



REPORT TO

**CORPORATE SERVICES, STRATEGIC
PLANNING AND PROPERTY
COMMITTEE**

**PUBLIC MEETING ROOM AUDIO-VISUAL
UPGRADES - FUNDING**

“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”

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Steve Camacho, Chief Information Officer

RECOMMENDATION REPORT

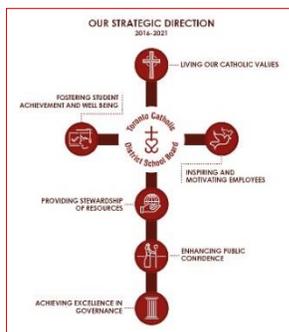
Vision:

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.



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A. EXECUTIVE SUMMARY

At the September 6th, 2018 Student Achievement and Well-Being Committee meeting the Board reviewed several options for upgrading the Audio-Visual (AV) systems and associated components in all public meeting rooms at the Catholic Education Centre (CEC). The Board of Trustees approved the enhanced (option B) for all public meeting rooms.

The total estimated project cost for this option is approximately \$1.13M; however, only \$0.19M was available in the 2018-19 operating budget to cover this project leaving staff to find a funding source for the balance of approximately \$0.94M.

Staff reviewed the funding options available. This report recommends to the Board of Trustees that the balance of \$0.94M for the public meeting room AV upgrades project be funded from the IT Infrastructure Reserve. This reserve draw down is recommended to be replenished by an allocation from the 2017-18 surplus and is provided for through the year-end financial report at this same committee meeting.

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

B. PURPOSE

1. The purpose of this report is to recommend a funding source for the public meeting room AV upgrades project.

C. BACKGROUND

Appropriate AV equipment in public meetings facilitates transparency in government

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 exasperated during heavily attended public meetings.

2. Connecting and communicating with the public and other TCDSB stakeholders promotes good governance and transparency which in turn enhances public confidence in the Board's decisions and TCDSB operations. As such, staff believe the upgrade to existing public boardrooms is critical to the TCDSB as a publicly funded organization.

Trustees have approved moving forward with the upgrades in principle; this report now recommends the funding plan

3. At the May 2017 Student Achievement and Well-being Committee meeting, Trustees approved a one-time \$0.2M general investment in boardroom AV equipment for the 2017-18 fiscal year; however, after further investigation and research staff believed those funds were insufficient to upgrade all public meeting rooms at the CEC. Approximately \$10,000 of this budget was used to develop options for the Board of Trustee to review.
4. At the September, 6th, 2018 Student Achievement and Well-Being Committee meeting the Board reviewed several options for upgrading the AV system and associated components in all public meeting rooms at the CEC. The Board of Trustees approved an option that included "like-for-like" functionality in the current Boardroom set-up along with a few enhancements, such as web conferencing, which were a result of consultation with Trustees and staff.
5. The total estimated project cost is approximately \$1.13M; however, only \$0.19M was available from the 2017-18 operating budget to cover this project leaving staff to identify a funding source for the balance of approximately \$0.94M.

D. ACTION PLAN

Staff have identified an appropriate funding source for the AV upgrades

1. Staff reviewed the funding options available and believe that the most appropriate funding source for the public meeting room AV upgrade project

is from the IT Infrastructure Reserve fund. The fund currently has \$2.68M available and is used for a mix of academic and non-academic IT asset replacement. The funds are not currently earmarked for any specific replacements, but it is anticipated that staff will be developing a robust IT asset replacement program that will utilize this reserve in the near future.

2. Although funds are currently available within this reserve, staff anticipate significant future demand for these funds to replace IT equipment throughout the TCDSB. Staff are therefore recommending through the year-end financial report, which is on this same committee agenda, that this reserve not only be replenished, but also funded beyond its current level.

Staff will return for final approval of the project once RFP results are finalized

3. As discussed at the September Student Achievement and Well-being Committee, staff anticipate going out to tender immediately after receiving approval on the funding plan.
4. Once results are tabulated and a recommended bid award is identified, staff will return to the Board of Trustees for final approval of the procurement award. This is expected to occur by early 2019. While returning for Board approval is not a normal procurement practice at the TCDSB, staff believe that this particular project would benefit from an approval at the governance level.

E. STAFF RECOMMENDATION

1. That the funding plan for the Public Meeting Room Audio-Visual Upgrades project be approved in the total amount of \$1.13M, with an allocation of \$0.94M from the IT Infrastructure Reserve and the remaining amount funded through the existing project budget reserved from the 2017-18 Operating Budget.
2. That staff return for final approval of the project once the RFP results are finalized.