



Subject: Transfer Payment Agreement – Ministry of Municipal Affairs and Housing

To: Council

From: Corporate Services Department

Report Number: 2021-290

Meeting Date: November 8, 2021

Recommendation:

That Corporate Services Department Report 2021-290 be received;

That Council approve the Ontario Transfer Payment Agreement with the Ministry of Municipal Affairs and Housing for the Municipal Modernization Program Intake 2 and the City's Information Technology modernization project, attached as Appendix A to Corporate Services Department Report 2021-290; and

That a By-law to enter into the Ontario Transfer Payment Agreement with the Ministry of Municipal Affairs and Housing, be brought forward.

Purpose:

The purpose of this report is to seek approval to sign the Transfer Payment Agreement between the City of Port Colborne and the Ministry of Municipal Affairs and Housing related to the Ministry's Municipal Modernization Program Intake 2.

The related projects were already approved in the 2022 Capital and Related Capital Project (Project C.6).

Background:

During the 2021 Annual ROMA Conference, the Honourable Minister Steve Clark announced the opening of the second intake of the Municipal Modernization Program. At the announcement, the Minister noted that government is investing \$40 million to help small and rural municipalities to assist with service delivery reviews and

modernization efforts. The announcement is part of the \$125 million committed through 2022-23.

The funding is application based and targets 405 municipalities across Ontario. The first intake of the program saw 184 modernization projects funded. These included service reviews, implementing previous recommendations from service reviews, IT upgrades, or process improvements that help municipalities become more efficient with taxpayers' dollars.

To obtain funding through the program, the City must sign a Transfer Payment Agreement with the Ministry of Municipal Affairs and Housing, the agency that administers the Municipal Modernization Program. The agreement formalizes the funding arrangement between the two parties and sets out the terms and conditions under which the Ministry of Municipal Affairs and Housing will provide funding for the project.

Discussion:

The Information Technology Modernization project funding application within the Municipal Modernization Program Intake 2 was submitted in March 2021. There are two components within the project, which includes the following:

1. ePermitting migration and implementation

This project component involves the acquisition, migration, and implementation of an ePermitting solution. The result of the project component will include digitized and streamlined processes for building permit and municipal consent applications. The solution integrates as an additional module to the City's existing municipal maintenance/work management system.

2. Domino application review

This project component involves the thorough review and fulsome planning of all applications within the City's aging Domino application environment. The City's Domino application environment has been in place since 1996 and supports several City processes, such as DWQMS and Fire Department records. The result of the project component will include the identification of all active applications, their business requirements, synergies with existing solutions and a fulsome plan for modernizing these applications.

Internal Consultations:

City staff from various departments, including Corporate Services, Development & Legislative Services, and Public Works, are working collaboratively on this project.

Financial Implications:

Within the 2022 Capital and Related Projects budget, Council approved this project (item C.6) with a levy impact of \$52,500 and grant funding of \$97,500. By approving the recommendations of the report, the City will be able to secure the Municipal Modernization Program grant funding to ensure successful project delivery.

Public Engagement:

As the project deliverables come to fruition as they impact members of the public, City staff will bring this forward in reports to Council and media releases.

Strategic Plan Alignment:

The initiative contained within this report supports the following pillar(s) of the strategic plan:

- Service and Simplicity - Quality and Innovative Delivery of Customer Services
 - Value: Financial Management to Achieve Financial Sustainability
 - Governance: Communications, Engagement, and Decision-Making
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Conclusion:

The City's application to the Municipal Modernization Program Intake 2 for the Information Technology Modernization for the maximum amount of \$97,500. To obtain this funding, the City must enter into a Transfer Payment Agreement with the Ministry of Municipal Affairs and Housing, the agency that administers the funding program on behalf of the provincial government. This agreement formalizes the funding arrangement between the Ministry and the City and sets out the terms and conditions of this arrangement.

City staff are nearing commencement of these projects, which were approved within the 2022 Capital and Related Projects budget and associated funding was approved by Council in the 2022 budget. Therefore, it is recommended that the City enter into agreement at this time to leverage this funding to ensure successful project delivery.

Appendices:

- a. Ontario Transfer Payment Agreement – Municipal Modernization Program Intake 2 re: Information Technology Modernization
- b. Draft Agreement By-law

Respectfully submitted,

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Report Approval:

All reports reviewed and approved by the Department Director and the City Treasurer when relevant. Final review and approval by the Chief Administrative Officer.