

**CITY HALL
WINDSOR, ONTARIO
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CAO APPROVAL

The Acting Chief Administrative Officer approved the following recommendation:

Report Number: CAOP 114/2025

Approved: Thursday, August 28, 2025

THAT the Chief Administrative Officer **APPROVE** a renewal/amendment of the existing service agreement with Absorb Software Inc. for the provision of extending the agreement for an additional 1-year term to an upset limit of \$59,000 CAD (excluding HST); and,

THAT the Chief Administrative Officer and City Clerk **EXECUTE** the Renewal Order Form and additional documents, if required, with Absorb Software Inc. for the purposes of providing corporate employee online learning and records management for an additional 1-year term to an upset limit of \$59,000 CAD plus applicable taxes satisfactory in legal form to the City Solicitor or designate, in technical content to the Executive Director of Information Technology or designate and in financial content to the City Treasurer or designate.

Report Number: CAOP 114/2025

Clerk's File: SI/14479

Anna Ciacelli

Deputy City Clerk / Supervisor of Council Services

August 29, 2025

Department Distribution

Program Manager, Corporate Projects
Financial Planning Administrator
Financial Planning Administrator
Financial Planning Administrator



OFFICE OF THE CITY CLERK COUNCIL SERVICES

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Chief Information Officer / Executive Director of Information Technology (Acting)
Purchasing Manager (Acting)
City Solicitor
Commissioner, Human & Health Services (Acting)
On behalf of Commissioner, Finance & City Treasurer
Commissioner, Corporate Services
Acting Chief Administrative Officer

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