

TO:	CHAIR AND MEMBERS CORPORATE SERVICES COMMITTEE MEETING ON FEBRUARY 7, 2017
FROM:	MAT DALEY DIRECTOR, INFORMATION TECHNOLOGY SERVICES
SUBJECT:	STREAMING OFFSITE STANDING COMMITTEE MEETINGS

RECOMMENDATIONS

That, on the recommendation of the Director, Information Technology Services, with the concurrence of the City Clerk, the report entitled “Streaming Offsite Standing Committee Meetings”, **BE RECEIVED** for information.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

None

BACKGROUND

Municipal Council, at its meeting held on September 27, 2016 resolved:

“Councillor J. Morgan enquired if staff could report back with respect to a potential solution for streaming Standing Committee meetings that have to be held outside of City Hall because a large number of members of the public are expected to be in attendance. The Managing Director, Corporate Services and City Treasurer, Chief Financial Officer advised that he would have Information Technology Services staff review the matter and report back to the Municipal Council at a future date.”

Connection to Council’s Strategic Plan

Leading in Public Service – 4. Collaborative, engaged leadership	
What are we doing?	How are we doing it?
<ul style="list-style-type: none"> Maximize openness and transparency in Council decision making. 	<ul style="list-style-type: none"> Citizen Engagement

Municipal Council has made it a priority in the 2015-2019 Strategic Plan to look for opportunities to engage citizens in open and transparent decision making. In support of this strategy and in the context of delivering a Standing Committee meeting outside of City Hall, the following approach to live streaming has been identified and piloted.

Pilot

In alignment with the Strategic Plan of Council and in an effort to maintain the services that are expected during a Standing Committee or Municipal Council meeting, Information Technology Services, the City Clerk’s Office and Corporate Communications initiated a pilot to deliver online streaming of the October 26th, 2016 Community and Protective Services Committee meeting.

The result of this pilot was a successful broadcast of the October 26th, 2016 Community and Protective Services Committee meeting which was viewed by approximately 185 citizens. This was accomplished using a local service provider in conjunction with City of London staff and venue resources.

It is noted that it is not possible to provide the electronic agenda and voting system offsite, however the public will have the ability to view the offsite meetings.

High Level Analysis

The City Clerk’s Office estimates that the expected demand for offsite Standing Committee meetings is up to three per year.

The expected costs would be approximately \$1,800.00 per meeting to engage a local partner to deliver offsite live streaming services as was successfully completed as part of the October 26th, 2016 pilot.

A review was completed by ITS staff and it was determined that to move the pilot into production and meet demand for offsite Standing Committee meetings the maximum estimated cost is \$5,400.00 annually. In comparison, to deliver these services in-house the following actions and costs would need to be addressed: technician labour, purchasing of camera equipment and cabling, dedicated hardware, maintenance and upkeep of all related hardware and software, video encoder software, video player software, technician training, operating system costs, security assessment and scheduling considerations. An order of magnitude estimate identifies the cost to deliver this service in-house over four years to be double the cost of leveraging a local partner.

Given the low rate of incidence of offsite Standing Committee meetings, the anticipated costs and the barriers to entry to deliver the service in-house, the pilot approach will be used to provide live streaming services for forthcoming offsite Standing Committee meetings. Based on current demand levels and costing from the marketplace, this undertaking can be accommodated within the existing Information Technology Services 2016-2019 multi-year operating budget. It being noted that should the estimated offsite meeting demand grow or if costs associated with engaging a local partner increase, a re-analysis would be required.

SUBMITTED BY:	
DAN DOBSON MANAGER, INFORMATION TECHNOLOGY SERVICES	
CONCURRED BY:	RECOMMENDED BY:
CATHY SAUNDERS CITY CLERK	MAT DALEY DIRECTOR, INFORMATION TECHNOLOGY SERVICES