



The Corporation of the Town of Tecumseh

Financial Services

To: Mayor and Members of Council

From: Tom Kitsos, Director Financial Services & Chief Financial Officer

Date to Council: September 14, 2021

Report Number: FS- 2021-11

Subject: Transfer Payment Agreements for Projects in Municipal Modernization Program- Intake 2

Recommendations

It is recommended:

That By-laws 2021-68, 2021-69 and 2021-70, on the September 14, 2021 Regular Council Meeting Agenda, **be adopted** to authorize the Mayor and Clerk to sign a Transfer Payment Agreement for each of three projects submitted to the Municipal Modernization Program – Intake 2 between Her Majesty the Queen in right of Ontario, as represented by the Minister of Municipal Affairs and Housing (the “Province”) and The Corporation of the Town of Tecumseh (the “Recipient”), with financial content satisfactory to the Town’s Chief Financial Officer, for the grants to be received to fund three projects including:

- investigating shared economic development opportunities and shared services with Lakeshore;
- the creation of a Digital Strategy and Business Continuity Plan for adoption; and
- business process optimization for the Town’s payroll process.

Background

On March 9, 2021, Council Report CAO-2021-05 “Municipal Modernization Program (MMP) – Intake 2” was presented to the Mayor and Members of Council, seeking authorization to make a submission to the Program’s Review Stream for funding three projects:

- investigating shared economic development opportunities and shared services with Lakeshore;

- the creation of a Digital Strategy and Business Continuity Plan for adoption; and
- business process optimization for the Town's payroll process.

The Review Stream of the program investigates opportunities to modernize service delivery processes with the objective of finding savings and efficiencies. These initiatives are to be undertaken by a third party reviewer and result in a public report posted to the municipality's website.

Full project details are provided in Council Report CAO-2021-05.

Comments

The Town successfully obtained grants for all three projects. Transfer Payment Agreements (TPA's) must be signed by the Mayor and Clerk and returned, along with a Certificate of Insurance to the Ministry of Municipal Affairs and Housing by September 20, 2021.

Consultations

Chief Administrative Officer
Corporate Services & Clerk
Information & Communication Services

Financial Implications

MMP Intake 2 provides for 100% project funding of eligible costs up to the maximum grant amounts available for each project, as listed in the following table. Eligible costs must be incurred prior to March 31, 2022 in each case. The Town's contribution would be in-kind through staff time and any related internal expenses covered by the Council-approved operating budget.

Project Name for MMHA Grant	Maximum Amount
Town of Tecumseh Digital Strategy, Business Continuity, and Disaster Recovery Plan Review	\$80,000
Town of Tecumseh Payroll Systems Review	\$40,000
Town of Tecumseh and Municipality of Lakeshore Economic Development Study	\$47,000

Link to Strategic Priorities

Applicable	2019-22 Strategic Priorities
<input checked="" type="checkbox"/>	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.
<input checked="" type="checkbox"/>	Ensure that Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.
<input type="checkbox"/>	Integrate the principles of health and wellness into all of Tecumseh's plans and priorities.
<input checked="" type="checkbox"/>	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.
<input checked="" type="checkbox"/>	Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals.

Communications

Not applicable ☒

Website ☐

Social Media ☐

News Release ☐

Local Newspaper ☐

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

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Reviewed by:

Tom Kitsos, CPA, CMA, BComm
Director Financial Services & Chief Financial Officer

Reviewed by:

Shaun Fuerth, BCS
Director Information & Communication Services

Reviewed by:

Laura Moy, Dipl. M.M., CMMIII HR Professional
Director Corporate Services & Clerk

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

Attachment Number	Attachment Name
None	None