



## The Corporation of the Township of Huron-Kinloss

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### Staff Report

**Report Title: Hybrid Meeting or Livestreaming Consideration**

**Date: Jan. 26, 2026**

**Report Number: CLK-2026-04**

**Department: Legislative Services**

**File Number: C11 CLK 26**

**Prepared By: Manager of Legislative Services/Clerk**

**Attachments: None**

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#### **Recommendation:**

THAT the Township of Huron-Kinloss Council receive for information Report CLK-2026-04;

AND FURTHER THAT Staff complete a more detailed review and return with a report that outlines options, costs, timelines, and other impacts required to prepare the Council Chamber for hybrid meetings.

#### **Background:**

Early in this term of Council, Report CLK-2023-02-10 [Hybrid Meeting Proposal](#) was considered by Council. That report explained the limits of holding hybrid meetings, including technology, procedures, and how meetings are managed. It also described challenges with the current Council Chamber related to public participation in a hybrid format and the livestreaming of meetings.

More recently, Council received a request from a member of the public to livestream Council meetings. Council directed staff to provide information to be used as part of the Mayor's proposed 2026 Budget. This report provides the information reviewed by staff in response to that direction.

#### **Discussion/Analysis/Overview:**

During this term, Council has reviewed possible updates to the Council Chamber and set rules for electronic participation in meetings. Council decided that virtual participation would be limited to members of Council and, when needed, staff or consultants. This did not include livestreaming or public participation virtually. Council also directed that meetings should focus on in-person attendance. This includes requiring quorum to be present in the Council Chamber, the Chair to preside in person, and limits on how often members of Council may participate electronically.

Following these directions, staff made small improvements to the existing sound system at minimal cost. These changes have helped members of Council participate electronically when needed and have provided more flexibility for attending meetings.

After receiving a public delegation requesting livestreaming of meetings, staff reviewed past reports and completed an early review of what would be required to support livestreaming in the Council Chamber.

### Governance and Accessibility

Livestreaming Council meetings can support openness, accessibility, and public accountability. It allows residents to follow Council meetings when they are unable to attend in person.

When considering livestreaming, it is important that people attending in person and those watching or participating online can clearly hear and follow the meeting. The goal is to provide a similar experience for all participants.

### Technology and Infrastructure

The current audio system in the Council Chamber has limited capacity and cannot support additional microphones. This limits how staff and members of the public can participate and affects sound quality for anyone watching or participating remotely. Microphones are required for online viewers or participants to hear Council discussion clearly.

Early estimates suggest that audio, video, and related technology upgrades needed to support livestreaming and improved hybrid meetings would cost between \$30,000 and \$50,000. These estimates are preliminary. More work would be needed to refine the full scope of the project, options, final costs, and how the upgrades would be implemented and other long-term operational considerations.

Upgrading the Council Chamber's technology would have benefits beyond livestreaming Council meetings. The Chamber is used for different types of meetings and activities. Improvements could enhance:

- Audio and visual quality for in-person meetings;
- Support for delegations, presentations, and public engagement activities;
- Flexibility for a range of meeting formats and uses of the Chamber; and
- Overall functionality and resilience of the space for future needs.

Considering these broader benefits allows Council to evaluate technology upgrades as an investment in the Chamber as a whole, rather than solely as a response to a single use case.

### Procedural Considerations

In addition to technology upgrades, changes to meeting procedures would be needed to support livestreaming and hybrid meetings. This may include how meetings are managed, how the public can participate, and who is responsible for technical support during meetings.

These procedural changes have not yet been developed and would be reviewed as part of a larger project.

## Budget Considerations

The estimated costs for the technology upgrades described in this report are not included in the Mayor's proposed 2026 Budget. Additional review and analysis would be required before staff could bring forward a more accurate costing and recommendation on funding.

If Council wishes to move forward with infrastructure upgrades, Council may direct staff to complete a more detailed review and return with a report that outlines options, costs, timelines, and other impacts. Council could then consider funding the project through a future budget amendment.

## Conclusion

The request to livestream Council meetings has been reviewed in relation to current technology, meeting procedures, and Council direction. Livestreaming is an important tool that can support transparency and public access.

Before further decisions are made, it would be helpful to complete a full review of the Council Chamber's technology. This would allow Council to consider livestreaming along with other benefits that technology upgrades could provide. Completing this work first would support informed decision-making and long-term planning for the Council Chamber.

## **Financial Impacts:**

Enhancements to the Council Chambers have not been included in the 2026 budget. Though not fully explored, the preliminary estimates of the necessary technological updates to improve sound and visual quality were between \$30,000 and \$50,000.

This project has not been included in the 2026 Mayor's proposed budget. An amendment to the 2026 budget could be proposed later, pending further investigation and understanding of the projects full scope, and a firmer indication of costs.

**Performance Measurement:** None noted.

## **Strategic Area:**

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|-------------------------------------------------------------|------------------------------------------------------------------------|
| <input type="checkbox"/> Embrace a thriving rural lifestyle | <input checked="" type="checkbox"/> Enhance Municipal Service Delivery |
| <input type="checkbox"/> Prepare for Inclusive Growth       | <input type="checkbox"/> Ensure Financial Stability                    |

## **Strategic Goal: Manage assets and infrastructure**

## **Respectfully Submitted By:**

Jennifer White, Manager of Legislative Services/ Clerk

## **Report Approved By:**

Jodi MacArthur, Chief Administrative Officer