



## The Corporation of the Town of Tecumseh

Legislative & Clerk Services

**To:** Mayor and Members of Council

**From:** Laura Moy, Director Legislative Services & Clerk

**Date to Council:** February 8, 2022

**Report Number:** LCS-2022-04

**Subject:** Municipal Modernization Fund Intake 3  
Transfer Payment Agreement – Corporate Records and  
Information Management Service Review

---

### Recommendations

It is recommended:

**That** LSC-2022-04 entitled “Municipal Modernization Fund Intake 3 Transfer Payment Agreement – Corporate Records and Information Management Service Review” **be received;**

**And that** By-law No. 2022-008 being a by-law to authorize the Mayor and Clerk to execute a Transfer Payment Agreement for Municipal Modernization Funding Intake 3 to fund a third party review of the Corporate Records and Information Services for the Town, **be adopted.**

### Background

The Province of Ontario has been providing funding to help small and rural municipalities to modernize service delivery and identify new ways to be more efficient and effective under its Municipal Modernization Program (MMP) since 2019.

On August 16, 2021, the Province announced a third intake under its MMP to allow municipalities to benefit from provincial funding to conduct third party reviews, as well as

to implement projects to increase efficiency and effectiveness and lower costs in the longer term. Projects that support the following priorities were eligible:

- Digital modernization
- Service integration
- Streamlined development approvals
- Shared services/alternative delivery models.

These initiatives are to be undertaken by a third party reviewer and result in a public report posted to the municipality's website.

The Town received funding from MMP Intake 2, and recently successfully completed third party reviews for:

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

## **Comments**

Administration considered the parameters for Intake 3 and submitted an application to conduct a third party review of the Corporate Records and Information System for the Town.

On January 25, 2022 the Province announced that the Town's application was successful and funding of \$50,880 to fund the cost of an independent third-party review of the Town of Tecumseh Corporate Records and Information Management Service and a report with specific and actionable recommendations for cost-savings and efficiencies by January 31, 2023.

## **Corporate Records and Information Management Service Review**

The independent review will undertake a comprehensive assessment of the current state of the Town's physical and electronic records, email, data and information, including policies, procedures and general practices as they relate to the storage, security, retention, destruction and archiving of corporate records, data and information

that will provide the overall framework (Plan) for improving service delivery, reduce costs and realize efficiencies through digitization opportunities and electronic records.

The Review will also identify gaps and focus administration to take a comprehensive, integrated approach to managing information in all formats across the organization and help guide the selection and implementation of essential technology solutions, digitization projects as well as to determine the best approach to maximizing value from current and future technology investments. The assessment would provide a long-term strategy relating to policy, process and guidelines needed for the Town and identify vital records to be addressed in the Town's Business Continuity and Disaster Recovery Strategy.

The Plan should identify ways to optimize existing software, integrate applications for streamlining accessibility and service, and transform manual paper processes to electronic digital applications, to improve service or efficiency. The Plan will facilitate collaboration and communication between municipal departments and public disclosure.

## **Consultations**

Financial Services  
Technology & Client Services

## **Financial Implications**

During the 2022 Budget process, approval was given in the Legislative Services Department budget for funding for a records and information management review through a one-time increase of \$40,000 to 'Professional Services'.

Under Intake 3 of the MMP, municipalities were eligible to receive funding up to the full amount of the third-party service provider's fees for the review. Municipal administrative costs, such as staff time, are not eligible.

The Province has approved up to \$50,880 from the MMP Intake 3 for the Town's Corporate Records and Information Management Service Review. It is anticipated that this review will be fully funded from the provincial funding.

## 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 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:

Laura Moy, Dipl. M.M.  
Director Legislative Services & Clerk

Reviewed by:

Shaun Fuerth, BCS  
Director Technology & Client Services

Reviewed by:

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

Recommended by:

Margaret Misek-Evans, MCIP, RPP  
Chief Administrative Officer

<b>Attachment Number</b>	<b>Attachment Name</b>
None	None