

**TOWN OF MINTO****DATE:** February 7, 2017**REPORT TO:** Mayor and Council**FROM:** Gordon Duff, Treasurer & Brian Hansen, Public Works
Director**SUBJECT:** Citywide Software proposal

STRATEGIC PLAN:

Fiscal responsibility - Analyze, prioritize and evaluate major capital projects from a cost-benefit perspective to determine fiscally feasibility. Comply with Provincial Asset Management Plan rules and accepted practices for small rural municipalities.

BACKGROUND

The Town has used Citywide's Tangible Capital Asset module to assist with meeting requirements of the Public Sector Accounting Board (PSAB) Section 3150 and with the development of the Asset Management Plan (AMP). In 2016, Minto entered into an Asset Roadmap project to expand the scope of the AMP and meet the expanded requirements of the Federal Gas Tax agreement.

On December 22, 2016, John Murray and Matt Van Dommelen of The Public Sector Digest, who developed the Citywide software suite, reported to Council on the progress of the road map project and how additional modules could help address the tracking of service requests and asset maintenance for the Public Works, Clerks and other departments.

COMMENTS:

Staff has now received the cost estimates for the additional modules. While the software is expensive, staff believes that it provides the best solution in meeting the following objectives:

1. Improving tracking of requests for service and complaints as required by the Town's 2016 Complaints Policy and subject to review by the Ombudsman.
2. Complementing the existing tangible asset information with related maintenance and record-keeping.
3. Replace a proprietary Geographic Information System (GIS) software package.

As these programs are web-based, they will be accessible by any staff with permission in any location with internet access. Due to the lengthy training required to fully implement this software suite, staff would like to commence the next phase of the project this winter. The ongoing challenge for the Town will be maintaining this system so that information remains current and useful. This is proposed to be completed using existing staff with support from the Town's consulting engineer.

Public Sector Digest is a widely accepted provider of this software used by many municipalities across Ontario. They promote an "open data program" encouraging sharing data internally between municipal departments as well as externally to other potential users with a view to increasing transparency. The open data program allows information to be shared with other municipalities, comparisons and common issue assessments, methods to help people use this information.

FINANCIAL CONSIDERATIONS:

The attached proposals include \$35,980 for the Works and Service Request components and \$11,500 for the GIS, plus disbursements. Staff has analyzed the proposal and incorporated the remaining AMP work into the 2017 capital and operating budgets. As in 2016, it is proposed to use a portion of the OCIF formula grant for asset management plan improvements (2016-\$37,000; 2017-\$40,000). After up front software costs, the annual maintenance and update cost is in the range of \$7,500.

RECOMMENDATION:

THAT Council of the Town of Minto receives the Treasurer and Director of Public Service's report dated February 7, 2017 and direct staff to proceed with the purchase of Citywide Works, Service requests and GIS modules.

Gordon Duff
Treasurer

Brian Hansen
Director of Public Works