



OFFICE OF THE CITY CLERK COUNCIL SERVICES

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CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

Report Number: CAOP 5/2021

Approved: January 20, 2021

THAT the CAO and City Clerk **EXECUTE** a 1-year Master Services Agreement with DocuSign Inc. (total value \$2,742.75 plus applicable taxes) for additional functionality by Council Services to execute external agreements, with said agreement satisfactory in form to the City Solicitor, in technical content to the CIO/Executive Director of Information Technology and in financial content to the Chief Financial Officer & City Treasurer.

Report Number: CAOP 5/2021

Clerk's File: SI/13985

Steve Vlachodimos

Deputy City Clerk/Senior Manager of Council Services

January 21, 2021

Department Distribution

Business Analyst
Chief Information Officer / Executive Director of Information Technology
Administrative Assistant / Secretary
Manager of Records & Elections / Freedom of Information Coordinator
Purchasing Manager
Financial Planning Administrator
City Treasurer / Chief Financial Officer
Deputy City Clerk / Senior Manager of Council Services
City Clerk / Licence Commissioner
Chief Administrative Officer

External Distribution