



Date: 04/04/2018

MEMORANDUM

To: Chair and Directors, Committee of the Whole

And To: John MacLean, Chief Administrative Officer

From: Scott Reid, Chief Financial Officer

Date of Meeting: Committee of the Whole_Apr12_2018

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Subject: Cariboo Regional District Boardroom Technological Upgrades

Item for Discussion:

Technological Upgrade of Cariboo Regional District Boardroom

Background:

In February of this year, the Cariboo Regional District issued A Request for Expressions of Interest in regards to a proposed initiative to restructure the technical aspects of the CRD Boardroom. The goal of the project is to reduce clutter and improve performance through upgrading, integrating and consolidating of services and processes. The subsequent Request for Proposal process resulted in a preferred bid/proposal from **Pacific Integration** Audio Video Systems. The cost of the technological upgrades as currently proposed, would be approximately \$75,000. The 2018 - Five Year Financial Plan Bylaw and Budget approved at the March 23, 2018 Board meeting did not include a provision for the boardroom upgrade project. Administration Service budgeted capital expenditures for 2018 include estimated costs of \$225,000 for roof repairs to the Cariboo Regional District office and \$200,000 to complete implementation of the CRD's Digital Record Keeping application and digitize the backlog of existing physical records. In order to accommodate the Boardroom Technological Upgrade project, the Administration budget would need to be amended to include the additional capital expenditure of \$75,000. The Administration Service currently has \$187,000 of unallocated capital reserves from which the required \$75,000 could be sourced.

Attachments:

N/A