



The Corporation of the Town of Tecumseh

Chief Administrative Officer

To: Mayor and Members of Council

From: Margaret Misek-Evans, Chief Administrative Officer

Date to Council: August 13, 2019

Report Number: CAO-2019-05

Subject: Municipal Modernization Fund Allocation

Recommendations

It is recommended:

That Council endorse the overall expenditure plan outlined in Attachment 2 to Report CAO-2019-05 for the one-time Municipal Modernization Fund received from the Province of Ontario;

And that Town Administration be authorized to proceed with implementation of the expenditure plan subject to Council approval of specific items as required;

And further that Council authorize Municipal Modernization Fund expenditures of up to \$50,000 for the purchase, installation and annual support and maintenance fees (2019 and 2020) of eSCRIBE software and hardware required to implement Council meeting webcasting as per Report CS-2019-10.

Background

On March 20, 2019, the Town of Tecumseh was advised by the Ministry of Municipal Affairs and Housing that the government was providing a one-time payment in the 2018-19 fiscal year to support small and rural municipalities in their efforts to become more efficient and reduce expenditure growth over the longer term. The Town received a payment of \$620,201 as an unconditional investment to help modernize service delivery and reduce future costs. Recommended use of the funds included: service delivery reviews, development of shared services agreements and capital investments. While the funds are unconditional, it is anticipated that a reporting out on the use of funds will be expected and also that the funds should be used in the near term. The Ministry's correspondence forms Attachment 1.

Comments

The Senior Management Team has reflected on the funds and their optimal use to achieve the efficiencies suggested by the Ministry. We have deliberated on the Team's suggestions and reached consensus on an expenditure plan with both operational and capital items for Council's review and approval. Attachment 2 contains the items recommended by staff, along with high level descriptions and cost estimates. The alignment of the projects with the Council-approved Strategic Plan is also indicated. Ministry staff have reviewed the list in Attachment 2 and concur that the projects are in keeping with the intent of the one-time funding allocation.

Subject to Council's approval of this overall expenditure plan, specific items will be brought to Council for consideration as required by the Purchasing Policy and as they are refined relative to context, vendor and price. Further, where possible, opportunities for cost-sharing partnerships will be explored such as the proposed electric vehicle charging station for example. The purpose of the overall plan in Attachment 2 is to ensure staff's recommendations are aligned with Council's expectations prior to proceeding with detailed planning and procurement.

Notwithstanding the above, Council is reminded that the livestreaming of Council meetings was the subject of a report earlier this year wherein Council passed the following resolution (RCM - 134/19):

That the Webcasting and Closed Captioning Modules offered by eSCRIBE be approved in principle;

And that a multi-camera view be provided;

And further that the 2019 pro-rated cost for the Webcasting and Closed Captioning Modules, as well as the cost for implementation and purchase of the cameras and the 2020 annual support and maintenance be considered for funding from the Municipal Modernization Fund when a report is presented to Council on the proposed use of this Fund.

Administration has refined the cost of all components required to install the multi-camera view and have a revised estimate of \$50,000 for this project. Since this report was presented to Council, Administration has received a design and quotation for a multi-camera solution for Council meeting webcasting. The original estimate of \$10,000 did not include a video switcher or commercial grade cameras. Total cost for a professional installation of the required video equipment is now estimated at \$35,000.

Consultations

Ministry of Municipal Affairs and Housing
All Departments

Financial Implications

In March 2019, the Town of Tecumseh received \$620,201 in unanticipated grant funding from the Province of Ontario. This unconditional, one-time payment, from the Municipal Modernization Fund, is intended to help modernize service delivery and reduce future costs. Administration has identified several candidate projects that are expected to improve services provided to residents and generate efficiencies (Attachment 2).

Funds will be allocated according to each project, however it is noted that the cost estimates are high level and will require refinement through the procurement process. Some projects may be higher or lower, once actual quotes are received and some may benefit from partner funding. Administration will track project costs against the overall amount of the Fund in order to ensure expenditures do not exceed \$620,201.

Link to Strategic Priorities

Applicable	2019-22 Strategic Priorities
<input 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 checked="" 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 and recommended for submission by the Chief Administrative Officer.

Reviewed by:

Shaun Fuerth, BCS
Director Information & Communication Services

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

Attachment Number	Attachment Name
1	Ministry of Municipal Affairs and Housing Letter Dated March 20, 2019
2	Candidate Projects