



Staff Report for Council

Date of Meeting: September 23, 2020

Report Number: SRCFS.20.027

Department: Corporate and Financial Services

Division: Information Technology

Subject: Council System Upgrades to Support On-Site
Council Meetings with Physical Distancing

Purpose:

Information Technology is seeking Council approval for a non-competitive acquisition greater than \$100,000, in accordance with the Procurement By-law No.113-16. The acquisition is for the supply, configuration, installation and integration of Council System upgrades required to facilitate in-house Council Meetings safely with physical distancing.

Recommendation(s):

- a) That the contract for the procurement and implementation of the Council System Upgrades required to enable on-site Council Meetings with physical distancing be awarded non-competitively to MacLean Media Systems, for a cost not exceeding \$160,000 (exclusive of Taxes) pursuant to Article 7.1 Appendix "B" Part I – Sole Source Acquisitions Section (c) of the Procurement By-law No. 113-16 as the goods and/or services is to ensure compatibility with existing products that must be maintained by the manufacturer or its representative;
- b) That the Mayor and the Clerk be authorized to execute any necessary documentation to effect the contract upon the recommendation of the Commissioner of Corporate & Financial Services.

Contact Person:

Paul Waddell, Manager – Client Support, 905-771-8800, ext. 2419

Stephen M.A. Huycke – Director Legislative Services/City Clerk, 905-771-8800, ext.

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Report Approval:

Submitted by: Sherry Adams, Commissioner of Corporate and Financial Services

Approved by: Mary-Anne Dempster, City Manager

All reports are electronically reviewed and/or approved by the Division Director, Treasurer (as required), Town Solicitor (as required), Commissioner, and City Manager. Details of the reports approval are attached.

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Background:

The City of Richmond Hill operates Council and Committee meetings in the Council Chambers. Due to safety concerns, meetings in the Council Chambers were suspended on March 25, 2020, and starting April 1, 2020, Council meetings resumed remotely utilizing Zoom and YouTube. Council has given direction to resume meetings in the Council Chambers. To facilitate these meetings safely, the Council System is being upgraded, enhanced and extended to both Committee Rooms 1 and 2, to allow for full Council meeting functionality while exercising physical distancing for all parties involved.

Working directly with the vendor that implemented the City's existing Council Chambers solution reduces the risk of increased scope arising from issues associated with incompatibilities between different vendor's multimedia and A/V solutions and maintains the warranty integrity of the existing Council System. It also ensures end-to-end support of the entire Council System by one vendor, eliminating guesswork and finger pointing as to where one vendor's support ends and another vendor's support begins.

Hybrid Meetings – November and December:

On September 9, 2020, Council directed that in-person Hybrid meetings (i.e. meetings with a mix of in-person and electronic participation) begin with the Council meeting on November 11, 2020. Due to the lead-time for the vendor to acquire the necessary technology upgrades, as well as the estimated 2 weeks to install and program the upgrades, it will not be possible to have the technology in place for November 11, 2020. Installation will be scheduled after December 9, 2020, and will be completed before January 8, 2021.

To accommodate Council's direction, Hybrid meetings in the Council Chamber will begin on November 11, 2020 using the processes in place for the LPAT hearing held in the Council Chambers in July and September, including

- Council and Committee meetings will continue to be conducted using Zoom only (i.e. the technology installed in the Council Chamber will not be used until the upgrade is completed).
- Any Member of Council or staff who participate in a meeting in-person will need to connect to the meeting using their own laptop and headset (i.e. all sound and visuals will be through Zoom only).
- A laptop with web camera and headset will be available for any Delegations who attend in-person.
- The number of residents who are able to attend in-person will be limited to ensure physical distancing during a meeting.

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- Any member of the public who attends a meeting in-person will be screened for COVID-19 symptoms, and have their names recorded for contact tracing purposes.

In addition to this, additional acrylic barriers will be installed in the Chamber including in between the Members of Council seats. Additional details of this protocols will be communicated as they are finalized prior to the first hybrid meeting.

Financial/Staffing/Other Implications:

A projected cost of \$160,000.

Relationship to the Strategic Plan:

The system upgrades identified in this report builds a stronger connection to the community by enhancing our ability to deliver quality Council and Committee meetings and live streams from within the Council Chambers, while providing safety to those in attendance. These upgrades also demonstrate an ongoing commitment to responsible municipal management and the wise use of municipal resources.

Conclusion:

The IT Division recommends awarding the Council System Upgrades Contract to MacLean Media Systems.

Attachments:

The following attached documents may include scanned images of appendixes, maps and photographs. If you require an alternative format please call the contact person listed in this document.

- Attachment 1: Council System Upgrades

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Report Approval Details

Document Title:	SRCFS.20.027 - Council System Upgrades.docx
Attachments:	- Council System Upgrades.docx
Final Approval Date:	Sep 22, 2020

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

Stephen Huycke - Sep 22, 2020 - 8:57 AM

Rob Jones - Sep 22, 2020 - 9:24 AM

Sherry Adams - Sep 22, 2020 - 9:28 AM

MaryAnne Dempster - Sep 22, 2020 - 9:56 AM