The Corporation of the Township of Huron-Kinloss

Staff Report

Report Title: Municipal Modernization Program – Intake 3 Implementation Project – Final Report

Prepared By: Jodi MacArthur, Treasurer

Department: Treasury

Date: Dec. 18, 2023

Report Number: TR-2023-12-80   **File Number: C11 TRE 23**

Attachments:

Recommendation:

THAT the Township of Huron-Kinloss Council hereby receives for information Report TR-2023-12-80 prepared by Jodi MacArthur, Treasurer;

AND FURTHER approves the purchase of Time Well Scheduled, Noratek Solutions Inc., Cloudpermit By-Law Module and Envisio Plans, Projects, Analytics and Public Dashboard and ratifies and confirms the execution of any necessary agreements.

Background:

The Municipal Modernization Program (MMP) provided support to municipalities to explore opportunities to improve efficiency and reduce long term expenditure growth.

Under the third and final application intake, we were approved for 75% funding or up to $91,584.00 for information technology solutions with the goal of saving staff time and improving internal and external reporting.

[Report Number TR-2023-02-4](#) authorized the purchase of specific software and took advantage of the opportunity to extend the project completion date from February 28, 2023 to December 1, 2023. Extending the project completion date allowed staff the opportunity to research the best use of the remaining project budget.

Discussion:

Based on the recommendations contained in the Corporate Digital Modernization Review and Transportation Service Delivery Review staff investigated cloud based

solutions for timesheet management, computerized inspections for public works, by-law enforcement tracking and project management software.

Staff researched several electronic timesheet programs and are currently working with Time Well Scheduled. The program works with our existing payroll processing software and the programmers are working to implement some additional features to incorporate our employment policies and collective agreement provisions. The fee is $4.00 per employee, per month. Based on the terms of the funding, we used $2,200.00 of the MMP funding.

To digitize the road maintenance and inspections, staff has implemented Noratek Solutions. This is the same system that is currently being used for facility inspections. The cost of the licencing, support and mapping integration was $5,630.00.

Staff opted to add the by-law enforcement module to our existing Cloudpermit subscription at a cost of $6,600.00. Again, the advantage of using Cloudpermit building module will provide consistency for staff.

The final solution that was chosen is Envisio. Designed specifically for public sector project and performance monitoring and reporting, the software will allow staff to track plans and projects, collaborate and report on progress. The implementation of this program is very timely as it aligns with the completion of our strategic plan. It also integrates with Questica Budget to enable staff to track project budget and costs in real time. The cost of implementation, including consulting services and support to November 2026 is $55,675.00.

Financial Impacts:

The total project costs submitted in the final report on December 1, 2023, which includes the software that was authorized in February is $123,525.00 plus applicable taxes. Pending approval of the final report, we anticipate receiving the maximum funding of $91,584.00. The remaining funds were included in the 2023 budget and were allocated from the Municipal Modernization Reserve. Funds remaining in the reserve earmarked for modernization projects is approximately $360,000.

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