

TOWN OF LAKESHORE
CORPORATE SERVICES
MEMORANDUM

TO: Residents

FROM: Mary Masse, Clerk

DATE: September 30, 2009

SUBJECT: Accessing By-laws via the Town's Website

All previous By-laws that have been on the Town's website will now be accessed through the Laserfiche – Weblink to ensure the accuracy of the documents the public is viewing are the most current.

Refer to the step by step instruction to assist you in navigating through the site.

1. Enter the home page of the town's website and access By-laws in the drop down under "Council and Administration".
2. On the By-law page enter on the "**Laserfiche Weblink**".
3. On the home page of the Weblink select "**C – Council Services – By-laws – Agendas – Minutes**".
4. Select "**C01 – By-laws**" – at this screen you are able to access folders pertaining to:
 - By-law Enforcement – OPP
 - Current By-laws
 - Repealed By-laws and;
 - Common By-laws Referenced by the Public
5. Select "**Common By-laws Referenced by the Public**" to access commonly referenced by-laws.

The attached example follows through the steps required to access By-laws in Laserfiche.

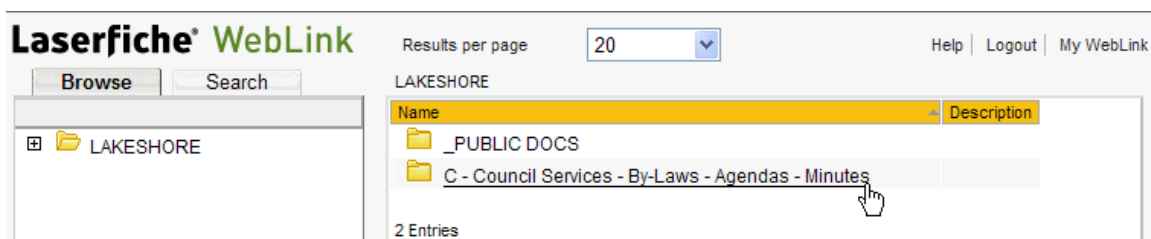
The first step is to access the municipal website at www.lakeshore.ca. Go to the Council and Administration tab and click on Bylaws. The information contained in this system is constantly updated and maintained.



On the Bylaw page, there will be a link for Laserfiche Weblink. Click on this link.



In the Laserfiche system, select the Council Services – By-Laws link and click on it.



On the following screen, select C01 – By-Laws.

The screenshot shows the Laserfiche WebLink interface. At the top left is the logo "Laserfiche® WebLink". Below it are "Browse" and "Search" buttons. On the right, there is a "Results per page" dropdown set to "20". The breadcrumb path is "LAKESHORE > C - Council Services - By-Laws - Agendas - Minutes". The left pane shows a folder tree with "LAKESHORE" expanded to show "_PUBLIC DOCS" and "C - Council Services - By-Laws". The right pane shows a table with two columns: "Name" and "Description". The table contains the following entries:

Name	Description
C01 - By-Laws	
C03 - Council Agenda	
C04 - Council Minutes	
C05 - Council Committee Agenda	
C06 - Council Committee Minutes	
Master Plans Library	

You will now be at the Bylaw page which lists the By-laws we have available, including the repealed By-laws. The link for Common By-laws referenced by the Public has a number of bylaws that are generally used by the public. You can browse through the folders to view the By-laws containing the information you are looking for. If you ever have any questions, please contact the municipality.

The screenshot shows the Laserfiche WebLink interface with the "C01 - By-Laws" folder selected in the left pane. The breadcrumb path is "LAKESHORE > C - Council Services - By-Laws - Agendas - Minutes > C01 - By-Laws". The right pane shows a table with two columns: "Name" and "Description". The table contains the following entries:

Name	Description
1 - By-law Enforcement - OPP	
1 - Current By-laws	
1 - Repealed By-laws	
Common By-laws Referenced by the Public	

Below the table, it says "4 Entries".