



REPORT TO

REGULAR BOARD

UPDATE ON PUBLIC MEETING ROOM AUDIO-VISUAL UPGRADES

"For surely I know the plans I have for you, says the Lord, plans for your welfare and not for harm, to give you a future with hope." Jeremiah 29:1

| Created, Draft | First Tabling | Review |
|----------------|---------------|--------------|
| May 31, 2018 | June 14, 2018 | June 5, 2018 |

Steve Camacho, Chief Information Officer

J. Di Fonzo, Sr Coordinator, Technical Services

Deborah Friesen, Acting Executive Superintendent of Facilities Services

RECOMMENDATION REPORT

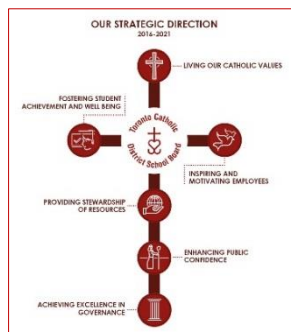
Vision:

At Toronto Catholic we transform the world through witness, faith, innovation and action.

Mission:

The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.

We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.



Rory McGuckin
Director of Education

D. Koenig
Associate Director
of Academic Affairs

T. Robins
Acting Associate Director
of Planning and Facilities

L. Noronha
Executive Superintendent
of Business Services and
Chief Financial Officer

A. EXECUTIVE SUMMARY

This report is to provide Trustees with an update on the status of the boardroom upgrades at the CEC.

The boardrooms and meeting rooms at the CEC have not received a major refresh to their Audio-Visual (AV) equipment and related system since approximately 2005 (13 years), which is much longer than industry average.

As a part of the 2017-18 operating budget, the Board approved a \$200,000 one-time investment in the boardroom to correct AV problems that have been reported and to improve the reliability of the room. In addition, staff have received complaints about the other public meeting rooms at the CEC. Upon additional assessment, staff believe the original funds allocated are insufficient to substantively address the needs of these rooms.

This report advises that staff are retaining an AV Design specialist to review the rooms, develop a fulsome design and budget, and provide options for trustees to review and approve. Furthermore, staff are recommending that a multi-year financial plan be developed in conjunction with the reserve policy strategy for IT Infrastructure replacement needs.

The cumulative staff time required to prepare this report was 6 hours

B. PURPOSE

1. The purpose of this report is to provide Trustees with an update on the status of boardroom upgrades and setup.

C. BACKGROUND

1. The Board uses extensive AV technology in its public meeting spaces at the CEC. The use of this technology to convey meeting content and displaying publicly the democratic process involved in setting the strategic direction of the Board is of critical importance. This technology helps to align the delivery and debate of regular agenda reports with the Board's Multi-Year Strategic Plan with regards to enhancing public confidence, stewardship of resources, and excellence in governance.

2. Senior members of Toronto Catholic District School Board (TCDSB) staff and Trustees visited with the City of Toronto in March 2018 to review how AV technology can be best used in public governance setting. This exposure to the technology used by the City revealed that TCDSB's technology in the Boardroom was significantly lagging in many areas.
3. The boardrooms and meeting rooms at the CEC have not received a major refresh to their AV equipment and related system since approximately 2005 (13 years). The best practice refresh cycle for AV equipment is between 3 and 5 years. As a result, the rooms have had numerous problems with the equipment in the last few years and staff have received many complaints about sound and video quality from Trustees, the public and staff.
4. Over the last 10 years, AV technology has gone through a major product update cycle in the market and has moved to digital based technology that runs over common network infrastructure, rather than traditional "analog" technology.
5. As a result of the above factors, the Board is looking to refresh the AV system in the CEC; specifically staff are targeting rooms used for public meetings such as the main boardroom, large committee room, small committee room, and Catholic Teacher's Centre.
6. The upgrade of AV equipment in a large public space is a significant undertaking and will require, in addition to new technology, facilities work such as new data cabling, power, furniture, and soundproofing to develop an effective overall solution.
7. To address the move to digital technology, a wholesale change of most of the AV system components is needed when upgrading a single room as opposed to updating components in a piecemeal fashion.
8. Given the anticipated scope of the work, staff also believe it would be a cost effective time to revisit the room layouts and to provide options to improve the use of the space for Board meetings and other events.
9. The 2017-18 budget includes a one-time \$200,000 increase to the operating budget for general investment in Boardroom AV equipment, however, staff believe that level of funding is significantly below the market cost to upgrade all public meeting rooms at the CEC.

D. ACTION PLAN

1. Given the amount, complexity, and expertise required to complete this work, staff are retaining the services of an AV design specialist that will work with the Facilities and ICT departments to develop a room design for each of the target rooms. These room designs will be used to inform the purchase, installation, and integration of the AV equipment as well as any additional architectural or construction work. The cost for a specialist to develop this type of plan is approximately \$50,000.
2. As a part of the design scope of work, the AV design specialist will seek input from Trustees and staff on the final design requirements for each room to ensure the core issues are corrected.
3. Although the cost of the final design has not yet been determined, staff are anticipating that the original \$200,000 allocated to this work will be insufficient to complete all rooms or the main boardroom alone. Upgrades of this nature and scope often surpass \$1,000,000. Therefore, in order to remain fiscally prudent, the final upgrade plan will likely call for room upgrades in stages over a number of years and provide the Board of Trustees with options to choose the desired service level that will vary in price points.

E. RECOMMENDATION

1. That a financial plan for audio-visual technology at the Catholic Education Centre be developed and incorporated in to a Reserve Policy and Strategy related to IT Infrastructure replacement; and
2. That staff return with a final design, estimated budget, and report with options regarding the audio-visual systems upgrade in the main boardroom, large committee room, small committee room, and catholic teachers centre at the Catholic Education Centre.