



**The Corporation of the Municipality of Wawa
Staff Monthly Report**

Office of Information Technology

Prepared For: Corporate Planning Committee Meeting	Report No.: JM 2018-03
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Preamble

The following report outlines issues relating to all areas of the Information Technology Department including NITGC members for the month of February, 2018.

General

IT Infrastructure

All major systems have been running smoothly with no major issues to report. The ITI Department is looking into the best strategy to begin updating our critical infrastructure as it is approaching its end of life. We are pursuing some funding opportunities that are available that could potentially offset much of the costs of this upgrade. We continue to work closely with all departments to ensure that all current needs are met and to improve system efficiencies in areas that are needed.

Solar

Spring is slowly approaching and the ITI Department is beginning to anticipate the full production of energy from the current solar panels on municipal buildings. As the snow melts and the panels begin to come online we will be performing maintenance checks on all the systems to ensure that they are working properly. If there are any issues we will be bringing up contractors to address the issues and ensure that all deficiencies are corrected before full production begins.

Respectfully Submitted By:	Prepared By: Jason Morrison Director of ITI
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NITGC

We continue to work closely with all of the NITGC members. The bulk of the work in the last month has been spent digitizing the hard copy plans that have been received from the member communities east of the Sault. We are currently digitizing the sewer and water infrastructure and after this is complete we will be ready to provide the members with a go live date and provide them with the tools necessary for their planning board.

Municipal Data Works

The Municipality has been working with Municipal Data Works (MDW) to implement, deploy and test their asset management solution locally on our servers. The purpose of the project is to see if this solution can not only be a great tool for our municipal asset management but also serve our full region. This is a great opportunity to test a potentially great asset management tool at no cost. Some of the functionality of the system includes:

Document Asset Data

MDW allows for the collecting and storing of data for over 120 different asset types that includes but not limited to roads, bridges, sewers, waterlines, buildings, fleet and equipment. For each asset type, only 3 fields of data are mandatory: asset ID, asset name and asset status. All other data fields are optional. The master list of asset attributes (those attributes included in MDW by OGRA) can easily be supplemented with additional attributes. Likewise additional values can be added to a picklist or existing picklist values can be turned off. Text fields can also be quickly converted to a picklist. These features ensure that staff is restricted to selecting only the preferred local municipal choices.

Document Life Cycle Events (LCE)

LCE's include the building or acquisition of a new asset and all work required to operate, maintain, renew and replace an asset. For each LCE, any and all documentation related to that LCE can be stored as a life cycle event attachment. This includes word, excel, PDF and jpeg file formats. Adding the documentation as a life cycle event attachment allows for the review of the information about that LCE at any time, from anywhere, by anyone with permission to access the data.

Amortize Capital Expenditures

Users can establish criteria for grouping like assets together (referred to as categories in the module) and set the useful life, amortization method and capitalization threshold amount for each category within a single asset type; and LCE's for asset betterment, renewal and replacement in excess of the capitalization threshold can be easily capitalized and amortized over the assets useful using the asset valuation module of

MDW. By simply adding a life cycle event for the work completed on an asset and including the “Total Cost” of the project, the asset valuation module will automatically capitalize and amortize the total cost over the assets useful life when the next report is run. If the project extends the useful life of an asset, an adjusted replacement date must be included in the LCE in order for the module to amortize the total cost over the extended timeframe.

Forecast renewal actions

The Capital Infrastructure, Improvement and Investment Planning module(CI3P) permits the development of up to a 10 year plan; Users can establish criteria for grouping like assets together (referred to as categories in the module)and set the strategies to be used for each group/category of like assets; Users can select age based or condition based planning; Users can select the strategies that will be used for asset renewal and the timing for implementation of those strategies based on a georcondition for each category; Users would input local costs for each strategy selected; and Projects included in the plan can be moved from year to year or can be made into a multiyear project with a minimum of effort.

Web Design/Marketing

The ITI Department has been in the process of reviewing all of the current websites that we manage and have devised a plan to consolodate most of these sites into one location. The most current project was to amalgamate the “WawaWebcams” site into the tourism section of the wawa.cc website. The ITI Department has decided to shift the focus of the current site which displays updated pictures every 5 minutes to actual live streaming video of the locations.

After testing serveral methods we have found a solution that delivers quality, stable live streaming video that can be viewed at <http://wawa.cc/tourism/live-webcams>. The cameras are linked to a newly created YouTube channel that will eventually broadcast live streaming of a municipal meeting. We look forward to increasing the number of videos available on the site and provide a excellent tool for tourism and the ratepayers.

The ITI Department has been working closely with the EDC and Community Services Department to produce a number of marketing materials. These include a new updated Community Profile document for the EDC and many event posters and advertising for Community Services.