



STAFF REPORT ACTION REQUIRED

Audio Visual Recording of Committee of Adjustment Meetings

Date:	October 29, 2015
To:	Planning and Growth Management Committee
From:	Chief Corporate Officer
Wards:	All
Reference Number:	P:\2015\Internal Services\FAC\Pg15026fac (AFS #21544)

SUMMARY

This report responds to the request from the Planning and Growth Management Committee to pilot audio visual recordings of the Committee of Adjustment meetings in two locations (North York Civic Centre and City Hall) from September to December, 2015. The report also addresses the request to optimize the schedule of all Committee of Adjustment meetings in 2016 to minimize costs and number of overall locations required for audio visual recordings.

RECOMMENDATIONS

The Chief Corporate Officer recommends that:

1. City Council authorize the General Manager, Facilities Management to proceed with the purchase of a new storage/recording device (estimated cost \$50,000) to be installed at City Hall in January 2016 to allow for the recordings of Committee of Adjustment meetings.

Financial Impact

The estimated cost of the storage/recording device is \$50,000. The funding for the new storage/recording device is available within the Facilities, Real Estate and Environment & Energy (FREEE) program's 2015 Capital Budget and 2016 – 2025 Capital Plan under capital account CCA225-01.

However, there will be financial impacts in future years should Committee and/or City Council choose to include audio-visual recordings at the York Civic Centre. The estimated cost of retro-fitting the chamber with recording equipment is \$200,000.

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

ISSUE BACKGROUND

On May 5, 6, and 7, 2015 City Council adopted a report "Audio Visual Recording of Committee of Adjustment Hearings" (PG3.8) wherein it was requested that:

- (1) the Chief Corporate Officer pilot audio visual recordings of the Committee of Adjustment meetings in two locations (North York Civic Centre and City Hall) from September to December, 2015 using existing equipment and resources within the 2015 operating budget, to validate the feasibility of recording all Committee of Adjustment meetings in 2016, and report the interim progress back to the Planning and Growth Management Committee on November 16, 2015.
- (2) the Chief Corporate Officer and the Chief Planner and Executive Director, City Planning consult to optimize the schedule adjustments required to minimize costs and number of overall locations required for the audio visual recording of all Committee of Adjustment meetings in 2016. Any financial impact (equipment and resources) to be included for consideration in the Facilities, Real Estate, Environment and Energy's 2016 budget submissions.
- (3) Should City Council wish to include York Civic Centre for audio video recording of the Committee of Adjustment meetings the cost of implementation of equipment (\$200,000) and additional staffing resources be included for consideration in the Facilities, Real Estate, Environment and Energy's 2016 budget submissions.

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2015.PG3.8>

COMMENT

The pilot project commenced as planned in September, 2015 and is scheduled to run until the end of December, 2015. At the writing of this report, there have been six meetings held, four at North York and two at Toronto City Hall. Each meeting was recorded in its entirety with an audio visual staff member on hand for the whole meeting. The North York meetings averaged between 8 and 10 hours each. The Toronto meetings averaged 6 hours in length.

Now that we have an understanding as to how much time is required, we have considered various options as to how to implement City Council's request.

As part of a planned City Council Chamber upgrade, one of the items that is being considered is a superior storage/recording device – a FourA Digital Media Odyssey Storage System, at an estimated cost of \$50,000. This device would allow recording of up to eight individual events/channels simultaneously. All cameras etc. would be controlled from the central location at City Hall. Training would be provided to Facilities Management Staff respecting set up of equipment at the various locations (room set up, overhead projector, microphones etc.).

This equipment could be installed early in 2016 and would provide the City with the ability to record multiple Committee of Adjustment meetings at the same time as Committee and Council are in session. The projected additional cost of \$160,000 to hire two (2) additional staff to be on site to operate the audio visual equipment at Committee of Adjustment meetings would no longer be required.

It should be noted that audio-visual recording of Committee of Adjustment meetings at the York Civic Centre will not be possible as the Centre is not equipped with cameras. The cost to upgrade the York Civic Centre is estimated at \$200,000.

Facilities Management will continue to work with the Committee of Adjustment group to optimize the schedule of meeting to minimize costs and number of overall locations required for the audio visual recording of Committee of Adjustment meetings in 2016.

In accordance with current MFIPPA rules and regulations appropriate signage will be placed at all locations advising that the Committee of Adjustment meetings are being recorded.

CONCLUSION

Following approval to purchase the upgraded storage/recording device, audio-visual recording of all Committee of Adjustment meetings (except York Civic Centre) will commence in January 2016.

CONTACT

Sunil Sharma, General Manager, Facilities Management, Tel. No. 416-397-5270
E-Mail: ssharma5@toronto.ca

SIGNATURE

Josie Scioli
Chief Corporate Officer