



## STAFF REPORT ACTION REQUIRED

### Update – Audio Visual Recording of Committee of Adjustment Meetings

<b>Date:</b>	April 22, 2016
<b>To:</b>	Planning and Growth Management Committee
<b>From:</b>	Chief Corporate Officer
<b>Wards:</b>	All
<b>Reference Number:</b>	P:\2016\Internal Services\FAC\Pg160011fac (AFS 22588)

#### SUMMARY

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This report responds to the request by City Council on December 9 and 10, 2015 to report to the Planning and Growth Management Committee on the move toward recording all of the Committee of Adjustment meetings and the feasibility of live streaming of the Committee of Adjustment (COA) meetings with the exception of the meetings held at the York Civic Centre (YCC).

The report also advises that a new storage/recording device has been installed at City Hall, and has been successfully tested. Audio-visual recording of all COA meetings (except YCC) will commence on May 1, 2016.

#### RECOMMENDATIONS

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##### The Chief Corporate Officer recommends that:

1. The Planning and Growth Management Committee receive this report for information.

##### Financial Impact

City Council at its meeting on December 9, 2015 approved the purchase of a new storage/recording device at an estimated cost of \$50,000. The new device which will record COA meetings at the four Civic Centre (City Hall, North York, Scarborough, Etobicoke) remotely, was purchased and installed for the amount of \$58,000 (including taxes). The funding for the new storage/recording device was included in the 2015 Council Approved Capital Budget and 2016 – 2025 Capital Plan for Facilities, Real Estate and Environment & Energy (FREEE) under capital account CCA249-03.

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

## **ISSUE BACKGROUND**

At its meeting on December 9 and 10, 2015 City Council adopted the report titled, "Audio Visual Recording of Committee of Adjustment Meetings" (PG8.1), which authorized 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 and directed the Chief Corporate Officer, in consultation with the appropriate staff, to report to the Planning and Growth Management Committee on the feasibility of live streaming the Committee of Adjustment meetings with the exception of the meetings held at the York Civic Centre. This report is available on line at:

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2015.PG8.1>

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. At the writing of this report, there have been thirty meetings held, sixteen at North York and fourteen 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. The cost of the staffing requirements for the pilot project was absorbed within the Facilities Management, Customer Support operating budget.

At the December, 2015 meeting City Council approved the purchase of a new storage/recording device. This device permits the recording of COA meetings at the four Civic Centres (City Hall, North York, Scarborough, Etobicoke) remotely.

The recording devices were purchased using approved 2016 capital dollars. The cost of this purchase was \$58,000 including taxes. The devices have been installed. Test runs of the new system have been successful. All cameras etc. will be controlled from the central location at City Hall. Staff at the Civic Centres have been trained to set up the rooms as required. All meetings will be recorded commencing May 1, 2016.

It should be noted that meetings being held at the York Civic Centre will not be recorded. The York Civic Centre is not currently equipped with cameras.

Consultations between Facilities Management and Information Technology have resulted in confirmation that live streaming is possible at the four Civic Centres (City Hall, North York, Scarborough, Etobicoke). It is anticipated that streaming will be live on July 1<sup>st</sup>. There are no additional costs associated with live streaming.

It should be noted that live streaming of meetings being held at the York Civic Centre (YCC) will not be possible. The YCC is not currently equipped with cameras.

Facilities Management continue to work with the Committee of Adjustment group to optimize the audio-visual recording of the COA meetings scheduled for 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**

Audio-visual recording of all Committee of Adjustment meetings at the four civic centres (City Hall, North York, Scarborough, Etobicoke) will commence on May 1, 2016.

Live streaming of all Committee of Adjustment meetings at the four civic centres (City Hall, North York, Scarborough, Etobicoke) will commence on July 1, 2016.

## **CONTACT**

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## **SIGNATURE**

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