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**CORPORATE SERVICES – LEGISLATIVE SERVICES
INFORMATION REPORT – 2013-46**

TO: Mayor Van Bynen and Members of Council

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SUBJECT: Status Report, Meeting Management Suite Implementation

COMMENTS

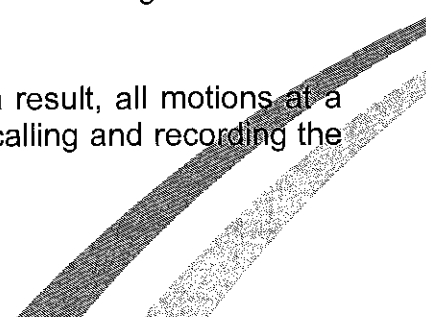
The purpose of this information report is to provide an update on remaining activities required to implement the three meeting management suite components: web streaming, vote record and e-agenda solutions. A Special Committee of the Whole meeting has been scheduled for Monday, November 25 (10 a.m., Council Chambers) to allow for a “mock meeting” exercise and to seek direction on the deployment meeting dates for the vote record and web streaming solutions.

Vote Record Solution

Following the October Council Workshop, staff identified opportunities to simplify the vote record solution, as well as the use of queuing and microphones in the Council Chamber. The objective is to match the current flow of meetings and ensure the equipment is not cumbersome to use. One-on-one training on the vote record solution and queuing/microphone with each Member of Council and staff participating in meetings will be scheduled between November 7 and November 15.

Staff anticipate that one-on-one training, “mock meeting” exercise as well as any follow up training should allow deployment of the vote record solution by the December 16 Council meeting. Staff will seek direction at the November 25 Special Committee of the Whole meeting on the vote record solution deployment meeting date.

Council's new Procedure By-law came into effect on November 1. As a result, all motions at a Council meeting require a recorded vote to be taken, either by the Clerk calling and recording the



names and votes of each Member or by electronic means (i.e., the vote record solution). Staff recognizes that it may become cumbersome to require a recorded vote on all motions at Council until the vote record solution is deployed. Council may wish to waive the Procedure By-law at the November 12 (and if required December 2) Council meetings to provide that the Clerk call and record the names and votes of each Member upon request of a Member. This can be determined and considered as a matter of housekeeping at the beginning of each Council meeting.

Web Streaming Solution

Staff are completing the design of the webpage where live streamed video feeds and archived Council and Committee of the Whole meeting video clips will be accessed. The same webpage will provide access to agendas and minutes allowing webpage visitors to review agenda materials and minutes and watch live or archived video clips of the associated Council and Committee of the Whole meetings. Agenda and minute documents will be fully key word searchable and allow for search parameters to be set such as dates and type of meeting. The webpage will comply with the Town's web design standards, which includes a requirement to meet WCAG3 standards for accessible website design.

The webpage is intended to be a "dashboard" for accessing and learning how to participate in the public decision making process. Over time, enhancements to the webpage will be made to ensure continued relevance, ease of access and navigation.

The web streaming solution can be deployed separately from the vote record solution. There are no additional costs or work involved in making the vote record solution active at a later date. Therefore, staff will seek direction at the November 25 Special Committee of the Whole meeting to determine the web streaming solution meeting deployment date. Staff advise that technically, deployment can be as early as the November 25 Committee of the Whole (1:30 p.m.). This would provide for a soft launch which is ideal to ensure any technical issues are resolved in advance of broader communication to the public and media, which will follow.

E-agenda Solution

Substantial work has been undertaken internally to implement the e-agenda solution which serves as the "backbone" for the video streaming and vote record solutions. Hard copies of Council and Committee of the Whole agendas are currently being produced using the e-agenda solution. As Council is aware, addendum (added) items are integrated into the regular agenda, for ease of flow. Staff are addressing how addendum (added) items can be integrated into the regular agenda without the requirement to re-print the entire agenda. Use of select laptop or tablet type devices would eliminate this concern as Member annotations made to the regular agenda file can be synched to the agenda file with addendum (added) items. As previously indicated, staff will seek direction from Council at a later date with regard to deployment or use of devices for this purpose, which will include records management and Municipal Freedom of Information and Protection of Privacy Act considerations for Members.

As well, further work is required to integrate the use of a work flow tool, which allows for staff reports to be created, circulated for comments/internal approvals and automatically assembled saving time and reducing costs. The work flow tool will be rolled out incrementally in each Commission, starting with the Corporate Services Commission.

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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 associated with this report.

BUDGET IMPACT

All planned costs associated with the meeting management suite have been accommodated within the budgets of the Legislative Services and Information Technology departments.

CONTACT

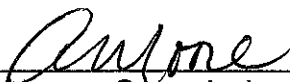
For more information on this report, contact Andrew Brouwer, Director, Legislative Services/Town Clerk (ext. 2211, abrouwer@newmarket.ca) or Susan Chase, Director, IT Services (ext. 2301 or schase@newmarket.ca).



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