CITY OF ST. ALBERT

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TAMRMS#: B06

BUDGET INFORMATION REQUEST (BIR) - Broadcasting of Council & Committee Meetings
Requested by: Councillor Hughes
Date of Request: April 18, 2023
Date Response Due: May 18, 2023
Confidential: **No**

QUESTION
Please provide a low, medium and high scope option to upgrade the Douglas Cardinal Boardroom and/or the Council Chambers to improve the broadcasting of council and SCOW meetings, and the benefits and limitations of each option.

RESPONSE

Several technology options that deliver the functions needed for both the Douglas Cardinal Boardroom (DCB) and Council Chambers (Chambers) have been reviewed to determine the most appropriate one to be used as the basis for this BIR. This does not in any way presume the selection of this technology but, rather, it is used solely as the basis for cost estimates in this BIR.

These technology options support automation for both locations. For all levels of estimates (low, medium and high), they provide a robust and consolidated platform with centralized control for both rooms. Since there is a base level needed to achieve these outcomes, the terms "good", "better" and "best" have been used instead of "low", "medium" and "high".

Best efforts will be used to reuse existing technology in Chambers which would reduce costs. Since it is uncertain how much technology can be reused, no reductions are included in these estimates. As well, actuals costs will vary from vendor to vendor and will be confirmed through an RFP process. From the budgetary estimates collected for this BIR, the higher costs were used in the tables below as there are a number of unknowns at this time.

Administration would be able to use this technology for all types of meetings, in addition to Council meetings and Committee meetings. For the purposes of this BIR, the categories of low, medium and high scope options are translated to good, better, best respectfully.

By its nature, this type of technology is highly visual and complex with tight integration of different hardware and software components provided by multiple vendors. Although every effort has been taken to remove this complexity from this BIR, follow-up information and/or product demonstrations may be required to gain a complete understanding.

Good, Better, Best Options

All three options for Chambers include the same basic hardware and system configuration with the differences being the type of discussion station and the type of meeting management software.

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For DCB, the options include a wireless system with only one type of discussion station. As such, the difference between the two options is the choice of meeting management software used with the discussion stations.

As mentioned, this type of technology is particularly complex with many options available. The table below provides a basic summary of the differences between the options. All discussion stations in options for both Chambers and DCB have multiple choices for microphones.

Council Chamber Options

Feature / Function	Good	Better	Best
Standard discussion station with 5.2 inch touch screen. Small screen located on base (see notes for functions)	All Stations (17)	Administration only (10)	Administration only (10)
Touch screen discussion station with 10 inch (resembles an iPad-see notes for functions)	No	Council only (7)	Council only (7)
Vibrating button feedback	Yes	Yes	Yes
Microphone control	Basic	Advanced	Advanced
Audio	Standard: Built-in speaker, headphone jack	Touch screen: Bluetooth	Touch screen: Bluetooth
Multimedia	No	Council only	Council only
Video on discussion station	No	Council only	Council only
Camera on discussion station	No	Council only	Council only
Manual camera control	Limited	Limited	Yes
Automatic camera control	Yes	Yes	Yes
Control system, control panel and video encoders for managing audio, video and streaming functions	Yes	Yes	Yes
Integration with current City meeting management software	Not offered by current City vendor	Not offered by current City vendor	Not offered by current City vendor
eScribe integration	No	No	Yes
Third-party import/export to City meeting management system	Limited	Limited	Fully supported
Full remote participation for Council members incl. meeting content and video participants (similar to Teams), software version of the touch screen panel that is in Chambers.	Yes	Yes	Yes
Configuration and training	Yes	Yes	Yes
Removal of obsolete equipment	Yes	Yes	Yes
Camera features: hi-definition cameras, 2 camera shots per seat, 2 wide shots, up to 8 cameras, support for remote configurations	No	Yes	Yes (enhanced camera configuration)

Overlays for names, agenda, voting and speech time	No	Yes	Yes
Configure different room layouts	No	Yes	Yes
Presentation sharing	No	No	Yes
	$163,000	$175,000	$203,800

Good

This option includes standard discussion stations for Council, Administration and participants. Although these stations use touch screens, the functions are limited to "request to speak" and "mute".

These standard stations provide the following capabilities:

- vote and see vote results
- display current speaker
- speech time progress bar showing elapsed speaking time
- view speaker list showing current and upcoming speakers based on "request to speak"
- view next agenda item (no update capability)

Standard meeting management includes the following functions:

- create and publish meetings with an assigned room, a list of participants, an agenda, voting items and seat assignment.
- create and manage an organization and a delegates database.
- create meeting templates for quick reuse
- automatic camera control

There is no legislative software integration with this option.

Better

This option provides touch screen discussion stations for Mayor and Councilors and standard discussion stations for Administration and participants.

The touch screen discussion stations provide the following capabilities:

- view any video output in the meeting including all cameras and the video stream to YouTube displayed as the entire screen or as small screen in screen windows
- view presentations on the touch screen and zoom-in if needed
- view and update entire agenda items highlighting current agenda item is integrated with the City's meeting management software
- view speaker list showing current and upcoming speakers based on "request to speak"
- built-in camera for the active speaker
- built-in speakers with automatic mute function when microphone is live
- speech time progress bar showing elapsed speaking time
- voting and result visualization
- ability to mute microphones and control audio in the room

Meeting management functions are the same as the "Good" option above.

There is no legislative software integration with this option.

Best

This option also provides touch screen discussion stations for the Mayor and Councilors and standard

discussion stations for Administration and participants.

Enhanced meeting management includes the following functions:
- control all aspects of the meeting such as voting sessions and microphones
- conference systems control and web browsing
- user interfaces and hall-displays can be tailored to Council's needs
- optimized for live meetings: change or add agenda items and voting sessions, re-assign delegates to seats, and change voting rights when delegates leave the meeting.
- full remote participant support including microphone control and voting integration
- full paperless integration: all reports are stored as PDF.
- exports to local government meeting management systems are supported
- manual or fully automatic camera control
- participants, voting results, agendas, and presentations can automatically be displayed in multi-split-screen or picture-in-picture.
- additional information such as speaking time and name is automatically added to each speaker
- integration with legislative meeting management systems is available. (note: the City's current vendor has been contacted for integration and at this time, based on available information, is not responsive. Other meeting management vendors are currently ready to integrate.)
- bring your own device support included

Douglas Cardinal Boardroom Options

Feature / Function	Good	Best
Wireless discussion station with 5.2-inch touch screen	Yes	Yes
Legislative integration	No	Yes
Manual camera control (presets)	Limited	Yes
Automatic camera control	Yes	Yes
Multiple room layouts	With add-on license	Included
Meeting preplanning	With add-on license	Included
Third-party export to local government systems	Limited	Fully supported
Full remote participation for Council members incl. meeting content and video participants (similar to Teams), software version of the touch screen panel that is in DCB.	Yes	Yes
Hi-definition cameras	Yes	Yes
Camera features: hi-definition cameras, 2 camera shots per seat, 2 wide shots, up to 8 cameras, support for remote configurations	No	Yes
Overlays for names, agenda, voting and speech time	Yes	Yes
Configure different room layouts	Yes	Yes
Presentation sharing	Yes	Yes
PIP with remote meeting content and video participant, Video distribution to laptop (hybrid view) (Confero MEET) - Front Row, in room experience	Yes	Yes
	$113,800	$118,300

The wireless system for the DCB offers a more basic discussion station that will be available soon. It has not been included in the Good/Best options as the availability date is currently unknown.

Good

This option provides wireless standard discussion stations for Council and Administration.

These touch screens provide the following capabilities:

- view any video output in the meeting including all cameras and the video stream to YouTube displayed as the entire screen or as small screen in screen windows.
- view presentations on the touch screen and zoom in if needed.
- view and update entire agenda items highlighting current agenda item, integrated with the City's meeting management software
- view speaker list showing current and upcoming speakers based on "request to speak."
- built-in camera for the active speaker
- built-in speakers with automatic mute function when microphone is live
- speech time progress bar showing elapsed speaking time
- voting and result visualization
- ability to mute microphones and control audio in the room.

Standard meeting management includes the following functions:

- create and publish meetings with an assigned room, a list of participants, an agenda, voting items and seat assignment.
- create and manage an organization and a delegates database.
- create meeting templates for quick reuse.
- Automatic camera control

There is no legislative software integration with this option.

Best

The wireless discussion stations in the "Good" option are included in the "Best" option.

Enhanced meeting management includes the following functions:

- voting license
- "badge identification" (who is listed in the queue to speak)
- control all aspects of the conference system like starting voting sessions, control microphones and ID card programming
- full remote participant support including microphone control and voting integration
- conference systems control and web browsing.
- user interfaces and hall-displays can be tailored to Council's needs
- easy meeting preparation for your conference system, by Excel and support for connectivity to local government systems.
- optimized for live meetings: change or add agenda items and voting sessions, re-assign delegates to seats, perform live card programming and change voting rights when delegates leave the meeting.
- full paperless integration: All reports are stored as PDF
- exports to local government meeting management systems are supported
- manual or fully automatic camera control
- participants, voting results, agendas, and presentations can automatically be displayed in multi-split-

screen or picture-in-picture.
- additional information such as speaking time and name is automatically added to each speaker
- integration with legislative meeting management systems is available. Note: the City's current vendor has been contacted for integration and at this time, based on available information, is not responsive. Other meeting management vendors are currently ready to integrate.

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