

**Township of South Stormont**  
KEY INFORMATION REPORT  
Administration and Corporate Services



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**To:** Council  
**From:** Loriann Harbers, Director of Corporate Services/Clerk  
**Date of Meeting:** December 15, 2021  
**Subject:** Modernization Project Update

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**Background:**

As a result of the Municipal Modernization Program Intake #2, South Stormont received \$486,600 in funding to support digital modernization and service integration enhancements.

In July 2021 an agreement was signed with Optimus SBR to support our efforts surrounding the procurement and implementation and integration of multiple software platforms, these include:

- HRIS implementation
- Work order
- Electronic time sheets
- Records management
- Fuel system
- Recreation program support
- Planning software

This report will provide an update with regards to progress made thus far.

**Discussion:**

In July 2021 staff, with the support of Optimus SBR, began to prepare requirements for each of the applications. Following internal review of needs etc., the scope was broadened to include asset management as a component of work order, consolidate timesheets with HRIS and consider payroll for a future phase.

In addition, fuel management and planning software were removed from the project as staff believe the expertise exists in house to support these projects.

As such, 5 Request for Proposals for were drafted and posted. All have since closed and vendor review and contract negotiation are well underway.

Since the project began in July, over 77 onsite and virtual meetings with staff, 15 +/- vendors and Optimus SBR have taken place. Additionally, a weekly status meeting is held to ensure all parties are aware of the stages of the project. Attached you will find the Status Update for the period of December 3.

Staff hope to have all contracts signed and implementation underway early January.

Because the modernization project will affect every South Stormont employee and members of Council in some way, the next step will be the development of a clear communication and training strategy. To ensure modernization efforts are successful, it will be imperative that clear concise communication and fulsome training is included as part of the project.

In October 2021 an application was submitted for funding through the Municipal Modernization Intake #3. Staff applied for an additional \$339,181 to further support digitization and efficiencies for the future.