



## MUNICIPALITY OF **West Elgin**

### Staff Report

---

**Report To:** Council Meeting  
**From:** Magda Badura, CAO/Treasurer  
**Date:** 2021-08-19  
**Subject:** CityWide Maintenance Manager Implementation Project Proposal

---

#### **Recommendation:**

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: CityWide Maintenance Manager Implementation Project Proposal; and

That West Elgin Council hereby approves Phase 2 project implementation of CityWide Maintenance Management System in the amount of \$105,600.00 plus applicable taxes.

#### **Purpose:**

The purpose of this report is to seek council approval on Phase 2 of CityWide Maintenance Manager Implementation.

#### **Background:**

On January 20, 2020 Robert Bryce consulting completed an Organizational Review for the Municipality of West Elgin. This review included collecting information from a variety of sources including employee interviews as well as surveys, and a review of process'.

The observations and recommendations contained in his report reflected the data gathered and analysis completed within the scope of the review to support realistic and incremental organizational changes that could be made.

In the spirit of continuous improvement, assessment of opportunities to expand utilization of existing and new software application was made. A grant application was jointly prepared by West Elgin and PSD (Public Sector Digest) staff. On June 30, 2021 a letter from Ministry of Municipal Affairs was received informing us that the grant application for the Municipal Modernization Program was approved for funding of 75% of total eligible cost or the maximum of \$79,200. Main objective for this project is to centralize business functions, reduce the duplication of data, and facilitate how to manage information with the focus on payroll & timesheet development and asset tracking.

This new project will require to purchase additional module of CityWide software that is equipped to manage and record labour, material and equipment time and costs while the municipality maintain the asset. Additionally, the software will enable the tracking of progress and status of all work, creation of custom processes, and scheduling resources. The Maintenance Manager module would be used to generate, schedule and track progress and cost of work orders and service requests. Work orders will be initiated either internally or externally or automatically generated through user-defined preventative maintenance schedules. Users will use this module for maintenance management, facility management and time keeping management.

**Financial Implications:**

There are no financial implications as the cost of Phase 2 initiative was captured in 2021 Capital Budget per table below:

## Allocation of Funding – Asset Management

| Source of Funding                                       | Amount            |
|---|-------------------|
| Ontario Invests – Improve Service Delivery & Efficiency | \$ 250,000        |
| FCM – Asset Management                                  | \$ 50,000         |
| Municipal Modernization                                 | \$ 79,200         |
| <b>Total</b>  | <b>\$ 379,200</b> |

| Projects in Progress  | Amount            |
|---|-------------------|
| AM Software Implementation & AM Program Development               | \$ 228,100        |
| CityWide Maintenance Manager (Phase 2) – pending council approval | \$ 105,600        |
| <b>Total</b>  | <b>\$ 333,700</b> |

**Policies/Legislation:**

O. Reg. 588/17: Asset Management Planning for Municipal Infrastructure

**Report Approval Details**

|                      |  |
|----------------------|--|
| Document Title:      | CityWide Maintenance Manager Implementation Project Proposal - 2021-36-Administration Finance.docx |
| Attachments:         | - MOD CityWide MM Improvements Proposal - West Elgin.pdf   |
| Final Approval Date: | Aug 17, 2021   |

This report and all of its attachments were approved and signed as outlined below:

Jana Nethercott