
Village of Gold River

REPORT TO COUNCIL

Regular Council Meeting
September 3, 2024

Author: Michael Roy, Chief Administrative Officer

Subject: Council Meeting Recording

RECOMMENDATION(S):

THAT Council accept the report for information.

THAT Council direct Administration to proceed with the YouTube without our meeting software provider option for the recording of council meetings.

ALTERNATIVE(S):

THAT Council direct Administration to proceed with the YouTube Connector option for the recording of council meetings.

THAT Council direct Administration proceed with the Webcasting Lite option for the recording of council meetings.

THAT Council direct Administration proceed with the Webcasting Plus option for the recording of council meetings.

PURPOSE

To present options for the recording of council meetings.

ATTACHMENT(S):

DISCUSSION

Council requested Administration to look into the recording of Council meetings. We reached out to our meeting software provider who provided options for our consideration.

YouTube Connector

This is not hosted by our meeting provider; they just imbed a YouTube player on the html agenda and later over the timestamps. Timestamps could be taken in conduct meeting mode by clicking on the item as it comes up in the meeting or added manually in post meeting mode. Timestamping allows clicking on an agenda item and jumping to that part in the recording. If internet connectivity is lost in council chambers, then the meeting won't be recorded or miss parts of the meeting. This option is bound by the terms and conditions of the YouTube app.

Webcasting Lite

This is a hosted solution by our meeting provider and includes a virtual encoder for the recordings as the recordings are hosted and stored by them. Like with YouTube Connector this includes timestamps to assist viewers to jump the pertinent section of the recording. This is fully integrated with our current meeting software provider. As with the YouTube Connector, a loss of internet connectivity will result in the inability to record the meeting.

Webcasting Plus

This is also a hosted solution by our meeting provider and includes on-site encoder for the meetings. This means that the meetings will be able to be recorded even without the internet. Once there is connectivity, the recording would be made available for public access. As with YouTube Connector and Webcasting Lite, timestamps are done. This option greatly reduces the chances of not having the meeting recorded.

YouTube (without meeting provider)

There is also a possibility of recording to YouTube without involving our meeting provider. This option is not integrated with our meeting software and could not cost the village on an ongoing basis. If staff can not get it working under the free method, there could be cost for a contractor to assist. This option is very bare bones, no integration and no timestamps which makes this option the least user friendly of the available options.

The costs are:

Option	Annual Cost	Setup
YouTube Connector	\$2,210	\$675
Webcasting Lite	\$8,230	\$2,700, currently willing to waive
Webcasting Plus	\$12,649	\$2,700, currently willing to waive
YouTube without meeting provider	\$0	\$0-\$500

If Council is wanting to proceed with the recording of the meetings, administration believes that based on our financial sustainability challenges, that proceeding with YouTube without the meeting provider would be the best option.

If financial sustainability was not a major concern administration would recommend the Webcasting Plus as it provides the greatest reliability for ensuring successful recordings of council meetings.

FINANCIAL IMPLICATIONS

Dependent on direction of Council, annual cost would as much as \$12,649.

POLICY IMPLICATIONS

n/a

LEGAL IMPLICATIONS

n/a

STRATGIC PLAN ALIGNMENT

None

Respectfully submitted,

Michael Roy
Chief Administrative Officer
Village of Gold River