

## Report to Corporate Services Committee

**To:** Chair and Members  
Strategic Priorities and Policy Committee  
**From:** Michael Schulthess, City Clerk  
**Subject:** SS-2024-199 – Provincial Offences Administration Virtual Courtroom Expansion  
**Date:** June 17, 2024

## Recommendation

That on the recommendation of the City Clerk, the following actions **BE TAKEN** with respect to the Provincial Offences Administration Virtual Courtroom Expansion for Courtrooms 102 and 103:

- a) approval **BE GIVEN** to execute a Single Source purchase as per section 14.4 d) and e) of the City of London's Procurement of Goods and Services Policy;
- b) the Single Source negotiated price **BE ACCEPTED** to secure the installation of audio and visual equipment required for the operation of virtual court as part of the Provincial Offences Administration virtual courtroom expansion for a total price of \$141,393.48 (excluding HST) from Dynamix London Inc.
- c) the Civic Administration **BE AUTHORIZED** to undertake all administrative acts that are necessary in connection with this purchase;
- d) the approvals given herein, **BE CONDITIONAL** upon the Corporation entering into a formal contract or having a purchase order, or contract record relating to the subject matter of this approval in accordance with sections 14.4 d) and e) and 14.5 a) ii) of the Procurement of Goods and Services Policy; and
- e) the funding for this purchase **BE APPROVED** as set in the Sources of Financing Report appended to this staff report as Appendix "A".

## Executive Summary

This report is submitted to seek Council approval of the cost of the installation of audio and visual equipment required for the operation of virtual court from Dynamix London Inc. using the single source provisions found in section 14.4 d) and e) of the Procurement of Goods and Services Policy.

## Analysis

### 1.0 Background Information

The 2024 to 2027 Multi-Year Budget included Legislative Business Case # P-L2 – Provincial Offences Act (POA) Virtual Courtroom Expansion.

### 2.0 Discussion and Considerations

#### 2.1 Context

The Ministry of the Attorney General (MAG) and the City of London entered into a Memorandum of Understanding (MOU) in 2000, authorizing the municipality to handle courts administration and support services for Provincial Offences Act (POA) matters. Traditionally, these services were provided in-person, but during the pandemic, remote and hybrid proceedings became necessary and have continued since. Currently, only one of the three courtrooms at the City of London's POA courthouse is equipped with the necessary technology for hybrid or remote proceedings. This limitation poses a risk

to meeting MOU obligations as Court activity returns to pre-covid levels with changes to the Master Court Plan delivered by the Regional Senior Justice of the Peace.

The proposed solution is to upgrade the remaining two courtrooms with the same technology to ensure all proceedings can be effectively managed, requiring initial and ongoing investments in hardware and software. It is in the interest of Information Technology Services (ITS) and the City to maintain a consistent technology wherever possible, as this allows for more efficient and cost-effective operations, as well as ensuring consistent and equitable access to justice and customer service for participants in all three courtrooms.

## **2.2 Procurement Process**

Currently, one courtroom has technology to facilitate hybrid and remote proceedings. To effectively manage courtroom proceedings, technology upgrades are required in the two remaining courtrooms. The service required for the remaining courtrooms has been recommended as a single source supplier for the reasons noted in sections 14.4 d) and e) of the Procurement of Goods and Services Policy:

- 14.4 d) There is a need for compatibility with goods and/or services previously acquired or the required goods and/or services will be additional to similar goods and/or services being supplied under an existing contract (i.e. contract extension or renewal);
- 14.4 e) The required goods and/or services are to be supplied by a particular supplier(s) having special knowledge, skills, expertise or experience.

As per Section 14.5 a) ii) of the Procurement of Goods and Services Policy, Committee and City Council must approve a single source award greater than \$50,000, unless otherwise permitted by the Policy.

## **3.0 Financial Impact/Considerations**

The total funding required for technology upgrade for both courtrooms from Dynamix London Inc. is \$141,393.48 (excluding HST). The funding details for this purchase are outlined in the Sources of Financing attached as Appendix "A".

## **Conclusion**

In accordance with section 14.4 d), e) and 14.5 a) ii) of the Procurement of Goods and Services Policy, City Clerk's Office in conjunction with the Information Technology Services is requesting approval of a single source procurement to Dynamix London Inc.

**Prepared by:** **Chris Hepple**  
**Manager Provincial Offences Court Administration**

**Steve Spring**  
**Manager, Hardware Services**

**Submitted by:** **Sarah Corman**  
**Deputy City Clerk**

**Recommended by:** **Michael Schulthess**  
**City Clerk**

**Mat Daley**  
**Director, Information Technology Services**

c. Steve Mollon, Senior Manager, Procurement and Supply

Appendix "A"

#24117

June 17, 2024

(Award Contract)

Chair and Members

Strategic Priorities and Policy Committee

RE: SS-2024-199 - Provincial Offices Administration Virtual Courtroom Expansion

(Subledger FG240019)

Capital Project GG1325 - POA Virtual Courtroom Expansion

Dynamix London Inc. - \$141,393.48 (excluding HST)

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**Finance Supports Report on the Sources of Financing:**

Finance Supports confirms that the cost of this project can be accommodated within the financing available for it in the Capital Budget and that, subject to the approval of the recommendation of the City Clerk, the detailed source of financing is:

<b>Estimated Expenditures</b>	<b>Approved Budget</b>	<b>This Submission</b>	<b>Balance for Future Work</b>
City Related Expenses	250,000	143,881	106,119
<b>Total Expenditures</b>	<b>\$250,000</b>	<b>\$143,881</b>	<b>\$106,119</b>

**Sources of Financing**

Capital Levy	250,000	143,881	106,119
<b>Total Financing</b>	<b>\$250,000</b>	<b>\$143,881</b>	<b>\$106,119</b>

**Financial Note:**

Contract Price	\$141,393
Add: HST @13%	18,381
Total Contract Price Including Taxes	159,774
Less: HST Rebate	-15,893
Net Contract Price	\$143,881

  
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Jason Davies  
Manager of Financial Planning & Policy