



REPORT TO

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

**PUBLIC MEETING ROOM AUDIO/VISUAL
RENOVATION UPDATE**

"and you will know the truth, and the truth will set you free". – John 8:32

Created, Draft	First Tabling	Review
January 3, 2020	January 16, 2020	Click here to enter a date.

Steve Camacho, Chief Information Officer

INFORMATION REPORT

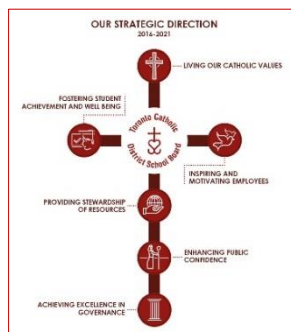
Vision:

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

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Associate Director of Facilities,
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Development, and
Chief Financial Officer

A. EXECUTIVE SUMMARY

In September 2019, the Board of Trustees approved the procurement award and upgrade plan of the Audio Visual equipment and associated elements in the public boardrooms at the CEC. This report serves as an update to the renovation project and a notice to the public about the upcoming renovation and operation plan for the main boardroom.

The Main Boardroom requires the most significant amount of work of all rooms. Now that staff have more detailed information from the lead contractor; staff can provide an updated construction schedule and operation plan during renovations.

The updated schedule for the Main Boardroom is about 6 weeks later than originally planned because of some delays with millwork. During the renovation of the main boardroom public meetings will be held in the Catholic Teacher Centre Boardroom (CTC). The other 3 rooms are being completed as per the originally planned schedule.

The cumulative staff time required to prepare this report was 5 hours

B. PURPOSE

1. The purpose of this report is to provide an update to the public meeting room renovation project and to provide notice to Trustees and the public about the upcoming renovation and operation plan for the main boardroom.

C. BACKGROUND

1. In September 2019, the Board of Trustees approved the procurement award and upgrade plan of the Audio Visual equipment and associated elements in the public boardrooms at the CEC.
2. The rooms in the project scope include the Main Boardroom, the Large Committee Room, Michael Cornacchia Room (small committee room), and the Catholic Teachers Centre Boardroom. Renovations for all rooms have been staggered to minimize disruptions to meeting schedules; however, the closing of each room was always contemplated within the renovation plan.

3. The Main Boardroom requires the most significant amount of work of all rooms. Now that staff have more detailed information from sub-trades, the lead contractor has provided staff with an updated construction schedule. The updated schedule for the Main Boardroom is about 6 weeks later than originally planned because of some delays with millwork. The other 3 rooms are being completed as per the originally planned schedule.
4. Despite the delay, the overall project remains within the budget approved by the Board of Trustees in September 2019.

D. ROOM UPDATES AND ACTON PLAN

1. The Catholic Teacher Centre Boardroom renovation was completed in October and November as planned and is now fully operational with upgraded equipment. Upgrades include dual screens, projectors, ceiling microphones, audio conferencing, and sound throughout the room. The room is now also equipped with a “hearing assist” sound system to accommodate trustees and members of the public with hearing disabilities.
2. The Michael Cornacchia Room (small committee room) renovation was completed in December as planned and is now fully operational with upgraded equipment. Upgrades include LCD screen, ceiling microphones, audio conferencing, and sound. The room is now also equipped with a “hearing assist” sound system to accommodate trustees and members of the public with hearing disabilities.
3. Large Committee Room will be renovated from Monday, Jan. 13, 2020 through Friday, Feb. 7, 2020. During the renovation window above, staff will make the following changes to meeting locations:
 - a. Audit, Governance and Policy Committee (GAP), Special Education Advisory Committee (SEAC) will be moved to the CTC Boardroom. Private session of Board and standing committee meetings will be held in CTC Boardroom.
 - b. The public sessions will continue in the main boardroom during the renovation window. The main boardroom cannot be used for the private session before the meeting as it takes some time to transition to initiate public sessions which would delay the meeting start time.

4. The Main Boardroom will be renovated from Friday, Feb. 21, 2020 through to Thursday, April 9, 2020. During the renovation window above, staff will make the following changes:
 - a. All public Board and standing committee meetings will be moved to the CTC (4 meetings).
 - b. Public Board and committee meetings will be recorded in the CTC as per normal practices.
 - c. All private sessions will be held in the Large Committee room as the renovations in that room will be complete by then.
5. When using the CTC boardroom for public meetings, Trustees and the public should carefully note the following:
 - a. There will be no individual mics for trustees and staff. There are mics in the ceiling that will automatically pick-up the person speaking
 - b. As a result of the overhead mics, the meeting Chair will need to ask staff, trustees, and audience members to avoid side discussions as much as possible. Notices will be posted and reminders will be given at the beginning of the meetings.
 - c. The chair of the meeting will need to keep a manual speakers list similar to what is done in private session.
 - d. Speakers will be asked to stand, if able to do so, to ensure they are identified as “having the floor”
 - e. Trustee desks will be positioned, so they are in horseshoe pattern similar to the main boardroom; however, the space for each trustee will be limited. See Appendix A for a layout overview.
 - f. Wi-Fi will be available for trustees and the public
 - g. A timer will be available for the meeting similar to the main boardroom.
 - h. There will be seating for approximately 30 to 40 members of the public
 - i. Because of space constraints, there will be minimal senior staff seating in the meetings held in CTC. As a result, only key members of senior staff and those with reports on the agenda will be asked to attend.
6. Information about the room changes will be shared on the TCDSB website, e-news, and social media.

E. CONCLUDING STATEMENT

This report is for the consideration of the Board and.