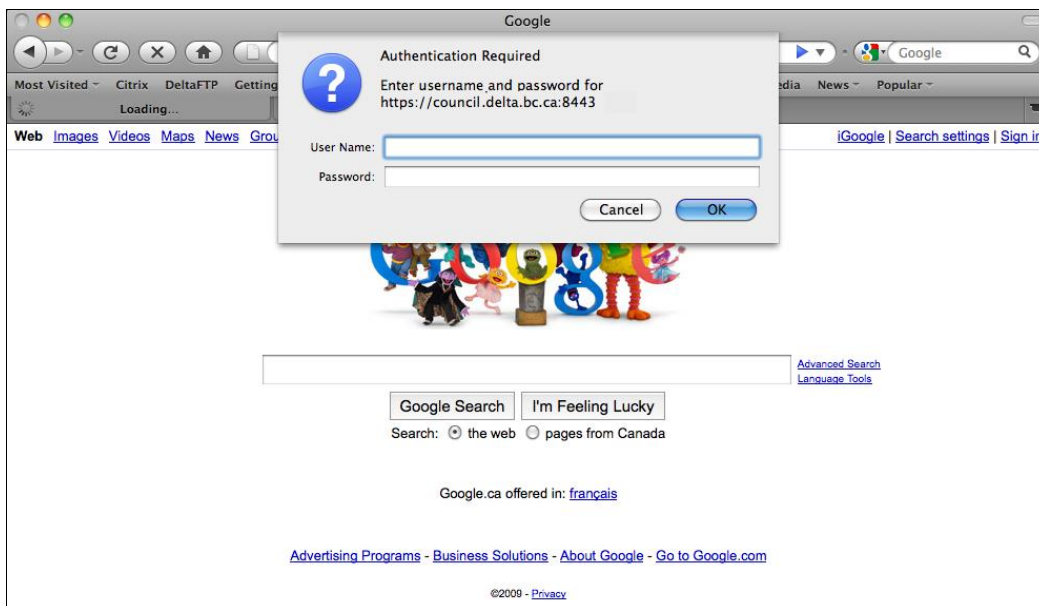


You will receive an email notification from the Office of the City Clerk when files are ready for you to view/download.

1. Start an **Internet Browser** (Firefox on MAC)
2. On the browser’s address field, enter <https://council.delta.ca:8443>.

IMPORTANT NOTE: The first time you access this site, you may be prompted with a message “*This Connection is Untrusted*”. Please disregard this message and click on “*I understand the Risks*” to proceed, and then click on the buttons “*Add Exception*” and “*Confirm Security Exception*” to permanently trust the site.

3. Proceed and **logon** with your Delta network assigned username and password. Please contact the Service Desk at 604-946-3215 or email servicedesk@delta.ca if you don’t remember your username and password.



4. Once successfully logged on, you will see two (2) sets of directories; **Councildocs** and **CouncilExec** where you can view/download the following files:

1) CouncilDocs

- 1) **YYYYMMDD Regular.pdf** – available **Wednesday afternoon** the week before the meeting (YYYYMMDD represents the meeting date)
- 2) **YYYYMMDD Regular-Updates.pdf** – available **Friday afternoon** the week before the meeting (YYYYMMDD represents the meeting date)

2) CouncilExec (In-Camera Documents)

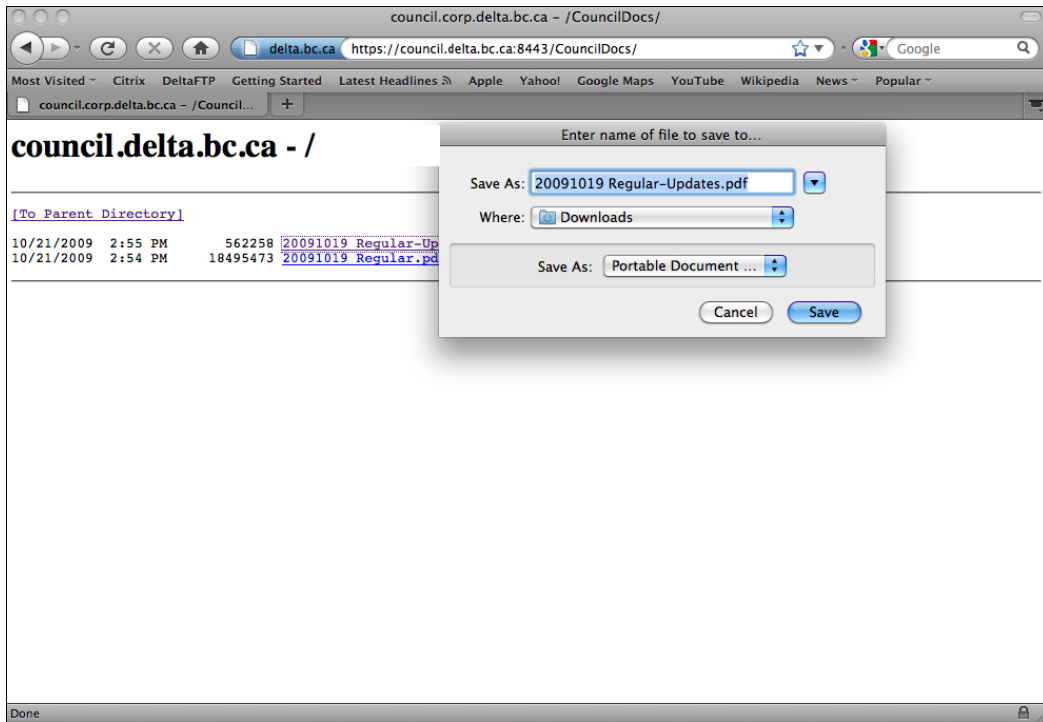
- 1) **YYYYMMDD Executive.pdf** – available **Wednesday afternoon** the week before the meeting (YYYYMMDD represents the meeting date)
- 2) **YYYYMMDD Executive-Updates.pdf** - available **Friday afternoon** the week before the meeting (YYYYMMDD represents the meeting date)



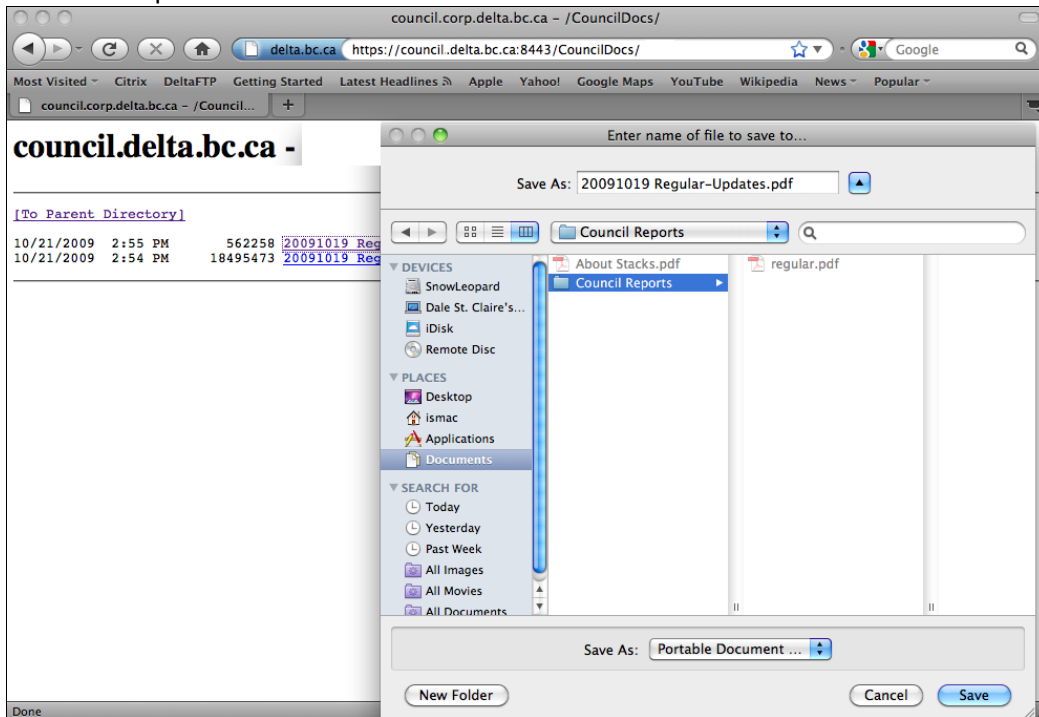
5. Click on the **CouncilDocs** folder to view available files. You will see a window similar to below.



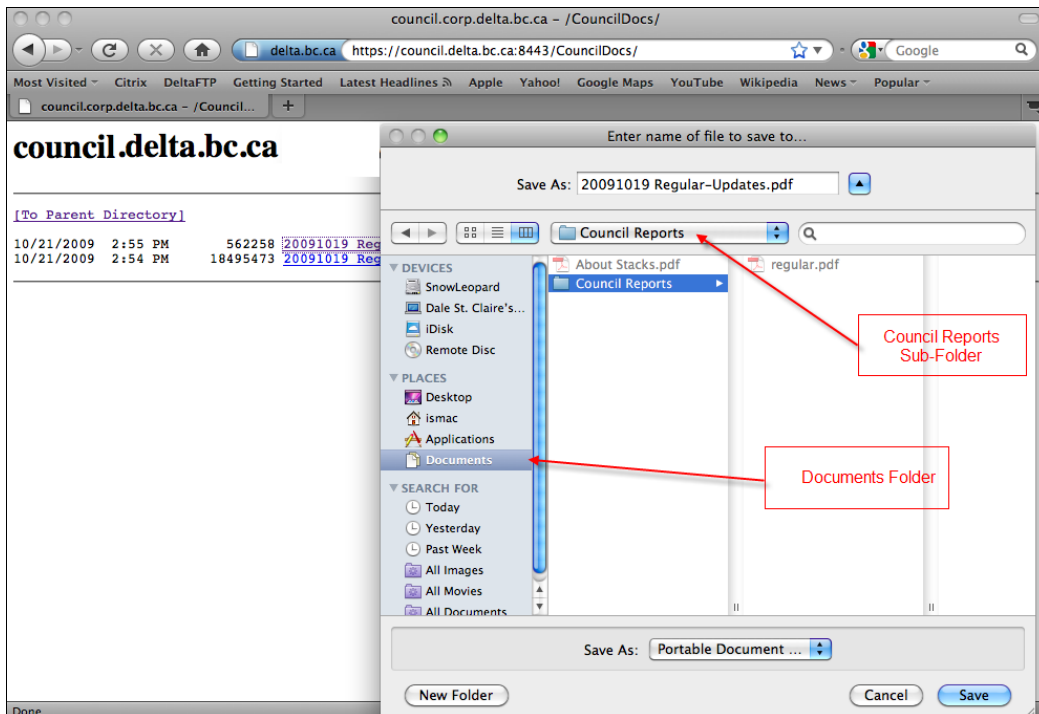
6. **Right-click** (hold CTRL key and Click for Mac) on the file you wish to download. This will bring up the following window:



- Click on the down-arrow button immediately to the right of the filename to expand the above window and to view more options as illustrated below.



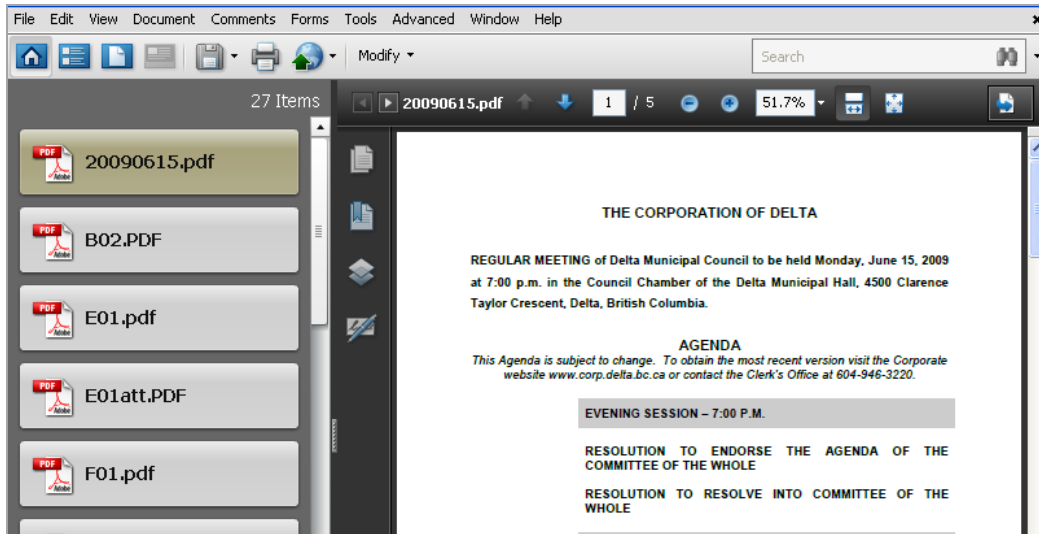
- Select the **Council Reports** sub-folder under your **Documents** folder to file/save your downloaded files. If there are existing files on your Council Reports folder with the same name, the filenames of your latest download are automatically appended with a number in parentheses representing the number of times you've downloaded the file.



- Click the link to **parent directory** to navigate back and download the executive document the same way as the regular documents. **Repeat steps 1 through 9** on the Friday upon receiving notification from Clerks of the final version of the documents.

Opening Council Document Files:

- From your **Council Reports folder**, double-click on the file you wish to open. This should automatically start your Adobe Acrobat application and open the selected file. The opened file should look similar to the illustration below:



- The left-side area of the Acrobat window provides a listing of the items contained in the file. The first item with a numeric filename pertains to the agenda for the council meeting date in the form of **YYYYMMDD** followed by the items on the agenda. The left-side of the window performs as navigation tool. The right-side window provides a preview of the files selected on the left-hand side.

Council Document Filenames:

- YYYYMMDD Regular.pdf** – available **Wednesday afternoon** the week before the meeting (YYYYMMDD represents the meeting date)
- YYYYMMDD Executive.pdf** – available **Wednesday afternoon** the week before the meeting (YYYYMMDD represents the meeting date)
- YYYYMMDD Regular-Updates.pdf** – available **Friday afternoon** the week before the meeting (YYYYMMDD represents the meeting date)
- YYYYMMDD Executive-Updates.pdf** - available **Friday afternoon** the week before the meeting (YYYYMMDD represents the meeting date)

You will receive an email notification from the Office of the City Clerk when files are ready for you to view/download.

Downloaded File Maintenance

You may, from time to time delete or clear your downloaded files from your local Council Reports folder. To do this, simply follow the following steps:

- Select the files you wish to delete then **Right-click** (hold CTRL key and Click for Mac) and select **“move to trash”**.

2. **Double-click** the trash basket icon to review files that are in the trash folder. If you find a file that should not be in the trash folder, simply **Right-click** (hold CTRL key and Click for Mac) on the file and select “**put back**” to move the file back to its original folder location. If you decide to empty the trash folder, simply click on “**Finder**” from the menu options and select “**empty trash**” or “**secure empty trash**” to fully remove the file off the device.

Software Requirements

- Adobe Acrobat Professional