



Town of Pembroke Park

Agenda

Code Board Meeting Meeting
Thursday, June 27, 2019 @ 7:00 PM
Council Chambers

	Page
1. CALL TO ORDER	
2. DELEGATIONS	
2.1. To review Agenda process	3 - 4
THAT.....	
5. Day 1 Document Center and Agenda Practice	
3. ADOPTION OF MINUTES	
3.1. Adoption of Minutes	
Recommendation: That the Minutes be adopted as presented	
4. OLD BUSINESS	
5. NEW BUSINESS	
6. DECLARATION OF PECUNIARY INTEREST	
7. REPORTS OF COMMITTEES AND CITY STAFF	
8. ORDINANCES	
9. NOTICES OF MOTION	
10. DELEGATIONS	
11. PRESENTATIONS	
12. UNFINISHED BUSINESS	
13. ADJOURNMENT	

Document Center and Agendas



Please complete the following exercises during the three practice times, to help reinforce concepts learned during the training. These exercises are designed to aid in your learning and provide you the chance to ask questions of the trainer during practice.

NOTE: Guides can be found in **NEW Help** section at the top right.

Practice 1: Document Center

1. Create two new **folders**.
For example: Contracts, Public Notices, etc.
 - a. Using the **Edit** icon ensure you are happy with who has access. Remove and Add users/groups as needed in the **Permissions** tab.
2. Upload five **non-confidential PDF** files to the appropriate folder(s).
For example: Minutes, Agenda's, Bylaw's.
3. Add at least one **subfolder** to one of the new folders.
4. Using the **Ordering Mode** function, do the following:
 - a. **Move a folder** from the middle of the Table of Contents the top of the Table of Contents.
 - b. **Move a PDF** file from one folder into another.
5. **Delete** a folder or document to the Recycle Bin.

Practice 2: Agenda Build

1. Under the **Meeting Manager** drop-down, select **Meetings**
2. **Create** a meeting.
3. Access the **Agenda Build**.

4. **Add** a new **heading** to the agenda.
5. **Add** an **item** to the above heading.
6. **Add** an **attachment** to your item.
7. **Add** a **recommendation** to your item.
8. **Reorder** your agenda using drag and drop.
9. **Delete** an item to the **Item Hopper**.

Practice 3: Agenda Format, Publish, and Notify

1. In **Format**, click **PDF Preview** to review the agenda prior to publishing.
2. Click **Publish**.
3. Confirm the **Publishing Options**.
4. On the **Open** side, select **Final**.
5. Select both **Splitscreen/HTML** and **PDF** versions.
6. Ensure the publishing location in **Document Center** is correct, and **Change**, if required.
7. **Publish** the agenda.
8. In **Notify**, add some text to the email body and send the notification to yourself.
9. **Open** the notification email when received and click one of the agenda links.

CONGRATULATIONS ON COMPLETING THE EXERCISES!

