

Request for Decision

Title	Legislative Services Staffing Complement
Proposed Motion	<p>1. That Council approve the addition of a temporary 0.5 position to the Legislative Services Department for the balance of 2017 funded from the Contingency Reserve (8.2) and added to the base budget in 2018.</p> <p>2. That Council add \$3,000 to expand election budget to provide Candidate Information Session(s) for potential Candidates funded from the Contingency Reserve (8.2).</p>
Administrative Recommendation	<p>Administration recommends the addition to the Legislative Services staffing complement to ensure that the organization is protected from associated risk of not being legislatively compliant.</p>
Previous Council Direction	<p>April 11, 2017- Motion 158/17: That Council refer item H.2, Candidate Information Session, to Administration to provide a Request for Decision in a timely basis.</p>
Report	<p>The Legislative Services Department is one of the most public and forward-facing departments of any municipal organization. This is especially evident during an election year. With that in mind, the importance of ensuring that there are adequate resources available to perform the required legislative and statutory tasks are essential.</p> <p>During the April 11, 2017 Council Meeting, Council requested that Administration draft a report that indicates options for providing a Candidate Information Session to prospective Candidates for the 2017 Municipal Election. It was further identified that some members of Council were eager to implement the VoteCast system.</p> <p><u>Candidate Information Session</u> What's required: Prepare information and presentation on the following:</p> <ul style="list-style-type: none"> • Nominations Requirements and Forms • Election Legislation, Bylaws and Signage • Campaign Finances, Contributions, Disclosures and Expenses • Time Commitments of Council <ul style="list-style-type: none"> ○ First 30 days on Council (Orientation four (4) days and formal training one (1) day)

- Internal and External Boards and Committees
- Council Meetings
- Committee of the Whole Meetings
- Council Workshops
- Council Retreats
- Book a suitable venue to hold the evening sessions to provide for a neutral location.

VoteCast System Implementation

It was recognized in early 2016 that Sturgeon County Council was ready to move forward with a more sophisticated mechanism to perform voting and an interactive system to queue speaking order during their Council meetings.

The key benefits of the VoteCast system are:

- Maintain perfect voting accuracy;
- Track meeting progress as it occurs;
- Request-to-speak functionality and management;
- Review detailed snapshot of item status, speaker queue, motion and mover;
- Instantly send vote tabulations to digital meeting minutes and public displays;
- Increased transparency with the public; and
- Increased efficiency for members of Council and Administration.

Research found that many of the comparative municipalities were already using this type of a system within their Council meetings, including Strathcona County, Parkland County, City of Fort Saskatchewan, City of St. Albert and City of Edmonton.

The increased efficiency and consistency that is offered within the VoteCast system is recognized to be of great value to Sturgeon County. Allowing the votes and speaking order to be captured electronically would further support an impartial approach to recognizing members who wish to speak or who wish to make motions.

Recognizing the value, Administration moved forward with the VoteCast system add-on to the Granicus system in December 2016. Timing was ideal as there was a break from Council meetings to install the iPads onto Council's desks. With the system currently in place, Legislative Services has only done initial testing to date. There has not been capacity for Legislative Services to refine the system, and therefore the system will not be fully operational until more resources are made available. In addition, there are amendments required to allow for the use of the technology within the Procedure Bylaw 1301/13, prior to full implementation.

The intent was to go live in April, however, the first quarter of the year has been extraordinarily busy for the Legislative Services Department given the

scheduling of Special Meetings and Public Hearings for the Land Use Bylaw. Each took an unprecedented amount of time away from core services and project work. Staff are working very hard to maintain operational service levels, however there is a cost and impact of doing so.

The costs relating to the overtime associated with the current staff complement is accumulating. In 2016, total overtime for the department was 129.5 hours. In 2017, 120 overtime hours have accumulated just four weeks into the second quarter. This pace is not reasonably sustainable.

The department is currently staffed by a Supervisor and 1.5 Legislative Officers. The 0.5 Legislative Officer is solely responsible for the Council Agenda process. The 1.0 Legislative Officer is responsible for the Subdivision & Development Appeal Board, Assessment Review Board, policy and bylaw management and project work.

It should also be noted, within the 2017 Legislative Services Department proposed service enhancements, there was additional staff time included to increase the staffing complement to address high priority projects (such as VoteCast Project, Policy Management), which were not approved. The situation has not changed and there is a greater draw on resources than was anticipated at budget time.

Benefits of Administration's recommendations:

Candidate Information Session/VoteCast System Implementation

The benefit is that the personnel is already in place and has the skill and ability to deliver the required extra duties. Seamless transition with no down time. Consideration given that the VoteCast system will be a continuous system that will require working knowledge from the inception to implementation.

With this option, adequate resources would be applied to planning and facilitating Council Orientation. This is a mandatory requirement that all municipalities must offer within 90 days. Council Orientation is one of the most crucial training opportunities that a municipality has with a new Council.

Candidate Information Session(s)

The Deputy Returning Officer is in place and we have the opportunity to negotiate with the Deputy Returning Officer to provide the necessary Candidate Information Session(s). This would include gathering of all information both general and specific to Sturgeon County, creating presentation materials and booking a neutral location.

Additional benefits:

By increasing resources, the Legislative Services Department would also be in a position to deliver on other requests of Council, such as including the Municipal Planning Commission's Agenda within Granicus.

	<p>Finally, it should also be highlighted that with the <i>Modernized Municipal Government Act (MMGA)</i> coming into effect in fall of 2017, there is substantial additional work added to the implementation, including as to how Legislative Services quasi-judicial boards operate, on top of the implementation of all other <i>MMGA</i> changes that impact many other departments at the County. It is the Legislative Services Department who has the responsibility to ensure that the entire municipality is compliant.</p> <p><u>External Communication</u></p> <ul style="list-style-type: none"> • None. <p><u>Relevant Policy/Legislation/Practices:</u></p> <ul style="list-style-type: none"> • None.
<p>Implication of Administrative Recommendation</p>	<p><u>Strategic Alignment:</u></p> <p>Strong Local Governance and Regional Leadership – Approval of Administration’s recommendation will ensure that Administration is equipped to continue to support Council in their desire to provide progressive training sessions to potential candidates along with proceed with implementation of the VoteCast system.</p> <p>Operational Excellence – The recommended solution uses existing resources, and will ensure appropriate capacity to maintain the current level of service provided to the organization and Council but will increase the opportunity to deliver projects for Council.</p> <p><u>Organizational:</u></p> <p>The ability of Legislative Services to deliver any additional work is limited and is directly impacted by the limited resource capacity.</p> <p><u>Financial:</u></p> <ul style="list-style-type: none"> • The estimated cost for increasing to temporary full-time capacity for the balance of the year and including 2018 base budget would be \$78,406 (includes salary and benefits). • The estimated cost of providing for Potential Candidate Information sessions would be a maximum of \$3,000. This includes contractor time, supplies, materials and booking of venue.
<p>Alternatives Considered</p>	<p>Council could choose to only add the 0.5 position to the Legislative Services Department for the balance of 2017.</p>
<p>Implications of Alternatives</p>	<p>Strong Local Governance and Regional Leadership – Legislative Services would be able to get through the balance of 2017 but would still be seeking the additional position in 2018, as the business need is evident.</p>

Operational Excellence – The proposed recommendation is seen as the most effective recommendation, as the municipal organization grows and becomes more progressive so do the demands on this unique and essential department.

Financial:

- There is less of a financial impact of this option being \$31,335, adding 0.5 to the department for the balance of 2017.

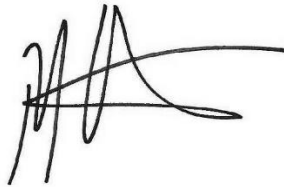
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- Follow up Action**
1. Fully implement VoteCast system.
 2. Direct Contractor to prepare for Candidate Information Session(s).

Attachment(s) None.

**Report Reviewed
by:**



Christine Beveridge, Senior Legislative Officer, Legislative Services



Rick Wojtkiw, Acting CAO

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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>