

Memorandum

Date: July 19, 2021

Submitted by: Finance and Technology Department – Information Services Division

Subject: Conference Room Audio Visual Upgrades

The COVID-19 pandemic highlighted a key need for the City's conference rooms: the lack of adequate video conferencing to allow for natural meetings with remote participants. As we move into the next phase of the Province's restart plan, and staff and Council return to regular business in City buildings, the need for adequate video conferencing capabilities in the City's meeting rooms is a necessity.

After 16 months of video conferencing meetings, it is clear the key requirement for all rooms is to provide seamless hands-free microphones that will capture audio from all corners. The microphones must allow for multiple room configurations, free movement for in-room participants, and clear audio for remote participants. Without adequate sound for on-site and remote participants, it is difficult to conduct any hybrid meetings. Along with sound, each room must be equipped with one or two video cameras.

Furthermore, to provide the seamless hands-free microphones in the Brovold room, the aesthetics of the roof must be altered. Benefits of adding the audio-conferencing equipment include the ability for Council to hold hybrid Council and Committee meetings that can be streamed from the Brovold Room. Streaming Committee meetings may require additional funds for staff and streaming costs. Attached are different mock-ups of what the Brovold room may look like after installation of acoustic treatment (**Attachment 1**).

Staff reached out to multiple AV vendors to provide solutions to add video conferencing equipment in the Parkview Room, Brovold Room, Inlet Centre Fire Hall (ICFH) Training Room (EOC), and ICFH Conference room. The Council meeting room already has video conferencing equipment.

Cost estimates for the Parkview, ICFH training room, and ICFH conference room are a combined \$35,000. The Brovold room provides a unique set of audio challenges with echo created by the domed ceiling and a lack of acoustic treatment on walls. Cost estimates for AV equipment in the Brovold room is \$25,000. Cost estimates for the acoustic treatment in the Brovold room may reach up to an additional \$48,000. The budget for all four rooms is estimated at \$108,000. Staff will work to minimize all costs while balancing the effectiveness of the acoustic treatments. As these upgrades are critical to returning to regular operations during the ongoing COVID-19 pandemic, staff are proposing to use funds from the COVID-19 Safe Restart Grant from the Province.

THAT the memo dated July 19, 2021 from the Finance and Technology Department – Information Services Division regarding Conference Room Audio Visual Upgrades be received for information.

Attachment(s)

1. Brovold Room Mock-ups

Report Approval Details

Document Title:	Conference Room Audio Visual Upgrades.docx
Attachments:	- Attachment 1 – Brovold Room Mock-ups.pdf
Final Approval Date:	Jul 19, 2021

This report and all of its attachments were approved and signed as outlined below:

Paul Rockwood, General Manager of Finance and Technology - Jul 15, 2021 - 4:03 PM

Dorothy Shermer, Corporate Officer - Jul 15, 2021 - 5:58 PM

Natasha Vander Wal for Rosemary Lodge, Manager of Communications and Engagement - Jul 16, 2021 - 9:44 AM

Tim Savoie, City Planner - Jul 19, 2021 - 10:49 AM