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**Subject:** Reallocation of Capital Budget for Software Modernization

**Report to:** Thorold City Council

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## Recommendations

1. That report DS 024-2023 **BE RECEIVED**;
2. That the purchase of planning software from PSD Citywide Inc., using the negotiated method at a cost of \$38,872.32 inclusive of HST, **BE APPROVED**;
3. That the reallocation of \$11,127.68 from the Citywide planning software capital budget, and an overrun of \$1,185.28 to purchase the software enhancements for managing licences, **BE APPROVED**; and
4. That the purchase of licensing software from PSD Citywide Inc. using the negotiated method at a cost of \$12,312.96 inclusive of HST, **BE APPROVED**.

## Key Facts

- Council approved a \$50,000 budget for Citywide planning software. The quote came in under budget at \$38,872.32 inclusive of HST.
- The city has an opportunity to purchase new licensing software from the same vendor at a cost of \$26,050.56 inclusive of HST.
- Recommended that \$11,127.68 be reallocated from the Citywide planning software capital budget and a budget overrun of \$1,185.28 to facilitate the costs of purchasing software for managing the various licences issued by the City of Thorold.

## Budgetary Status

Approval of the recommendations will result in a reallocation of \$11,127.68 from the Planning Divisions capital budget to the By-law Enforcement Divisions capital budget. In addition to the recommended reallocation, an overrun of \$1,185.28 will occur to the By-

law Enforcement Divisions capital budget. It is proposed that the \$1,185.28 budget overrun be approved.

## **Analysis**

The City of Thorold's Development Services Department is undergoing enhancements to modernize and improve service delivery to the residents and businesses served. A part of the enhancements includes upgrading existing software that will improve data management, expedite processes and improve customer access to services. Council approved \$50,000 in the capital budget for software enhancements within the Planning Division. The City has received a quote from the current software vendor that has come in under budget for the desired enhancements at a quoted cost of \$38,872.32 inclusive of HST. It is recommended that Council approved the reward for planning software to PSD Citywide Inc. The negotiated method of procurement was used as the proposed software is compatible with and shall be integrated with the Citywide software currently utilized by the corporation for many services delivered.

The same software vendor has also recently developed enhancements for managing licences. The City of Thorold currently utilizes excel spreadsheets and paper files to manage the various licences issued by the corporation. A quote of \$26,050.56 inclusive of HST has been received to purchase the new licensing software enhancements. The quoted price includes the software, data migration, implementation, training and version protection. Staff have identified opportunities to perform most of the data migration, implementation and training functions in-house that will reduce the over all cost to approximately \$12,312.96 inclusive of HST. Utilizing software to manage municipal issued licences will benefit service delivery by automating daily tasks that are currently manually performed by staff, allowing for notifications when licences are expiring and improving data management. Given the anticipated benefits and savings in time and As the new software enhancements will significantly benefits to service delivery and cost savings associated with staff time, staff recommend reallocating the remaining \$11,127.68 from the Citywide planning module funding towards the purchase cost of the new Citywide licensing module software. Should Council approve he proposed reallocation of capital funding, a remaining \$1,185.28 will be necessary to fully fund the purchase cost of the new software enhancements which is recommended to be approved as a budget overrun to the By-law Enforcement Division's capital budget.

## **Alternatives Reviewed**

Maintaining current practices of managing licences via excel spreadsheets and paper files is an alternative to be considered. Maintaining current practices would not save on staff time and is more susceptible to errors due to the numerous manual processes involved.

## **Relationship to Strategic Plan**

Council has identified Service Modernization as one of the four pillars to their Strategic Plan. The recommended reallocation of capital funds to purchase new software enhancements aligns with this pillar.

## **Other Pertinent Reports**

N/A

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### **Prepared by:**

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### **Approved and Submitted by:**

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Chief Administrative Officer

## **Appendices**

N/A