



# Memo

**TO:** Chair, Committee of the Whole

**SUBJECT:** Municipal AV Infrastructure to Streamline Municipal Meetings

**DATE:** May 11, 2024

**FROM:** Chief Administrative Officer

---

---

## **BACKGROUND**

The design and installation of a new, integrated council chamber AV system is something we have been striving for since the completion of a new council chamber. As technology evolves and communities change, and especially given the recent pandemic, staff have explored ways and means to better connect council with its citizenry both in person and virtually. The process began with the use of a simpler broadcasting mode which worked well when it was entirely virtual. It served its purpose well but no longer.

The audio from virtual meetings has been less than satisfactory. It is time to update our AV technology so that the quality of municipal meeting and citizen experience may be enhanced. So it is a matter of determining the best and cost-effective AV solution that meets the current needs of the Town.

## **Streamlining Municipal Meetings**

Staff have approached an advanced AV installation firm, Pacific Audio Works, that has installed video conferencing systems from municipalities in the Greater Victoria area up to Duncan and maybe beyond. Pacific Audio was requested in January to provide an estimate and finally in early April of this year the company provided an estimate of \$86,659 for materials, taxes, and installation for a full-fledged AV system.

I then requested if it was possible to incorporate the current video system with an improved audio solution. The response was in the affirmative and the cost was estimated at a total of \$44,653. This option, however, may not prove prudent.

## Municipal AV Infrastructure to Streamline Municipal Meetings

---

In the meantime, I approached Promax Audio Visual Systems which has installed audio visual systems at White Rock, [Port Coquitlam](#), and a few other mainland communities. An estimate from this company should be forthcoming soon.

### **RECOMMENDATION**

that Council authorize staff to have the most up to date audio visual system installed in council chambers for use within the facility and for broadcasting meetings in an excellent format over the internet at a total cost not to exceed \$86,659.



---

Joseph A. Fernandez