



Regular Meeting of Council

During Covid-19



Council Meetings Pre-Covid



Live Council Filming

Pros

- Open Public Meeting – Council \ Delegates all in one location
- Minimal set up by staff
- Fully edited - Posted on line 48 hours after the meeting
- Polished Product

Cons

- On going costs
- Technical issues and AV Equipment

Council Meetings During Covid



Zoom

Pros

- Easily maintained and managed by staff
- Live Streamed via You Tube
- Currently used by most Municipalities
- Cost Effective

Cons

- No in person live component
- Technical issues for Council and delegates connecting
- Council at home

Goal

The goal of The Town of Essex is to have a live productive meeting of council. This ensures the transparency to the public.

This helps to meet the priorities identified in our Strategic Plan, particularly “mitigating the impact of geographic distance on civic participation” and “improving the flow of information to citizens.”



Meeting Goals

Hybrid meeting - a concurrent in person \ electronic meeting.

Councillors\ Staff in council chambers, delegates via Zoom and the meeting streamed for the public.

City of Saskatoon Hybrid – Mayor and Clerk in council chambers.

Councillors \ Delegates streamed via Teams

Township of South-West Oxford – Council meetings in the Community Center for Social Distancing.

Delegates streamed via WebEx



A screenshot of a web browser displaying a council agenda and a staff report document. The browser address bar shows the URL: southwestoxford.civicweb.net/filepro/documents/49152?preview=52084&attachmenturl=%2Fdocument%2F51935. The page title is "Council - 14 Jul 2020 - Agenda - HTML". The agenda items include: "ZN 4-20-01 - Arie and Anna van Ginkel for property located at 163567 Brownsville Road", "OP 20-08-4; ZN 4-20-01 - TwaSel", "7. Staff Reports", "BD 10-2020: Monthly Building Report - June 2020", "Building Services Report BD-10-2020 - Monthly Building Report - Pdf", "CL 25-2020: Recommendation from SWOX Housing Opportunities Committee: Gross Floor Area Minimum", "Clerk's Department Report CL 25-2020 - Recommendation from SWOX Housing Opportunities Committee: Gross Floor Area Minimum - Pdf", and "CL 26-2020: Notice of". The staff report document is titled "STAFF REPORT" and includes the following information: "Report No: CL 25-2020", "Meeting Date: 14 Jul 2020", "Department: Clerk's Department", "Recommendation from SWOX Housing Opportunities Committee: Gross Floor Area Minimum", "Recommendation: RESOLVED that the Council of the Township of South-West Oxford receive report CL 25-2020: Recommendation from SWOX Housing Opportunities Committee: Gross Floor Area Minimum as information; AND FURTHER THAT Council provide direction to staff to proceed with a general amendment to the Township of South-West Oxford Zoning By-law No. 25-98 to amend the gross floor area minimum for any residential dwelling within all residential zones to 50 square meters (538 square feet).", "Purpose: The purpose of this report is to bring forward a recommendation from the SWOX Housing Opportunities Committee regarding a proposed amendment to the minimum gross floor area for residential dwellings within all residential zones within the Township."

Meeting Goals

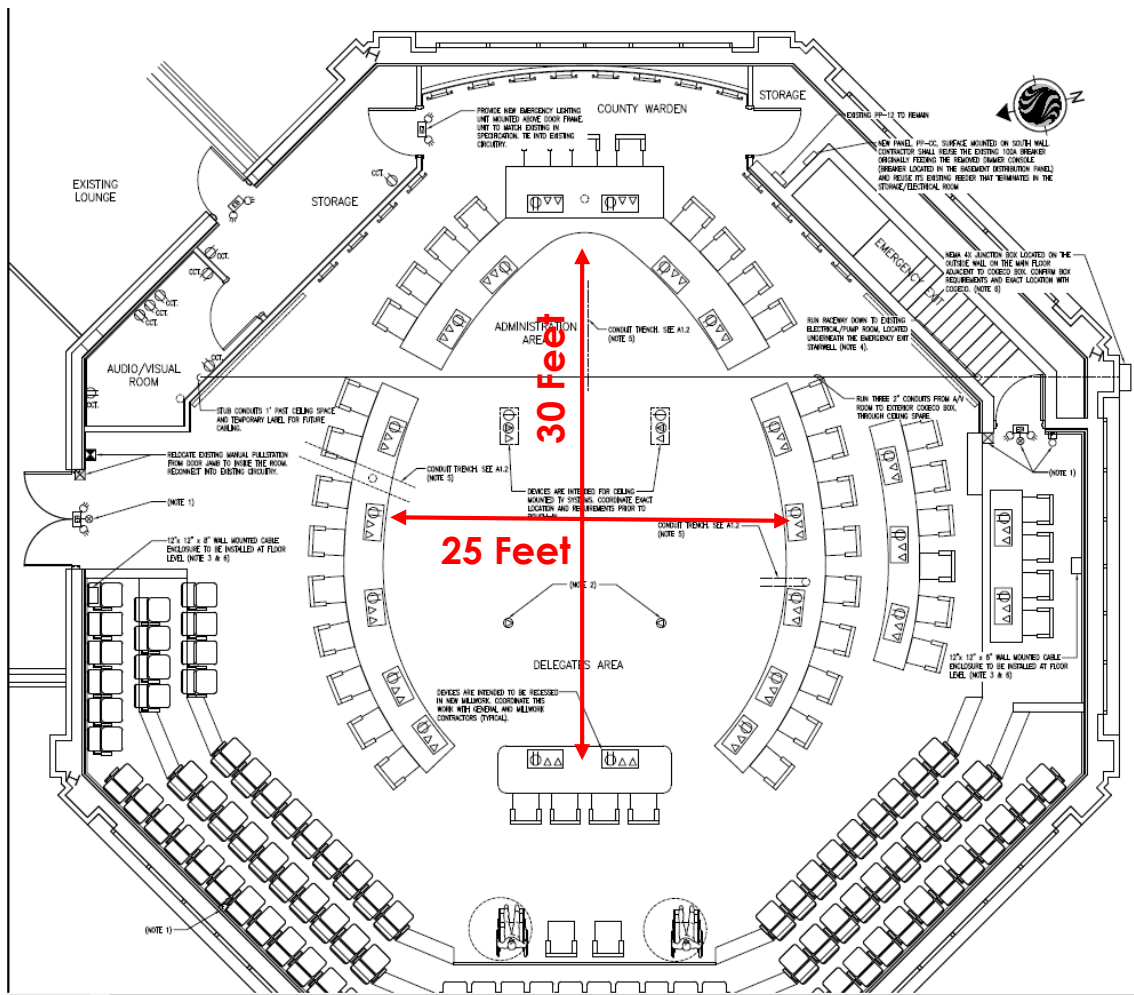
City of Nanaimo BC – Council with dividers
Streamed via eScribe



County Council Room



County Council Room Challenges



- Size of the room
- Integrate County's Audio\ Video system
- Broadcast agenda on screen
- Remote delegates
- Remote audio for Zoom participants
- County's WiFi Network
- Equipment set up and maintained by staff
- Must be portable

Options



Production Crew



Production Crew Challenges

- Zoom Audio integration with County
- Delegate audio integration
- Network connectivity
- Extra equipment for staff to manage
- Complicated for staff to manage equipment controlling audio\ video
- On going cost



Current Method



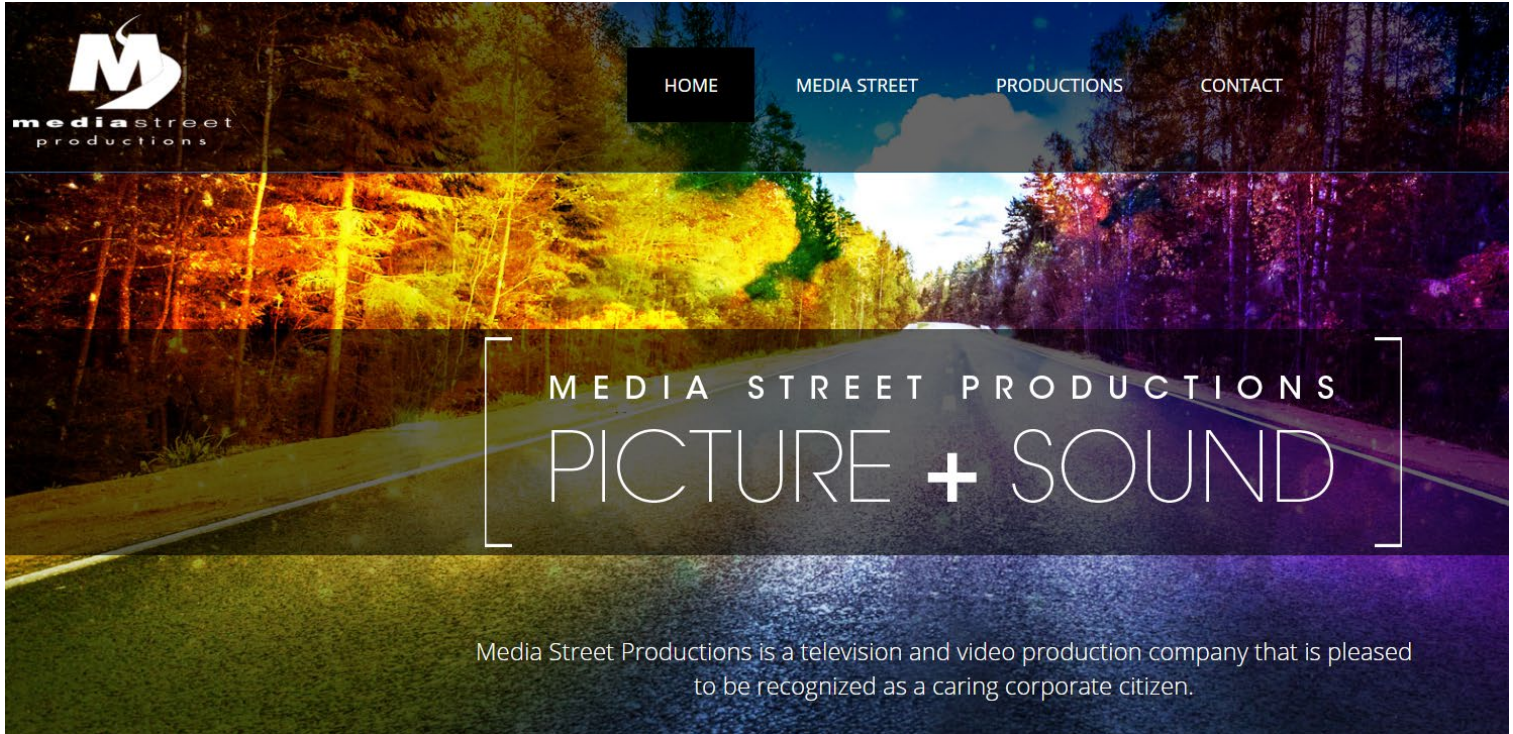
Current Method

Challenges

- Technical and equipment issues
- Backup equipment availability concerns
- Technical integration concerns
- Audio integration issues
- Network connectivity
- Issues integrating Zoom Audio
- Third Party control
- On going cost of \$635 per meeting



Media Street



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PICTURE + SOUND

Media Street Productions is a television and video production company that is pleased to be recognized as a caring corporate citizen.



Media Street



- Requires signed ongoing contract
 - Cost \$1 160.00 per meeting
- Not yet tested

QUOTE

Date: September 1st, 2020

To: Town of Essex
33 Talbot Street South
Essex, Ontario

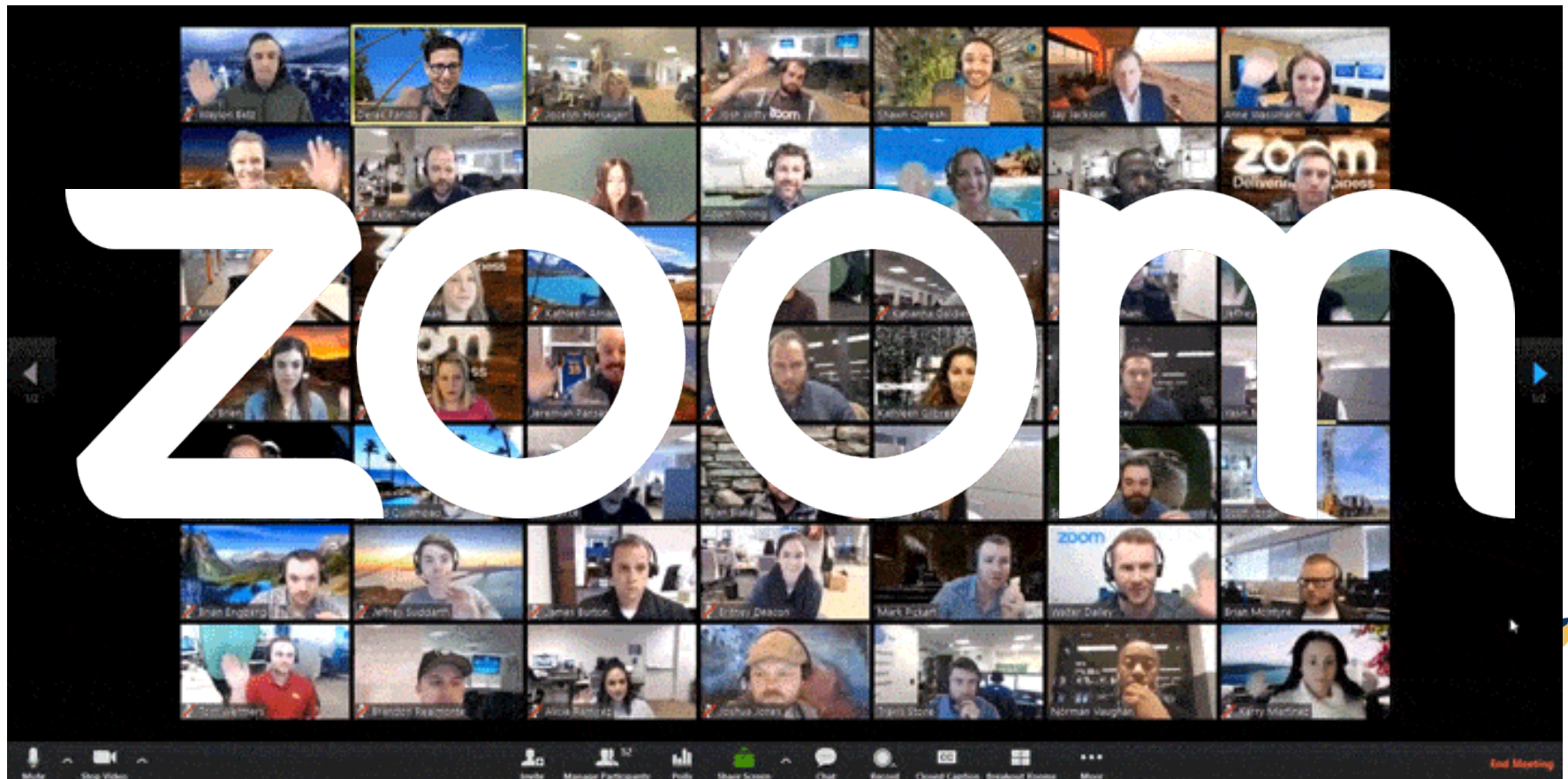
Re: Live Streaming - Municipal Council Meetings
Attention: Jack Barron

Based on all of the information known at this date, it is estimated that the total production cost of the job described will be as follows:

Description:	Shoot and Live Stream bi-weekly council meetings, every other Monday from approx 6pm-9pm. Live streaming will involve a mixture of on-location filming and Zoom participants. Quote is per shoot with multi-shoot discount applied.
Shoot - includes 2 camera's, 1 operated/1 locked off	\$1,075.00
Live Stream Producer/Switcher Operator	\$425.00
Hard drive storage	In Kind
Auxilliary Equipment (includes:Switcher, Laptop, Capture Device)	\$550.00
Location/Staging/Audio Feeds/Lighting/Projectors/Screens/Zoom Coordinator	CLIENT
Dedicated Bandwidth	CLIENT
On-Camera Talent	CLIENT
Administrative Fee	Waived
50 % Multi-shoot Discount	-\$1,025.00
Total	\$1,025.00

*plus applicable taxes

Host our own Hybrid



Zoom-Hybrid

Pros

- Administration and Council is familiar with Zoom
- Easily Integrate County's Audio\ Video System
- Broadcast agenda on screen and on YouTube
- Allows for delegates
- Utilize our own equipment
- Cross platform
- Allows for a hybrid meeting

Cons

- Connectivity issues
- Audio integration at County Building



Zoom-Hybrid

Option 1

- Council and Administration is seated around the table
- Councillors and Staff utilize their own equipment connect to Zoom.
 - To overcome the microphone issues we would provide lapel mics or headset with microphones

Option 2

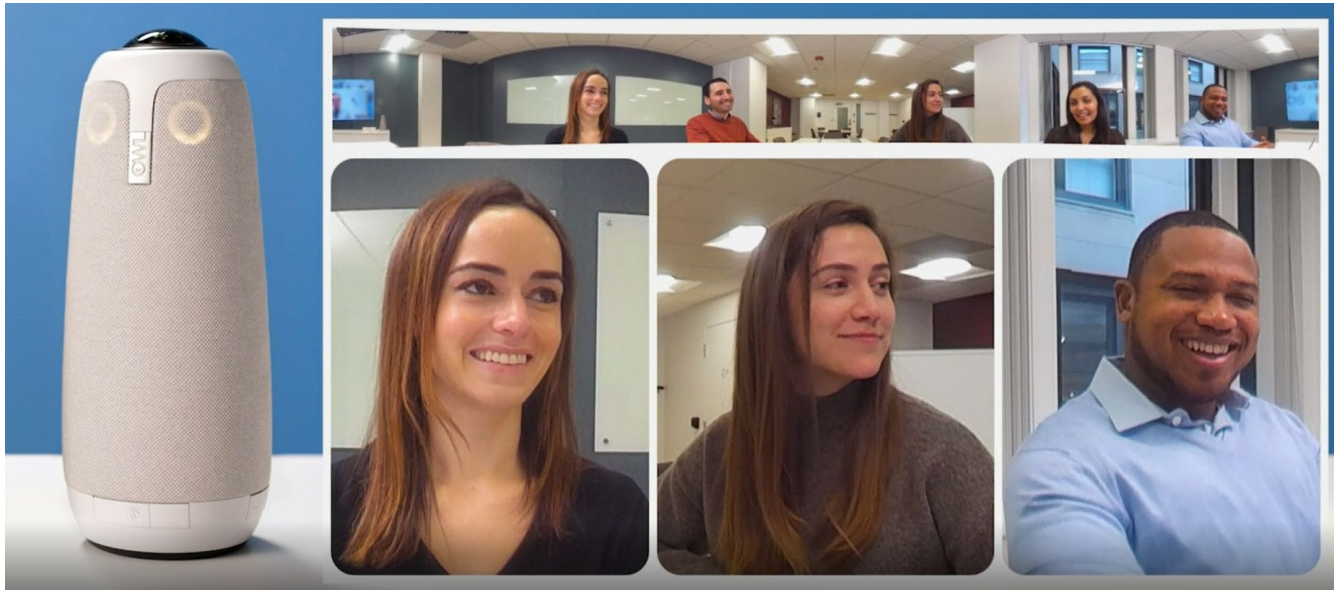
- Add additional laptops and cameras in the room to give a Wide Angle Council Chamber views. This would show the entire chambers and who is attendance.
- Utilize County Audio System



Our Zoom-Hybrid

Option 3

- Owl Labs 360 Degree Cameras - Pro Connect
- Wide angle view on the top
- Integrated mic and speaker – works with Zoom
- Active Speaker View



Our Zoom-Hybrid

Option 3

- In the middle of the room - 2 x Meeting Owl Pro Camera's tethered - utilizing the Pro Connect Feature
 - Pro Connect extends the range of the Owl Pro and enhances performance of the Owl Pro Camera
- No need for attendees to log into Zoom
- Clerks utilize Zoom for delegates, publish agenda on line and to stream to YouTube
- Cost approximately \$3000.00 (not yet tested)



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2X louder sound via 360° tri-speaker



Smart mics with 18-foot radius audio pickup



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Our Zoom-Hybrid

Option 4

- Q-SYS Audio Video Conference System - Enterprise \ Professional Level
- Portable (extensive set up – cables for microphones camera)
- 3 X 360 Cameras for full room coverage
- 4 X Microphone
- Video Processors and mixer

Cons

- Cost \$21,000.00
- Requires extensive IT and Staff Training
- Extensive set up



What Meets Our Needs?

nda Package x Post Attendee - Zoom x +

File C:/Users/sbrown/Downloads/Agenda%20-%20Package%20-%202020-06-15.pdf

nda Package 1 / 257

3.1 Regular Council Meeting Minutes for June 1, 2020

Moved by _____
Seconded by _____
That the minutes of the Regular Council Meeting held June 1, 2020, be adopted as circulated.

6. Public Presentations

7. Unfinished Business

8. Reports from Administration

8.1 Chief Administrative Officer (CAO), Chris Nepszy Verbal Report
RE: COVID-19 Town Response and Updates

8.2 Chief Administrative Officer (CAO), Chris Nepszy Verbal Report
RE: Large Development Projects Toolbox

8.3 Legal and Legislative Services Report 2020-08



Recommendation

- That Council approve a hybrid form of regular council meeting in the form and manner outlined in the Office of the CAO Report 2020-07, commencing October 5, 2020, with such meetings to be based from and held in the County of Essex Council Chamber.





QUESTIONS

