



**Meeting Date: February 19, 2020**

**Submitted by: Michael Di Lullo, CAO and Ann Wright, Clerk**

**Report No: CAO-10-2020**

**Subject: Audio Video Equipment Project for Meetings**

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**Recommendation:**

THAT Council for the Municipality of Middlesex Centre proceed with the implementation of audio/video for the Coldstream Community Centre;

AND THAT staff be directed to enter into agreement with Media Multi-Com Communications Inc. for audio/video services at a cost of \$26,596.00, plus HST.

**Purpose:**

To receive Council approval for the purchase of Audio/Video equipment for council, committee and public meetings which are now in the Coldstream Community Centre.

**Background:**

In order to provide good public service, we are required to update our audio video equipment for the purposes of conducting council, committee and other public information meetings. We have now outgrown the small council chambers at the municipal office and are conducting regular and special council meetings in the Community Hall located at the Coldstream Community Centre. New equipment is required because there is no proper a/v system (in either room) and the municipality is currently renting the equipment which is not cost-efficient.

In accordance with the municipality's procurement policy – the municipality, working with County IT, received two quotes. The company, Media Multi-Com Communications Inc. provided the lowest quotation for audio/video services. A third company was approached and declined to provide a quotation for service.

This is the first of two phases for upgrades to the Coldstream Community Centre that will be converted into a chambers for council to conduct meetings and/or for larger public meeting sessions. Once the audio/video is functional, staff will work on the live-streaming objective so that our meetings will be recorded and a follow-up report will be provided to Council in this regard.

## **Analysis:**

Below is a breakdown of the scope of work and equipment recommended to complete the project:

- TOA conference system consisting of a central unit/ 1 chairman unit/13 delegate units/charging bays/14 rechargeable batteries.
- Supply and install ceiling mounted projector that will display image on manual pull down screen that will be installed on the wall of the room. An Atlona presentation unit will allow moderators and presenters to show content on the projectors using laptops, tablets, smart phones.
- Mustang 135" manual pull down screen
- Optoma EH-465 projector and mounts
- Atlona AT-HDVS-200-TX-WP wall plate switcher
- Atlona AT-HDVS-200-RX receiver
- Cabling, installation, setup and training

The advantage of this equipment is that it is portable should the municipality decide to have meetings at alternative locations.

## **Financial Implications:**

The total anticipated cost for the project is approximately \$26,596, plus HST. The funds have been approved in the 2020 Budget for the purchase of the a/v and live-streaming equipment.

## **Strategic Plan:**

This matter aligns with following strategic priorities:

- 3c. Quality of Life: Meeting the needs of both current and future citizens.
- 4b. Community & Neighbourhood Preservation: Promoting a sense of community engagement, pride, and belonging.
- 5a. Operational Excellence: Maintaining positive staff-community relations.

## **Attachments:**

Attachment 1 – Quote from Media Multi-Com Communications Inc.