



Staff Report

Report Title: Municipal Implementation Program – intake 3 Implementation Project

Prepared By: Jodi MacArthur, Treasurer

Department: Treasury

Date: Feb. 6, 2023

Report Number: TR-2023-02-4

File Number:

C11 TRE23

Attachments: none

Recommendation:

That the Township of Huron-Kinloss Committee of the Whole hereby receives Report Number TR-2023-02-4 prepared by Jodi MacArthur, Treasurer;

AND FURTHER approves the purchase of Laserfiche, Questica and Univerus Registration and G/L module;

AND FURTHER authorizes entering into an amended transfer payment agreement for the Municipal Modernization Program;

AND FURTHER authorizes the appropriate by-laws be brought forward.

Background:

To assist in the modernization of municipal services, the Province of Ontario introduced the Municipal Modernization Program (MMP) and advanced unconditional funds in 2019 to support municipalities in the goal of becoming more efficient and reducing long term expenditure growth.

Subsequent funding under the MMP for third party reviews and implementation of projects to meet the objectives of the program allowed us to complete the Parks and Recreation Service Delivery Review, Corporate Digital Modernization Review and Transportation Service Delivery Review. To date, we have been able to implement a computerized maintenance management system for facilities, integrate mapping into the cemetery software and create an online bookings hub with the ability to integrate online payments.

Discussion:

We are now wrapping up the third and final Intake of the MMP implementation project which provides 75% funding, up to \$91,584.00 for information technology solutions with the goal of saving staff time. Staff have been researching and reviewing a number of software solutions based on the recommendations from the Corporate Digital Modernization Review with a project end date of February 28, 2023 including electronic records management, budget software, timesheet management software and computerized maintenance and inspection system for public works.

At the recent Rural Ontario Municipal Association (ROMA) conference, the government has announced a deadline extension to December 1, 2023.

Based on the research conducted to date, staff would like to recommend proceeding with a portion of the eligible projects expenses and taking advantage of the deadline extension to continue investigation on the remaining items.

The electronic filing system known as Laserfiche is the recommended solution for records management. Two staff members in the legislative services department already have experience with this system to help with a smooth transition to electronic filing. The cloud based solution will also free up storage space on the server and facilitate document sharing with other locations. It works well with Office 365 and escribe agenda management system. The initial implementation cost is \$26,645.00 and \$4,795.00 annually thereafter. Minimum two years to be funded through the MMP Intake 3.

Staff examined the two main products for public sector budget software and Questica is the preferred supplier to deliver a cloud based solution for building and monitoring of operating and capital budgets, including a personnel planner to manage wage allocations. Questica integrates with our financial software and provides a tool for reporting to the public and other stakeholders. The software will reduce the need excel spreadsheets and increase each manager's ability to monitor their budgets and create scenarios for more effective planning. The initial implementation cost is \$24,625.00 and \$20,475.00 (plus inflation) annually thereafter. Minimum two years to be funded through the MMP Intake 3.

The purchase of software to create an online booking platform that was purchased in 2022 has an additional module available to register for programs and export data directly to the Township's financial software. After working with the online booking program for several months, staff are recommending purchasing this module to create efficiencies between departments. The implementation cost is \$2,000.00 and \$2,400.00 annually thereafter. The implementation cost would be funded through the MMP unconditional funding and the annual fee through the operating budget.

We are proposing to continue investigating timesheet management software and computerized maintenance and inspection systems for public works. We have looked at a number of timesheet management systems, but want to ensure compatibility with our payroll system before moving ahead. Selection of a maintenance and

inspection system for public works will benefit from the extra review time as the recently completed Transportation Services Delivery Review provided valuable feedback in evaluating options. Staff will report back on these items as both are identified as priorities for implementation and would be fully or partially funded through the MMP Intake 3 until our maximum funding cap is reached.

Financial Impacts:

The Municipal Modernization Implementation funding will provide 75% funding and the remaining 25% will be funded from the MMP unconditional funding. This will provide an opportunity for cost savings and efficiencies to offset future operational costs. There is still a balance of unconditional funding allocated for modernization projects.

Strategic Alignment / Link:

The information provided in this report is consistent with and in keeping with the municipality's Vision & Mission.

We are an accessible community that offers opportunities for everyone by having amenities and services nearby and being open and transparent.

Respectfully Submitted By:

Jodi MacArthur, Treasurer

Report Approved By:

Mary Rose Walden, Chief Administrative Officer