



GRAND VALLEY

STAFF REPORT

To: Mayor and Members of Council
From: Meghan Townsend, CAO/Clerk
Meeting Date: August 12, 2025
Report Number: 2025-147
Subject: Council Chamber Redesign

Recommendation

THAT Council receives the report Council Chamber Redesign
AND THAT Council approves the plans for new furniture, new sound system and other room renovations as presented, within the budgeted allocation of \$60,000.

Executive Summary

Purpose

To present the proposed council chamber upgrades and renovations

Key Findings

Improved meeting audio and increased room configuration flexibility will result from the recommended changes.

Financial Implications

This project will fall in line with the \$60,000 budget provided.

Report

Background

In the 2025 budget, Council provided \$60,000 toward upgrading the Council Chamber to improve the live streaming service and to improve the furnishings. Most of this fund is to be taken from the Administration reserve.

Discussion

Sound system for meetings

To enhance the online meeting service that the Town is now providing, we have been directed to investigate a better audio system. This is what we have found:

- 2 estimates have been received and both are at \$20,000±
 - o Original vendor has ceased operations; therefore, no estimate available from them
 - o Have attempted to find a third vendor with similar experience
 - o Given that both estimates were similar, we feel that this meets the competitive requirements of the Town's policy
 - o Have not found this type of offering through any of the group buying programs in which the Town participates

Example Photo:

Microphone with adjustable neck, button for push-to-talk, integrated speaker



- Microphone system that is connected to meeting software for live streaming and recording
 - o Will provide better audio for the live stream because it will not pick up all the audio in the room or other background noise.
 - o Very much in line with systems being used already in other neighbouring municipalities
 - o Will be wireless so that the room can be configured however we need it set up for improved flexibility
 - o Purchasing one microphone per councilor and CAO. Staff and delegates share between two people
- Electrician costs and any drywall repairs or conduit work will be in addition to this estimate
- Tariffs – this system is available from Canadian suppliers.
- Existing sound bar can be repurposed elsewhere in the Town

Furniture and other room renovations

Current furniture is damaged and showing its age. It is original to the building from 1986. It cannot be moved, limiting the types of uses for the Council Chamber space.

Through the OECM Buying Group <https://oecm.ca/about-oecm/>, we have obtained pricing on various furniture options. In Attachment 1, we show a similar layout to existing, with a rounded, arch configuration for council and staff seating facing the council arch. While this looks like a traditional council or committee configuration, it does not work for a multi-purpose space. The second design, in Attachment 1, shows the preferred furniture, with tables that can be moved into various configurations. The estimated cost for these tables is \$20,000.

We will be changing the floor-mounted electrical outlets to be flush with the floor, so that there are still ample electrical outlets available, while eliminating these tripping hazards.

The cabinetry shown on both attachments was being considered at the time of quote. Given the limited space of the room, we have decided not to proceed with the cabinetry. The existing corner closet will be removed, and staff will find alternate space for contents that need to be kept.

Additionally, the current computer desk and hardware set up will need to move to the corner where the closet was, which will require additional electrical work to relocate the hardware. Once all is complete, new carpet will be required due to the damage from the existing tables' hardwiring, electrical work in the floor and the removal of the closet.

Future Options

Additional video could be obtained if felt it is needed, such as an additional camera or additional screens, and new audience seating is recommended at some point, but staff recommend waiting on these purchases until the proposed work is completed.

Council could also consider the types of branding they wish to have on display in the chamber, such as corporate logos, flags, etc.

Financial Impact

This work for sound system, furniture, renovations and carpet will cost the full budget amount of \$60,000.

Consultations

None.

Attachments

Attachment 1 – Proposal 1 with arched desk design

Attachment 2 – Preferred Proposal 2 with flexible table arrangement options

This report was submitted by

Meghan Townsend, CAO/Clerk
mtownsend@townofgrandvalley.ca.

This report was approved by

Meghan Townsend
Chief Administrative Officer/Clerk
519-928-5652 extension 222