

MINUTES OF THE SPECIAL MEETING OF THE COUNCIL OF THE CORPORATION  
OF THE TOWN OF WHITBY HELD ON MONDAY, NOVEMBER 19, 2012 AT THE  
HOUR OF 5:00 P.M. IN MEETING ROOM ONE OF THE WHITBY MUNICIPAL  
BUILDING

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PRESENT: Mayor Perkins  
Councillor Coe  
Councillor Drumm  
Councillor Emm  
Councillor Hanson  
Councillor Mitchell (attended 5:05 p.m.)  
Councillor Montague  
Councillor Roy

Mayor Perkins in the Chair

STAFF PRESENT: R. Petrie, Chief Administrative Officer  
K. Nix, Commissioner of Corporate Services  
C. Swan, Executive Assistant to the Mayor  
D. Wilcox, Town Clerk  
L. Doughty, Deputy Clerk  
S. Cassel, Licensing Clerk (E-Agenda Project Coordinator)

In accordance with the provisions of the Municipal Act and Procedural By-law 6125-08,  
a Special Meeting of Council was called for the purpose of an education and training  
session related to the new electronic agenda.

Mayor Perkins called the meeting to order at 5:03 p.m.

1. DISCLOSURES OF INTEREST

There were no disclosures of interest.

2. PRESENTATIONS

2.1 Presentation by the Office of the Town Clerk  
Re: CivicWeb Meeting Management System (e-agenda)

Debi Wilcox, Town Clerk; and Susan Cassel, E-agenda Project Coordinator provided a powerpoint presentation and demonstration of the iCompass CivicWeb Meeting Management solution for Council agendas to Members of Council highlighting the work efficiencies, cost savings, ease of use, openness, transparency and accountability that e-agenda will offer. Features within the system include action tracking, follow-up and email notifications for agenda items and advanced search capabilities. Options for laptop and Ipad access, annotation and security measures were reviewed and the timeline for project implementation outlined. Publishing options will fully meet standards of Accessibility for Ontarians with

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Disabilities Act (AODA) requirements.

A discussion period ensued. S. Cassel will provide individual training sessions to Members of Council.

3. ADJOURNMENT

RESOLUTION NO. 287-12

MOVED by Councillor Coe  
Seconded by Councillor Montague

That the meeting be adjourned.

CARRIED

The meeting adjourned at 5:56 p.m.

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Debi A. Wilcox, Town Clerk

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Patricia Perkins, Mayor