



# Committees of Council

Creating Meetings, Agendas and Minutes



Legal and Legislative Services

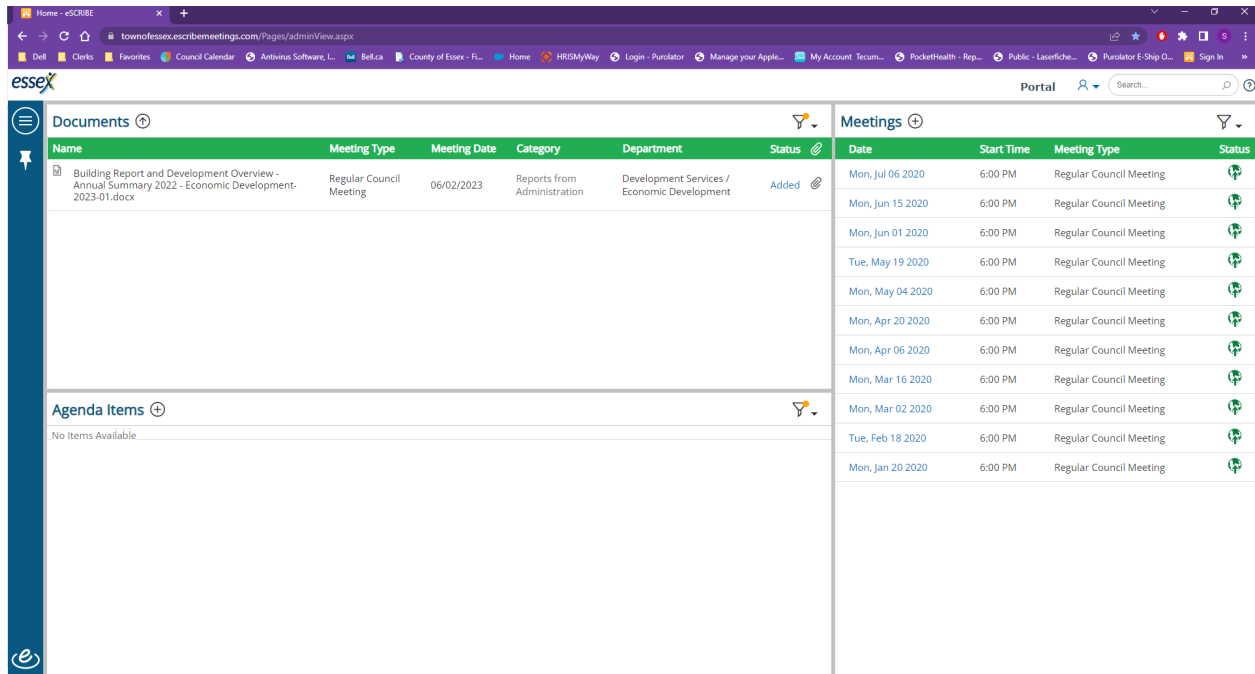
February 2023

# How to Create Meetings Agendas & Minutes in eScribe

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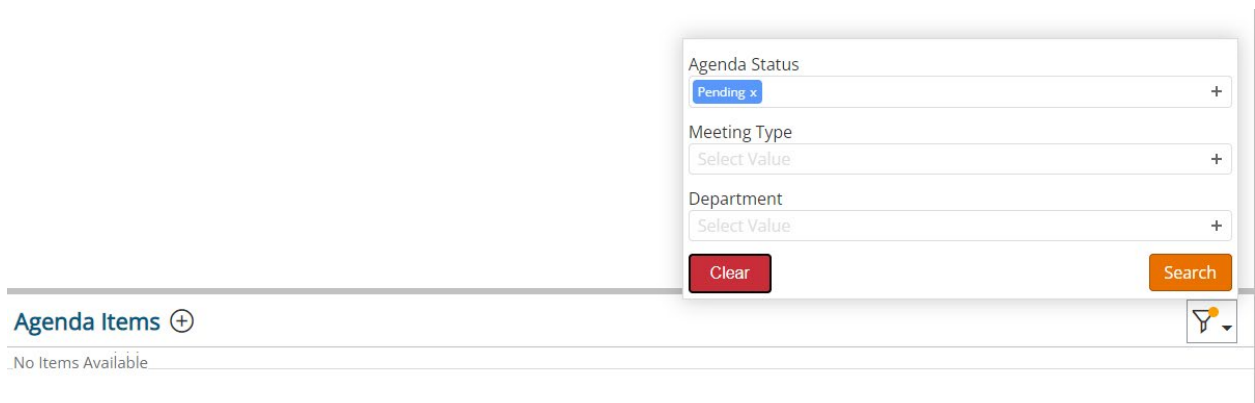
# Main Screen Layout



There are 3 main components to the main screen in eScribe.

The top left is for documents created in eScribe. Only the Committee of Adjustment and Council Meetings will have items in this area at this time.

The bottom left is for agenda items other users may add. Select the filter button and click on the agenda status and select pending to show items to be added.

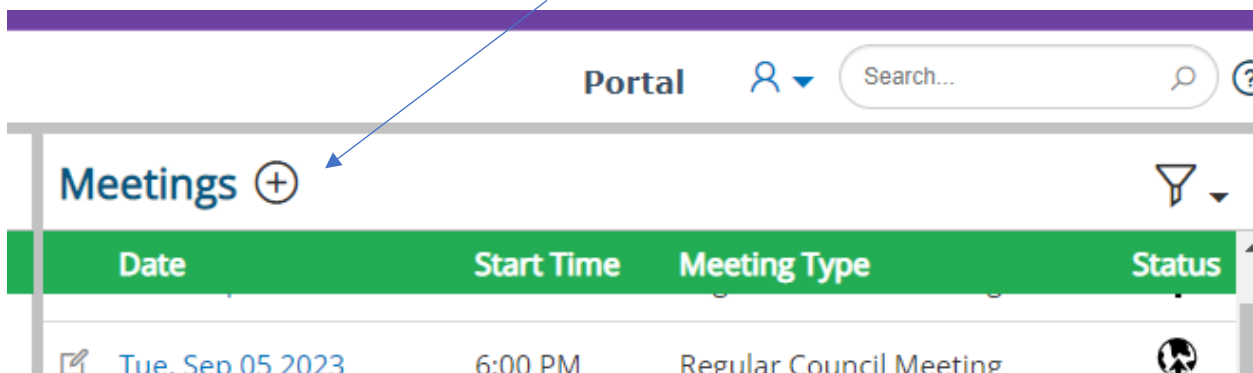


NOTE: you will see all items whether or not they are for your Committee. Please disregard as this is not used for Committees at this time. Setting the filter will reduce the items in this area.

The right of the screen is where all your meetings will be listed.

## Create a Meeting:

Log into eScribe using your username and password. On the right side of the screen, you will see the heading **Meetings**, click the plus sign.



A new window will open. This is where you will create your meeting. Using the drop-down menus, complete each required field (\*). For **Meeting type and Attendee group**, select the name of your committee. For **Meeting location**, select the location of the meeting. Only the information with an asterisk (\*) is required to be completed in this window.

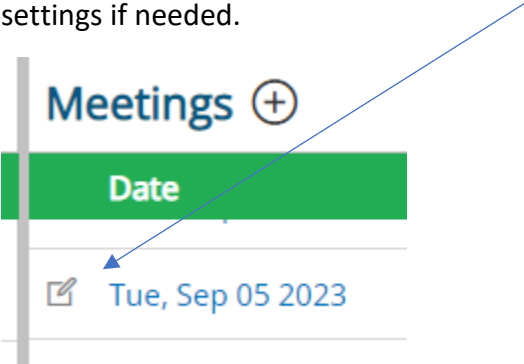
Tip: Ensure your **Session One Start Time** and **Session One End Time** are correct as these times will show up on the Town's website.

A screenshot of the 'Create Meeting' form. The form is titled 'Create Meeting' and has a close button (X) in the top right corner. The form contains several fields: 'Meeting Type\*' (dropdown menu with 'Arts, Culture and Tourism' selected), 'Attendee Group\*' (dropdown menu with 'Arts, Culture and Tourism' selected), 'Meeting Location:' (dropdown menu with 'Shaheen Room' selected), 'Closed Location:' (checkbox, unchecked), 'Session One Start Time\*:' (date and time picker with '2/2/2023', '12 PM', and '00' selected), 'Session One End Time\*:' (date and time picker with '2/2/2023', '1 PM', and '00' selected), 'Time Override:' (text input field), 'Add a Session:' (checkbox, unchecked), 'Submission Deadline:' (date and time picker with '1/25/2023', '12 PM', and '00' selected), 'Submission Reminder:' (text input field), 'Meeting Number:' (text input field), 'Resolution Number:' (text input field), 'Description:' (text area), 'Meeting Notifications:' (checkbox, unchecked), and 'Meeting Recurrence:' (checkbox, unchecked). At the bottom right, there are 'Create' and 'Cancel' buttons.

Select Create button to complete the meeting creation. Your meeting will now appear on the right side of your screen under **Meetings**.

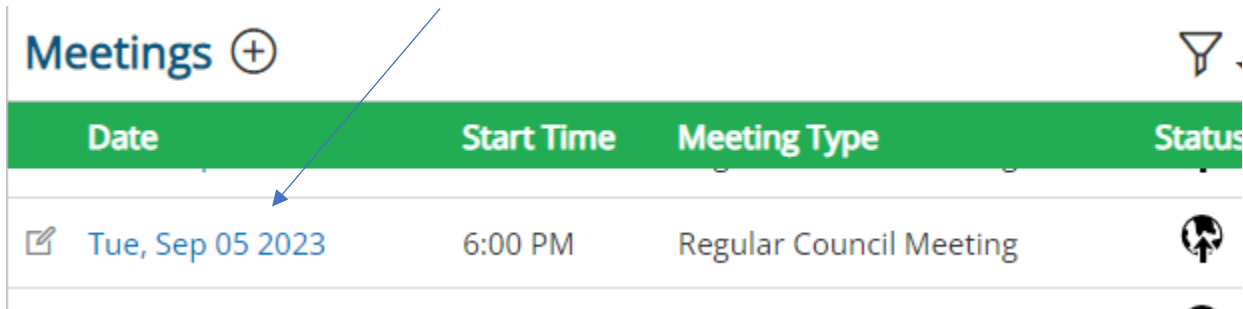
**NOTE: Once you have created your meeting you will need to advise Abbie and Shelley so they can publish the meeting to the Council Calendar on the Town’s website.**

To access your meeting, select the box and pencil icon. This allows you to amend any of the settings if needed.

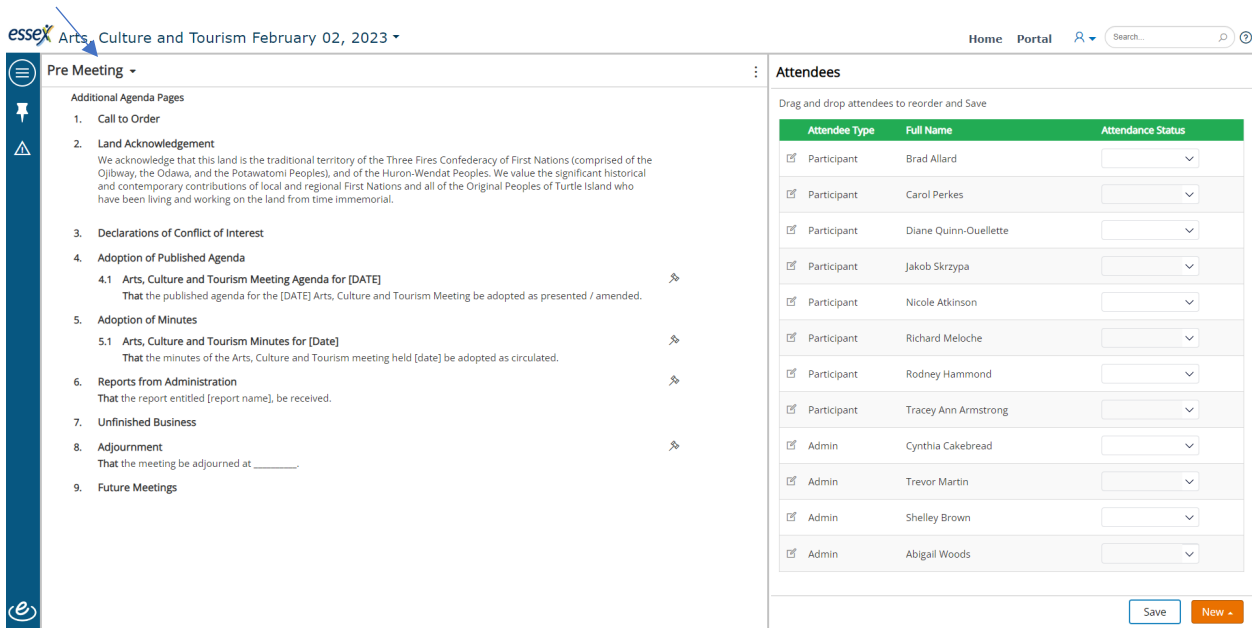


## Create an Agenda:

To create an agenda, select the date next to the meeting.



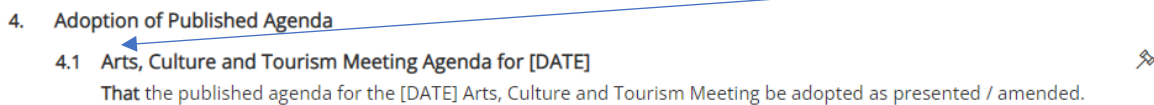
Once you are in a meeting, you can begin to add items to your agenda. You must be in **Pre Meeting** mode, located on the top left side of your screen to prepare an agenda.



You can now begin to build your agenda. Agendas are structured to each specific committees so your screen may look different. If there are items you want to add to the template, please contact Abbie or Shelley.

## Editing agenda (Pre Meeting)

Adoption of the published agenda can be updated by clicking of the subheading.



The screen on the right allows you to amend this item.

The screenshot shows the eScribe interface for editing a meeting agenda. On the left, a sidebar lists the agenda items, with item 4.1 'Arts, Culture and Tourism Meeting Agenda for [DATE]' selected. The main content area displays the text for this item: 'That the published agenda for the [DATE] Arts, Culture and Tourism Meeting be adopted as presented / amended.' To the right, a panel provides editing options, including 'Attachments', 'Upload Files', 'Awaiting Attachments', 'Changes Required', 'Minutes', 'Votes', and 'Action Log'. The 'Votes' section shows a 'Resolution - Majority (Voted)' with a dropdown menu set to '1' and a 'Clear All Votes' button. At the bottom right, there are 'Save' and 'New ~' buttons.

1. Go to Item Title and update the date of the meeting.

This close-up screenshot focuses on the 'Item Title' field. The title is '4.1 Arts, Culture and Tourism Meeting Agenda for [DATE]'. Below the title is a 'Details' section with a dropdown arrow and an information icon. The 'Item Title\*' field contains the text 'Arts, Culture and Tourism Meeting Agenda for [DATE]'. Below this is a 'Description' field with a rich text editor toolbar containing icons for undo, redo, bold, italic, underline, strikethrough, link, unlink, bulleted list, numbered list, indent, and search.

2. Scroll to the bottom of this window and update the vote by pressing the box and pencil icon.

↓ **Votes**

**Resolution - Majority (Voted)**

1

Moved:

Seconded:

Result:

[Clear All Votes](#)

**That** the published agenda for the [DATE] Arts, Culture and Tourism Meeting be adopted as presented / amended.

**> Action Log**

3. The following screen will appear, Update the date within this screen and press save.

**Edit**

Proceeding Label: Resolution

Type: Main

Number:

Label:

Apply Template: None

Pre Text: None

Decision:
   
 That the published agenda for the [DATE] Arts, Culture and Tourism Meeting be adopted as presented / amended.

Post Text: None

Vote Area: All

Moved By:

Seconded By:

Vote Settings: Majority (Voted)
   
 Recorded  Secret Ballot  Weighted

Result:

Voters:  Show Vote Details in Minutes

Follow the same process for the adoption of minutes and adjournment. Please note these items are mandatory for each agenda.

### Amend items not mandatory (reports, unfinished business, future meetings etc.)

1. Select the name of the item you wish to amend. Using the screen on the right, update the description.

**6. Reports from Administration**

Details ⓘ

Item Title\*  
Reports from Administration

Description

Sponsor(s)  
Enter users separated with semicolons.

2. Add a motion by selecting, New (at the bottom of the screen on the right) and then Vote.

Conflict(s)  
None

Attachments  
None

Upload Files  
Choose File No file chosen

Awaiting Attachments

Changes Required

Save New ▾

- Category
- Item
- Attendee
- Conflict
- Vote
- Election
- Task



The following screen will appear, Enter Category title and location to be placed on the agenda and then save.

**New Category**

Category Title\*

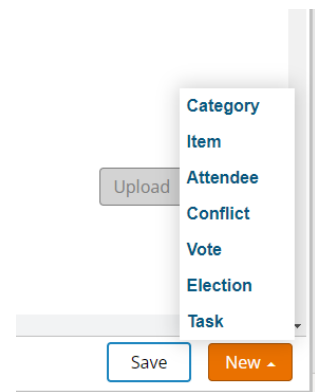
Place Item Before -- Last --

Is this category a closed session?

Save Cancel

### Adding Items (Sub-Category)

1. Click on the title of the category you wish to add the item to
2. At the bottom of the screen, select New and then Item



The following screen will appear.

**New Item**

Item Title\*

Description

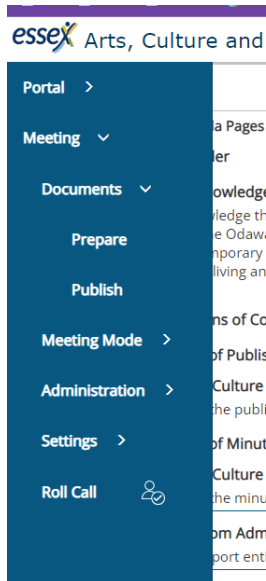
Upload Files  No file chosen

Awaiting Attachments  
 Changes Required

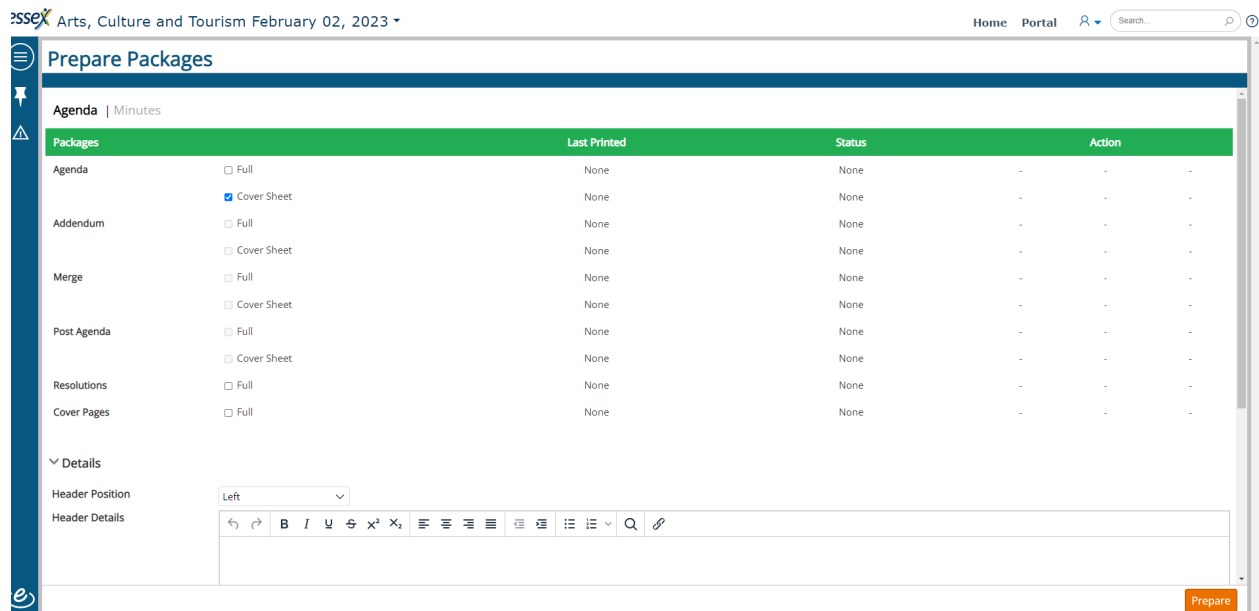
Save and Edit Save Cancel



The following screen will appear.



1. Go to Meeting – Documents – Prepare. The following screen will appear.



2. Using this screen you will prepare the agenda cover sheet and full agenda.

3. Select the box of the one you are creating (can only do one at a time) and then select prepare.

Note: The details section at the bottom of this screen can be used to add meeting specific notes at the top of the agenda. An example would be, “The purpose of this meeting is to ...” or “4<sup>th</sup> Concession Drainage Report, REI20220104...”

- Once eScribe finishes, you will have the option to view the agenda by pressing View . (see below)

Status	Action		
None	-	-	-
Draft	<a href="#">View</a>	<a href="#">Approve</a>	<a href="#">Create</a>
None	-	-	-
None	-	-	-
None	-	-	-
None	-	-	-
None	-	-	-
None	-	-	-
None	-	-	-
None	-	-	-

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[Prepare](#)

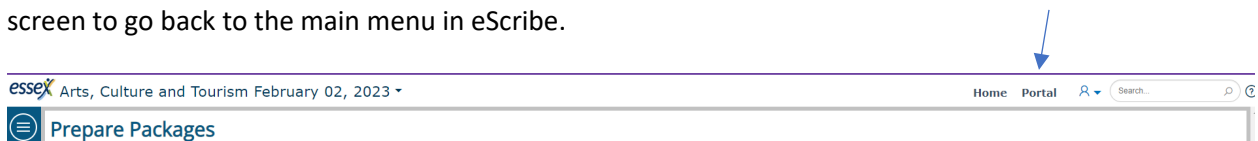
The agenda will appear in PDF on your screen. You can then review and make amendments as needed. **Select the back arrow to go back to eScribe once done.**

NOTE: Please note that changes made in the PDF here will not save in eScribe. You must go back into eScribe and make the changes and re-prepare the agenda for all changes.

Once both the agenda cover sheet and agenda package (full) are ready to publish, please contact Abbie and Shelley to publish to the Council Calendar.

You can download both from this screen for distribution to your members. **Select the back arrow to go back to eScribe once done.**

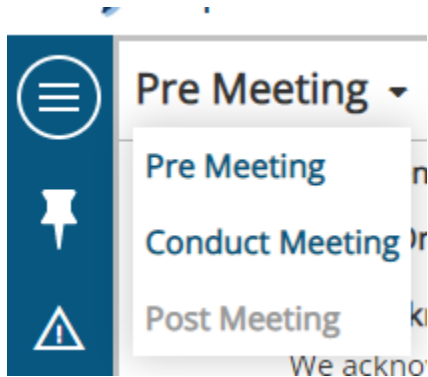
At any time during this process, you can use the Home Button to go back to the agenda and the Portal screen to go back to the main menu in eScribe.



## Conducting a Meeting

Note: There is no requirement to use this feature during a meeting.

To go into Conduct Meeting mode, select the arrow next to the Pre Meeting mode, and go to Conduct Meeting.



**Conduct Meeting** is used during a meeting to take attendance and if desired, record motions during meeting. However, this can be done after the meeting.

A screenshot of the 'Conduct Meeting' interface. The left sidebar shows a menu with 'Conduct Meeting' selected. The main content area is divided into two panes. The left pane shows a 'Roll Call' section with a list of agenda items: 1. Call to Order, 2. Land Acknowledgement, 3. Declarations of Conflict of Interest, 4. Adoption of Published Agenda (with sub-item 4.1 Arts, Culture and Tourism Meeting Agenda for [DATE]), 5. Adoption of Minutes (with sub-item 5.1 Arts, Culture and Tourism Minutes for [Date]), 6. Reports from Administration, 7. Unfinished Business, 8. Adjournment, and 9. Future Meetings. The right pane is titled 'Attendees' and contains a table with columns for 'Attendee Type', 'Full Name', and 'Attendance Status'. The table lists ten attendees, each with a checkbox and a dropdown menu for status. At the bottom right of the attendees list are 'Save' and 'New' buttons.

Attendee Type	Full Name	Attendance Status	
<input type="checkbox"/>	Participant	Brad Allard	<input type="text"/>
<input type="checkbox"/>	Participant	Carol Perkes	<input type="text"/>
<input type="checkbox"/>	Participant	Diane Quinn-Ouellette	<input type="text"/>
<input type="checkbox"/>	Participant	Jakob Skrzypa	<input type="text"/>
<input type="checkbox"/>	Participant	Nicole Atkinson	<input type="text"/>
<input type="checkbox"/>	Participant	Richard Meloche	<input type="text"/>
<input type="checkbox"/>	Participant	Rodney Hammond	<input type="text"/>
<input type="checkbox"/>	Participant	Tracey Ann Armstrong	<input type="text"/>
<input type="checkbox"/>	Admin	Cynthia Cakebread	<input type="text"/>
<input type="checkbox"/>	Admin	Trevor Martin	<input type="text"/>
<input type="checkbox"/>	Admin	Shelley Brown	<input type="text"/>
<input type="checkbox"/>	Admin	Abigail Woods	<input type="text"/>

## Attendance

To indicate who was present and not present at the meeting, go to Roll Call at the top left of the screen.

Select the check box below In/Out to indicate who was present at the meeting and then save to exit.

Attendance

Name	Status	In / Out	Time	Comments
Brad Allard	Absent	<input type="checkbox"/> / <input type="checkbox"/>	2 PM 14	
Carol Perkes	Absent	<input type="checkbox"/> / <input type="checkbox"/>	2 PM 14	
Diane Quinn-Ouellette	Absent	<input type="checkbox"/> / <input type="checkbox"/>	2 PM 14	
Jakob Skrzypa	Absent	<input type="checkbox"/> / <input type="checkbox"/>	2 PM 14	
Nicole Atkinson	Absent	<input type="checkbox"/> / <input type="checkbox"/>	2 PM 14	
Richard Meloche	Absent	<input type="checkbox"/> / <input type="checkbox"/>	2 PM 14	
Rodney Hammond	Absent	<input type="checkbox"/> / <input type="checkbox"/>	2 PM 14	
Tracey Ann Armstrong	Absent	<input type="checkbox"/> / <input type="checkbox"/>	2 PM 14	
Cynthia Cakebread	Absent	<input type="checkbox"/> / <input type="checkbox"/>	2 PM 14	

Save Close

Once you have recorded attendance, go to Conclude at the bottom left of the screen to end the meeting.

essex Arts, Culture and Tourism February 02, 2023

Home Portal Search

**Conduct Meeting**

Roll Call

1. Call to Order
2. Land Acknowledgement

We acknowledge that this land is the traditional territory of the Three Fires Confederacy of First Nations (comprised of the Ojibway, the Odawa, and the Potawatomi Peoples), and of the Huron-Wendat Peoples. We value the significant historical and contemporary contributions of local and regional First Nations and all of the Original Peoples of Turtle Island who have been living and working on the...

3. Declarations of Conflict of Interest
4. Adoption of Published Agenda
  - 4.1 Arts, Culture and Tourism Meeting Agenda for [DATE]
 

That the published agenda for the [DATE] Arts, Culture and Tourism Meeting be adopted as presented / amended.
5. Adoption of Minutes
  - 5.1 Arts, Culture and Tourism Minutes for [Date]
 

That the minutes of the Arts, Culture and Tourism meeting held [date] be adopted as circulated.
6. Reports from Administration
 

That the report entitled [report name], be received.
7. Unfinished Business
8. Adjournment
 

That the meeting be adjourned at \_\_\_\_\_.
9. Future Meetings

Conclude

**Attendees**

Drag and drop attendees to reorder and Save

Attendee Type	Full Name	Attendance Status
<input checked="" type="checkbox"/>	Participant Brad Allard	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Participant Carol Perkes	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Participant Diane Quinn-Ouellette	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Participant Jakob Skrzypa	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Participant Nicole Atkinson	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Participant Richard Meloche	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Participant Rodney Hammond	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Participant Tracey Ann Armstrong	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Admin Cynthia Cakebread	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Admin Trevor Martin	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Admin Shelley Brown	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Admin Abigail Woods	<input type="checkbox"/>

Save New

The same screen as show for attendance will appear but this time you will mark attendees as Out by checking the appropriate boxes for each member. Save to exit.

You will now switch to Post Meeting mode.



## Post Meeting ▾



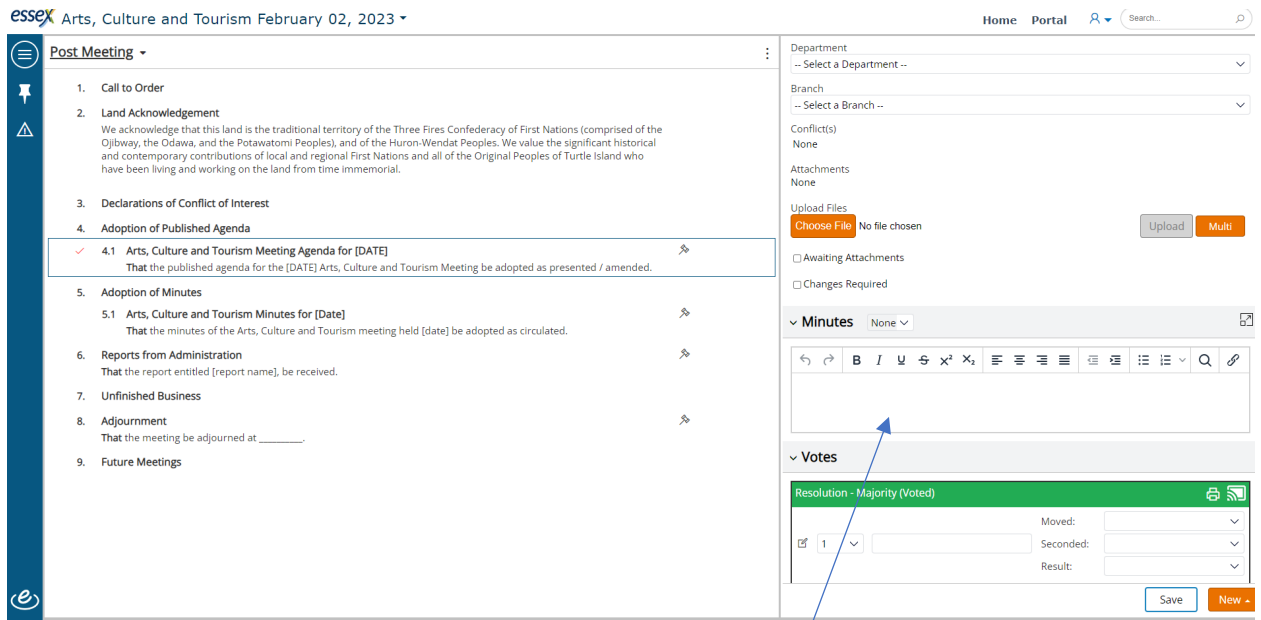
1. Call to Order
2. Land Acknowledgement

You are now ready to prepare the minutes.

# Creating Minutes

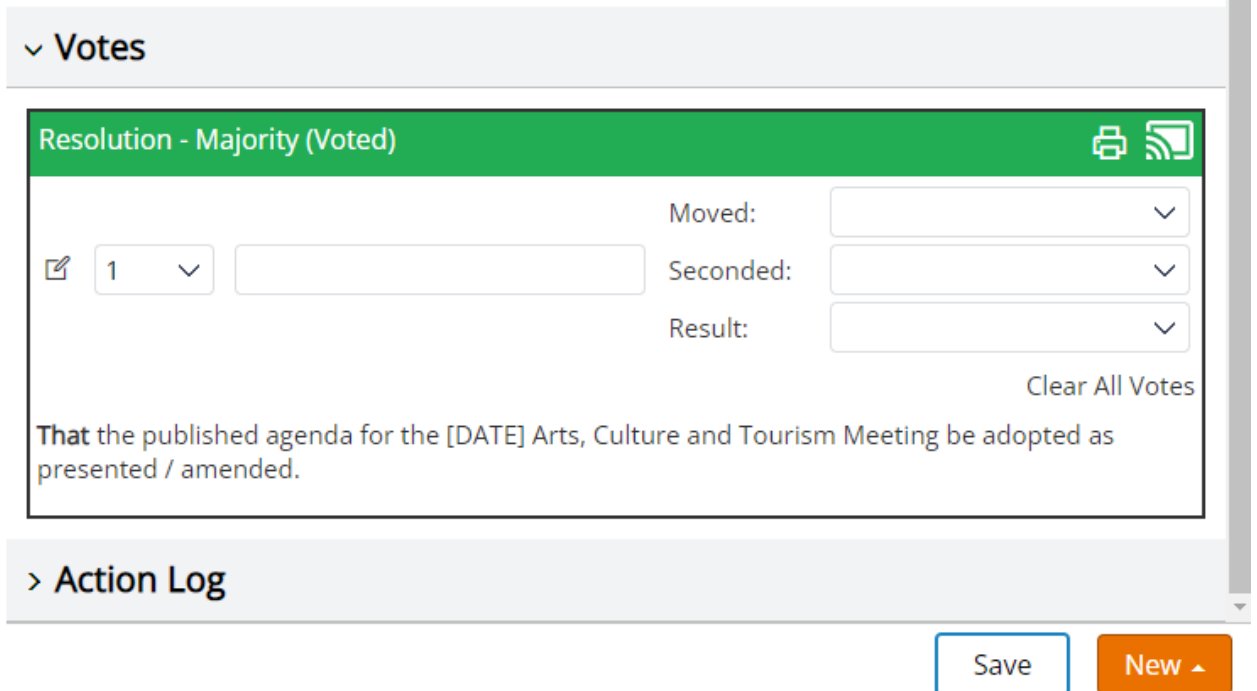
Reminder: you must be in Post Meeting mode to prepare minutes. (see previous graphic)

1. Select the agenda item you wish to add comment and/or motion.



Enter comments pertaining to specific agenda item in the Minutes box and save.


2. Enter motion in Votes box.



While in the screen above, press the box and pencil icon to add details.

**Edit** 88

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Proceeding Label  

Type













Number

Label

Apply Template

Pre Text

Decision 

  **B** *I* U ~~S~~ <sup>X<sup>2</sup></sup> <sub>X<sub>2</sub></sub>          

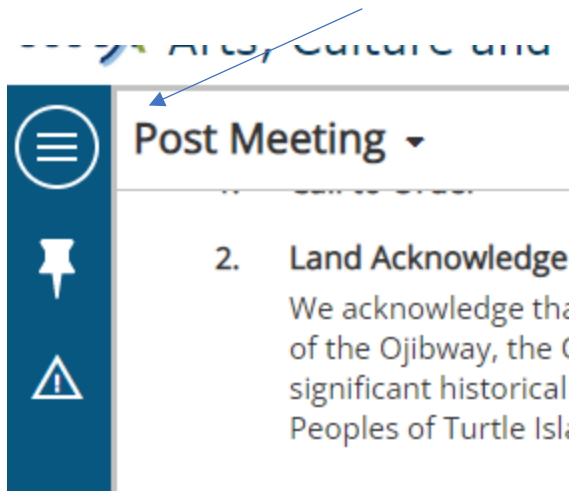
**That** the published agenda for the [DATE] Arts, Culture and Tourism Meeting be adopted as presented / amended.]

3. With the vote screen open, enter the following information:
  - a. Number – this is your resolution number i.e.: COA2023-01-001
  - b. Decision – this is the motion
  - c. Moved by
  - d. Seconded by
  - e. Result

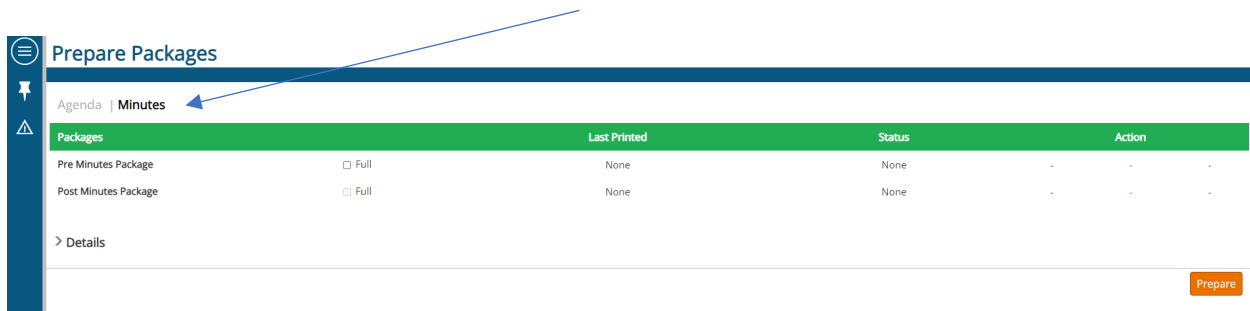
Press save to exit.

Once you have updated all items (notes, resolutions) you can prepare the minutes. This process is the same as preparing an agenda.

Go to the circle with the 3 lines.

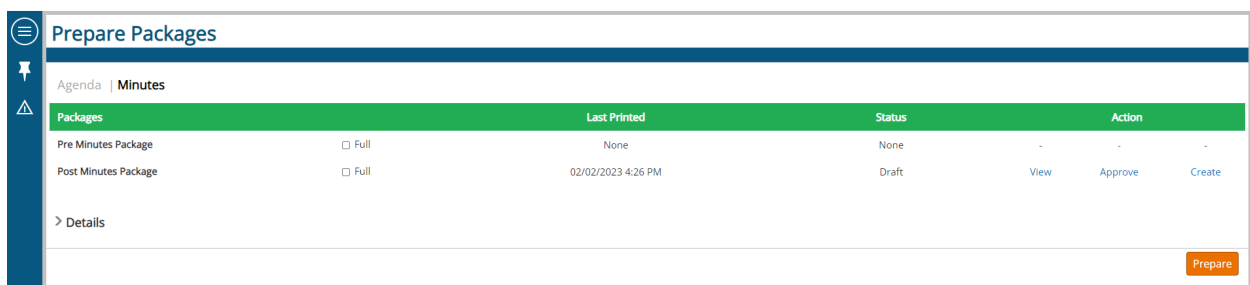


The following screen will appear, select the Minutes tab.



From this screen you will select the box next to Post Minutes Package and then select the prepare button.

Once eScribe is finished preparing the minutes, the option to View, Approve and Create will appear under Action (see below)



Select View to preview your minutes.

**NOTE:** The minutes will open in Word and you will be prompted to enter your eScribe username and password. Please note that changes made here will not save in eScribe. You must go back into eScribe and make the changes and re-prepare the minutes for all changes.

Once the minutes are completed, you can circulate the minutes to the Chair and Staff Liaison for review. Once those changes are completed in eScribe, please advise Abbie and Shelley. They will add to the next Council agenda and after adoption by Council, publish to the public calendar.

***Important:***

Do not make changes to the PDF or Word documents as it will not transfer to eScribe. All changes must be made in eScribe and the agendas or minutes need to be re-prepared.

## Adding Minutes to next Agenda

You can automatically add approved minutes to the next agenda. Please note that to do this, **the next meeting must be created**.

Once your next meeting is created, open the meeting for the minutes you want to add.

Agenda   Minutes		Last Printed	Status	Action		
Pre Minutes Package	<input type="checkbox"/> Full	None	None	-	-	-
Post Minutes Package	<input type="checkbox"/> Full	03/02/2023 11:55 AM	Draft	View	Approve	Create

> Details

Prepare

Select the Create button.

### Create Agenda Item

\*Action: Attach

\*Meeting Type: Arts, Culture and Tourism

\*Meeting Date: Arts, Culture and Tourism\_Mar03\_2023

\*Category: - Arts, Culture and Tourism Minutes for [Date]

Attachment: - Post-Meeting Minutes - Arts, Culture and Tourism\_Feb03\_2023 - English.docx

Save Close

Using the drop-down menus, select the appropriate meeting, meeting date, and category and press save.

Proceed to next meeting (In this example it is March 3, 2023) by selecting Portal and choosing the date of the meeting. The paper clip indicates there is an attachment to this item.

### 5. Adoption of Minutes

#### 5.1 Arts, Culture and Tourism Minutes for [Date]

That the minutes of the Arts, Culture and Tourism meeting held [date] be adopted as circulated.

You can open the item to verify it is attached if desired. Continue creating agenda as normal.

It appears as follows.

Attachments

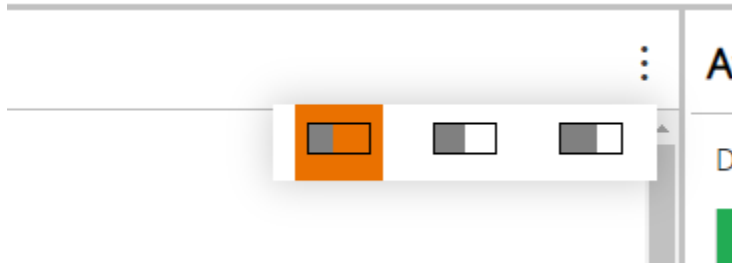
Name		Incl.Del.
1	Post-Meeting Minutes - Arts, Culture and Tourism_Feb03_2023 - English.docx	<input checked="" type="checkbox"/> <input type="checkbox"/> Rename

Upload Files

**Choose File** No file chosen

## How to enlarge screen size

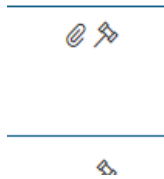
To enlarge the left screen when preparing agendas or minutes, use the three dots at the top of the left screen.



## Paperclip and Gavel Icons

The paperclip indicates an attachment.

The gavel indicates a motion/resolution (vote)

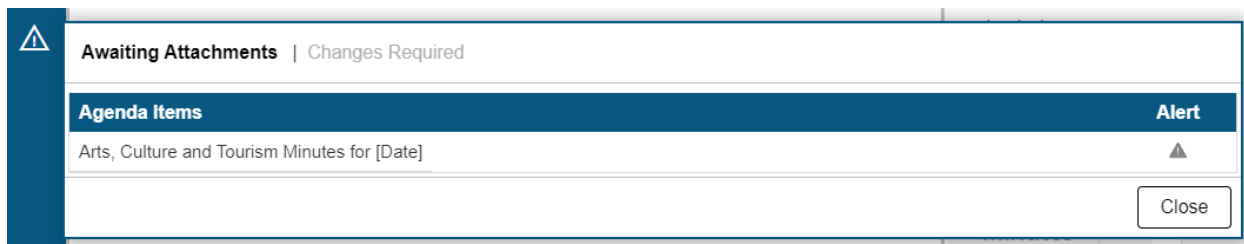


## Noting unfinished items

When preparing your agenda, you can select Awaiting attachments or changes required as a reminder.

- Awaiting Attachments
- Changes Required

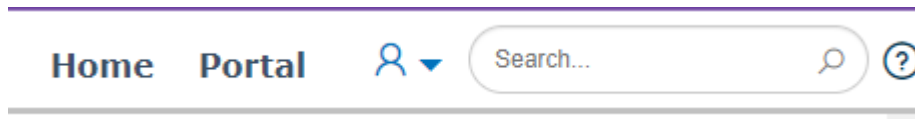
On the left of the screen there is a triangle with an explanation mark inside. Pressing this will open the following screen.



Remember to unclick the box once you have completed the actions.

## Changing your password

Don't like your password? Go to "head and shoulder" icon at the top right of the screen and select the dropdown arrow and go to Change Password.



## Home and Portal

Home gets you back to the main screen of the meeting.

Portal gets you back to the main screen in eScribe.