

Request for Decision

Title	Bylaw 1396/17 Amendment to Bylaw 1301/13, Procedure Bylaw
Proposed Motion	<ol style="list-style-type: none"> 1. That Council give first reading to Bylaw 1396/17. 2. That Council give second reading to Bylaw 1396/17. 3. That Council give unanimous consent to proceed to third reading of Bylaw 1396/17. 4. That Council give third reading to Bylaw 1396/17.
Administrative Recommendation	It is recommended that Council consider approving the bylaw amendments, as doing so will allow Council to move forward with utilizing VoteCast technology for requesting to speak and capturing motions and electronic voting.
Previous Council Direction	<p>January 28, 2014 – Motion 019/14</p> <p>That County Council gives third reading to Bylaw 1301/13 referred to as Meeting Procedure Bylaw.</p>
Report	<p><u>Background Information</u></p> <p>Sturgeon County is a progressive municipality that has recognized the need to become more advanced and sophisticated in conducting business within Council Chambers. Traditional methods of recording votes can be cumbersome for legislative staff, oftentimes slowing the pace of meetings.</p> <p>Currently because of physical set up, limitations in visibility and human error the Chair can run into issues in determining talking order, ensuring that each Council member is heard from on a topic and that each member is able to bring forward the motions they were planning to bring forward.</p> <p>When Sturgeon County initially moved to the Granicus System in 2014, the meeting management system was adequate in its simplistic form. Now that Administration and Council have grasped the basic functionality of the system, Council is ready to move towards a more sophisticated way to coordinate speaking order and perform voting by expanding the system functionality of Granicus. The VoteCast application will provide clarity and consistency on capturing the voting for the Legislative Services department.</p> <p>The VoteCast add-on was funded as a part of the Information Services operating budget in 2017 at no additional cost to the Sturgeon County Budget.</p>

VoteCast modernizes the voting process by eliminating the inconsistency of hand counting. Principally the convenience of tablet voting is simple and easy to perform by users. Also, the addition of VoteCast further streamlines the meeting process. We are confident that this enhancement will be relatively simple for Council to navigate during the meetings. Further, there is the ability to track the timing of the speakers to ensure fairness.

We will now be mirroring the practices already in place in municipalities such as Strathcona County, Parkland County (in progress), City of Fort Saskatchewan, City of St. Albert and City of Edmonton, just to name a few within our region. It is important to stay current with the technologies available to ensure we are providing a consistent and repeated level of services to the residents.

Therefore, legislatively, in order to moved forward with this change in process within the Council meetings, there is a requirement to update the Council Meeting Procedure Bylaw 1301/13.

As noted, within the amending Bylaw 1392/17 attached, there are two (2) relatively minor changes that are required for approval to allow for the use of technology to request to speak and to vote during our Council meetings.

The 2018 Business Plan includes the intent to undertake a broader review and amendment of the Proceeding Bylaw. These limited amendments are required to enable use of VoteCast in the short term.

External Communication

- None.

Relevant Policy/Legislation/Practices:

- *Municipal Government Act, RSA 2000 c.M-26*
- Meeting Procedure Bylaw 1301/13



Implication of Administrative Recommendation

Strategic Alignment:

- Strong Local Governance and Regional Leadership - Delivers a more transparent process which will increase customer satisfaction and value for taxes.
- Operational Excellence - the system utilizes, operating systems and practices that support effective engagement and professional interaction with stakeholders.

Organizational:

- The increased efficiency and consistency that a voting system would offer Sturgeon County is invaluable. There is room for human error in the currently process.

	<p><u>Financial:</u> No financial impact, as the VoteCast add-on was funded as a part of the Information Services operating budget for 2017.</p>
Alternatives Considered	Council could choose to not approve the amendments and delay implementation of VoteCast.
Implications of Alternatives	<p><u>Strategic Alignment:</u></p> <ul style="list-style-type: none"> This does not move the organization forward and does not strengthen Local Governance and align with the Focus Area of Operational Excellence. <p><u>Organizational:</u></p> <ul style="list-style-type: none"> The current ability to effectively manage Council’s motions and speaking order is manageable by Mayor and Administration. <p><u>Financial:</u></p> <ul style="list-style-type: none"> The software was already purchased and installed therefore not utilizing the system would not seem fiscally responsible.
Follow up Action	<ol style="list-style-type: none"> Schedule training session with Council (December 2017). Go live with VoteCast (January 2018)
Attachment(s)	<ol style="list-style-type: none"> Bylaw 1396/17, Amendment to Meeting Procedure Bylaw 1301/13 Bylaw 1301/13 Meeting Procedure Bylaw
Report Reviewed by:	<p> Christine Beveridge - Senior Legislative Officer, Legislative Services</p> <p> Peter Tarnawsky, County Commissioner – CAO</p>

Strategic Alignment Checklist

Vision: Sturgeon County: a diverse, active community that pioneers opportunities and promotes initiative while embracing rural lifestyles.

Mission: Provide quality, cost effective services and infrastructure to meet the diverse needs of the Sturgeon County community, while improving competitiveness and sustainability.

Focus Areas	Not consistent	N/A	Consistent
Strong Local Governance and Regional Leadership			
<i>We promote consistent and accountable leadership through collaborative and transparent processes (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <i>Consistent with neighborhood role (see MDP), master plans, policies</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <i>Considers fiscal stability and sustainability</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <i>Has a positive impact on regional and sub-regional cooperation</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Respect the Natural Environment			
<i>We acknowledge the importance of a healthy environment and will minimize and monitor our impact on ecosystems (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <i>Compliance with Provincial and Federal regulations and/or legislation</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <i>Ensure effective environmental risk management</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Community Identity & Spirit			
<i>We will build upon our strengths, where together we will create an inclusive, caring community (Strategic Plan, (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <i>Promotes and/or enhances residents' identification with Sturgeon County</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <i>Enhances service provision through community partnerships</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <i>Supports Sturgeon County's cultural history</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Planned Growth and Prosperity			
<i>We encourage varied and integrated enterprises that enhance our strong economic base, while balancing the needs of the community and natural environment. (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <i>Does the proposal align with the Integrated Regional Growth Strategy (map/policies) pg. 26 MDP</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <i>Considers cumulative costs and long-term funding implications</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <i>Targets growth around current or planned infrastructure</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Maintain and Enhance Strong Communities			
<i>We are committed to a safe, secure community, where our residents are respected and provided with access to opportunities. (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <i>Positive impact on residents' quality of life</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <i>Supports and promotes volunteer efforts</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <i>Provides programs and services that are accessible to all residents</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Operational Excellence			
<i>We have the organizational capability to deliver consistent and defined levels of service to all stakeholders in a professional, efficient, and cost effective manner</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <i>Staff have the knowledge, skills and capability to perform their jobs</i> 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <i>Streamlines operational processes and policies</i> 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <i>Promotes engagement and professional interaction with stakeholders</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <i>Considers a cost-structure which allows Sturgeon County to remain competitive within a regional, national and global context</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>