TOWN OF MINTO
MEETING DATE: March 1, 2022
REPORT TO: Mayor and Council
SERVICE AREA: Clerks
SUBJECT: Report CL 2022-003 Sole Source Purchasing of Electronic Document Management System

RECOMMENDATIONS:

THAT Council receives report CL 2022-003 regarding Sole Source Purchasing of Electronic Document Management System
AND further, that Council of the Town of Minto approves purchasing FileHold Electronic Document Management System from Image Advantage Solutions Inc at a cost of $33,740.00 before HST.

BACKGROUND

In 2021, the Town of Minto applied to the third intake of the Municipal Modernization Program According to the funding guidelines, priority would be given to projects that address one or more of the following priorities:
• Digital modernization
• Service integration
• Streamlined development approvals
• Shared services/alternative service delivery models.

The Town of Minto has used The Ontario Municipal Records Management System (TOMRMS) as the base for a records management structure since 2015. TOMRMS provides a detailed annual listing of document retention for municipal documents annually based on legislation.

COMMENTS:

Image Advantage is a records management consulting company based in Mallorytown, Ontario. They are the only records management company that works directly with the TOMRMS System of classification which would help maintain current knowledge while implementing the new process.
The Town of Minto procurement By-law 17-63 allows for sole source purchasing over $10,000 under certain circumstances, one of which is the need for the equipment being purchased to be compatible with existing equipment that is currently being used.

The proposed FileHold Electronic Document and Records Management System (EDRMS) offered by Image Advantage will have the capability to manage all of our Municipal records in a way that they are very easily found and distributed with retention rules applied.

The Town of Minto has many documents and records that are regularly accessed by staff and this system will help:

- Ensure compliance with regulatory and municipal requirements for records management;
- Provide staff with an easy, intuitive environment for effectively managing their records;
- Improve administrative efficiency by making it easier and quicker to access records;
- Manage the creation and growth of records;
- Control operating costs through the reduced need for physical and electronic storage;
- Provide a scalable system that can grow with the needs of the organization;
- Minimize litigation risk through a consistently applied records management program;
- Outline a strategy for the management of existing data from shared drives, existing applications and software systems;
- Provide staff with specialized training in the creation, maintenance and support of a records management system.

While providing the additional benefits of:

- Backup in case of disaster;
- Save employee time in finding documents;
- Digitize documents thereby freeing up valuable office space;
- Compliance with government standards;
- Easy to distribute documents inside organization and to the public;
- No more lost files;
- Saves on wear and tear of paper records;
- Reduce paper records filing costs;
- Increase security to confidential documents; and
- Improve decision making in organization.

<u>FINANCIAL CONSIDERATION:</u>

The price for FileHold Implementation and training in year one is $33,740.00 (includes consulting services, installation, training and first year's support). The funding received from MMP will cover 75% of the year one cost, the remaining 25% of the cost will be funded from the 2022 Operating budget. The yearly licensing fee of $4,190 will be incorporated into the 2023 budget and beyond.

12.7 Demonstrate innovation in all aspects of municipal business acknowledging the importance of training, succession planning, transparency, communication, and team-based approaches to municipal operations.

PREPARED BY: Annilene McRobb, Clerk

RECOMMENDED BY: Derrick Thomson, Chief Administrative Officer