



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

www.newmarket.ca
info@newmarket.ca
905.895.5193

January 9, 2014

**CORPORATE SERVICES – LEGISLATIVE SERVICES
INFORMATION REPORT – 2014-01**

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

ORIGIN: Andrew Brouwer, Director, Legislative Services/Town Clerk
Julien Patel, Project Support & Business Analyst

SUBJECT: Status Report, Meeting Management Suite Implementation

COMMENTS

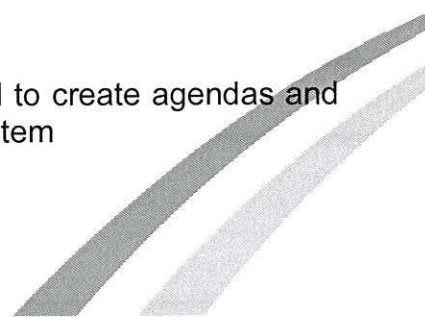
The purpose of this information report is to provide a summary of achievements, current and outstanding progress related to the implementation of the meeting management suite, which includes e-agenda, web streaming and vote record systems from the on-site kick-off of the project involving the selected vendor in late June, 2013. As indicated previously, the e-agenda system formed the “backbone” to which the web streaming and vote record systems related to and was required to be implemented first. The vote record system also supports a speaker queuing system referenced below.

Project Summary

July-October, 2013

- ✓ Finalization of project business and technical requirements
- ✓ Purchase of hardware and software
- ✓ Customization of systems, forms, processes and procedures
- ✓ Approval of new Procedure By-law
- ✓ IT and Legislative Services staff training on e-agenda system used to create agendas and minutes, required to support the web streaming and vote record system

November, 2013

- ✓ New Procedure By-law came into effect
 - ✓ IT and Legislative Services staff training on e-agenda system used to create agendas and minutes, required to support the web streaming and vote record system
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- ✓ Technical integration of e-agenda, vote record (includes speaker queuing component) and web streaming systems
- ✓ Web streaming of Committee of the Whole and Council meetings live November 25, 2013
- ✓ Customized, accessible search engine of Committee of the Whole and Council meetings made available on Town's website

December, 2013

- ✓ Testing of vote record system, speaker queuing system
- ✓ Initial training of several Council Members and senior staff on vote record system, speaker queuing system
- ✓ Technical challenges with the speaker queuing component, resulting in the postponement of some training sessions
- ✓ Late December, the Town's vendor and Town project team identified and addressed underlying issues (a result of the customization required for Newmarket's needs)
- ✓ Outstanding issues minor in nature and expected to be resolved by end of January, 2014. Project staff must be satisfied with the performance of the vote record and queuing components before going live

Next Steps

February, 2014

- ✓ Council members will resume their vote record and queuing system training
- ✓ Additional training, as needed
- ✓ Council workshop to be scheduled mid-February (mock meeting involving Council, SLT, and relevant support staff)
- ✓ Council determination of go-live date for use of vote record and queuing system

March, 2014 and ongoing

- ✓ Staff training on workflow system, which is used for creating, editing, signing and submitting reports electronically.

Council will be contacted shortly through Outlook to reschedule postponed vote record system training by staff and will be updated on the project's implementation progress.

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).



Andrew Brouwer, Director, Legislative Services/
Town Clerk



Susan Chase, Director, IT Services



Anita Moore, Commissioner, Corporate Services



Lisa Lyons, Deputy Clerk,
Legislative Services



Julien Patel,
Project Support & Business Analyst,
Legislative Services/IT Services