A REGULAR MEETING OF THE
TRAINING AHMED OF THE TOWN OF LADYSMITH
REVISED AGENDA

Monday, May 7, 2018
7:00 P.M.
Council Chambers, City Hall
Pages

1. **CALL TO ORDER**

2. **CLOSED SESSION**

   Recommendation
   That, in accordance with section 90(1) of the *Community Charter,* Council retire into closed session at _____ in order to consider items related to the following:

3. **REGULAR MEETING**

4. **AGENDA APPROVAL**

   Recommendation
   That Council approve the agenda for this Regular Meeting of Council for May 7, 2018 as amended by the following:

5. **RISE AND REPORT- Items from Closed Session**

6. **MINUTES**

   6.1 Minutes of the Regular Meeting of Council held April 21, 2018.

       Recommendation
       That council approve the council minutes held on April 21, 2018.

7. **DELEGATIONS**

   7.1 My Item

7.2 eSCRIBE Demo

Recommendation
That council approve the purchase of the eSCRIBE for $5000

Recommendation
That council approve the item as presented.

8. PROCLAMATIONS

9. DEVELOPMENT APPLICATIONS

9.1 Type of Development Application – Address (Applicant)

Recommendation
Staff Recommendation:

That Council direct staff to

10. BYLAWS- OFFICIAL COMMUNITY PLANNING AND ZONING

10.1 Name of OCP or Zoning Bylaw

Recommendation
Staff Recommendation:

That Council direct staff to

11. REPORTS

12. BYLAWS

12.1 Sample Bylaw 1001

The purpose of Bylaw 1001 is to ….....

Recommendation
That the bylaw be read and approve for first, second and third reading

12.2 Sample Bylaw 1002

The purpose of Bylaw 1001 is to ….....

Recommendation
That the bylaw be read and approve for first, second and third reading

13. NEW BUSINESS

13.1 Multiple complaints coming from Bob McEwan's farm property

Recommendation
That the police services board meet to address the civil complaints in their next meeting.

14. UNFINISHED BUSINESS

*14.1 Late Item

Recommendation
That council approve the item as presented.

15. BUDGET

16. QUESTION PERIOD

- A maximum of 15 minutes is allotted for questions.

- Persons wishing to address Council during "Question Period" must be Town of Ladysmith residents, non-resident property owners, or operators of a business.

- Individuals must state their name and address for identification purposes.

- Questions put forth must be on topics which are not normally dealt with by Town staff as a matter of routine.

- Questions must be brief and to the point.

- Questions shall be addressed through the Chair and answers given likewise. Debates with or by individual Council members or staff members are not allowed.

- No commitments shall be made by the Chair in replying to a question. Matters which may require action of the Council shall be referred to a future meeting of the Council.

17. ADJOURNMENT

Recommendation
That this regular meeting of council adjourn at

eSCRIBE Participant Training
eSCRIBE Meetings Professional App

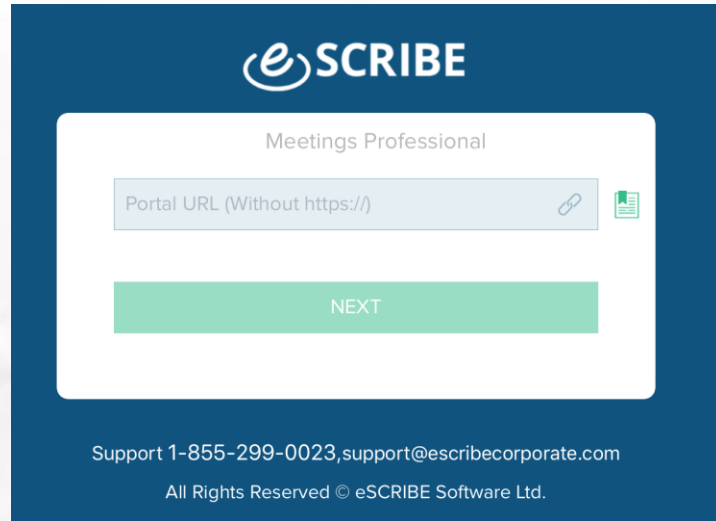www.escribemeetings.com

Training Outline

- Participant Options
- Login to the app
- The eSCRIBE Portal Screen
- Accessing Meeting Sites
- Private Comments
- Viewing Attachments
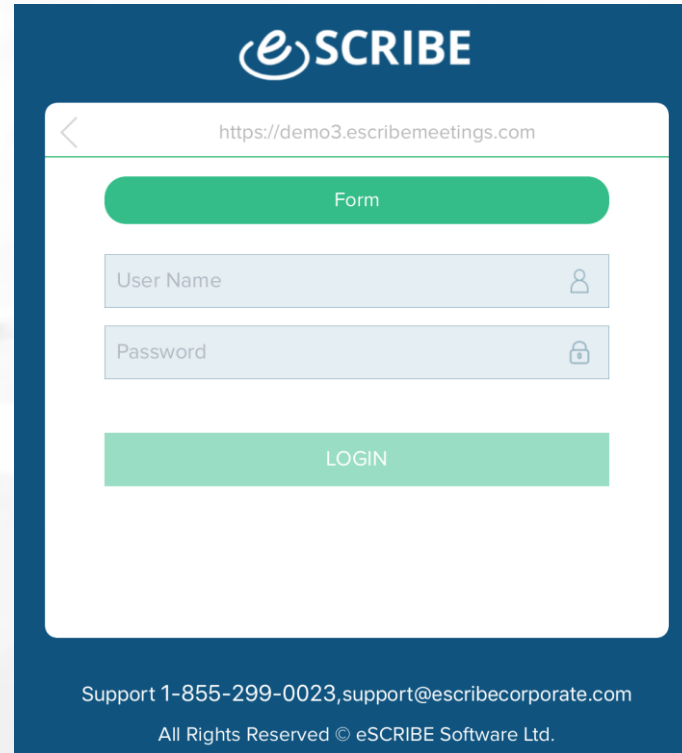- Annotations

e)SCRIBE

Participant Options

3 Options for Participants:

- eSCRIBE Standard or eSCRIBE Meetings Professional (iPad app)
- Participant Web-Portal
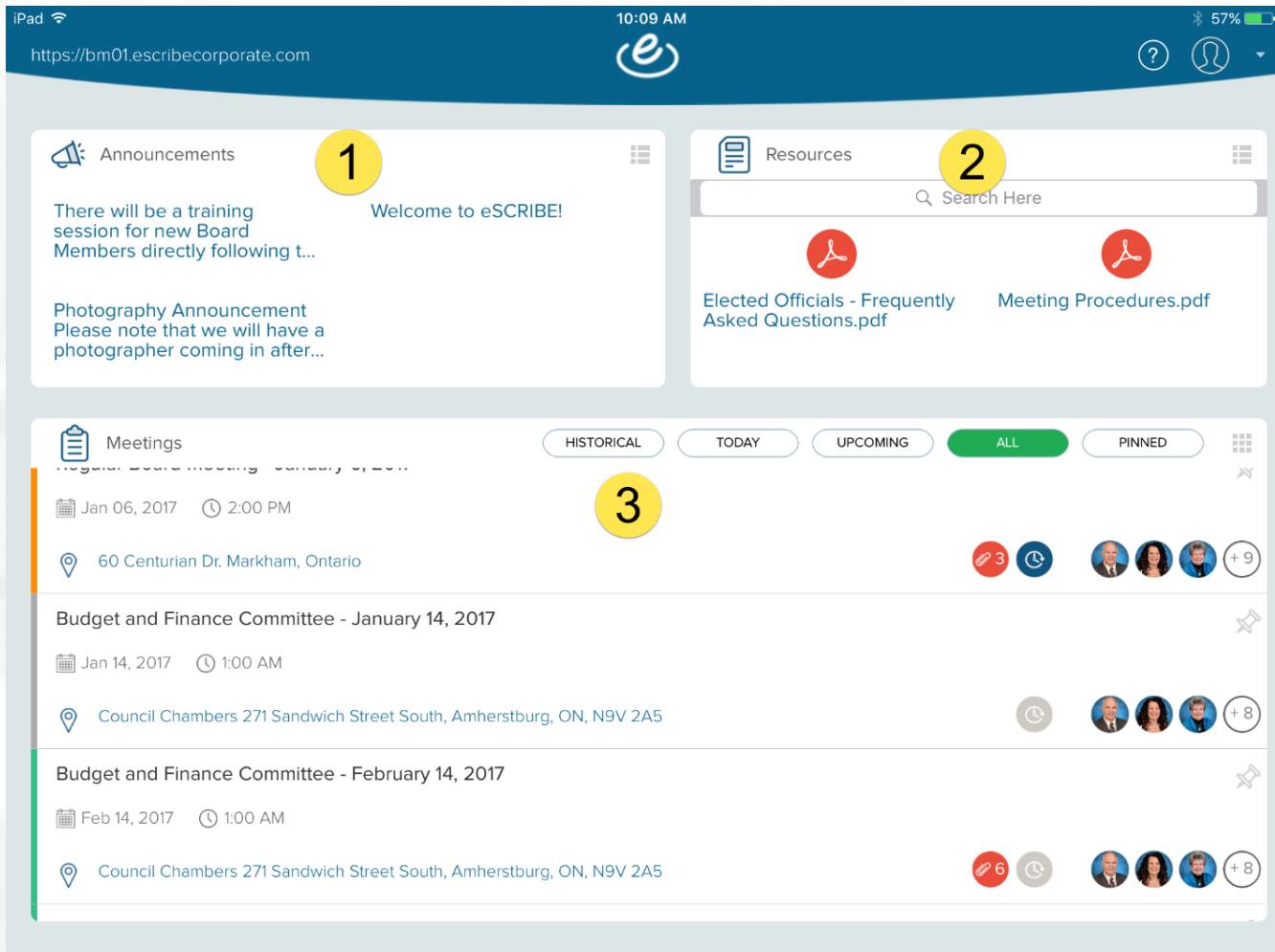- eSCRIBE Meetings Professional (Windows app)

SCRIBE

Login to the app


- Enter your portal url xxxxx.escribemeetings.com then click next.
- Select Forms or ADFS/Azure then enter your username & password that has been provided

The eSCRIBE Portal Screen

1. Announcements: This area displays announcements from eSCRIBE Administrators. Tip: 2 Finger Double-tap on an announcement to expand view

2. This list displays resource documents that have been made available to users by administrators. Tap on a document to open it, pull down on the list to display the search bar to search through published resources.

3. This list displays all eSCRIBE Meetings to which you have access. To visit a meeting, tap on the meeting. For additional options, tap and hold on the meeting. Additional options include Sync Changes, which can be used to save any annotations to the server, discard local content, or pin meeting so it can easily be found later.

Accessing Meeting Sites
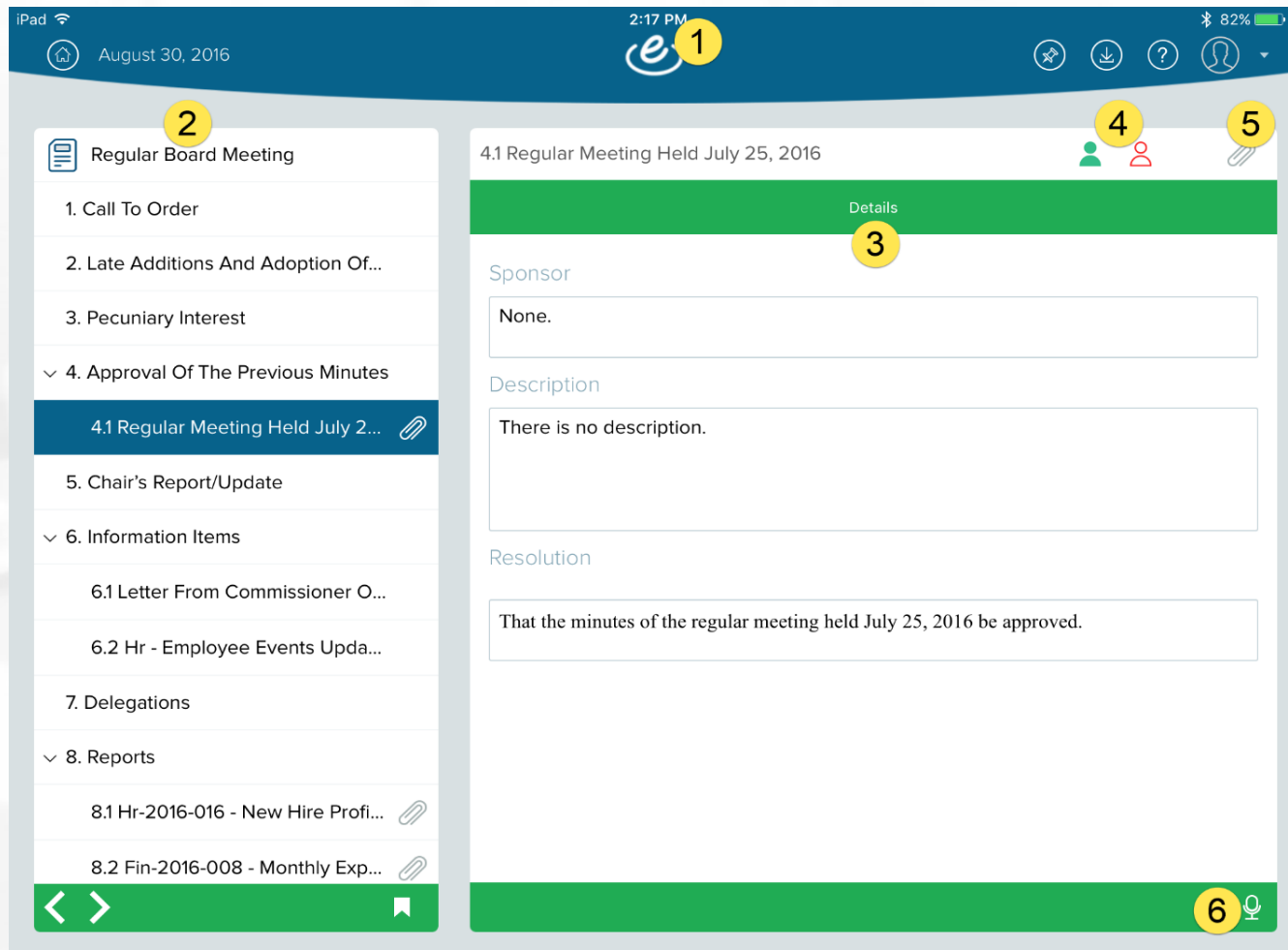
1. On the top bar we have our menu ribbon: ⌂ Return to site, ⊛ View pinned meetings, ⊻ Download Center – Tap to manage downloaded content for this meeting, ❓ Help Tap to view this help document, 👤⌄ User Menu – Tap to access Logout option

2. Displays the agenda items for the meeting.

Items with sub-items can be expanded or collapsed using the chevron to the left of the item title.
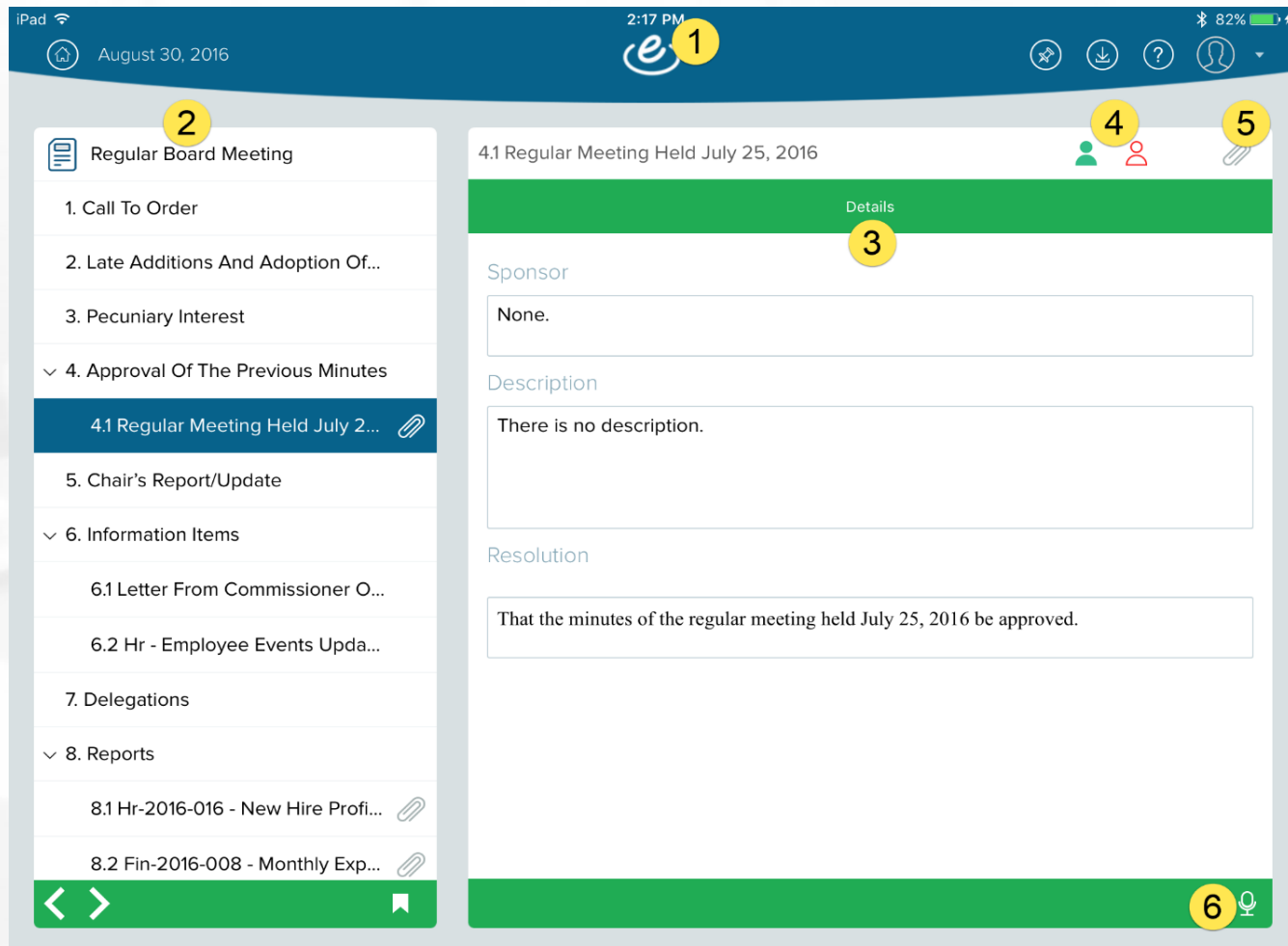
Tap on an item on the agenda navigation to view the item's details.

Agenda-Navigation can be expanded to show additional information, by using the arrow icons at the bottom left.

If the meeting is in session, click on the bookmark icon to navigate to the current item that the administrator is on.

Accessing Meeting Sites Continued

3. Displays the details for the selected agenda item.

4. Tap an icon to view the comments – Options could include private comments (red), group comments (green), or chair comments (blue).

5. Tap on the paperclip to view any attachments for the item. Multiple attachments can be opened, and users can navigate between them by tapping on the tab.

6. Tap to create a new request to speak, or to modify an existing one.

If you have an active Request to Speak on the current item, the icon will be red. Otherwise, it will be white.

Private Comments
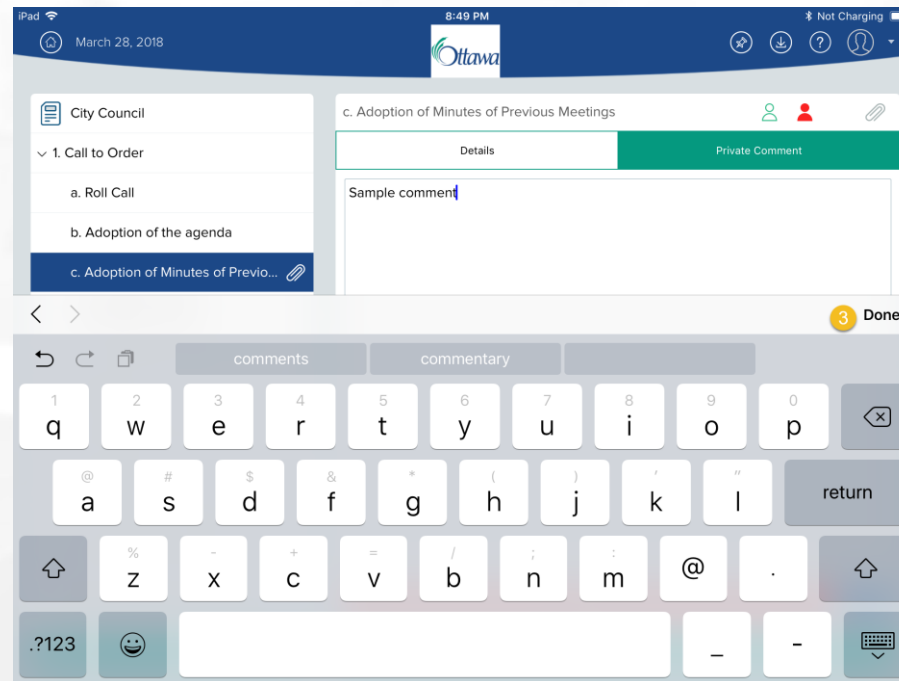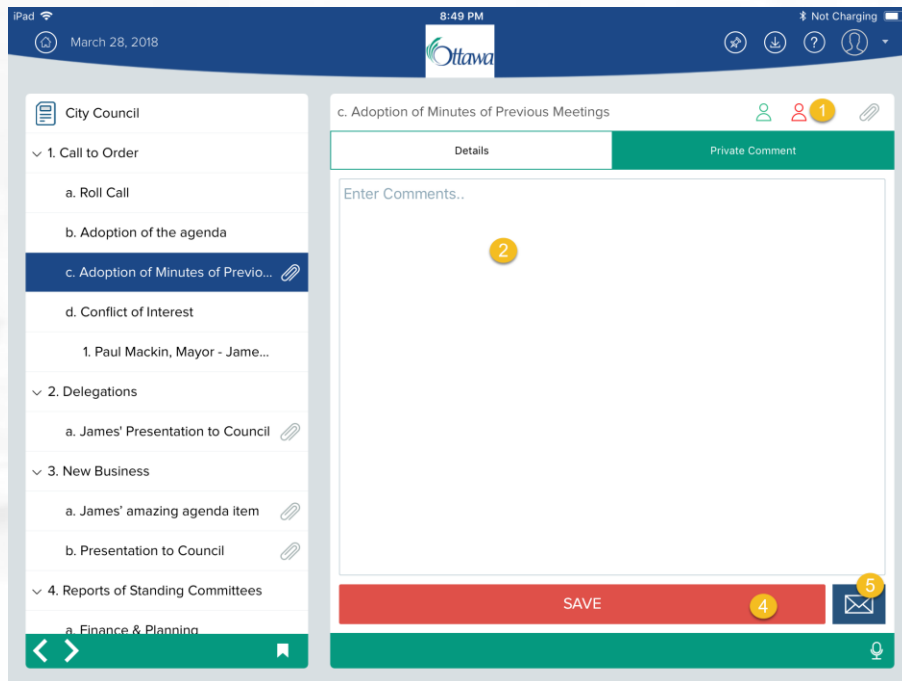
1. Tap on the indicated icon to create a private comment.

2. Tap on the open text box area then type your comment.

3. Tap on done .

4. Save your comment

5. Email your private comment if desired.

eSCRIBE

Viewing Attachments
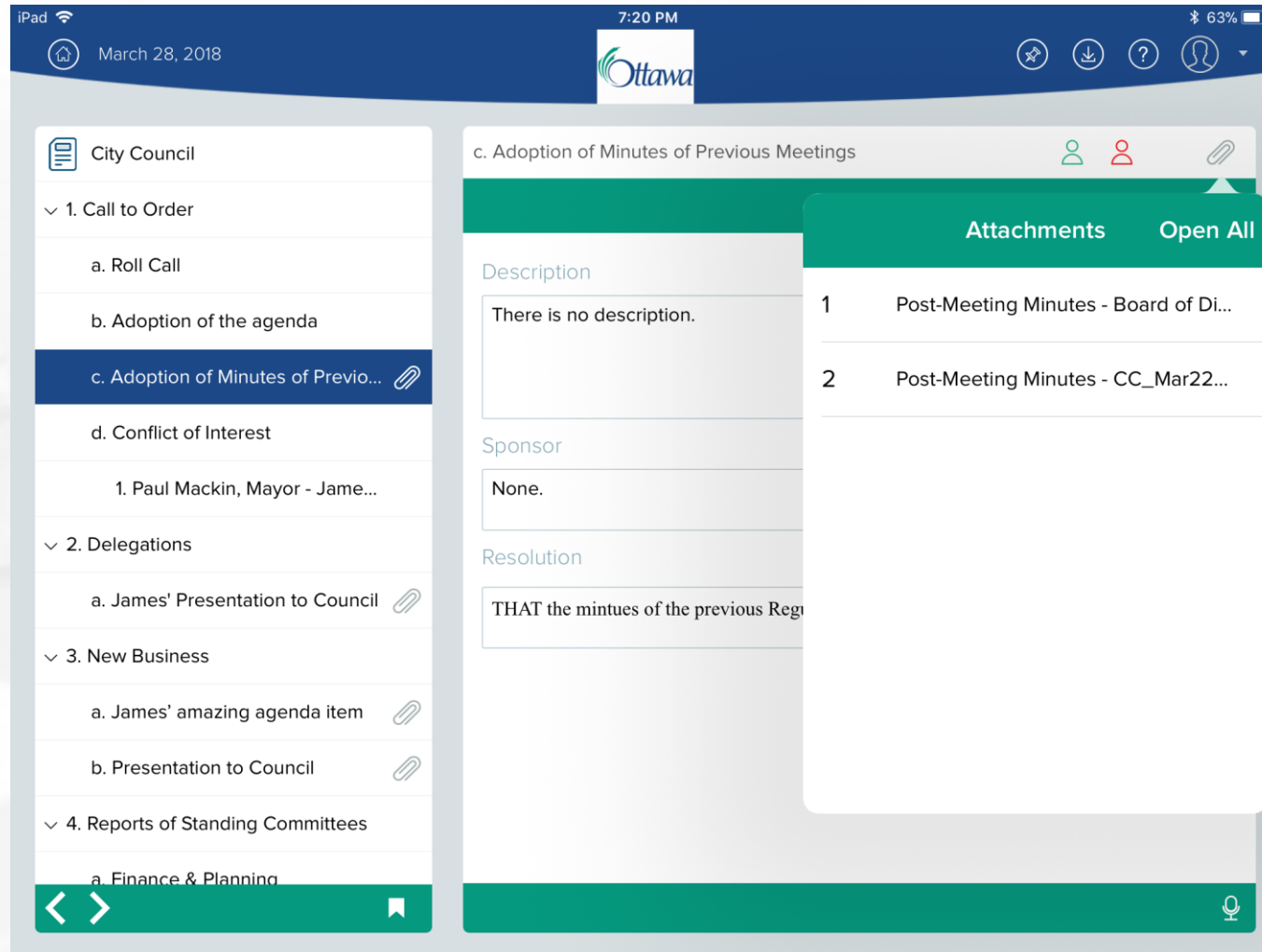
- To access an attachment against a n agenda item simply tap on the paperclip then tap on the desired attachment title

- If there are multiple attachments you can select open all, all attachments will open. Toggle through the attachments by selecting the tabs across the item details

Viewing Attachments Continued
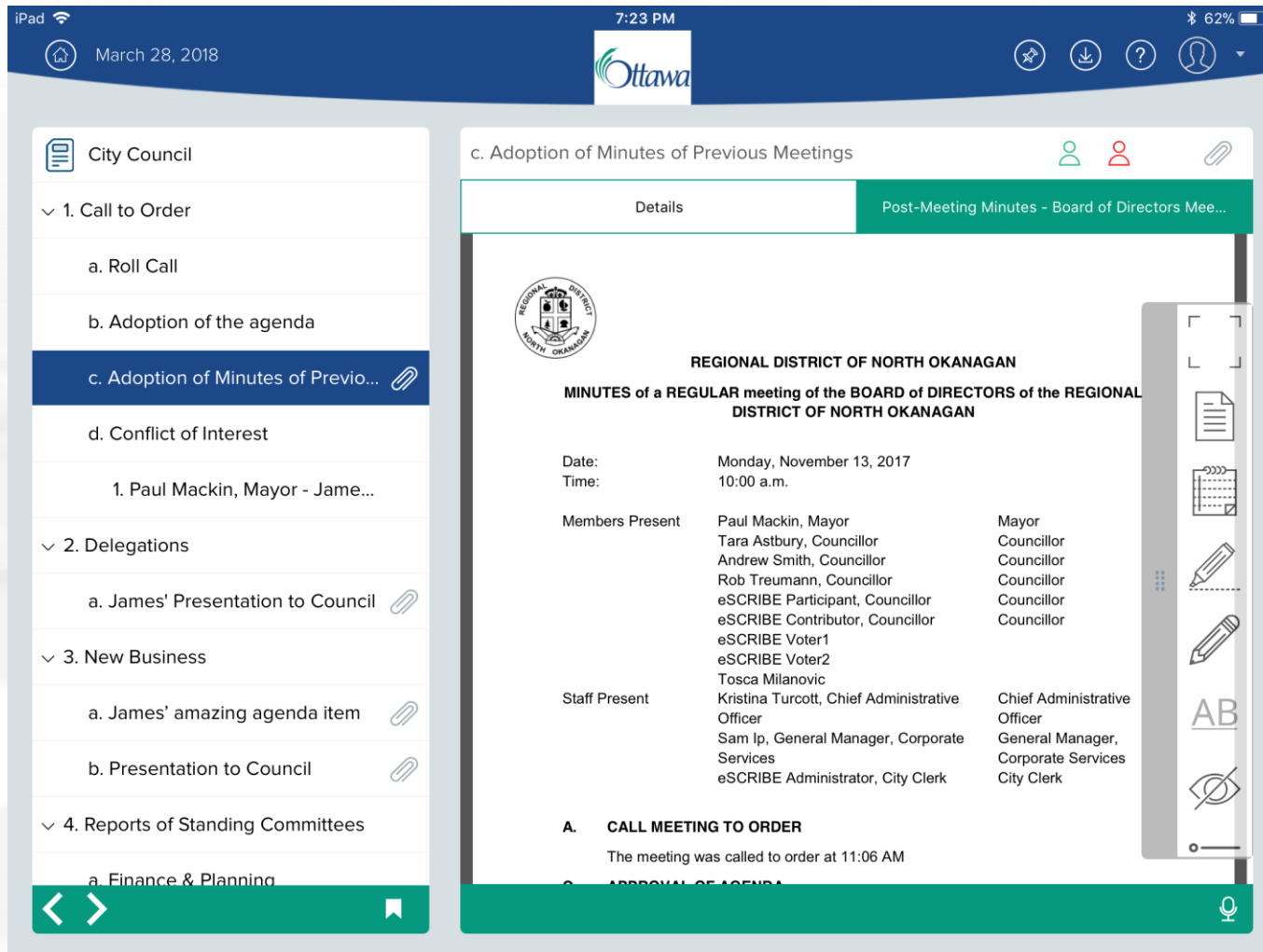
- Once the attachment is up tap on the arrow pointed to the left to expand the viewing area of the document

- Tap on the arrow pointed to the right to expand on the agenda categories area to revert back to the normal viewing are

- You can further expand the viewing area of the agenda categories by tapping on the right facing arrow again

eSCRIBE

Annotations Options

	Full-Screen Reading Mode	View the document in full-screen mode. To exit full-screen mode, click the "X" in the top left corner.
	Select	Toggle "select" mode on or off, so that text from the document can be selected and copied to the clipboard.
	Sticky Note	Use this tool to add a sticky note comment anywhere in the document
	Highlighter	Use this tool to highlight text within the document.
	Pencil Tool	Use this tool to draw on the document freehand, with your fingertip.
	Underline Tool	Use this tool to underline text within the document.
	Toggle Annotations	This option will show or hide all annotations on the document

Annotation Options Continued

	Annotations List	Shows a list of all annotations made within the document. Tap on an annotation to view.
	Outline and Bookmarks	View any section bookmarks, if they exist within the document.
	Fit to Screen	Reset a zoomed document to fit the width of the available screen.
	Search	Search for text within the document
	Go To Page	Jump to a particular page of the document
	Save	Saves the annotations to the eSCRIBE server. See section below for more information.
	Rotate	Rotate the document. Note, annotations will not rotate with the document.
	External Apps	Contains options to email document (with or without annotations), and to print document without annotations.

e SCRIBE

Thank you

eSCRIBE

REQUEST FOR DECISION

Report Date:
Contact:
Agenda Item Number:
Meeting Date:

TO: Town Council

FROM:

SUBJECT: [Title]

RECOMMENDATION:

Click or tap here to enter text.

REPORT SUMMARY

COUNCIL AUTHORITY/PREVIOUS DISCISIONS

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS

REPORT

BACKGROUND/CONTEXT

DISCUSSION

STRATEGIC ANALYSIS (IF APPLICABLE)

IMPLICATIONS/RELATED ISSUES/RISK (IF APPLICABLE)

CONCLUSION

SUPPORTING DOCUMENTATION

REVIEWED & APPROVED BY