

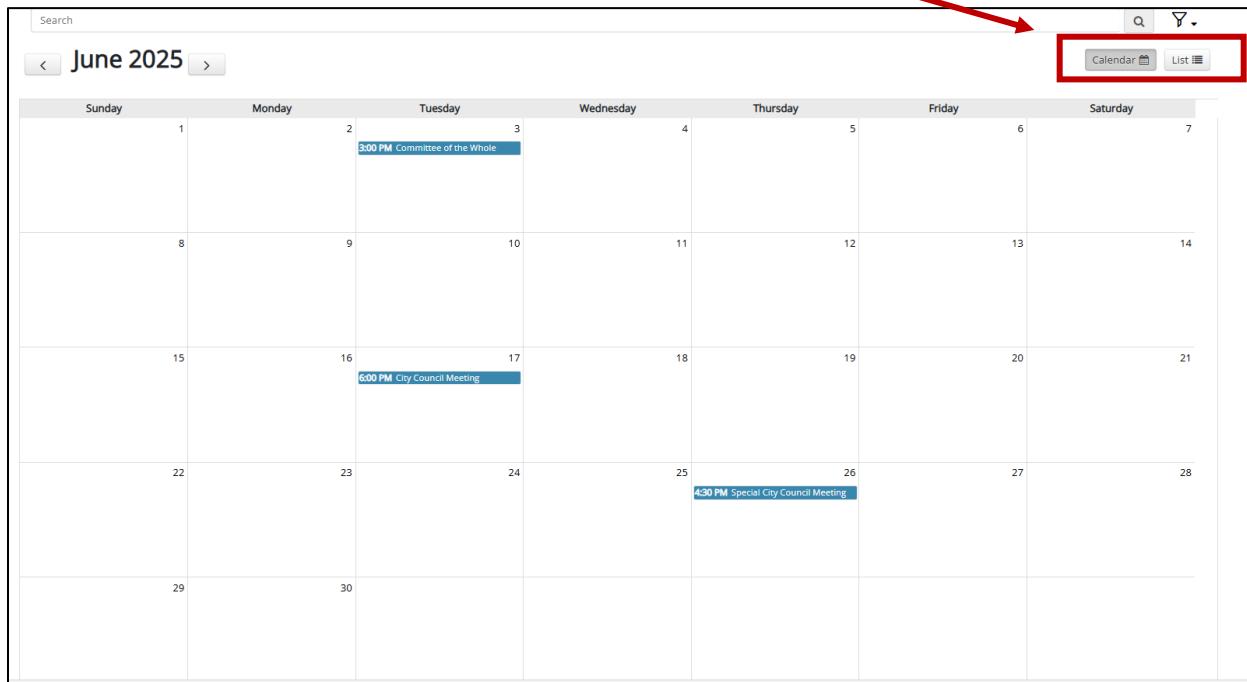
Information Sheet for the New Agenda and Minutes Format

This information sheet will assist in navigating the City's format for agendas and minutes using eScribe.

Go to: <https://www.temiskamingshores.ca/city-hall/mayor-council/council-meetings/#> for more information on availability of, and access to, agendas and minutes.

Finding a Meeting

There are two ways to view the meetings, and options are in the top-right hand corner of the Calendar - a **calendar view** (default) and a **list view**.



You can also find meetings and documents by using the **search**  and **filter**  tools available in either view.

List View:

The list view includes two sections: **upcoming meetings** and **past meetings**. The agendas and minutes will appear next to each upcoming meeting when available.

In the list view, you may view past meetings by clicking on a **meeting type** (i.e. City Council; Committee of the Whole; Special Council; or Special Committee of the Whole). Click on any heading to expand the list of meetings of that type.

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By default, only meetings for the current calendar year appear under past meetings. By using the year drop-down menu, you can filter past meetings by year, or include all years.

Calendar view (Default View):

The calendar view shows all published meetings for a specific month. By default, it displays the current month.

By using the arrows on either side of the month's name, located at the top of the Calendar, you may navigate to the previous or next month.

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Click on any meeting in the calendar to view that meeting's information, agenda, and minutes, if available.

Search and filtering

Filtering

To filter, click on the funnel icon in the top right-hand corner of the Section. Filtering is available in either calendar or list views. You can filter searches by date range, and by one or more meeting types.

Search Bar

The search bar is at the top of the Section. Enter search terms, then click on the magnifying glass icon

You can also press the “enter”/return button on your keyboard to start the search. Results may include reports and documents, as well as meetings, agendas and minutes.

You can use searching and filtering together to help further refine search results.

Agenda and minutes formats

Links to the agenda and minutes will be published for each meeting when available. You can access the agenda and minutes in either HTML -web page (Recommended) or PDF formats.



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The **HTML format is accessible (RECOMMENDED)**, and by clicking on the title of an item, you can:

- Access item attachments such as staff reports
- Generate a link to the item (in the browser address bar) which can be shared

The **PDF formats** allow for printing and saving only. It is not possible to view item attachments in PDF format.

Questions:

Please contact the Municipal Clerk with any questions:

705-672-3363 ext. 4136

clerk@temiskamingshores.ca