

# TOWN OF FORT FRANCES

## Administration & Finance Executive Committee

### AGENDA - November 3, 2020 - NOON

#### MEETING -Committee Room, Civic Centre & Virtually Session No. 15

#### Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

[+1 807-701-5975,,107781424#](#) Canada, Thunder Bay

Phone Conference ID: 107 781 424#

Page

1. **Call to Order**
2. **Disclosure of pecuniary interest and the general nature thereof**
3. **Approval of Previous Committee Minutes**
  - 3.1 Session No. 14 dated October 20, 2020. 2 - 3
4. **New Business**
  - 4.1 Multi Function Printer Leases - 2020. 4 - 7
  - 4.2 2021 Budget Timetable. 8 - 9
  - 4.3 357-358 Applications for Tax Adjustment re: 125 Third Street East (2020) - Roll #5912-020-008-03400-0000. 10 - 13
  - 4.4 Consumer Price Index (CPI) Increase for 2021 User Fees. 14 - 16
5. **Outstanding Items**
  - 5.1 Signage at entrance to Town (Mayor Caul) - deferred from October 20th, 2020 meeting.
  - 5.2 Virtual Meeting Options. 17 - 20
6. **Adjourn / Next Meeting Date - November 17, 2020**

## TOWN OF FORT FRANCES

### MINUTES

### SESSION NO. 14

October 20, 2020

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Committee Room, Civic Centre and virtually to members off-site on October 20, 2020 from 11:59 a.m. to 12:16 p.m. Roll call was completed by Councillor W. Brunetta, Chair to confirm all attendees.

PRESENT: Chairperson W. Brunetta, Councillors D. Judson and A. Hallikas, Mayor J. Caul (ex-officio)

ALSO PRESENT: D. Brown, CAO, D. Galusha, Treasurer, T. Moffit, Fire Chief/CEMC, J. Forbes, Human Resources Manager, R. Thoms, B93.1 The Border, K. Lawson, Deputy Clerk

1. **Call to Order - 11:59 a.m.**
2. **Disclosure of pecuniary interest and the general nature thereof - no matters identified**
3. **Approval of Previous Committee Minutes**

3.1 Administration & Finance Executive Committee Minutes for October 6, 2020

Judson-Hallikas: Approved as presented.

CARRIED

4. **In-Camera- no matters identified**

5. **New Business**

5.1 Request for Reconsideration M.O.S. - 821 Huffman Court (Aug 1-Dec 31, 2019 and 2020)

D. Galusha, Treasurer provided an overview of the report. Committee recommended processing the Minutes of Settlement for 2019 and 2020 for the property located at 821 Huffman Court as received.

5.2 Signage at entrance to Town (Mayor Caul)

Mayor Caul provided an overview of this matter. She expressed that it would be a sign of good faith to have First Nation and Metis language incorporated into the current signs at both entrances to the Town. A discussion was held respecting this matter. D. Brown, CAO will speak to T. Drysdale, Consultant, RRFDC to determine costs for new signage based on wording to be provided by the First Nation Advisory Committee. This item will be placed on the next Executive Committee agenda.

**6. Information**

The following 6 items were received as information.

- 6.1 Fire Rescue Service - September 2020 Report  
T. Moffitt, Fire Chief/CEMC provided an overview of the report. Received as information.
- 6.2 Current & Historical Complaint Register Summary
- 6.3 2020 Reserve Funds
- 6.4 2020 Statement of Operations - General Fund (actual to September 30, 2020)
- 6.5 2020 Statement of Operations - Water Fund (actual to September 30, 2020)
- 6.6 2020 Statement of Operations - Sewer (actual to September 30, 2020)

**7. Adjourn 12:16 p.m. / Next Meeting Date - November 3, 2020**

---

Executive Committee Chair

---

D. Brown, CAO

---

**Date:** November 3<sup>rd</sup>, 2020  
**To:** Administration & Finance Executive Committee  
**From:** Jeremy Hughes, Information Technology Manager  
**Subject:** Multifunction Printer Leases

---

## Purpose

The existing leases for our large multifunction printers (copiers) in the Fire Hall and Sports Centre are expiring. Leasing incorporates obsolescence of this hardware into a fixed period. New leases allow us to upgrade this hardware now, as opposed to pursuing a new capital item in next year's budget.

Technical specifications have been designated for potential replacements through:

- Usage studies performed on meter readings obtained from each copier
- Discussions with department heads

Quotes for viable replacements have been obtained from:

- Lowerys in Fort Frances
- Wilson's in Fort Frances
- TBXI in Thunder Bay

Replacements have been selected based on:

- Compliance with technical specifications
- Estimated total operating cost
- Latest technological offerings
- Estimated on-site service time

Based on an assessment of these criteria presented in the attached document, it is recommended that a lease and maintenance agreement be entered into with TBXI to replace the copiers at the Fire Hall and Sports Centre.

The referenced agreements will be obtained and included with this report as it moves to the Committee of the Whole.

## Attachments

Attached is a document titled "Multifunction Printer Assessment" (3 pages).

Council approval of this report will authorize Mayor and Clerk to execute a lease and maintenance agreement with TBXI for two replacement multifunction printers to be deployed in the Fire Hall and Sports Centre at a monthly lease cost of \$92 and \$108, respectively.

# Multifunction Printer Assessment

## Estimated annual usage

Estimated usage is the average number of pages produced per year by each copier (at its current location).

Copier	Black	Color
Fire Hall	6,776	3,853
Sports Centre	69,819	14,753

## Compliance with technical specifications

- All proposed copiers can produce Letter, Legal and Ledger sized output in color
- All proposed copiers can process Letter, Legal and Ledger sized input
- All proposed copiers can send and receive facsimile transmissions
- All proposed copiers have at least 1 paper drawer for each supported paper size
- All proposed copiers for the Sports Centre include staple and hole punch finishers
- All proposed copiers are compatible with our existing network

Only compliant copiers are being considered.

## Estimated total operating cost

Annual operating cost is estimated by combining the annual lease cost with the estimated annual usage multiplied by the cost per copy for that usage type.

Estimated total operating cost is evaluated relative to the minimum calculated 5-year operating cost.

## Latest technological offerings

The release date of a particular copier is based on public press releases from each manufacturer introducing the presented product line.

Latest technological offering is evaluated relative to the newest technology being considered on a 5-year scale.

## Estimated on-site service time

Average hours to on-site service are quoted directly from each vendor. When replacement parts are required, most vendors indicate that on-site service time may be deferred to the next business day.

Hours to on-site service is evaluated relative to the quickest time on a 2-business day scale.

## Fire Hall

Details	Lowerys	Wilson's	TBXI
Model	Konica Bizhub C250i	Sharp MX3071	Xerox AltaLink C8130
Form Factor	Free Standing	Free Standing	Free Standing
Cost per Copy - Black	\$0.0090	\$0.0085	\$0.0050
Cost per Copy - Colour	\$0.0750	\$0.0700	\$0.0440
Lease Duration	66	60	66
Lease Cost - Monthly	\$81.90	\$101.65	\$92.00
Lease Cost - Total	\$5,405.40	\$6,099.00	\$6,072.00
Fax	Yes	MXFX15 Fax Kit	Yes
Output Size	Letter, Legal, Ledger	Letter, Legal, Ledger	Letter, Legal, Ledger
Scan Size	Letter, Legal, Ledger	Letter, Legal, Ledger	Letter, Legal, Ledger
Paper Drawers	3	3	3
Finishing Options	No	No	Staple
Annual Operating Cost	\$1,332.76	\$1,547.11	\$1,307.41
5 Year Operating Cost	\$6,663.80	\$7,735.53	\$6,537.06
Release Date	2019-06-01	2018-12-01	2020-07-01
Hours to On-site Service	2	8	6

## Sports Centre

Details	Lowerys	Wilson's	TBXI
Model	Konica Bizhub C300i	Sharp MX3071	Xerox AltaLink C8155
Form Factor	Free Standing	Free Standing	Free Standing
Cost per Copy - Black	\$0.0090	\$0.0085	\$0.0049
Cost per Copy - Colour	\$0.0750	\$0.0700	\$0.0430
Lease Duration	66	60	66
Lease Cost - Monthly	\$90.20	\$145.60	\$108.00
Lease Cost - Total	\$5,953.20	\$8,736.00	\$7,128.00
Fax	Yes	MXFX15 Fax Kit	Yes
Output Size	Letter, Legal, Ledger	Letter, Legal, Ledger	Letter, Legal, Ledger
Scan Size	Letter, Legal, Ledger	Letter, Legal, Ledger	Letter, Legal, Ledger
Paper Drawers	4	4	3
Finishing Options	Staple & Hole Punch	Staple & Hole Punch	Staple & Hole Punch
Annual Operating Cost	\$2,817.25	\$3,373.37	\$2,272.49
5 Year Operating Cost	\$14,086.23	\$16,866.86	\$11,362.46
Release Date	2019-06-01	2018-12-01	2020-07-01
Hours to On-site Service	2	8	6

## Evaluation

All copiers are compliant with all technical specifications. However, some copiers include additional features at no extra cost, such as the extra staple finisher on the TBXI proposal for the Fire Hall.

TBXI has a significant advantage in their presented cost per copy as a direct result of OEM pricing. This advantage increases further as the copiers are used more often.

TBXI also has the newest platform being presented.

Any failure in copiers at either location can be mitigated within the organization until service is restored. As a result, the number of hours to on-site service is not a critical factor in this selection.

Criteria	Weight	Lowerys	Wilson's	TBXI
Technical Specifications	10%	100%	100%	100%
Total Operating Cost	70%	84%	63%	100%
Latest Technological Offerings	10%	80%	71%	100%
On-site Service Time	10%	100%	63%	75%
<b>Weighted Score</b>	<b>100%</b>	<b>87%</b>	<b>67%</b>	<b>98%</b>

## Recommendation

Based primarily on estimated total operating cost over a 5-year period, it is recommended that a lease and maintenance agreement be entered into with TBXI to replace the copiers at the Fire Hall and Sports Centre.

**TO: Administration & Finance Executive Committee**

**FROM: Dawn Galusha, Treasurer**

**DATE: October 23, 2020**

**SUBJECT: 2021 Budget Timetable**

---

#### **BACKGROUND**

Early preparation and planning are critical components of an effective budget process. The budget timetable provides a logical process and ensures that all information is available when required. The attached proposed 2021 Budget Timetable has been prepared with Administration's intention to present the most accurate budget possible, up front. This means that the laborious line by line review will be done prior to submitting the budgets to Committees and then to Council as a whole.

Also, in this consideration is the time of the meetings. Please consider a start time of 2:00 pm, as we had for the 2020 Budget meetings, in order to achieve the greatest amount of focus and deliberation of the vast amount of information presented at Budget meetings.



### **Proposed 2021 Budget Schedule**

November 9, 2020- Approval of Timetable

November 23, 2020- Public Meeting- Operating Budget Requests to be presented to Council

November 27, 2020- Treasurer to Prepare Document for Managers

December 15, 2020- All Managers to have their budgets ready for final line by line review after Managers' Meeting

January- First Committee meetings of year- Divisional Capital and Operating Budgets presented and discussed

After Committee Approval- Treasurer to compile the Draft Budget Document to be out to Council by January 22, 2021

February 1, 2021- Special Committee of the Whole- Capital Budget Meeting- Administration to have everything prioritized and only include what is feasible in the year- Potential approval of the entire Capital Budget so that we are able to move forward with securing contractors and suppliers.

February 15, 2021- Special Committee of the Whole- Operating Budget Meeting

March 1, 2021- Special Committee of the Whole- Operating Budget Meeting

March 15, 2021- Special Committee of the Whole- Operating Budget Meeting- Ratification

March 22, 2021- Council- Anticipated Passage

**Treasury Report 2020/66**

To: Administration & Finance Executive Committee  
FROM: Dawn Galusha, Treasurer  
DATE: October 26, 2020  
SUBJECT: 357/358 Applications for Tax Adjustment  
Re: 125 Third Street East (2020) Roll# 5912-020-008-03400-0000

---

**BACKGROUND**

Attached is the 357/358 Application for reconsideration of assessment and adjustment of taxes for July 31, 2020 to December 31, 2020 for 125 Third Street East. The property qualifies for a property tax exemption under subsection 3(1)11 of the Assessment Act as “land owned, used and occupied by a non-profit philanthropic corporation for the purpose of a house of refuge.”

The Municipality may object to the application for the above referenced properties filed under Section 39.1 of the *Assessment Act*. In accordance with Section 357 (5) of the *Municipal Act* on or before September 30 of the year following the year in respect of which the application was made, Council shall hold a meeting at which the applicants may make presentation to council.



SECTION ☒ 357 / ☐ 358 / ☐ 359 APPLICATION  
TO THE COUNCIL OR THE ASSESSMENT REVIEW BOARD

Application/Appeal #: \_\_\_\_\_  
Taxation Year: 2020

Municipality: TOWN OF FORT FRANCES  
Property Address: 1025 THIRD ST E  
Owner Name: COMMUNITY LIVING FC & DSY  
Mailing Address: PO BOX 147  
FF, ON P9A 3M5

Roll Number: 59-12-020-008-034-00  
Applicant Name: COMMUN. LIVING FC & DSY  
Contact Number: ALANA BARR  
Alternative Number: 876-5556  
Email Address: \_\_\_\_\_

Reason for s357 application: (Check one box – applicable to s357 only)

<input type="checkbox"/> Ceases to be liable for tax at rate it was taxed – 357(1)(a)	<input type="checkbox"/> Became vacant or excess land – 357(1)(b)
<input checked="" type="checkbox"/> Became exempt – 357(1)(c)	<input type="checkbox"/> Sickness or extreme poverty – 357(1)(d.1)
<input type="checkbox"/> Razed by fire, demolition or otherwise – 357(1)(d)(i)	<input type="checkbox"/> Mobile unit removed – 357(1)(e)
<input type="checkbox"/> Damaged and substantially unusable – 357(1)(d)(ii)	<input type="checkbox"/> Gross or manifest clerical/factual error – 357(1)(f)
<input type="checkbox"/> Repairs/Reno's preventing normal use (min. 3 months) – 357(1)(g)	

Details of Reason for s357, s358 or s359 application: PROPERTY PURCHASED BY A CHARITABLE ORGANIZATION  
Effective from: 07/31/20 to 12/31/20 Applicant Signature: [Signature] Date: 08/12/20  
(MM/DD/YY) (MM/DD/YY)

ASSESSMENT REPORT: MUNICIPALITY				TREASURER'S RECOMMENDATION TO COUNCIL				
Assessment Roll As Returned	Revised Since Roll Return	Enter Revisions Below	Assessment Report	School Bd:	Eng	Fr	Other	
			<input type="checkbox"/> No Change in Assessment				<input type="checkbox"/> S357 Required for Next Year	
RTC/RTQ	2005 Base-year CVA	2008 Base-year CVA	Current Phased Assessment	Revised RTC/RTQ	Revised 2005 Base-year CVA	Revised 2008 Base-year CVA	Revised Current Phased Assessment	Change to Current Phased Assessment
<u>RTEP</u>			<u>40,000</u>					
Revised:								
Reason Original Assessment Revised: _____				Reason for Change: _____				

TREASURER'S REPORT ON TAX LIABILITY						
RTC/RTQ	Taxable Assessment Reduction	Tax Rate	Days / Months	Tax Adjustment	Original Levy	

Recommended : ☐ No Adjustment ☐ Adjustment ☐ Cancellation ☐ Refund Total Amount \_\_\_\_\_

Comments: \_\_\_\_\_

Treasury Position: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

COUNCIL OR ASSESSMENT REVIEW BOARD DECISION: Hearing Date (MM/DD/YY): \_\_/\_\_/\_\_

☐ Approved ☐ Amended & Approved ☐ Not Approved ☐ Applicant Did Not Appear ☐ Application Abandoned

Reason: \_\_\_\_\_

Appeared for Applicant: \_\_\_\_\_ Appeared for Municipality: \_\_\_\_\_

Signature of Council/ARB Member: \_\_\_\_\_ Name/Title: \_\_\_\_\_

# Days	Year	Affected	Roll #	Assessment	RTC/RTQ	Municipal	School	Municipal	English	English	French	French	French	No Sup	BIA	TOTAL
				Change		Rate	Rate	Amount	Public	Separate	Public	Separate	School			
154	2020	2.8.03400	40,000	RTEP	0.01750367	0.00153000	-294.60	-25.75								-320.35

## Application made under Sec 357/358/359 of the Municipal Act, 2001

### MPAC's RESPONSE

Owner name(s) COMMUNITY LIVING FORT FRANCES AND DISTRICT  
Roll number 5912-020-008-03400-0000  
Property location 125 THIRD ST E  
Property description PLAN M68 BLK 4 W1/2 LOT 16 PCL 8582  
Municipality/Local taxing authority FORT FRANCES TOWN  
  
Application number  
Application reason Became Exempt  
Received date September 02, 2020  
Claim relief period From: July 31, 2020 - To: December 31, 2020  
Taxation year 2020

#### Current Property Assessment

Property Classification	2012	2016	Phase-In Assessment for Taxation Years			
	Assessed Value	Assessed Value	2017	2018	2019	2020
OWNR RU R T	34,000	40,000	35,500	37,000	38,500	40,000
<b>Total</b>	<b>34,000</b>	<b>40,000</b>	<b>35,500</b>	<b>37,000</b>	<b>38,500</b>	<b>40,000</b>

#### Change to the Property Assessment

Property Classification	2012	2016	Phase-In Assessment for Taxation Years			
	Assessed Value	Assessed Value	2017	2018	2019	2020
OWNR RU E -	39,846	40,000	39,885	39,923	39,962	40,000
<b>Total</b>	<b>39,846</b>	<b>40,000</b>	<b>39,885</b>	<b>39,923</b>	<b>39,962</b>	<b>40,000</b>

#### MPAC Remarks

the property qualifies for a property tax exemption under subsection 3(1)11 of the Assessment Act as "land owned, used and occupied by a non-profit philanthropic corporation for the purpose of a house of refuge from the purchase date of July 31/20.

MPAC Representative:

Mark Cawston

Date:

October 01, 2020

**TO:** Administration & Finance Executive Committee

**FROM:** Dawn Galusha, Treasurer

**DATE:** October 23, 2020

**SUBJECT:** Consumer Price Index (CPI) Increase for 2021 User Fees

---

#### **BACKGROUND**

User Fees are an important part of the operational budget preparation for the coming year. In the past we have endeavored to pass the user fees, for the upcoming year in early December in order for them to be effective in January.

The first step in this process is to provide the Ontario Provincial Consumer Price Index (CPI) and the Canada Consumer Price index as guide for the user fee increases for the coming calendar year. The Ontario CPI indicates inflationary increase of 0.6% for the period of September 2019 to September 2020 and the Federal CPI indicates a 0.5% change for the same period as published by Statistics Canada, of which is attached for your information.

Administration is seeking direction for the inflationary increase for the 2021 user fees. Divisions will bring user fee schedules forward to their respective executive committees in November or December.

## Ontario CPI- September 2019 to September 2020

	Ontario ( <a href="#">map</a> )				
Products and product groups <sup>3, 4</sup>	September 2019	August 2020	September 2020	August 2020 to September 2020	September 2019 to September 2020
	2002=100			Percentage change	
All-items	137.5	138.6	138.3	-0.2	0.6
Food <sup>5</sup>	151.9	155.9	154.6	-0.8	1.8
Shelter <sup>6</sup>	147.3	150.2	150.5	0.2	2.2
Household operations, furnishings and equipment	125.3	125.4	125.3	-0.1	0.0
Clothing and footwear	94.3	89.7	90.6	1.0	-3.9
Transportation	141.1	142.4	140.8	-1.1	-0.2
Health and personal care	129.2	129.3	129.4	0.1	0.2
Recreation, education and reading	119.7	118.3	118.7	0.3	-0.8
Alcoholic beverages, tobacco products and recreational cannabis	177.2	176.6	177.5	0.5	0.2
All-items excluding food	135.0	135.6	135.4	-0.1	0.3
All-items excluding food and energy <sup>7</sup>	133.0	134.3	134.3	0.0	1.0
All-items excluding alcoholic beverages, tobacco products and smokers' supplies and recreational cannabis	136.4	137.5	137.2	-0.2	0.6
All-items excluding energy <sup>7</sup>	136.1	137.8	137.6	-0.1	1.1
All-items excluding gasoline	136.3	137.9	137.7	-0.1	1.0
Energy <sup>7</sup>	159.5	149.3	147.8	-1.0	-7.3
Goods <sup>8</sup>	120.8	120.4	120.0	-0.3	-0.7
Durable goods <sup>8</sup>	88.2	89.9	90.1	0.2	2.2
Semi-durable goods <sup>8</sup>	95.2	91.4	92.3	1.0	-3.0
Non-durable goods <sup>8</sup>	149.3	148.5	147.1	-0.9	-1.5
Services <sup>9</sup>	152.4	154.9	154.7	-0.1	1.5

## Canada CPI- September 2019 to September 2020

Products and product groups <sup>3, 4</sup>	Canada ( <a href="#">map</a> )				
	September 2019	August 2020	September 2020	August 2020 to September 2020	September 2019 to September 2020
	2002=100			Percentage change	
All-items	136.2	137.0	136.9	-0.1	0.5
Food <sup>5</sup>	150.2	153.8	152.6	-0.8	1.6
Shelter <sup>6</sup>	144.8	146.8	147.3	0.3	1.7
Household operations, furnishings and equipment	123.6	124.0	124.0	0.0	0.3
Clothing and footwear	98.5	93.5	94.5	1.1	-4.1
Transportation	140.3	141.5	140.4	-0.8	0.1
Health and personal care	127.8	129.6	129.8	0.2	1.6
Recreation, education and reading	118.0	116.1	116.6	0.4	-1.2
Alcoholic beverages, tobacco products and recreational cannabis	170.9	171.8	172.1	0.2	0.7
All-items excluding food	133.5	133.8	133.9	0.1	0.3
All-items excluding food and energy <sup>7</sup>	130.8	131.9	131.9	0.0	0.8
All-items excluding alcoholic beverages, tobacco products and smokers' supplies and recreational cannabis	135.1	135.9	135.8	-0.1	0.5
All-items excluding energy <sup>7</sup>	134.3	135.7	135.6	-0.1	1.0
All-items excluding gasoline	134.8	136.2	136.1	-0.1	1.0
Energy <sup>7</sup>	158.7	149.3	149.8	0.3	-5.6
Goods <sup>8</sup>	122.7	122.3	122.2	-0.1	-0.4
Durable goods <sup>8</sup>	90.9	92.4	92.6	0.2	1.9
Semi-durable goods <sup>8</sup>	100.2	96.3	97.0	0.7	-3.2
Non-durable goods <sup>8</sup>	147.6	147.1	146.3	-0.5	-0.9
Services <sup>9</sup>	149.5	151.6	151.5	-0.1	1.3



---

**Date:** November 3<sup>rd</sup>, 2020  
**To:** Administration & Finance Executive Committee  
**From:** Jeremy Hughes, Information Technology Manager  
**Subject:** Virtual Meeting Options

---

## Purpose

To inform the Administration & Finance Executive Committee of various virtual methods of participation that could be applied to meetings carried out in Council Chambers.

The attached document describes various virtual meeting participation options, the technical requirements to implement each option, and the associated costs of doing so.

Direction is requested from the Administration & Finance Executive Committee to describe how they would like to proceed, based on the options detailed in this document.

## Attachments

Attached is a document titled "Virtual Meeting Options" (3 pages).

This report requests direction from the Administration & Finance Executive Committee.
---

# Virtual Meeting Options

## Methods of Participation

Various virtual methods of participation could be implemented for meetings held in Council Chambers:

- **Archive**
  - Meeting audio and video is recorded and uploaded to a social media platform
- **Stream**
  - Meeting audio and video is broadcast live over the Internet
- **Conference**
  - Meetings are participated in by attendees at remote locations

Virtual participation methods may be combined. For example, a meeting could be both streamed and archived, or a conference invitation could be extended to a limited number of remote attendees, with the resulting video streamed live on the public Internet and later archived.

## Technical Requirements

Each method of participation has specific technical requirements. Combination of participation methods necessitates the inclusion of the technical requirements for each method being utilized.

Technical Requirements	Archive	Stream	Conference
<b>Social Media Platform</b>	Required	Required	
<b>Camera</b>	Required	Required	Required
<b>Microphones</b>	Required	Required	Required
<b>Speakers</b>			Required
<b>Streaming Equipment</b>		Required	
<b>Streaming Software</b>		Required	
<b>Conferencing Equipment</b>			Required
<b>Conferencing Licensing</b>			Required
<b>Video Editing Software</b>	Required		
<b>Labour</b>	Required	Required	Required

## Cost

Each technical requirement can generally be met by a range of options. Each option has associated costs.

### Social Media Platform

Options include services that can host uploaded video or broadcast live streams, such as YouTube, Facebook, Vimeo, etc. YouTube hosts videos for free, but may include ads. Vimeo is an ad-free service, but costs \$1,140 / year for streaming and \$660 per year for just hosting. It may be possible to broadcast on multiple platforms simultaneously.

Additionally, our existing CivicWeb Portal can be extended with the “Video Manager HD” module. This module allows for links to join upcoming YouTube live streams to appear on the CivicWeb landing page, and for links to archived YouTube videos to be added to minutes. The “Video Manager HD” option includes streaming encoder hardware and costs \$5,600 / year. This cost represents a 53% increase in total CivicWeb Portal costs.

If video archives are to be maintained with any sort of resiliency, additional data storage will be required for raw video. The amount of storage required will grow at a rate of approximately 1.17 GB per hour of HD footage, or 4.92 GB per hour of 4K footage.

### Camera

Shaw has installed a video camera in Council Chambers that also receives input from the microphones in the room. Shaw has offered to make video recordings of Town Council meetings available to us. However, their recordings of meetings have so far been unreliable, and can be of poor quality. If there is any expectation of control over our meeting content, or the desire to include content from non-Council meetings, we will have to provide our own camera.

A professional camcorder costs anywhere between \$2,000 and \$5,000. Cinematic cameras cost more. Cheap webcams are not recommended. Some accessories, such as a tripod and recording media, may also be required. Additional adapters and cables may be required to integrate with conferencing equipment.

Alternatively, a USB conferencing room camera costs approximately \$1,000. Active USB extension cables will be required.

### Microphones & Speakers

The existing sound system in Council Chambers incorporates both speakers and microphones.

The sound system’s microphones may be integrated with a video camera using existing outputs. Additional adapters and cables may be required.

The sound system’s speakers and microphones may be integrated with a conferencing system through the installation of a USB card at a cost of approximately \$400. Additional cable installation may be required.

### Streaming Equipment

A live stream requires video to be encoded and uploaded to the Internet. This requires hardware to encode the video, and may require additional hardware to stream the video, depending on the implementation.

A professional video encoder costs anywhere between \$500 and \$1,500.

### Streaming Software

Open source streaming software is available.

Microsoft Teams meetings may also be broadcast using “Teams Live Events”, which requires a “Microsoft Stream” license, which is included in Office 365 licensing.

Streaming is generally not an automatic process. Streams must be prepared ahead of time and are normally attended to while active to ensure they are functioning correctly. However, a streaming server may be employed to schedule and automate some of these processes.

### Conferencing Equipment

The ThinkSmart Hub conferencing equipment that controls meetings in the Committee Room could be duplicated in Council Chambers at a cost of approximately \$1,750.

Additional television displays may also be considered at a cost of \$1,000 to \$2,000 per unit. Additional displays would allow for all meeting participants to view presentations without physical strain. Additional cabling will be required for any additional displays.

### Conferencing Licensing

Creating a new Teams Room requires an Office 365 E3 license, a telephone system license, a conferencing license, and a domestic calling license. Total cost is approximately \$660 / year.

### Video Editing Software

Recorded videos will generally have to be edited and encoded prior to uploading to the public Internet. This process also allows for the inclusion of branding and other professional quality improvements over raw video.

Professional video editing software can be acquired at an approximate cost of \$550 / year.

### Labour

Adding video capture to every public meeting will result in additional labour costs. Post-production costs can be estimated at approximately 1-2 hours per meeting to be archived. Live streaming costs can be estimated as the duration of each meeting. Conferences generally require setup and moderation.

### Recommended Steps

As there are currently no legislated requirements to provide virtual participation, we are seeking direction about which virtual methods of participation are of value to Council. Once that is determined, we can select from the presented options to facilitate those methods.