

Memorandum

Date: March 24, 2021

Submitted by: Finance and Technology Department – Financial Services Division

Subject: Implementing Hybrid Meetings – Mayor's Office Technology Procurement

At the Regular Meeting of Council on Tuesday March 23, 2021, Council considered a report dated March 9, 2021 from Mayor Vagramov and the City Manager – Implementing Hybrid Council Meetings and passed the following resolution authorizing \$34,000 in funding to facilitate hybrid Council meetings.

RC21/165

THAT Council authorize up to \$34,000 in order to adequately implement Hybrid meetings of Council, to be funded through the Provincial COVID-19 Safe Restart Grant as recommended in the memo dated March 9, 2021 from Mayor Rob Vagramov and City Manager regarding Implementing Hybrid Council Meetings.

Part of the above budget was approved for the purchase of computer equipment with video capabilities to support the Mayor in chairing and managing the agendas, speakers, and Public Input aspects of the hybrid and electronic meetings. Typically, City staff, working with the Mayor, would determine the technological needs and purchase and install the equipment accordingly, ensuring it is in working order and is compatible with other City technology. In addition, the City's Purchasing Policy requires the centralization of procurement for values above \$5,000.

There are times when personal preferences for equipment and technology are acceptable as there is minimal risk for compatibility and in-house technical support (e.g. cell phones, laptops). In these instances, deviations from this process are permitted and an allowance to individuals purchasing their own equipment instead is provided. Purchasing allowances were provided to all of Council at the start of the term since Councillors expressed different technology needs and preferences to perform their roles.

In conversations with the Mayor, the Mayor indicated that he would prefer to procure the technology himself via an allowance in the same manner as previous Council technology purchases were handled. The Mayor feels he has a direct understanding of what he requires, and as well, could maximize the \$7,000 allocation by spending extra time to find the equipment at discounted prices, rather than go through the City's procurement process. The Mayor has also committed to setting up and ensuring compatibility of purchased equipment. Staff have informed the Mayor that the purchases should be made on a City Purchase Card where credit cards are accepted so that rebates associated with the purchase can accrue to the City. In order to facilitate this, Council would have to authorize the allocation with the following:

THAT the budget of \$7,000 allocated to the Mayor's Office at the March 23, 2021 Regular Meeting of Council be provided as an allowance to the Mayor as presented in the memo dated March 24, 2021 from the Finance and Technology Department – Financial Services Division regarding Implementing Hybrid Meetings – Mayor's Office Technology Procurement.

Attachment(s)

1. Report considered at the March 23, 2021 regular Meeting from Mayor Rob Vagramov and City Manager titled Implementing Hybrid Council Meetings.

Report Approval Details

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| Document Title: | Implementing Hybrid Meetings – Mayor's Office Technology Procurement.docx |
| Attachments: | - Attachment 1 - Memo considered at March 23, 2021 Council meeting – Implementing Hybrid Council Meetings.pdf |
| Final Approval Date: | Mar 30, 2021 |

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

Dorothy Shermer, Corporate Officer - Mar 29, 2021 - 3:34 PM

Tim Savoie, City Manager - Mar 30, 2021 - 1:54 PM