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TOWNSHIP OF EDWARDSBURGH CARDINAL
INFORMATION ITEM

Committee: Administration & Finance

Date: February 10, 2020

Department: Administration

Topic: Service Delivery Review Update

Background: The final report has now been received and will be coming to Council on February 24th for receipt. There are five areas in progress that we anticipate will be completed in the next few months. The first is the additional financial applications through Munisoft before you tonight.

The second is the e-scribe agenda software package which is in phase one of a four phase program rollout. The second phase involves expanded administrative training followed by report writer training and then council training. The objective is to have the system in full operation by June of this year.

The third area is building permit software. The (3) three municipalities have now viewed (3) building software systems (CityWide, CGIS and Evolta) and a meeting is scheduled this week to determine if the municipalities can agree to move forward with the same system. Our preference would be to add the Citywide module versus an additional software system. We will prepare a report with costings and a recommendation for the next Administration and Finance meeting.

The fourth area is the fleet management system. We are in the process of transferring our paper-based system to our current Citywide software. Additional staff training will be required and Citywide will be contacted to provide a cost for the training.

The fifth area is a fuel management system. Staff is awaiting pricing and timeline for installation. We will also be working with Citywide to determine a process of feeding this information into their system. The plan is to have a cost and recommendation for the Public Works, Environmental Services and Facilities meeting on the 18th of February.

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