



## SPECIAL MEETING OF COUNCIL AGENDA

**Wednesday, October 19, 2022 at 6:30 pm.**

**Council Chambers**

**325 Wallace Street, Hope, British Columbia**

**IMPORTANT: FOR ATTENDEES – MASKS ARE OPTIONAL**

For those in attendance at District of Hope Open Council Meetings and Public Hearings, please be advised that the Hope Ratepayers Association is recording these meetings and hearings. The District, in no way, has custody or control of the recordings.

Therefore, all persons who do not want their presentation or themselves recorded, please approach the Clerk to declare same and the District will relay this to the Association so that you can freely speak.

### 1. CALL TO ORDER

### 2. APPROVAL OF AGENDA

Recommended Resolution:

THAT the October 19, 2022 Special Council Meeting Agenda be adopted as presented.

### 3. STAFF REPORTS

#### (a) Report dated October 17, 2022 from the Director of Finance Re: Laptop Procurement

(1)

Recommended Resolution:

THAT Council approve the purchase of ten (10) Lenova ThinkPad T15 laptops, with support package, and four (4) Lenova ThinkPad Universal USB-C Docking Stations with a cost not to exceed \$25,500 before applicable taxes;

AND FURTHER THAT the funds be secured with the *COVID-19 Safe Restart for Local Government Grant*.

### 4. RESOLUTION TO PROCEED TO CLOSED MEETING

Recommended Resolution:

THAT the meeting be closed to the public to consider matters pursuant to Section 90(1)(i) of the *Community Charter* [ the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose ] re: Draft Station House Agreement(s) and for the purpose of receiving and adopting closed meeting minutes.

### 5. RETURN TO OPEN MEETING

### 6. ADJOURN



# REPORT/RECOMMENDATION TO COUNCIL

**REPORT DATE:** October 17, 2022

**FILE:** 1070-01

**SUBMITTED BY:** Mike Olson, CPA, CA, Director of Finance

**MEETING DATE:** October 19, 2022

**SUBJECT:** Laptop procurement

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## **PURPOSE:**

To provide a recommendation regarding the purchase of up to seven laptops for the incoming council's and additional laptops with docking stations for staff use.

## **RECOMMENDATION:**

THAT Council approve the purchase of 10 Lenovo ThinkPad T15 laptops, with support package, and four (4) Lenovo ThinkPad Universal USB-C Docking stations with a cost not to exceed \$25,500 before applicable taxes;

AND FURTHER THAT the funds be secured with the *COVID-19 Safe Restart for Local Government Grant*.

## **ANALYSIS:**

Previously, Council has utilized Lenovo tablets with a Windows operating system. These tablets are at the end of their useful life. As a result, the need for new computer equipment is established.

There are seven members of council, who require access to IT infrastructure. Council would utilize laptops without the docking stations. The additional laptops and docking stations have been secured with the intent to provide to key personnel who require an upgrade. The docking stations enable the individuals within the office to work with dual monitors and other periphery that make working within the office feasible.

The cost of the computer equipment is as follows:

<b>Lenovo ThinkPad T15 Gen 2 20W400K5US 15.6"</b> <b>Notebook - Full HD - 1920 x 1080 - Intel Core i5 11th Gen</b> <b>i5-1135G7 Quad-core (4 Core) 2.4GHz - 16GB Total RAM -</b> <b>512GB SSD - no ethernet port - not compatible with</b> <b>mechanical docking stations</b> Lenovo ThinkPad T15 Gen 2 20W400K5US 15.6" Notebook - Full HD - 1920 x 1080 - Intel Core i5 11th Gen i5-1135G7 Quad-core (4 Core) 2.4GHz - 16GB Total RAM - 512GB SSD - no ethernet port - not compatible with mechanical docking stations - Intel Chip - Windows 11 Pro - Intel Iris Xe Graphics - In-plane Switching (IPS) Technology - IEEE 802.11ax Wireless LAN Standard	CA\$1,999.99 Each	10	CA\$19,999.90
<b>3 Year Premier Support with Accidental Damage</b> <b>Protection (ADP) and Keep Your Drive (KYD) and</b> <b>Sealed Battery (SBTY)</b> 3 Year Premier Support with Accidental Damage Protection (ADP) and Keep Your Drive (KYD) and Sealed Battery (SBTY) - On-site - Maintenance - Parts & Labor - Physical, Electronic Service	CA\$298.24 Each	10	CA\$2,982.40
<b>Lenovo ThinkPad Universal USB-C Dock</b> Lenovo ThinkPad Universal USB-C Dock - for Notebook - 135 W - USB Type C - 3 Displays Supported - 3840 x 2160 - 6 x USB Ports - 2 x USB 2.0 - USB Type-C - 1 x RJ-45 Ports - Network (RJ-45) - 1 x HDMI Ports - HDMI - 2 x DisplayPorts - DisplayPort - Thunderbolt - Wired - Gigabit Ethernet - Windows	CA\$318.46	4	CA\$1,273.84
Upfront			CA\$24,256.14

The equipment is secured through Emyrion Technologies consistent with our service agreement and the IT environment. The equipment would be set up with access to relevant systems and software by Emyrion Technologies. Each laptop will come with a laptop bag which is not shown within the quote above.

There are three alternatives to consider:

- Purchase all requested equipment based off of the quote
  - This provides us with the ability to provide council with the equipment and provide computer equipment to targeted staff. This is the option with the largest overall cost. Overall costs impact is \$25,256 prior to taxes.
- Purchase only computer equipment for the council
  - This enables the District to meet an immediate need and upgrade equipment for the Council. The disadvantage to this alternative is staff which require upgrading will be required to wait till the coming year. Overall costs impact is \$14,383 prior to taxes.
- Purchase only laptops without the docking stations
  - This provides laptops for all Council and the staff. However, for staff the lack of docking stations limits the use of the computer within the office environment. Overall costs impact is \$23,982 prior to taxes.

The purchase will be offset by the COVID-19 Safe Restart for Local Government Grant, and as a result, there will be no budgetary impact for the District as these funds will offset the purchase. With no impact to the budget, the purchase of equipment based off of the total quote is recommended.

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Prepared by:

Approved for submission to Council:

*Original Signed by Mike Olson*

Mike Olson, CPA, CA  
Director of Finance

*Original Signed by John Fortoloczky*

John Fortoloczky  
Chief Administrative Officer