

Type of Decision									
Meeting Date	Friday, September 18, 2009				Report Date	Monday, Sep. 14, 2009			
Decision Required		Yes	X	No	Priority	X	High		Low
Direction Only		Information Only		X	Type of Meeting	X	Open		Closed
REPORT TITLE									
Taxation Software Purchase Report #18/09/09/206									

**SUBJECT:** The purchase of taxation software.

**RECOMMENDATION:** That staff purchase the taxation software package from USTI Canada and a laser printer for the front office.

**Background/Executive Summary:**

- In previous years there have been challenges with technical support, upgrades, training and the timely delivery of our tax bills and software and our current supplier has indicated that he is nearing retirement.
- By purchasing software and printing the bills in house it eliminates many of the above challenges. USTI does an offsite backup via internet which is a more reliable method than the present putting it on a USB drive that is taken home.
- The neighbouring municipalities have been approached and give a good recommendation to USTI.

**Options/Discussion:** We can purchase and easily install the equipment at this time when we have extra staff to input the data from the old software and year end lessens the amount of data to input. With some of the other systems we can pay extra to have someone do the input but due to the unique configuration of our system the information cannot be exported. We may have to wait for an undetermined length of time.

**Financial Considerations/Budget Impact:** The proposed amounts are within the amounts budgeted for and the procurement by-law was complied with.

**Policy Impact:** NONE

Created by the Treasurer – Ruth Morin

Approved and Recommended by the Clerk	
Melinda Reith, Municipal Clerk	<i>Melinda Reith</i>