

November 7, 2017

REPORT TO: Mayor & Council

FROM: Elizabeth (Lisa) Slomke, Clerk

SUBJECT: iCompass – New Modules (CivicWeb Portal and Board Manager)

BACKGROUND

The Town of Fort Frances has been a customer of iCompass' since 2010 when we launched and implemented the Meeting Manager portion. Since that time many additions and changes have occurred including increased use by Town staff in the creation of agendas and minutes for Committee of the Whole, Council, four Executive Committees and numerous other committees. I scheduled a webinar with iCompass so that they could provide me with an overview of their suite of modules and I would like Council to consider the following two at this time.

INFORMATION FOR CONSIDERATION

The first module of interest is CivicWeb Portal (\$1,400.00/year plus taxes) which would work seamlessly with our website as a one stop shop for the public, council and municipal staff to easily access information. The CivicWeb Portal includes a meeting calendar section, quick access to agendas and minutes for past meetings and upcoming meetings. Additionally, the CivicWeb Portal would include information related to each member of Council including what Boards/Committees they serve on, an option to subscribe to receive specific agendas/minutes of interest to you, and it can be set up to include quick links to certain Council documents (i.e. Strategic Plan). This module is user friendly, responsive to multiple devices (i.e. smartphone, tablet, etc.) and conforms to established Provincial accessibility requirements.

The second new module of interest is Board Manager (\$1,500.00/year plus taxes). This module provides municipal staff, Council, committee members and the public with access to information about current board/committee members, visibility into upcoming vacancies and tracks board terms. We wouldn't need to maintain a multitude of spreadsheets and lists. This feature also includes an automated application system which would collect pertinent information in a template for consideration by the appropriate Executive Committee or the Committee of the Whole when a vacancy occurs.

At the end of the webinar, the facilitator went back to the Town's agreement with iCompass to verify what the pricing would be to add these two modules to our current agreement which we presently pay approximately \$10,000.00 per year plus taxes. After inquiring with the finance department, he was able to advise me that our original agreement from 2010 is somewhat redundant and he suggests we enter into a new updated agreement with iCompass which will provide us with the same modules we presently enjoy, plus will include the two modules

(CivicWeb Portal and Board Manager) for the same overall price of \$9,800.00 per year plus taxes that we currently pay.

RECOMMENDATION

The benefits to implement additional modules to the existing Meeting Management solution is a win for the public, Council, Committee members and municipal staff. Many of the solutions offered by iCompass are forcing municipalities to update our processes and provide ease of access to information to residents. The need for municipalities to be Accountable and Transparent to our residents is always a consideration in the many recommendations brought forward by Administration.

I recommend that an updated agreement with iCompass is pursued which will include the addition of the two modules outlined in this report for the same price of approximately \$10,000.00 per year plus taxes.

The Administration & Finance Executive Committee considered this report at its November 7th meeting and support proceeding.

| |
|--|
| <p>Council approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to proceed with executing an updated agreement with iCompass which will include two new modules (CivicWeb Portal and Board Manager), further that the Mayor and Clerk are hereby authorized to execute said agreement.</p> |
|--|