



TOWN OF NEWMARKET  
395 Mulock Drive  
P.O. Box 328  
Newmarket, ON L3Y 4X7

www.newmarket.ca  
info@newmarket.ca  
905.895.5193

March 6, 2014

**CORPORATE SERVICES – LEGISLATIVE SERVICES  
INFORMATION REPORT – 2014-07**

TO: Mayor Van Bynen and Members of Council

COPY: SLT, OLT  
Lisa Lyons, Deputy Clerk  
Mary-Anne Wigmore, Senior Systems Analyst  
Rob Willatts, Information Technology Client Services Coordinator

FROM: Andrew Brouwer, Director of Legislative Services/Town Clerk

SUBJECT: Status Report, Meeting Management Suite Implementation

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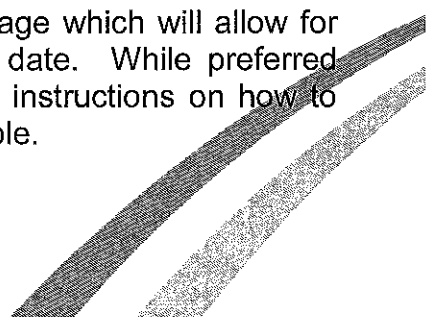
**COMMENTS**

The purpose of this information report is to provide an update regarding meeting management suite implementation efforts, which includes the delivery of e-agenda, web-streaming and vote record systems. In accordance with the Procedure By-law, any Member of Council may request this Information Report be placed on an upcoming Committee of the Whole agenda for discussion.

E-agendas and web-streaming/archived video became available for Committee of the Whole and Council meetings in November, 2013. Since this time, staff have continued to make improvements to the format of e-agendas, trained staff and undertaken systems improvements. Preparations have been made to implement the vote record system for use at Council meetings. Technical issues related to the vote record system experienced in December, 2013/January, 2014 have been addressed and staff moved forward with training of Council and senior staff in February, 2014.

Staff are pleased to advise that the vote record system is available for use at the March 24, 2014 Council meeting. Staff have requested that the Mayor ask for a motion "that, in accordance with Section 57 c) ii) of the Procedure By-law, a recorded vote will be taken on all motions at Council by means of an electronic device, commencing March 24, 2014" under the new business portion of the March 17, 2014 Committee of the Whole meeting.

Staff are working on identifying options to develop a user friendly web page which will allow for Councillor's vote records to be easily searched by name, topic and/or date. While preferred options are explored, the existing web pages will be updated to include instructions on how to search for Councillor's vote records using the functionality currently available.



Councillors may wish to access the AgendaToGo application available from the Legislative Services department to replace or supplement paper agenda packages. AgendaToGo works on an iPad or iPad mini device and allows for Committee of the Whole and Council agendas (as well as other committees prepared with the e-agenda system) to be viewed and text to be highlighted and annotated. Addendum agendas and any highlights and notations made on a regular agenda can be synched together seamlessly. AgendaToGo training is available through the Legislative Services department and any issues with the application are supported. iPad or iPad mini that are used to operate AgendaToGo are not supported by staff, as Council's personal devices are not Town equipment. The iPad and iPad mini are the only products that support AgendaToGo at this time.

Legislative Services is also initiating the e-agenda "Workflow" component, which facilitates electronic report circulation and sign-off, reducing paper and saving time in the circulation/approval process. Workflow deployment will be implemented in the Corporate Services Commission first, and across the Corporation to follow.

### **BUSINESS PLAN AND STRATEGIC PLAN LINKAGES**

This initiative supports the Town's Vision, Mission and Community Strategic Plan goal of being well equipped and managed by implementing policies and processes that reflect sound and accountable governance and fiscal responsibility in achieving service excellence.

### **HUMAN RESOURCE CONSIDERATIONS**

There are no human resource considerations.

### **CONTACT**

For more information on this report, contact Andrew Brouwer, Director, Legislative Services/Town Clerk (ext. 2211 or [abrouwer@newmarket.ca](mailto:abrouwer@newmarket.ca)).




Andrew Brouwer, Director, Legislative Services/  
Town Clerk



Susan Chase, Director, IT Services



Lisa Lyons, Deputy Clerk



Anita Moore, Commissioner, Corporate  
Services

*Julien Patel*

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Julien Patel, Project Support Business Analyst