

Audio Visual Recording of Committee of Adjustment Hearings

Date:	March 27, 2015
To:	Planning and Growth Management Committee
From:	Chief Corporate Officer
Wards:	All
Reference Number:	P:\2015\Internal Services\FAC\Pg15008fac (AFS #20961)

SUMMARY

This report responds to a request from the Planning and Growth Management Committee respecting the resources and equipment required to provide audio visual recordings of all Committee of Adjustment hearings. Funds are not available in the Facilities Management Division's Capital and Operating Budget to install audio visual equipment at the York Civic Centre nor to provide the staff required to facilitate audio-visual recording at all Committee of Adjustment hearings.

RECOMMENDATIONS

The Chief Corporate Officer recommends that:

1. City Council direct staff to include a request in the Facilities, Real Estate, Environment and Energy's 2016 Budget submissions for additional equipment and resources to implement audio video recordings at Committee of Adjustment hearings at all Civic Centres.

Financial Impact

The capital cost required to install audio visual equipment at the York Civic Centre, to allow for recordings at all Committee of Adjustment hearings is \$200,000. This includes microphones, recording equipment, monitors, cameras, projectors and associated installation costs.

The additional operating cost to facilitate audio visual recordings of hearings in all civic centres is \$165,000 for 2 full time employees, including benefits.

Capital and operating costs are not included in the 2015-2024 Approved Capital Budget & Plan and 2015 Approved Operating Budget. All costs related to the implementation of the audio visual recordings including 2 staff positions will be included in the Facilities, Real Estate, Environment and Energy's 2016 Budget submissions.

The Deputy City Manager and Chief Financial Officer has reviewed this report and agrees with the financial impact information.

DECISION HISTORY

On February 24, 2015, the Planning and Growth Management Committee adopted Item PG2.4, "Committee of Adjustment Continuous Improvement Initiatives", with amendments.

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2015.PG2.4>

ISSUE BACKGROUND

In June 2014, Planning and Growth Management Committee requested consideration and comments on a variety of key aspects of the minor variance process, with the goal of improving transparency, accountability and public engagement. One of those aspects included consideration of audio-visual recording or audio recording of Committee of Adjustment panel meetings.

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2014.PG34.22>

City Council at its meeting of July 12, 2011 requested the Chief Corporate Officer and Secretary -Treasurer of the Committee of Adjustment to initiate recording of all hearings of the Panels in public session, subject to equipment availability.

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2011.PG6.5>

COMMENTS

Currently there are 85 Committee of Adjustment hearings scheduled in 2015, including 11 hearings scheduled at the York Civic Centre.

The York Civic Centre is the only location that is not equipped for audio visual recordings. The capital cost required to install audio visual equipment at the York Civic Centre, is \$200,000. This includes microphones, recording equipment, monitors, cameras, projectors and associated installation costs.

The administrative requirement to facilitate audio visual recording of each Committee of Adjustment hearing is approximately 7 hours per meeting. The additional operating cost to facilitate audio visual recording of hearings in all civic centres is \$165,000.00 for 2 full time employees, including benefits.

Increasing the staff complement would provide Facilities Management the ability to have a robust and flexible solution to cover off longer meetings and vacations, as well as allow for the times that there are multiple meetings on the same day in the different districts. In addition to the audio visual staff having a specialized skill set, there are stringent requirements for the safe and secure transmission, storage and retrieval of recordings from specified and compliant IT equipment (secure servers and storage devices).

CONCLUSION

Funds are not available in the Facilities Management Division's Capital and Operating Budget to install audio visual equipment at the York Civic Centre nor to provide the staff required to facilitate audio-visual recording at all Committee of Adjustment hearings.

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SIGNATURE

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