

Memorandum

Date: October 14, 2020
Submitted by: General Manager of Community Services
Subject: Hybrid Council Meeting

At the September 15, 2020 Special Council meeting, staff were directed to report back with information to conduct Council meetings in person and remotely with the following resolutions:

CW20/067

Moved and seconded

THAT staff be directed to implement Hybrid Meeting Option #3 as presented at the Special Council Committee of the Whole Meeting held on September 15, 2020.

CW20/068

THAT this item be postponed until staff can report back on the Metro Vancouver Hybrid Committee meeting model.

CW20/069-070

THAT staff report back on the implementation of Option 2 and its requirements;

AND THAT staff report back on the City of Coquitlam's hybrid meetings.

A cross-organizational staff team review of the Metro Vancouver, City of Coquitlam, and Option 2 meeting models is as follows:

Metro Vancouver Hybrid Committee Meeting Model:

Metro Vancouver has a purpose-built room that is acoustically designed with fixed desks for participants. Each desk has a 15" monitor with a camera and a wired connection to a dedicated PC. They manage two Zoom meetings in total, one for board participants and one for presenters. This summer, the room was modified to 50% capacity in order to maintain social distancing, and half of the monitors were repurposed to provide a second monitor to each participant. Participation in the meetings can be done in-person or remotely. Each meeting has a complement of nine staff, with a Corporate Officer, Deputy Corporate Officer, two Committee Coordinators, two technical staff, and two staff for managing presenters and troubleshooting. The active speaker is controlled by the Corporate Officer. For closed meetings, staff sign a non-disclosure agreement so that they can maintain full service to those meetings. It should be noted that their meetings still encounter minor issues with varying Zoom meeting quality and audio volume.

City of Coquitlam Hybrid Meeting Model:

City of Coquitlam has a purpose-built Council Chamber that is acoustically designed with fixed desks for participants. Each desk has one monitor and microphone. They operate one Zoom meeting and participation in the meetings can be done in-person or remotely. The active speaker is controlled by the Corporate Officer and, at the time of this memo, a total staff complement was unavailable. The production level of their meetings is of a lower quality

compared to Port Moody, as there is only one fixed position camera and a conference room dial in speakerphone to connect the audio in the chambers with the Zoom members at home. The Zoom member at home only sees the presentation and hears the rest of Council, but does not see the rest of Council. The Council members in the Chamber can hear the remote Councillor and see them on the screen. Coquitlam does not provide for public input or have Council's motion on the screen as is done in Port Moody.

Option 2 Hybrid Meeting:

Both Metro Vancouver and Coquitlam are forms of an Option 2 hybrid meeting, which is achievable in Port Moody. With a view to utilizing existing equipment, we would use our Council microphone system for streaming audio and Zoom audio. The theatre speakers would provide audio for in-person attendees. Each Council member would sign into the same Zoom meeting at their desk with a dedicated computer with the audio and microphone muted. This will allow Councillors to see each other whether they are remote or in-person and utilize the features in Zoom to vote or raise their hands to maintain speaking order. A concurrent Zoom meeting will be held for remote delegations and staff participating remotely. Remote public input could be handled with a phone-in system, similar to what was used in the Mayor's office during the early days of the pandemic. The Corporate Officer would manage the active speaker and speaker order from off stage facing Council; the Deputy Corporate Officer would take over a portion of duties normally performed by the Corporate Officer. One Committee Clerk would also be required to assist the Corporate Officers with the meeting proceedings and would be working overtime hours for the meeting in addition to the Committee Clerk working remotely. As three Legislative Services staff are simultaneously required to operate the meeting; staff have yet to determine how planned or unplanned absences could be handled. Provision will also need to be made to have one of the non-exempt staff persons operate closed meetings. An additional theatre technician will be required to assist with set-up and system configuration and would be the Zoom operator for the duration of the meeting. Senior staff making a presentation would do so in the theatre at the presenter's desk, but would otherwise participate remotely on Zoom, leaving theatre seating available to the public.

To implement this option, the following additional resources would be required:

Operating Cost:

\$20,000/yr	1 Committee Clerk – overtime (40 meetings @ \$500/meeting)
\$16,920/yr	1 Technician aux – Zoom operator, system setup and configuration (40 meetings @ \$423/meeting)

Capital Cost:

\$9,600	8 Computers on stage (Council, City Manager)
\$2,400	2 Computers off stage (2 Corp Officers)
\$2,400	2 Dedicated Computers (to run Zoom meetings)
\$1,500	1 Auto-mixer (for audio)
\$4,000	Infrastructure, cabling, computer storage case, desk mount for computers
\$1,500	2 Privacy screens for Corporate Officers (shield sensitive information from public)

Implementation time frame: 4 weeks
Operating Cost per year: \$36,920
One-time Capital Cost: \$21,400

This memo fulfills the conditions of postponement for the following motion that was moved and seconded, and which is before Council for consideration:

CW20/067

Moved and seconded

THAT staff be directed to implement Hybrid Meeting Option #3 as presented at the Special Council Committee of the Whole Meeting held on September 15, 2020.

Attachment:

1. Memo considered at September 15, 2020 Special Council meeting – Hybrid Council Meetings.

Report Approval Details

Document Title:	Hybrid Council Meeting.docx
Attachments:	
Final Approval Date:	Oct 19, 2020

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

Dorothy Shermer, Corporate Officer - Oct 16, 2020 - 4:58 PM

Rosemary Lodge, Manager of Communications and Engagement - Oct 16, 2020 - 6:38 PM

Paul Rockwood, General Manager of Finance and Technology - Oct 17, 2020 - 7:03 PM

Tim Savoie, City Manager - Oct 19, 2020 - 9:26 AM