

**Meeting Date:** April 2, 2024  
**Department:** Legal & Legislative Services  
**Report No.:** LLS-2024-03  
**Submitted by:** Brianna Hammer-Keidel, Director of Legal & Legislative Services/Clerk  
**Approved by:** Trisha McKibbin, Chief Administrative Officer  
**SUBJECT:** **Alternate Locations for Council Meetings - Update**

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**RECOMMENDATION: THAT: Report LLS-2024-03 titled “Alternate Locations for Council Meetings – Update” be received for information, and further;**  
**THAT: Council approve the alternate meeting location of Caradoc Community Centre for Regular Council Meetings scheduled for Monday, May 6, 2024 at 6:00 p.m. and Monday, July 15, 2024 at 6:00 p.m.**

## **BACKGROUND:**

In accordance with Section 19 (d) of Council’s Procedure By-law, Council Meetings shall take place at City Hall, or at another location within the Municipality or adjacent to the Municipality as authorized by the Mayor or by Council, or as provided for in the Municipal Act, 2001 when Notice is given.

At the November 20, 2023 Regular Meeting of Council, the following motion was approved:

Moved by: Councillor Hipple  
Seconded by: Councillor Willsie

THAT: Council approve the proposed 2024 Schedule of Council Meeting dates with the understanding that there will be alternate locations. Carried.

At the March 18, 2024 Regular Meeting of Council, Members reviewed a staff report titled “Alternate Locations for Council Meetings” that identified potential challenges in livestreaming and recording off-site meetings, and the following direction was given:

Moved by: Councillor Willsie  
Seconded by: Councillor Derbyshire

THAT: The report be deferred until there is more information regarding technology restraints and if the meetings can be recorded. Carried.

**COMMENTS:**

Given the challenges of recording audio in a larger space such as the Caradoc Community Centre, staff have investigated options for portable microphones and recording devices to deliver a satisfactory recording of the meeting. Additional memory cards are also required to extend the camera's current clip recording time of 25 minutes. If Council wishes to proceed with the recording of off-site meetings, staff recommend the purchase of four integrated microphone/recording devices at an approximate cost of \$269.99 each, and four additional SDHC memory cards at an approximate cost of \$15.99 each, for a total of approximately \$1,143.92 plus HST. These devices would then be utilized for future off-site meetings or public engagement opportunities.

Municipal staff also reached out to Rogers Television about the possibility of on-site recording and broadcasting, however, they are unable to accommodate this request due to staffing constraints and similar challenges with the provision of multiple microphones.

Finally, the original proposed meeting date of April 15, 2024 has been changed to May 6, 2024 to provide sufficient notice of the location change, if approved by Council.

Council may also choose to remain in the Council Chambers at the Municipal Office to utilize the existing built-in audio and video components to ensure consistent livestreaming and recording of meetings.

**CONSULTATION:**

Jessy Van der Vaart, Communications Assistant  
Management Team

**FINANCIAL IMPLICATIONS:**

- Approx. \$1,143.92 + HST – Allocated to the LLS Communications/Advertising Budget

**STRATEGIC PLAN ALIGNMENT:**

This matter is in accord with the following strategic priorities:

- Customer Service: The municipality offers seamless, responsive service and an exceptional experience for every customer.

**ATTACHMENTS:**

None