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To: Chair and Members
Lambton Area Water Supply System Joint Board of Management

From: Clinton Harper
General Manager

Subject: Webcasting and Video Archiving of meetings of LAWSS Board

Recommendation

The following options are provided for webcasting and video archiving of future meetings of the LAWSS Board.

Background:

At the April 30, 2020 meeting of the LAWSS Joint Board of Management the following motion was carried.

"That the LAWSS Joint Board of Management direct staff to prepare a report detailing options for webcasting and video archiving of future meetings of the LAWSS Board."

Comments:

Four options for webcasting and video archiving are provided in Appendix A. Options are ranked from least expensive to most expensive. The four options provided in Appendix A contain both a webcasting and video archiving component.

Consultation:

As LAWSS meeting management software provider, eScribe was asked to provide a quote for the webcasting and video archiving features that are associated with their service.

Financial Implications:

The financial implications will vary depending on which option is selected by the Joint Board of Management. 2020 Budget does not contain a provision for *webcasting and video archiving of meeting of the LAWSS Joint Board of Management*

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This report was prepared by Clinton Harper, LAWSS General Manager

Attachment(s): Appendix A

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Appendix A:

<u>Option #1- Staff</u> <ul style="list-style-type: none"> Live video streaming directly to YouTube <ul style="list-style-type: none"> Videos hosted on YouTube (public server) Videos subject to the American Patriot Act 	Setup Fee: \$0 Annual Fee \$240 (Zoom Subscription)
<u>Option #2- eScribe's Video Manager:</u> <i>In addition to what staff can provide in-house this option includes the following features:</i> <ul style="list-style-type: none"> Video imbeds into HTML Agenda on website directly from YouTube. Agenda item timestamps automatically linked to corresponding video timestamps. 	Setup Fee: \$1,350 Annual Fee: \$1,950
<u>Option #3- eScribe's Webcasting Lite:</u> <ul style="list-style-type: none"> Video embeds into HTML Agenda on website for eScribe server Agenda item timestamps links to recording automatically IP camera and access to eScribe streaming service Data is stored on eScribe server in Canada LAWSS retains all Intellectual property rights 	Setup Fee: Waived (\$2350) Annual Fee: \$7,450+ per meeting fee (TBD)
<u>Option #4- eScribe's Webcasting Plus:</u> <i>In addition to the features of Webcasting Lite this option provides the following features:</i> <ul style="list-style-type: none"> Specialized encoding and archiving equipment provided Options for visual features when transition between agenda items. Options for connecting a presentation computer into feed. 	Setup Fee: \$3,375 Annual Fee: \$11,450