BRIEFING

Item # 11.1

Law, Legislative Services and Security Briefing to

Executive Committee   **ISC: UNRESTRICTED**

2022 December 14   **EC2022-1228**

Public Hearing Improvements Update

PURPOSE OF BRIEFING

This briefing provides an update with respect to the 2022-2023 Public Hearing Improvements Workplan, including cost estimates associated with the implementation of a registration and notification system ("System").

SUPPORTING INFORMATION

At the 2022 March 29 Combined Meeting of Council, Council directed Administration to continue to develop strategies and tools for a user-friendly and inclusive Public Hearing process; and report to the Executive Committee with cost estimates for the implementation of an integrated and automated registration system no later than 2022 Q4. At the time of that Report, EC2022-0328, Administration anticipated that a decision of Council would be required to approve a budget to develop and implement a System.

Administration explored existing tools at The City and investigated options from external vendors based on high-level requirements. Over several sessions with collaborators, detailed requirements for a System were captured and detailed.

In compliance with City procurement policies, these requirements were provided to potential vendors who then provided demonstrations of their software. Based on vendor feedback, cost estimates are anticipated to be less than $100,000 for 5 years of operation.

Based on the current cost estimates, the City Clerk's Office has the ability to manage and absorb the costs associated with developing and implementing the System under its existing capital and operational budget. No further budget allocations are required at this time.

The City Clerk's Office, in collaboration with Information Technology, is on track to implement a Public Hearing System no later than 2023 Q4. Additional updates to the Public Hearing improvements are outlined in Attachment 1.

ATTACHMENT

1. Attachment 1 – Public Hearing Improvements 2022-2023 Workplan Update

Approval: Jill Floen concurs with this report. Author: Lourdes Diaz