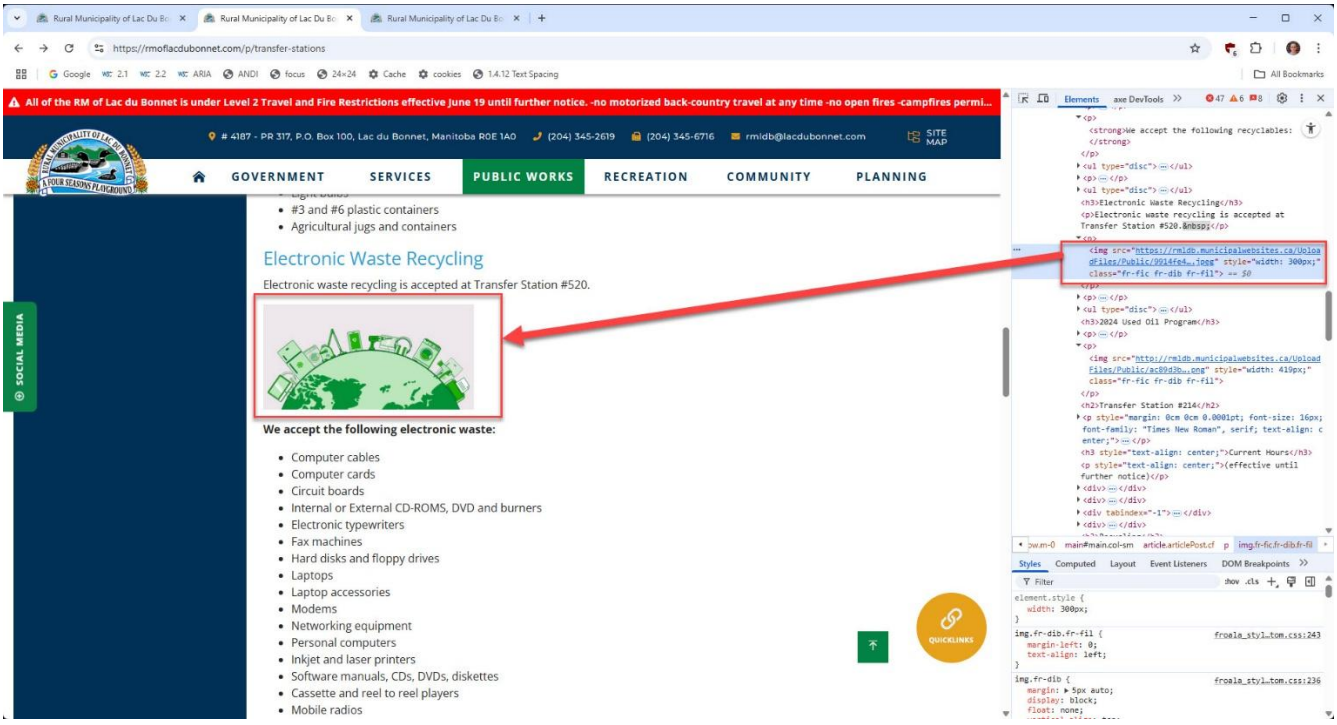
5. The font size selector is made up of links, but they are not proper links (they each have href=”#”).
   Recommendation: Code each one as a <button /> element, or add role=”button”.



6. The page has heading structure issues.
   Recommendations:
   - Code “Transfer Stations” as an h1 (currently it’s an h4).
   - Bold, underlined text like “NOTICE JUNE 17, 2025:” should be coded as a heading (like an h3). Also, they shouldn’t be underlined, because that makes them look like links.

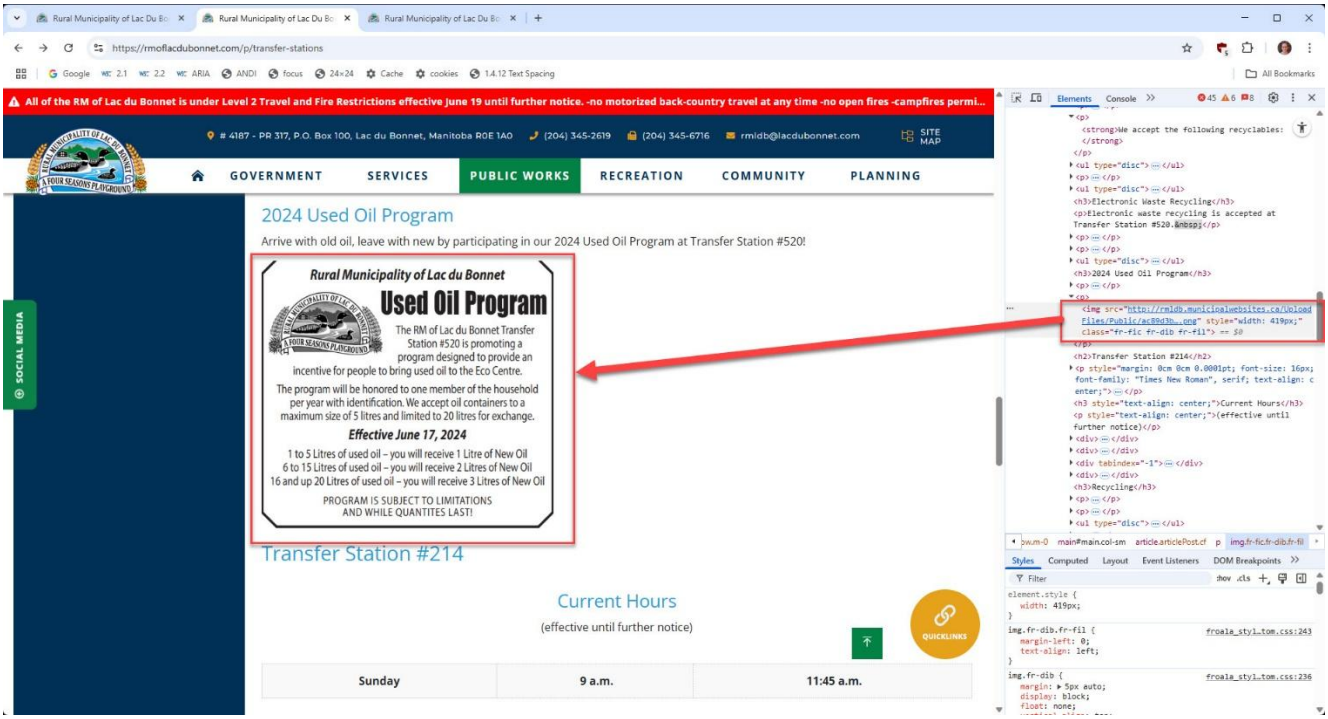


7. The electronic waste image has no alt text.
   Recommendation: Code it with alt="".

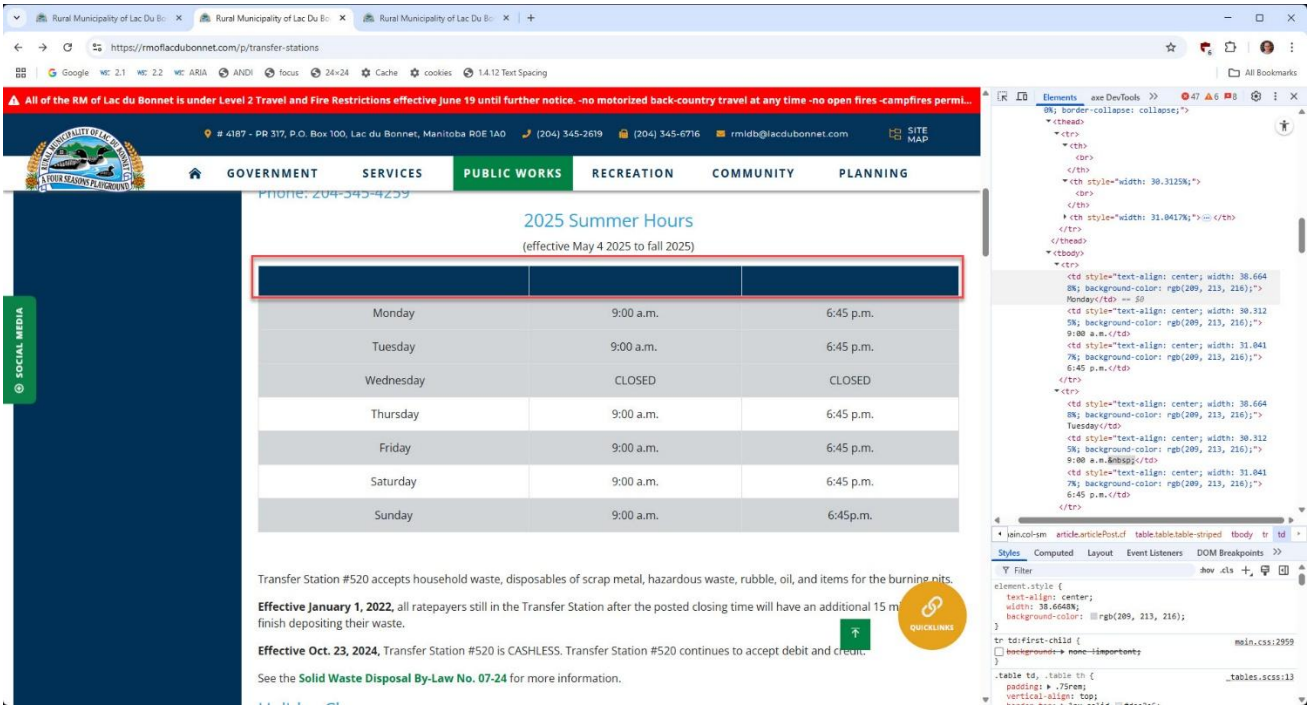


8. The "Used Oil Program" image has no alt text. The image contains a lot of informational text.
   Recommendation: The best option would be to replace the image with actual text, with

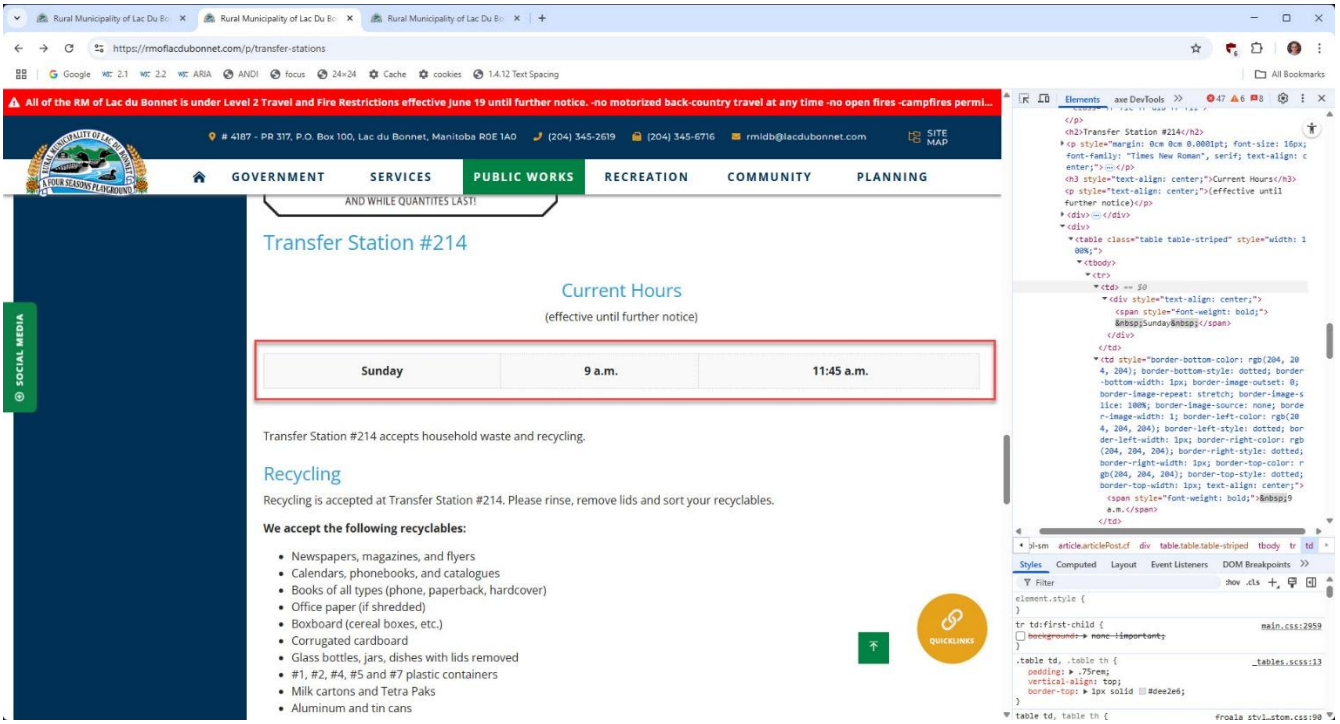
headings. Alternately, you could link the image to a separate page with details about the Used Oil Program, and give the image alt text that describes the link destination to the other page.



9. The Summer Hours table has no <th /> table headers.
   Recommendation: Add <th /> table headers in the top row (“Day”, “Open”, “Close”).



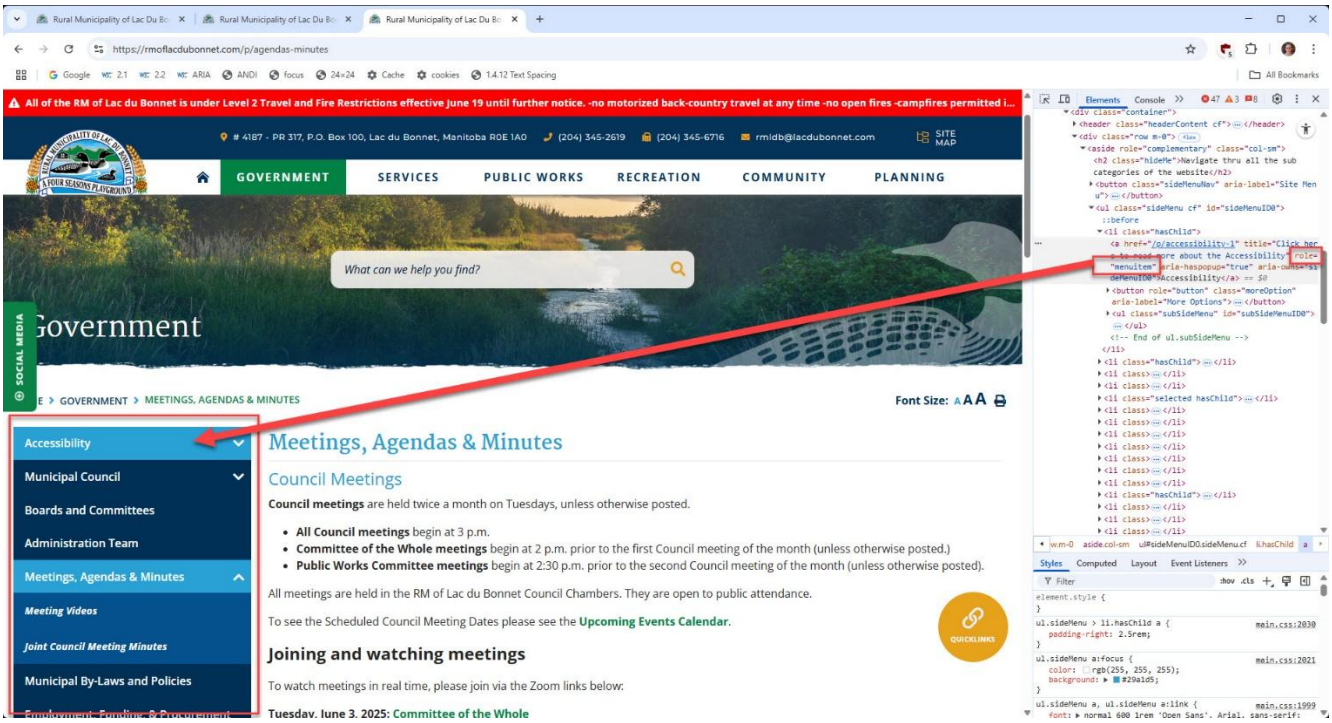
10. The Current Hours table has no <th /> table headers.
    Recommendation: Add <th /> table headers in the top row (“Day”, “Open”, “Close”).



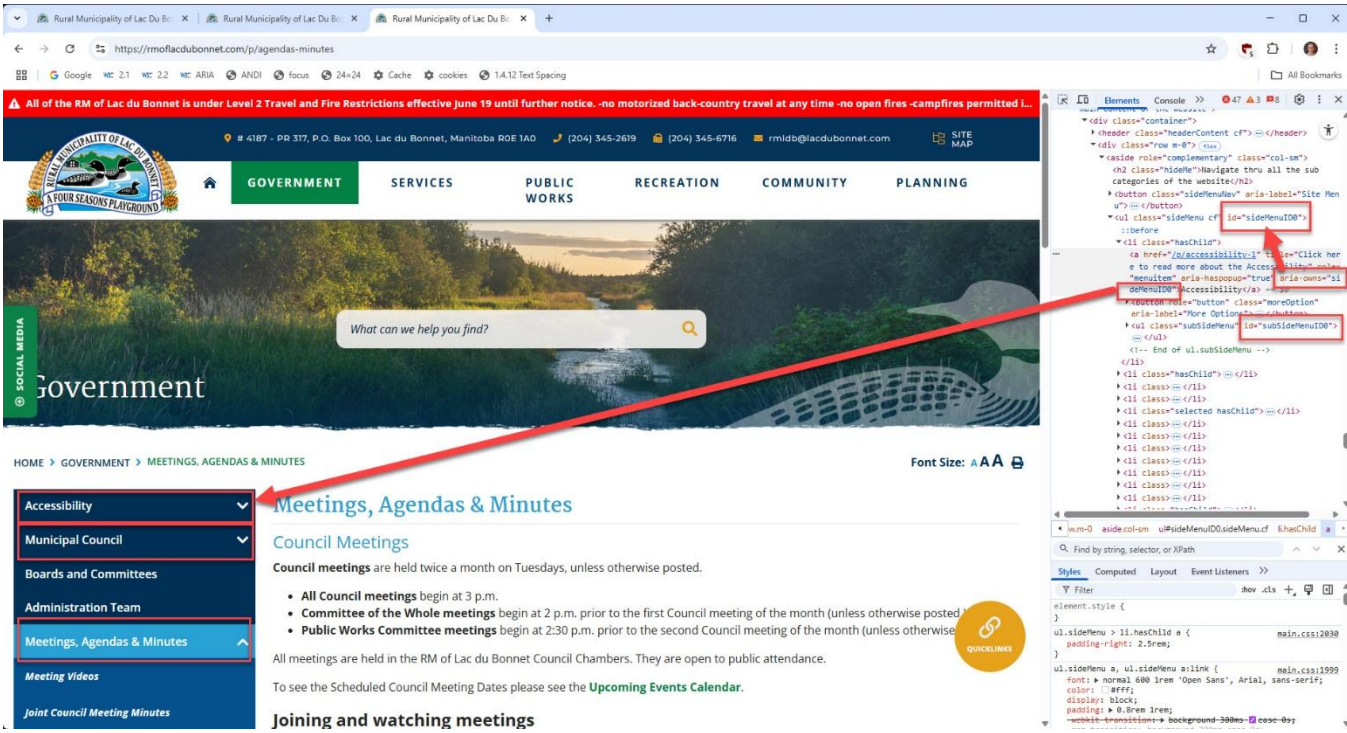
Meetings, Agendas, & Minutes

https://rmoflacdubonnet.com/p/agendas-minutes

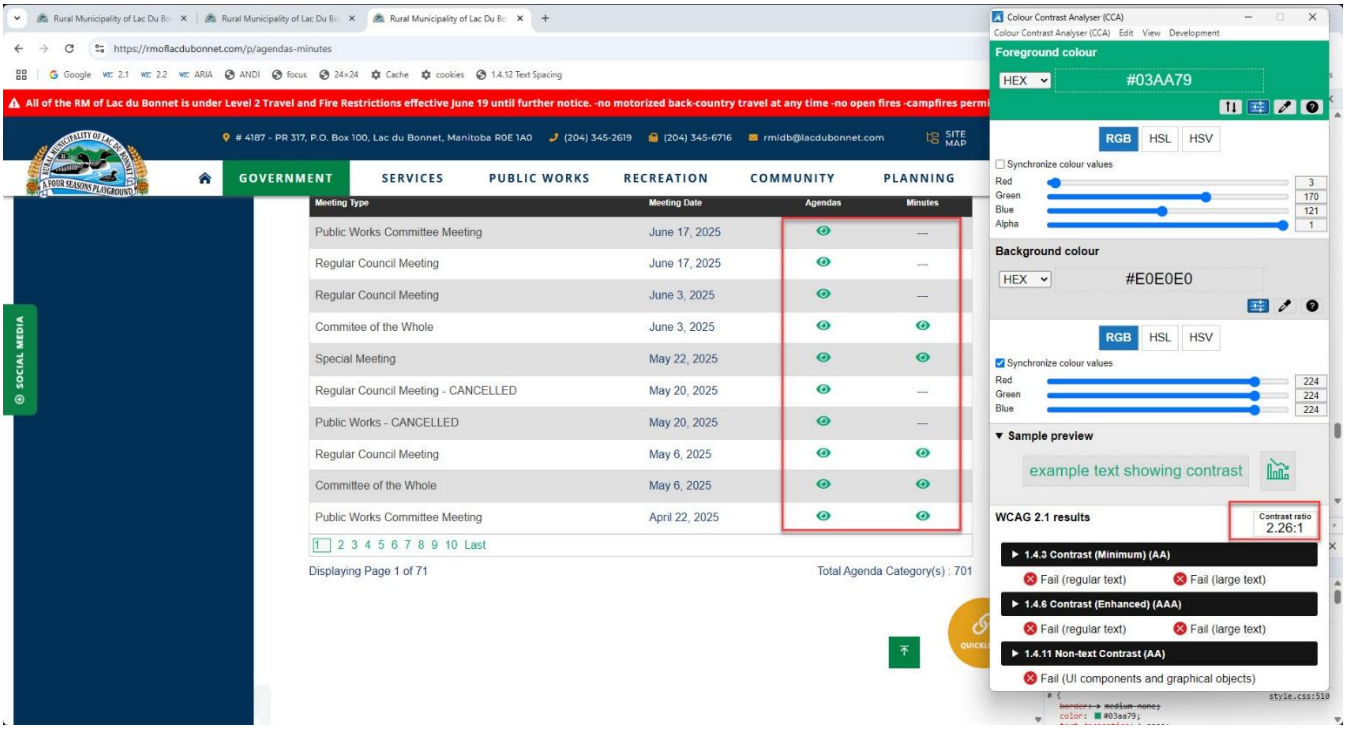
1. In the Site Menu (on the left side of the page), each link is coded as role=”menuitem”, but they aren’t contained within an element coded with role=”menu”.
   Recommendation: Code the overall menu with role=”menu” – see this example:
   https://www.w3.org/WAI/ARIA/apg/patterns/menubar/examples/menubar-navigation/



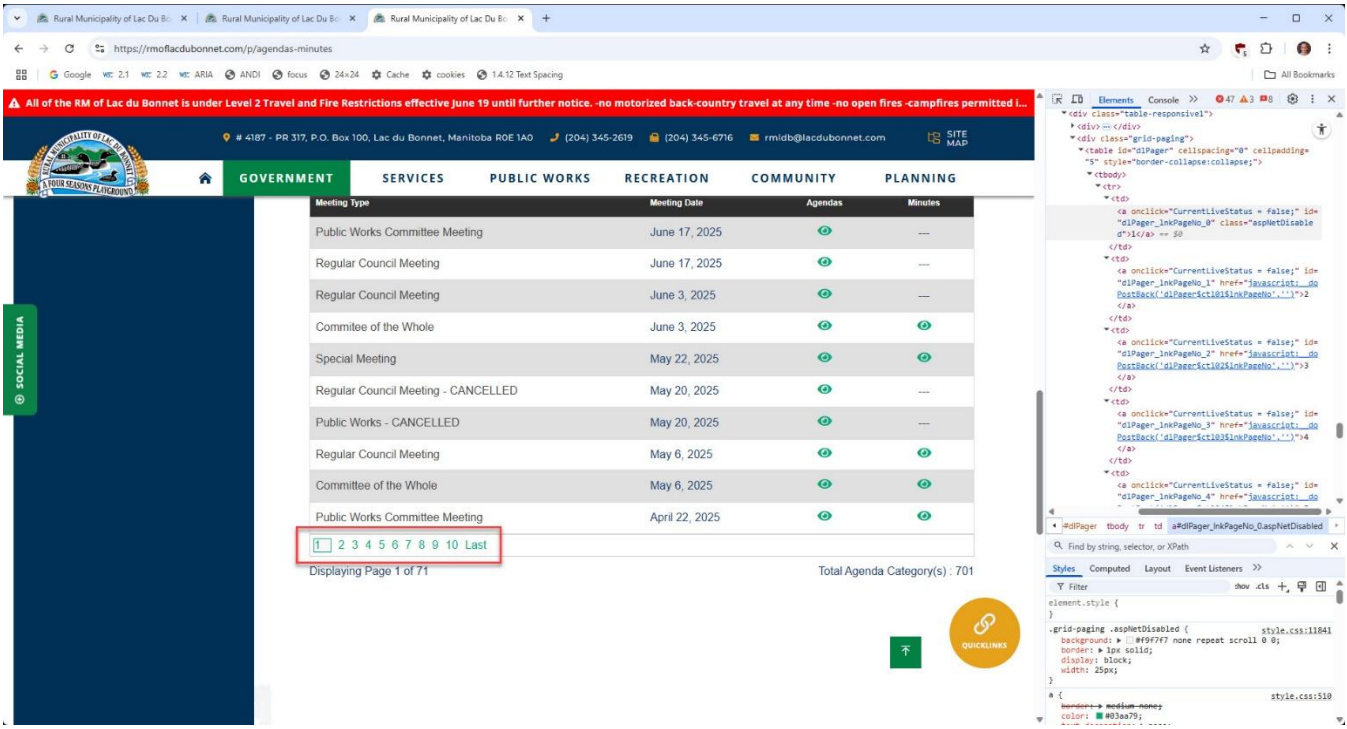
2. In the Site Menu (on the left side of the page), each expandable item has an incorrect aria-owns attribute.
   Recommendations:
   - For “Accessibility”, set aria-owns=”subSideMenuID0”.
   - For “Municipal Council”, set aria-owns=”subSideMenuID1”.
   - Etc. – similar fixes for the rest.



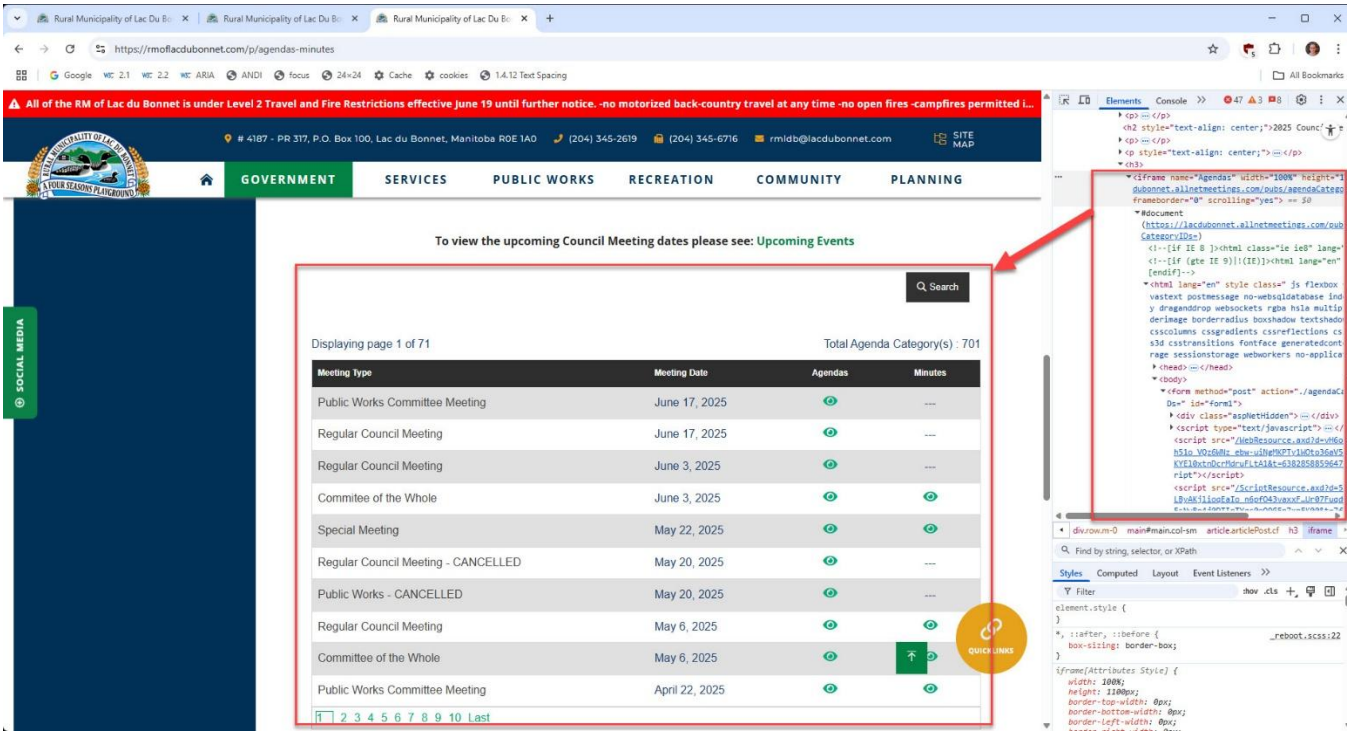
3. The eyeball icons are low contrast, especially against the grey background.
   Recommendation: Darken the green colour to #009261, to reach a colour contrast ratio of 3:1.



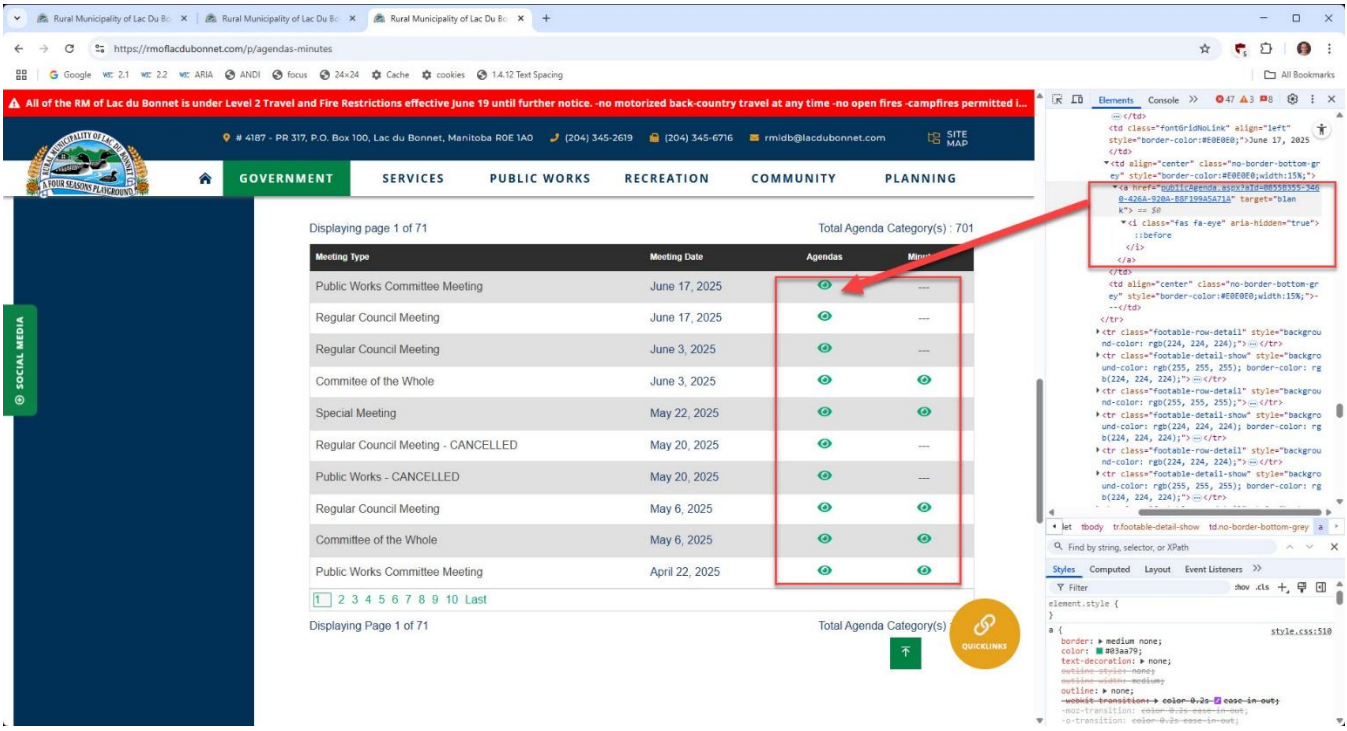
4. The pagination numbers (1, 2, 3… 10, Last) are low contrast (2.99:1). As text, they should be 4.5:1 or higher.
   Recommendation: Darken them to #008857 (or darker).



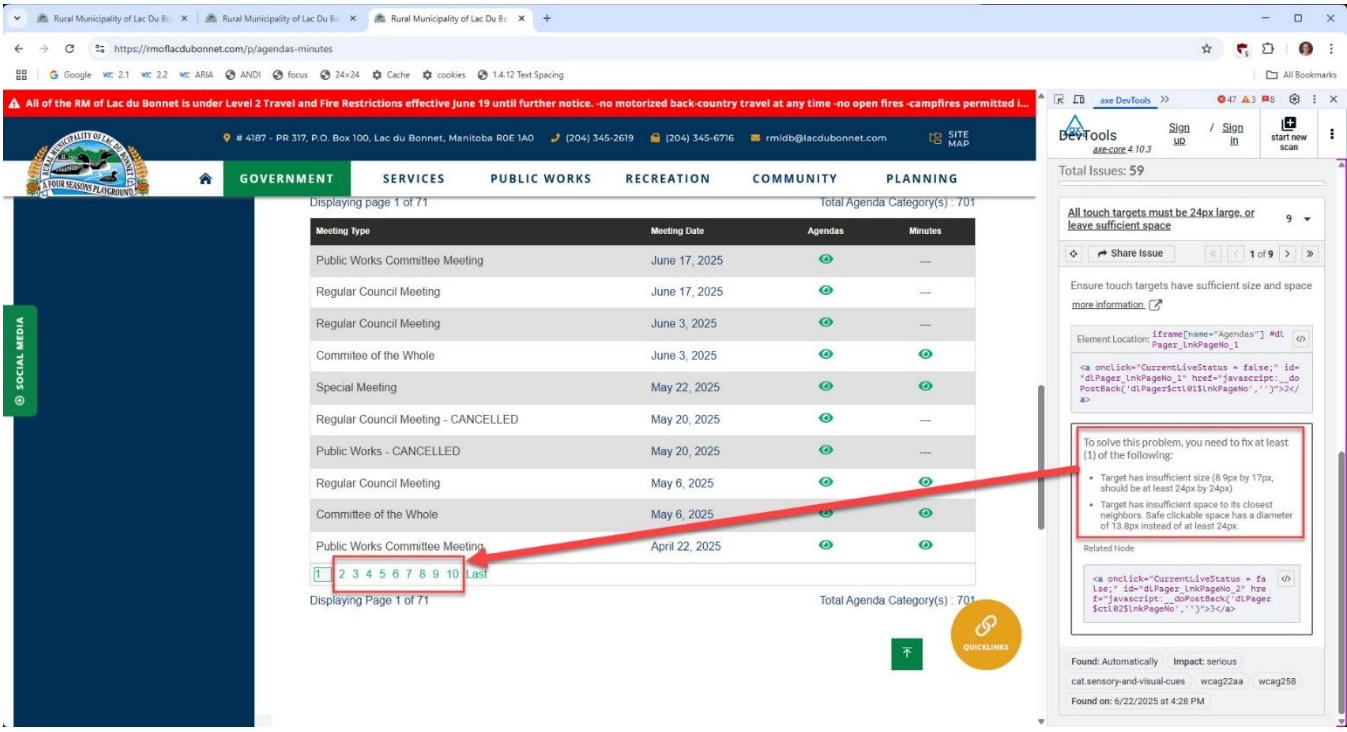
5. The <iframe /> element has no title attribute.
   Recommendation: add a title, like: title=”Meeting Schedule”.



6. The eyeball links (for Agendas and Minutes) do not have text labels.
   Recommend: Give each <a /> element an aria-label, like aria-label=”Agenda” or aria-label=”Minutes”.



7. The touch targets for links 2-10 have touch targets that are too small, or are too close together.
   Recommendation: Either increase the touch target sizes, or spread them further apart. See screenshot below for details.


https://rmoflacdubonnet.com/p/agendas-minutes
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SITE MAP
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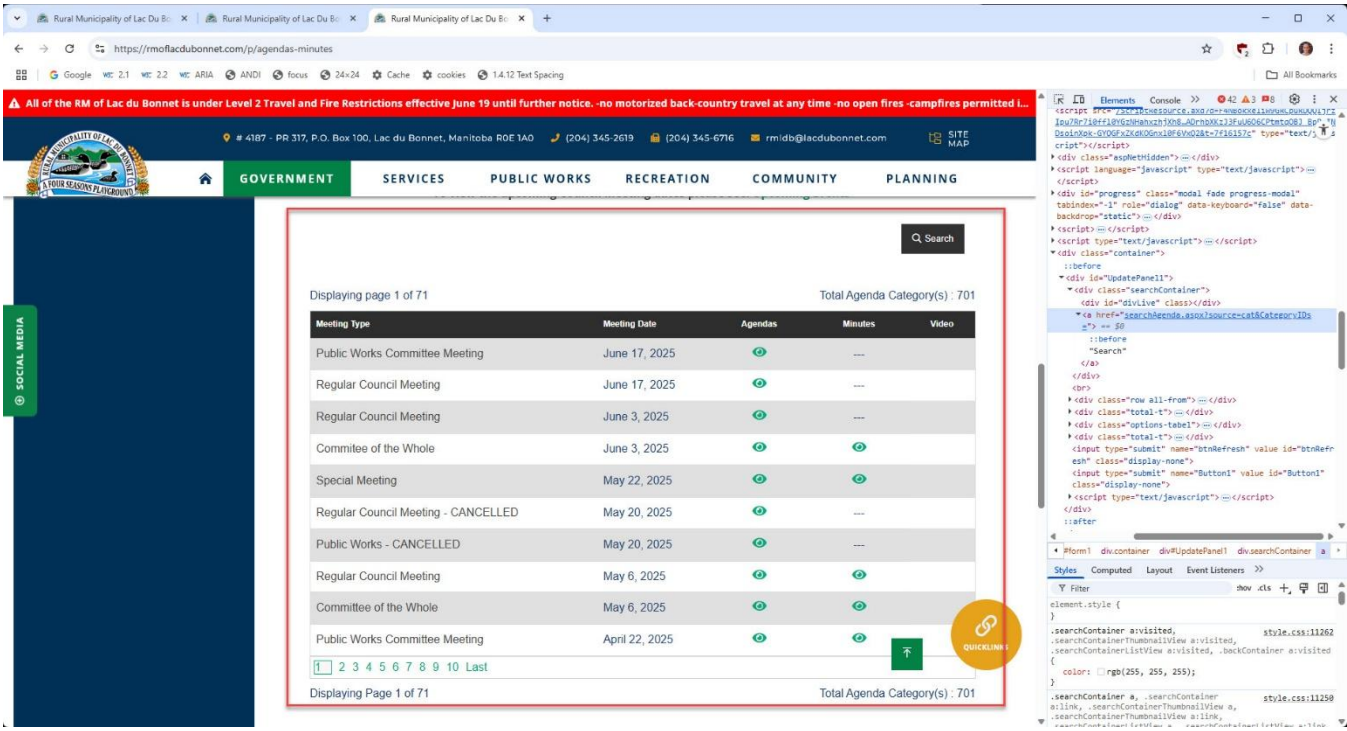
Displaying page 1 of 71
Total Agenda Category(s) : 701
Meeting Type
Meeting Date
Agendas
Minutes
Public Works Committee Meeting
June 17, 2025
Regular Council Meeting
June 17, 2025
Regular Council Meeting
June 3, 2025
Commitee of the Whole
June 3, 2025
Special Meeting
May 22, 2025
Regular Council Meeting - CANCELLED
May 20, 2025
Public Works - CANCELLED
May 20, 2025
Regular Council Meeting
May 6, 2025
Committee of the Whole
May 6, 2025
Public Works Committee Meeting
April 22, 2025
1 2 3 4 5 6 7 8 9 10 Last
Displaying Page 1 of 71
Total Agenda Category(s) : 701
QUICKLINKS
axe DevTools
DevTools
axe-core 4.10.3
Sign up
Sign in
start new scan
Total Issues: 59
All touch targets must be 24px large, or leave sufficient space
Share Issue
Ensure touch targets have sufficient size and space
more information
To solve this problem, you need to fix at least (1) of the following:
Target has insufficient size (8.9px by 17px, should be at least 24px by 24px)
Target has insufficient space to its closest neighbors. Safe clickable space has a diameter of 13.8px instead of at least 24px.
Related Node
Found: Automatically
Impact: serious
cat.sensory-and-visual-cues
wcag22aa
wcag258
Found on: 6/22/2025 at 4:28 PM

8. The Meeting Schedule links and buttons do not show a visible focus indicator when you tab to them.
   Recommendation: Adjust the CSS style(s) so the focus indicator (border) is visible.