



## MUNICIPALITY OF **West Elgin**

### Staff Report

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**Report To:** Council Meeting  
**From:** Jana Nethercott, Clerk  
**Date:** 2020-12-17  
**Subject:** Council Meeting Options

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#### **Recommendation:**

That West Elgin Council hereby receives the report from Jana Nethercott, Clerk re: Council Meeting Options for information purposes.

#### **Purpose:**

The purpose of this report is to provide information and costs to Council regarding re-locating in person Council meetings and costs of providing hybrid meeting options in the future.

#### **Background:**

At the Council meeting on November 26, 2020, Council requested that staff report back on options for alternate locations for Council meetings as well as the cost of purchasing the equipment required to host hybrid electronic and in person meetings of Council and or broadcasting of Council meetings on-line.

Staff investigated the option of renting another location to host in-person Council meetings and discovered that if Council meetings are not held in a municipally owned building, under the current Orange – Restrict limits for organized public events it would reduce the attendance from 50 people indoors to 10 people as this would no longer be considered a “staffed business”.

Staff reached out to a couple of technology companies, Dynamix and Media Multicom Communications who had supplied quotes for neighbouring municipalities for quotes on a portable system to facilitate hybrid Council meetings. This option would facilitate having all or some of Council and staff together in one room and electronic participants in the meeting (Council, Staff and any delegations) all be able to see each other and communicate. This would also allow for the public to view the meeting through a zoom link and/or allow for live broadcasting of the meeting on YouTube and/or Facebook live and a link on our website to the video of the meeting to be watched at a later date. This is similar to what was done in the hybrid Seaside Public Meeting.

The type of equipment suggested from both companies include a large smart screen television which allows for those in person to see the live video stream and when an electronic participant is speaking this would show their screen; a Pan Tilt Zoom Camera which allows for up to 5 pre set locations that can be controlled by a remote control so that staff are able to control the camera without having to bring in an extra staff member to operate it during the meeting; microphones, one of which is the chairperson mic, which can override someone else speaking; along with all the required equipment and the addition of being portable. Staff requested all the quotes provide portable options, with the ability to be built in at a future date, since there is no permanent home for

Council Chambers as of right now and any municipal building we have Council meetings in have multiple uses. The quotes for such equipment range from \$20,000 to 31,000 for the equipment needed.

If Southwestern Public Health Unit is moved into the Red – Control Level or Grey – Lockdown Level, no public would be able to attend a meeting, which means Council has to return to some type of virtual meeting. As we currently do not have the technology to operate a hybrid meeting with some in person and some virtual, a full return to virtual would be required. According to the “Stop the Spread” Provincial Hotline, the maximum allowed occupancy for a room would be 5 persons, however as a government Council can meet together in one room to move forward the business of the municipality, however each Councillor would need to have head phones and be on their own ipad, as we did in the past and any delegation or staff would also need to be virtual.

**Financial Implications:**

2021 Budget

**Policies/Legislation:**

*Municipal Act, 2001*