



# BOARD REPORT

**TO:** Chair and Directors

**File No:** 0550 01

**SUBJECT:** Board Meetings Live-Streaming/Recording

**DESCRIPTION:** Report from Lynda Shykora, Deputy Manager, Corporate Administration Services and Brad Payne, Manager, IT/GIS Services, dated July 3, 2020.

**RECOMMENDATION:** THAT: the Board endorse a six month trial of live-streaming CSR D Board meetings using a Webinar for Zoom meeting subscription, this 16<sup>th</sup> day of July, 2020.

## SHORT SUMMARY:

At the June 18, 2020 regular Board meeting, staff were asked to investigate live streaming or other options to provide the public with video recordings of CSR D Board meetings, including costs and the different options available.

Upon researching this issue including options available and the anticipated costs, staff are recommending a cost effective method to initiate the live-streaming of CSR D Board meetings on a trial basis.

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<b>VOTING:</b>	Unweighted Corporate	<input checked="" type="checkbox"/>	LGA Part 14 (Unweighted)	<input type="checkbox"/>	Weighted Corporate	<input type="checkbox"/>	Stakeholder (Weighted)	<input type="checkbox"/>
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## BACKGROUND:

The issue of live-streaming/recording Board meetings has been discussed over the past year, initially at the July 18, 2019 Board meeting. At that time, a staff report was written in response to a request from a member of the public/media requesting the Board consider video recording or live-streaming the CSR D Board meetings.

Since that time staff have received requests from the eight members of the public to have Board meetings recorded, in addition to a continued request from a member of the local media.

Most recently due to COVID-19, access to the public was completely curtailed and it is now very limited for members of the public to attend CSR D Board meetings.

As of June 26, 2020, a new Ministerial Order M192 requires local governments to undertake "best efforts" to allow members of the public to attend open meetings in-person, while abiding by any of the public health requirements or recommendations made under the *Public Health Act*. The provincial M192 guidelines provide examples of "best efforts" that include: offering alternative means by which the public can provide input on agenda topics to increase accessibility; incorporating livestreaming technologies; and providing draft agendas, minutes and archived videos of meetings to the public.

## POLICY:

Currently there is no policy regarding electronic recording/live-streaming of CSRD Board meetings. Staff intend to update the Board and Committee Procedures Bylaw in August, to incorporate the aspect of Board meeting recording-live streaming. Staff will monitor whether or not there is a need for any other policies to be developed.

#### Freedom of Information Protection of Privacy:

While filming in any public place (or in any private place to which the public is admitted) is permitted by law and publishing those films is also permitted, the Freedom of Information and Protection of Privacy Act of BC emphasizes the requirement for personal information in the custody and control of a public body to be stored within Canada.

The Zoom Video Webinar option described below would be recording only Directors, staff and invited guests/delegations, as opposed to recording members of the public/gallery attendees present in the Board Room. However, signage will be displayed in the Board Room to indicate that the public meeting is being recorded and indicating that Board meeting attendees at a public meeting consent to being recorded and/or the publication of that recording on a CSRD social media site such as Facebook.

### **FINANCIAL AND TECHNICAL:**

The Manager, IT/GIS Services has provided the following technical details and costs:

With the option recommended, there are no changes needed to the current audio and visual equipment quality in the Board Room, for recording/streaming purposes.

The cost of a Zoom Video Webinar subscription would allow the CSRD to broadcast a virtual (Zoom) Board meeting for \$40 per month (based on 100 participants), covered within the IT operational budget. There is an ability to bump it up in various levels, ie to accommodate 500 (largest is 10,000 participants), with pro-rated higher subscription costs. Hosting in webinar format - only the host and panelists will be on video/audio, the people joining (attendees) will not be on video/audio and cannot choose to unmute themselves. There is ability to disable the chat and Q&A features.

For In Camera meetings, there is an ability to setup a "breakout" room that only the Board and authorized staff attend. When the In Camera meeting is concluded, the Board can then resume to the regular / main meeting.

The IT Manager will provide an overview of Webinar for Zoom at the July Board meeting.

Other considerations include staff capacity: There may be slightly more administrative and technical support involved in monitoring the Zoom Video Webinar and for posting to the CSRD's Facebook page. It may also involve a small amount of staff time in monitoring comments through these posts and responding to any generated public comment(s). Corporate staff will need to ensure compliance with privacy legislation and develop any needed policies, as mentioned previously.

If it is apparent that a higher quality live-streaming or recording option is warranted, this could be brought forward through the 2021 budget process. It is likely that staff would then recommend the use of E-scribe meeting management software (the CSRD's current software) for the live streaming of Board meetings. Tying into the E-scribe system provides more options to the public to view certain portions of the meetings through the CSRD's online Board agenda, ie to allow for bookmarking and tagging of video. In this way, the public can see an outline of the agenda and click on an item to view the corresponding section of the video associated with the agenda item. This option saves the public time and frustration of clicking through a video to find the item they are interested. Using eSCRIBE to record Board meetings stores video on servers in Canada, would allow for integration with the CSRD's

meeting management software as well as the bookmarking to allow for easy navigation. The cost for this option is currently estimated to be an additional \$10,000/year for the bookmarking feature.

**KEY ISSUES/CONCEPTS:**

Staff believe, in the short term, that the recommended option to live-stream and post Board meetings is easy to achieve and cost effective. Using the system on a trial basis will give staff an opportunity to monitor usage and to report these findings and any other issues to the Board.

There is a mandate from the Province for local government to make 'best efforts' to record and make meetings accessible for the public by doing such things as utilizing livestreaming technologies, providing draft agendas, minutes and archived videos of meetings to the public.

Accessibility and transparency are the most cited reasons for adding and maintaining video, even in cases where viewership is very low compared to the costs of the service.

The Culture of Engagement is a theme identified in the CSRD's Strategic Plan 2019 - 2022, specific actions being to inform residents and stakeholders of Board decisions on a regular basis using news releases, online newsletters, social media and other mechanisms.

**IMPLEMENTATION:**

If the Board is supportive of this approach the first CSRD Board meeting to live-stream will be August 20, 2020 Regular Board meeting as a 'test'. The public has the opportunity to view the meeting as an attendee by advising CSRD staff.

Staff anticipate being able to post the recorded CSRD Board meetings through the CSRD's Facebook page after the first test meeting assuming there are no technical issues experienced that need to be addressed.

**COMMUNICATIONS:**

The public and local media will be informed through a News Release, the CSRD website, social media posts, and through notifications in local newspapers. These communications will include information to the public about how to pre-register for access to Board meeting live-streaming.

**BOARD'S OPTIONS:**

1. *Endorse the recommendation.*
2. *Deny the recommendation.*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

**Report Approval Details**

Document Title:	Board Meeting Streaming Recording.docx
Attachments:	
Final Approval Date:	Jul 3, 2020

This report and all of its attachments were approved and signed as outlined below:

A handwritten signature in black ink, appearing to read 'C. Hamilton', with a stylized flourish at the end.

Charles Hamilton