2027 Budget Information Paper

Name of Department *

General Government- Administration

Budget *

- [x] Capital (included in capital Forecast, over $5,000)
- [ ] Maintenance (On existing items)
- [ ] New (new item not replacing an existing item)
- [ ] Operating (not part of Capital Forecast)
- [ ] Replacement (replacing an existing item in it's entirety)
- [ ] Refurbish (repair to extend the life of the item)

Please enter a date *

11/6/2026

Name: *

Mackenzie Sykes, Financial Analyst/IT Supervisor

Account # *

10-02-0250-5560

Account Name *

Capital Equipment

Category *

Capital- Equipment

Subject: *

Videoconferencing Boardroom Upgrade

Recommendation: *

That $6,000 be included in the 2027 Capital Budget for a videoconferencing upgrade in the Municipal Office upper level boardroom.

Background: *

The upper level boardroom at the Municipal Office currently contains a boardroom table, four chairs, and a whiteboard. There is no available electronic displays, conferencing software/hardware equipment, or meeting controls installed. As staff continue to digitize files and migrate processes to software and cloud services, as well as expand our customer service to include remote support, it has become increasingly important to be able to screen share, project displays, and meet electronically in order to have productive internal and public meetings.

Analysis: *

The upgrade will include installing a large display, updating videoconferencing software (including remote meeting controls, speakers and microphones, etc), incorporating solutions for screensharing and/or projection, and creating available and convenient places to connect to power during meetings for essential equipment (e.g. laptops).

Upgrading the videoconferencing equipment in the boardroom will allow staff to conduct future meetings with ease and increase the functionality of the room. A proper videoconferencing solution will simplify the set up and creation of hybrid meetings and will be operational at a touch of a button, so staff will be able to hold electronic meetings without necessarily needing IT support to run a complicated set up. This is especially important during last minute meetings or emergency situations. The room will become more functional for interdepartmental meetings, meetings with staff who are off-site, remote meetings with the public, and any other configuration of in-person, remote, and/or hybrid meetings. Adding videoconferencing equipment to the boardroom also means staff are not restricted to having meetings in the Council Chambers if they require videoconferencing or display solutions, which will free up the Council Chambers for its intended purpose of large meetings and gatherings. This will also allow multiple meetings to be held at once if required since we will have more than once space that is set up to host hybrid/digital display meetings.

Financial Implications:

Dollar Amount of Item *

$6,000

How does it affect your budget *

Increase in Expenses Over Previous Year Budget for this item

How will it be funded? *

OMPF

Details if Other: