



Policy Review Committee Action Report
for the May 24th, 2016 meeting held in
the Council Chambers following Council

PRESENT: Mayor Antonakos, Deputy-Mayor Flynn, Councillor Black, Councillor Doucett, Councillor Redmond, Councillor Fritz, Councillor Trimble, Duncan Rogers, Clerk, Paul Knowles, Chief Administrative Officer

- 1) **DECLARATION OF PECUNIARY/CONFLICT OF INTEREST AND GENERAL NATURE THEREOF** – now or anytime during the meeting
 - 2) **PUBLIC MEETING – NONE THIS EVENING**
 - 3) **REGISTRATION OF PUBLIC WISHING TO SPEAK**
 - 4) **COMMUNICATION 127229 IS A CLOSED MEETING**
 - 5) **PLEASE TURN OFF ALL CELL PHONES AND PAGERS**
 - 6) **IF THERE IS AN ADDENDUM, IN ACCORDANCE WITH SECTION 15.2.4 (OF THE STRIKING REPORT) DOES THE COMMITTEE WISH TO APPROVED THIS ADDENDUM**
-

TO BE DISCUSSED

COMMUNICATION 127183

Received from Mayor Antonakos
Addressed to Policy Review Committee
Date April 21st, 2016
Topic Webcasting

SUMMARY

Earlier Council has discussed Webcasting meeting but, at that time, Council decided not to proceed. Webcasting meetings has become increasingly common, particularly with larger municipalities but is still not common with smaller municipalities in Eastern Ontario.

COMMENT

If Council wishes to proceed, staff could investigate the technical options for webcasting and archiving meetings and the costs associated.

UPDATE – May 24th, 2016

At the April 26 policy review meeting staff were tasked with investigating the option of Live Streaming Council meetings. Live streaming will provide video over the internet in real time to constituents who have high speed internet access. The video may also be saved and archived allowing those with internet access to view the recordings at their convenience.

127183 Continued

Staff reviewed the live stream offerings of other municipalities and the various technologies available. Live streaming can be done in a variety of ways and at different price points depending on how simple or elaborate the system. A typical system will require the following components:

Video and Audio – A camera is required to capture the meetings and convert them to a digital file suitable for streaming. Some municipalities utilize the services of local cable companies (i.e. COGECO) and have them take the video and stream it out. We cannot access this option.

We will require an HD camera or cameras to be mounted in the Council Chamber. Systems vary in complexity based on the number of cameras recording the sessions.

It is anticipated that our current audio system can be plugged into this system.

Video Compression/Decompression (Codec) - Video files are large and in order to send them quickly over the internet they must be condensed. The codec device and its related software must be installed on a dedicated computer.

Storage and Bandwidth – The video files are large both to save and to transmit. Currently we do not have the bandwidth capacity to enable a live stream and a 3rd party service is probably the best option. An independent provider can both store and serve the videos to our residents faster and more efficiently than we can. Costs for the service vary.

Archiving and indexing – In order for constituents to be able to easily access, search for, find and view past meetings the videos must be indexed. We must also keep the file as part of any records management protocol.

Staff Time – Any live streaming solution will require staff to operate the equipment at every meeting. Tasks at each meeting may include monitoring the live feed, capturing the timing of proceedings, converting and uploading the files, and indexing the video to correspond with the agenda.

Other considerations – The Procedural By-law will need to be updated to reference which meeting(s) will be captured and how those will be made available online. We will have to address how in camera meetings will be handled, backup plans if the live feed is dropped (i.e. bandwidth/internet problems) and dealing with Freedom of Information, archiving the video, communicating that meetings will be streamed and their dates and times and accessibility issues (closed captioning and voice enabled).

Lighting in the council chambers may also need to be adjusted or replaced (the chandeliers currently have a pink cast which may not provide the best light for the camera). We will also need to purchase block out blinds for the stained glass windows at the front of Council Chambers for the summer months.

127183 Continued

Staff met with Steve Osztertag of AVIAS audio to discuss the best solution for our council chamber. He was responsible for the setup of the system used by the City of Belleville and the City of Cornwall. The estimate is \$23,128.93 (HST not included) and includes all components/equipment and hardware plus installation.

The second component of the live stream is the third party streaming and hosting. Neulion estimates their cost to include a one-time set up fee of \$2500 and a monthly fee of \$979. Should we commit to a three year term – they would be willing to waive the setup fee).

Another possible third part solution to the streaming and archiving is Adobe Connect. I have phoned and emailed the company but have not heard back yet.

In addition, there would be an estimated \$20,000 staff time required to organize and operate the system.

STAFF RECOMMENDATION

That Council determine if the estimated cost of \$25,000 capital and \$32,000 annual cost should be included in the 2017 budget. If Council wishes to proceed that further investigation would determine specific details.

COMMITTEE DECISION

Staff are to inquire if Rogers will televise meetings and investigate upgrades to the sound system. Bring forward.

COMMUNICATION 127208

Received from	Paul Knowles, Chief Administrative Officer
Addressed to	Policy Review Committee
Date	May 4 th , 2016
Topic	AMO Conference

SUMMARY

The Municipal Delegation Request Form for the AMO Annual Conference (August 14 – August 17, 2016 in Windsor) is now available. Delegation Request deadline is June 29th, 2016.

STAFF RECOMMENDATION

THAT Council decide what requests (if any) should be made.

COMMITTEE DECISION

Delegations to discuss the Hospital and Hwy 7 traffic volumes should be considered. Bring forward.

COMMUNICATION 127228

Received from Minister of Canadian Heritage
Addressed to Phil Hogan, Treasurer
Date May 10th, 2016
Topic Canada 150 Fund – Roy Brown Park Signage

SUMMARY

Town has been notified that they have been successful in receiving the funding (\$30,000 matched by \$30,000 from the Town) for signage in Roy Brown Park.

STAFF RECOMMENDATION

THAT Council hereby authorizes the Chief Administrative Officer to execute the 'Conditions of a Grant Agreement.

COMMITTEE DECISION

THAT Council hereby authorizes the Chief Administrative Officer to execute the 'Conditions of a Grant Agreement.

COMMUNICATION 127229

Received from Paul Knowles, Chief Administrative Officer
Addressed to Policy Review Committee
Date May 19th, 2016
Topic Closed Meetings

SUMMARY

As authorized by the Municipal Act, Council should review selected items in closed session.

STAFF RECOMMENDATION

THAT in accordance with Section 239 of the Municipal Act, S.O. 2001, that the meeting be closed to the public with the following agenda:

AGENDA

- 13-01-15-1 personal matters about an identifiable individual, including municipal or local board employees; General Nature – Succession Planning
- 15-09-15-2 litigation or potential litigation, including matters before administrative tribunals, affecting the municipality of local boards; General Nature – Easement on McNeely
- 15-03-16-1 a proposed or pending acquisition or disposition of land by the municipality of local board; General Nature – Beckwith Street Property

1272229 Continued

- 19-04-16-1 a proposed or pending acquisition or disposition of land by the municipality of local board; General Nature – Beckwith Street Property
- 24-05-16-1 personal matters about an identifiable individual, including municipal or local board employees; General Nature – Valley Heartland

COMMITTEE DECISION

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REPORT TO COUNCIL

- 13-01-15-1 Bring forward
- 15-09-15-2 Bring forward
- 15-03-16-1 Receive and Record
- 19-04-16-1 Bring forward
- 24-05-16-1 Mayor Antonakos is to be nominated to serve on the Valley Heartland Board.



Policy Review Committee Agenda
for the May 24th, 2016 meeting to be held in
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