



## Staff Report

**Report Title: Municipal Modernization Program Intake 2 – Implementation Project**

**Prepared By: Jodi MacArthur, Treasurer**

**Department: Treasury**

**Date: Sep. 19, 2022**

**Report Number: TR-2022-09-64**

**File Number:**

**F11 MOD21**

### **Attachments:**

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### **Recommendation:**

That Township of Huron-Kinloss Council hereby approves Report Number TR-2022-09-64 prepared by Jodi MacArthur, Treasurer AND approves entering into agreements with GHD Digital, Universus Software Canada Inc. and Noratek Solutions AND FURTHER authorizes the appropriate By-Laws coming forward on tonight's agenda.

### **Background:**

With the assistance of the Province of Ontario's Municipal Modernization Program, the Township has been advancing our digital modernization efforts. The current phase of the project through Intake 2 will provide up to \$45,000 in funding for improvements recommended by the Parks and Recreation Service Delivery Review and the Corporate Digital Modernization Review that would achieve efficiency and effectiveness outcomes over the next three years. The Township was approved for funding to implement a computerized maintenance management system for facilities, integrated mapping, create an online bookings hub and integrate e-commerce.

### **Discussion:**

The deadline for completing our IT Implementation project under Intake 2 is September 30, 2022. Subsequent to the comprehensive review that determined we were not ready to move forward with the municipal enterprise system, staff have reviewed several different vendors and software solutions that meet the goals and objectives identified in our digital transformation roadmap and have presented the following recommendations:

Vendor	Digital Solution	Cost
GHD Digital	Integrate eCommerce with current website and form builder	\$500 implementation fee plus \$4,500 maintenance for 3 year term = <b>\$5,000.00</b>
Universus Software Canada Inc.	BookKing; Online calendar for facility bookings	\$1,600 implementation fee plus \$7,920 maintenance for 3 year term = <b>\$10,020.00</b>
Noratek Solutions	City Reporter; a computerized maintenance management system for inspections and work orders for parks, playgrounds and facilities	\$1,062 implementation fee plus \$24,202 maintenance for 3 year term = <b>\$25,264.00</b>

City Reporter also has the potential to provide service for other departments and these modules are being reviewed as potential options for our next IT Implementation project under Intake 3, which must be completed by February 28, 2023.

**Financial Impacts:**

The total costs associated with the recommendations combined with other minor technology improvements to integrate mapping and purchase tablets will not exceed the approved project funding through the Municipal Modernization Program.

**Strategic Alignment / Link:**

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

We are a prosperous community that continues to grow in a sustainable manner by investing in infrastructure; and

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