



REPORT TO

STUDENT ACHIEVEMENT AND WELL BEING, CATHOLIC EDUCATION AND HUMAN RESOURCES COMMITTEE

UPGRADE OPTIONS FOR PUBLIC MEETING ROOMS

"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
August 24, 2018	September 6, 2018	Click here to enter a date.

Steve Camacho, Chief Information Officer
Joe Di Fonzo, Sr Coordinator, Technical Services
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RECOMMENDATION REPORT

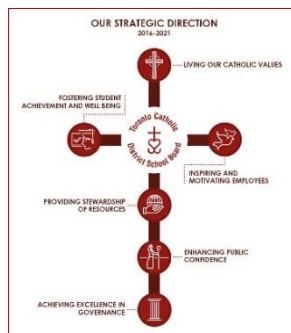
Vision:

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
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of Planning and Facilities

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

A. EXECUTIVE SUMMARY

The public boardrooms at the Catholic Education Centre (CEC) have not received a major refresh to their audio-visual (AV) equipment and related systems since approximately 2005 (13 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 in the meeting rooms from employees, Trustees, and the public. These issues are exasperated during heavily attended public meetings.

Connecting and communicating with the public and other board stakeholders promotes good governance and transparency which in turn enhances public confidence in the Board's decisions and operations. Furthermore, it is also generally understood that the effective use of technology within public meeting spaces supports effective communications. Therefore, staff believe the upgrade to existing public boardrooms is critical to the Board's operation as a publicly funded and transparent organization.

Over the course of the last few weeks, staff have been working diligently with an external AV specialist and have been consulting with Trustees and staff on the needs within the public boardrooms. Based on this work, staff have developed a number of upgrade options for the AV technology in 4 public meeting rooms within the CEC. These upgrade options attempt to balance cost with functionality and features.

Based on a balance between value for money and functionality, staff are recommending that the Board of Trustees approve in principle the Enhanced Option (Option B) for all rooms from the list of options provided within this report.

All options presented in this report are above the \$200,000 budget allocated by the Board of Trustees last year. As such, once Trustees select an upgrade option for each room, staff will return at November 8th Corporate Services Committee meeting with a funding plan for the selected option.

The cumulative staff time required to prepare this report was 80 hours

B. PURPOSE

1. The purpose of this report is to provide Trustees with a high-level plan with options to upgrade the AV systems and associated furniture and millwork in the public meeting rooms at the CEC, including the main boardroom.
2. This report addresses a motion from the Board on June 14th, 2018 to accelerate and report back on a plan to upgrade the main boardroom, large committee room, small committee room, and Catholic Teachers Centre boardroom at the CEC.

C. BACKGROUND

1. The public boardrooms at the CEC have not received a major refresh to their AV equipment and related systems since approximately 2005 (13 years). The best practice refresh cycle for AV equipment is approximately between 3 to 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 in the meeting rooms from employees, Trustees, and the public. These issues are exacerbated during heavily attended public meetings.
2. Over the last 10 years, AV technology has gone through major product update cycle and has moved to digital based technology that runs over common network infrastructure, rather than traditional “analog” technology.
3. 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.
4. Connecting and communicating with the public and other board stakeholders promotes good governance and transparency which in turn enhances public confidence in the Board’s decisions and operations. As such, staff believe the upgrade to existing public boardrooms is critical to the Board’s operation as a publicly funded organization.
5. At the May 2017 Student Achievement and Well-being Committee meeting, Trustees approved a one-time \$200,000 general investment in boardroom AV equipment for the 2017-18 fiscal year; however, after further investigation and research staff believe those funds are insufficient to upgrade all public meeting rooms at the CEC.

6. On June 14th, 2018 staff returned with an update report on the status of the Boardroom AV and recommended that the Board use a portion of the already allocated funds to hire an AV design specialist, complete robust stakeholder consultations, and return with a final design in the fall of 2018
7. At the June 14th, 2018 meeting, the Board requested that staff accelerate this project. Staff were requested to return with a design, estimated budget and work plan at the September 6th Student Achievement and Well Being Committee meeting.
8. In late June 2018, through a public RFP process, staff hired Engineering Harmonics as the Board's AV design specialists for this project.
9. During the week of July 23rd four specialists from Engineering Harmonics visited the CEC to meet with staff about the upgrade, review the current configuration and technology in the rooms, discuss reported issues, brainstorm possible solutions for the rooms.
10. In the same week as above, staff sent Trustees and senior staff a list of reported issues in the 4 public boardrooms at the CEC and invited Trustees and senior staff to comment on these issues and report on any additional items that they felt needed to be addressed during the upgrade. Staff received written feedback from 2 Trustees and 7 staff. The feedback was reported back to Engineering Harmonics.
11. On August 16, 2018 a presentation and discussion meeting was held with senior staff and Trustees to review and discuss the initial ideas being considered for the Boardrooms. The meeting was attended by 4 Trustees and approximately 10 staff. Engineering Harmonics also attended the meeting to help explain some ideas and collect feedback from stakeholders for input into the final design and plan.

D. EVIDENCE/RESEARCH/ANALYSIS

1. Based on the decisions and feedback thus far, staff, with help from Engineering Harmonics, have developed 3 options for each boardroom except the small committee rooms for Trustees to consider. The options attempt to balance the requirements and input received, with overall cost of the upgrade for these rooms.

2. The options below describe the high-level functionality of the rooms along with the total associated estimated costs. Costs shown are the best-known current estimate that include equipment, furniture, engineering, cabling, construction, installation, contingency, and taxes.
3. Exact costing will not be known until the final design is chosen by Trustees and tendering for equipment and service is complete.
4. The baseline option (Option A) represents “like-for-like” functionality with the current room setup and “must have” corrections, changes, and equipment upgrades. The Enhanced Option (Option B) represents enhanced functionality that was requested during consultations with Trustees and staff such as web conferencing. The Premium Option (Option C) represents all proposed features and enhanced discussed during consultations including the additional design requirements of flexibility to easily reconfigure the main boardroom for other system events such as Awards Night. Details of the features option on room-by-room basis can be found in appendix A.
5. All of the options are above the \$200,000 already allocated to this project. As such, Trustees are asked to approve an option below in principle so that staff can continue the detailed planning work necessary for the next phase of the project. Staff will return with a final budget request at the November 8th Corporate Services Committee meeting once the 2017-2018 fiscal year has been closed and the amount of available surplus funds is finalized, which will be the likely funding source for this project.
6. Of the \$200,000 already allocated in the budget \$10,000 was used to hire the AV design specialist for the initial design and estimate work. Therefore, \$190,000 is available to allocate to the overall options below.

7. The costing estimates for each option are shown below. These estimates include all pertinent cost items such as equipment, installation, programming, project management and taxes. Estimates are shown to the nearest thousand.

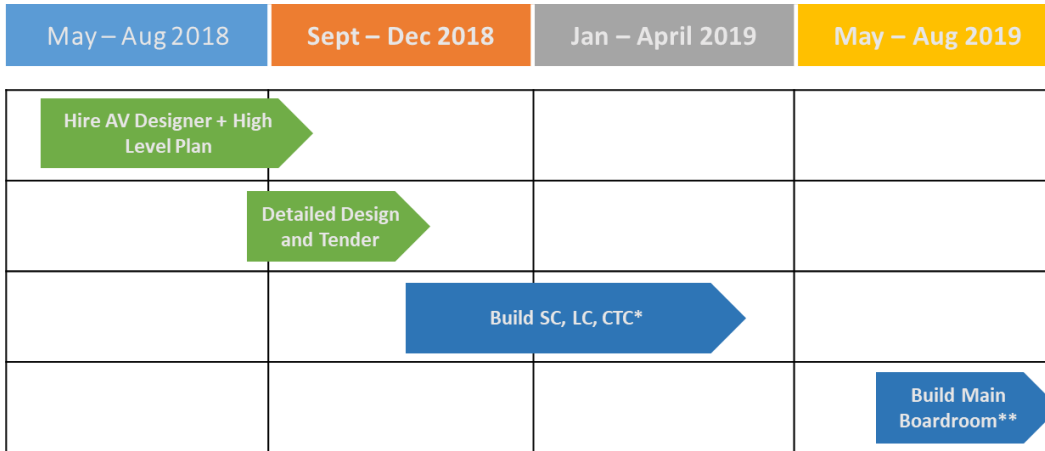
	Option A (Baseline)	Option B (Enhanced)	Option C (Premium)
Main Boardroom	630.0	837.3	993.9
Large Committee Room	90.7	104.7	114.2
Small Committee Room	83.6	86.2	N/A (same as B)
CTC Boardroom	90.7	104.2	126.9
Total	894.5	1132.4	1,321.4

E. METRICS AND ACCOUNTABILITY

1. Prior to tendering the rooms for installation and renovations, the final design documents will be shared with Trustees and senior staff for comment.
2. As mentioned above, the options costed above are for the purposes of approval of the options in principle. A final budget request will be provided at the November 8th, 2018 Corporate Services meeting once a funding plan is finalized.

F. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN

1. The overall project will have a target completion date of August 31, 2019. However, rooms will be completed and become available one at a time throughout the academic year. The main boardroom will be scheduled for a 8-10 week construction window in the summer of 2019 to minimize any disruption to Board meetings. The proposed high-level schedule and work plan is below.



* One room at a time to minimize disruption
 ** requires 8-10 weeks over the summer

- Scheduled updates will be provided by email periodically throughout the year as rooms are scheduled and completed. A full project progress report will be provided in the spring of 2019 prior to the renovation of the main boardroom.

G. STAFF RECOMMENDATION

- That the Board of Trustees approve in principle the upgrade of the main boardroom, large committee room, small committee room, and Catholic Teachers Centre boardroom at the Catholic Education Centre using the Enhanced Option (option B) for all rooms at an estimated additional cost of \$942,400.
- That staff return at the November 8th, 2018 Corporate Services Committee meeting with an updated funding plan and budget amendment.

Appendix A – Option Details and Estimates

Main Boardroom – Baseline (Option A)

Major Functionality	Estimate Cost Breakdown																	
Audio/Microphones:																		
<ul style="list-style-type: none"> • All new individual microphone and request-to-speak system • All new advanced speaker technology throughout the room and gallery • All new advanced speaker technology in atrium • Additional earphones for audience members with AODA compliance • Modified existing millwork to accommodate new microphones 																		
Video:																		
<ul style="list-style-type: none"> • Updated screens in the atrium • Updated cameras for broadcasting and ready for web conferencing. • 10 centre display screens for participates in horseshoe • Live feed in trustee lounge 																		
AV Controls:																		
<ul style="list-style-type: none"> • Updated control panels at chair, recording secretary and technician station • Update backroom controls and switching 																		
Furniture and layout:																		
<ul style="list-style-type: none"> • Moving recording secretary to left of chair • AODA compatible seating area in the gallery • Modified existing presentation station for AODA • Fixed (not movable) room design and AV system 																		
Other features:																		
<ul style="list-style-type: none"> • Improved seating position for screen viewing • Updated larger clock system to improve legibility • Updated presentation computers • Modified lighting for improved screen visibility 																		
	<table border="1"> <thead> <tr> <th>Cost Category</th> <th>Est. Cost</th> </tr> </thead> <tbody> <tr> <td>Audio/Mics</td> <td style="text-align: right;">298.1</td> </tr> <tr> <td>Video</td> <td style="text-align: right;">112.3</td> </tr> <tr> <td>AV Controls</td> <td style="text-align: right;">55.4</td> </tr> <tr> <td>Furniture/Layout</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Other</td> <td style="text-align: right;">21.0</td> </tr> <tr> <td>Installation/cabling</td> <td style="text-align: right;">143.2</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">630.0</td> </tr> </tbody> </table>	Cost Category	Est. Cost	Audio/Mics	298.1	Video	112.3	AV Controls	55.4	Furniture/Layout	0	Other	21.0	Installation/cabling	143.2	Total	630.0	<i>Numbers in thousands</i>
Cost Category	Est. Cost																	
Audio/Mics	298.1																	
Video	112.3																	
AV Controls	55.4																	
Furniture/Layout	0																	
Other	21.0																	
Installation/cabling	143.2																	
Total	630.0																	

Main Boardroom – Enhanced (Option B)

Major Functionality

All the major functionality included in Option A plus following:

- All new millwork (desks) for all meeting participants
- Video Web conferencing system
- New carpet tile

Estimate Cost Breakdown

Cost Category	Est. Cost
Audio/Mics	298.1
Video	124.9
AV Controls	55.4
Furniture/Layout	167.0
Other	48.7
Installation/cabling	143.2
Total	837.3

Numbers in thousands

Main Boardroom – Premium (Option C)

Major Functionality

All the major functionality included in Option B plus following:

- Disconnectable AV system and millwork to allow for system events
- New projectors and enhanced screens
- New chairs for meeting participants

Estimate Cost Breakdown

Cost Category	Est. Cost
Audio/Mics	298.1
Video	155.8
AV Controls	55.4
Furniture/Layout	210.4
Other	48.7
Installation/cabling	225.5
Total	993.9

Numbers in thousands

Large Committee Room – Baseline (Option A)

Major Functionality

Audio/Microphones:

- All new integrated table top microphone system with individual muting
- All new ceiling speaker technology throughout the room
- Additional earphones for audience members with AODA compliance

Video:

- Updated main projector/display

AV Controls:

- Updated control panels
- Update backroom controls and switching
- Updated presentation inputs

Furniture and layout:

- AODA compatible seating area in the gallery
- Fixed (not movable) room design and AV system

Other features:

- Countdown clock system
- Improved AV cabling

Estimate Cost Breakdown

Cost Category	Est. Cost
Audio/Mics	24.7
Video	11.4
AV Controls	25.6
Furniture/Layout	0
Other	0
Installation/cabling	29.0
Total	90.7

Numbers in thousands

Large Committee Room – Enhanced (Option B)

Major Functionality

All the major functionality included in Option A plus following:

- Video Web Conferencing
- Second display/projector for audience
- Wireless projection

Estimate Cost Breakdown

Cost Category	Est. Cost
Audio/Mics	24.7
Video	24.1
AV Controls	26.9
Furniture/Layout	0
Other	0
Installation/cabling	26.9
Total	104.7

Numbers in thousands

Large Committee Room – Premium (Option C)

Major Functionality

All the major functionality included in Option B plus following:

- Tables and chairs for support staff

Estimate Cost Breakdown

Cost Category	Est. Cost
Audio/Mics	24.7
Video	24.1
AV Controls	26.9
Furniture/Layout	9.5
Other	0
Installation/cabling	26.9
Total	114.2

Numbers in thousands

Small Committee Room – Baseline (Option A)

Major Functionality

Audio/Microphones:

- All new integrated ceiling array microphone system
- All new ceiling speaker technology throughout the room
- Additional earphones for audience members with AODA compliance

Video:

- Updated main projector/display

AV Controls:

- Updated control panels
- Update backroom controls and switching
- Updated presentation inputs

Furniture and layout:

- AODA compatible seating area in the gallery
- Fixed (not movable) room design and AV system

Other features:

- Countdown clock system
- Improved AV cabling

Estimate Cost Breakdown

Cost Category	Est. Cost
Audio/Mics	22.7
Video	10.1
AV Controls	25.6
Furniture/Layout	0
Other	0
Installation/cabling	25.2
Total	83.6

Numbers in thousands

Small Committee Room – Enhanced (Option B)

Major Functionality

All the major functionality included in Option A plus following:

- Video Web Conferencing
- Wireless projection

Estimate Cost Breakdown

Cost Category	Est. Cost
Audio/Mics	22.7
Video	11.4
AV Controls	26.9
Furniture/Layout	0
Other	0
Installation/cabling	26.9
Total	86.2

Numbers in thousands

Catholic Teachers Centre Boardroom – Baseline (Option A)

Major Functionality

Audio/Microphones:

- All new integrated ceiling array microphone system
- All new ceiling speaker technology throughout the room
- Additional earphones for audience members with AODA compliance

Video:

- Updated main projector/display

AV Controls:

- Updated control panels
- Update backroom controls and switching
- Updated presentation inputs

Furniture and layout:

- AODA compatible seating area in the gallery
- Fixed (not movable) room design and AV system

Other features:

- Countdown clock system
- Improved AV cabling

Estimate Cost Breakdown

Cost Category	Est. Cost
Audio/Mics	26.7
Video	11.4
AV Controls	25.6
Furniture/Layout	0
Other	0
Installation/cabling	26.5
Total	90.2

Numbers in thousands

Catholic Teachers Centre Boardroom – Enhanced (Option B)

Major Functionality

All the major functionality included in Option A plus following:

- Video Web Conferencing
- Wireless projection

Estimate Cost Breakdown

Cost Category	Est. Cost
Audio/Mics	26.7
Video	24.1
AV Controls	26.9
Furniture/Layout	0
Other	0
Installation/cabling	26.5
Total	104.2

Numbers in thousands

Catholic Teachers Centre Boardroom – Enhanced (Option C)

Major Functionality

All the major functionality included in Option C plus following:

- New tables with power outlets

Estimate Cost Breakdown

Cost Category	Est. Cost
Audio/Mics	26.7
Video	24.1
AV Controls	26.9
Furniture/Layout	22.7
Other	0
Installation/cabling	26.5
Total	126.9

Numbers in thousands

Appendix B - proposed boardroom layout changes

