



## OFFICE OF THE CITY CLERK COUNCIL SERVICES

Phone: (519)255-6211

CITY HALL  
WINDSOR, ONTARIO  
N9A 6S1

Fax: (519)255-6868

E-mail: [clerks@citywindsor.ca](mailto:clerks@citywindsor.ca)

WEBSITE: [www.citywindsor.ca](http://www.citywindsor.ca)

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### CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

**Report Number: CAOP 171/2024 - AMENDMENT**  
**AMENDMENT APPROVED: Monday, February 24, 2025**

THAT the CAO and City Clerk **EXECUTE** the “Program Signature Form (s)”, or sign any required documentation(s) with Microsoft Canada, Inc., satisfactory in form to the City Solicitor, in financial content to the Chief Financial Officer & City Treasurer and in technical content to the Chief Information Officer / Executive Director of Information Technology; and,

THAT the Chief Administrative Officer (CAO) **DELEGATE** to the Chief Information Officer (CIO)/Executive Director of Information Technology, the authority to **EXECUTE** any change order(s) for any amendment(s) as may be required, provided that the amendment(s) are within approved budget amounts, and submit all documents, memoranda, attestations, or forms required from the City for order adjustments of Microsoft Canada Inc.-related software subscriptions, on an as-required basis, as budgeted through existing funding sources, to the upset limit of \$1.625 million (excluding HST) annually for three terms, pursuant to Section 10, sub-section 1) of the CAO By-law 149-2024, and amendments thereto; satisfactory in financial content to the Chief Financial Officer, in legal form to the City Solicitor; and in technical content to the CIO/Executive Director of Information Technology; and,

THAT the CAO **APPROVE** the Purchase of Microsoft-related software subscriptions to Microsoft Canada Inc. And Insight Canada, Inc.; and,

THAT the Purchasing Manager **BE AUTHORIZED** to issue a Contract Purchase Order to Microsoft Canada Inc., to an upset limit of \$1.625 million (excluding HST) and a Contract Purchase Order to Insight Canada Inc., to an upset limit of \$200K (excluding HST), for the provision of Microsoft-related software subscriptions, as budgeted through



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existing funding sources, on an as-required basis, annually for three terms, satisfactory in financial content to City Treasurer/Chief Financial Officer, and in technical content to the Chief Information Officer / Executive Director of Information Technology.

**Report Number: CAOP 171/2024**  
**Approved: Thursday, January 16, 2025**

That the CAO **APPROVE** the Purchase of Microsoft-related software subscriptions to Microsoft Canada Inc. And Insight Canada, Inc.; and,

That the Purchasing Manager **BE AUTHORIZED** to issue a Contract Purchase Order to Microsoft Canada Inc., to an upset limit of \$1.625 million (excluding HST) and a Contract Purchase Order to Insight Canada Inc., to an upset limit of \$200K (excluding HST), for the provision of Microsoft-related software subscriptions, as budgeted through existing funding sources, on an as-required basis, annually for three terms, satisfactory in financial content to City Treasurer/Chief Financial Officer, and in technical content to the Chief Information Officer / Executive Director of Information Technology.

Report Number: CAOP 171/2024  
Clerk's File: SI/11340

*Anna Ciacelli*

Deputy City Clerk / Supervisor of Council Services  
February 26, 2025



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