

# STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG



<b>Report to:</b>	Mayor and Council Members	<b>Priority:</b>	<input type="checkbox"/> High <input type="checkbox"/> Low
<b>Submitted by:</b>	Teresa Behan, Deputy Director Community Services tbehan@cobourg.ca	<b>Meeting Type:</b>	Open Session <input checked="" type="checkbox"/> Closed Session <input type="checkbox"/>
<b>Meeting Date:</b>	<b>May 10, 2021</b>		
<b>Report No.:</b>	Community Services-031-21		
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**Subject/Title: Recreation Software**

## RECOMMENDATION:

THAT Council authorize the Community Services Division to execute a three (3) year agreement with a three year (3) extension option agreement with Active Network for the Town of Cobourg's recreation software.

FURTHER THAT the amount of \$17,020.38 for the Active Net conversion will be funded from the CCC operating budget, under Software Maintenance and office supplies.

## 1. STRATEGIC PLAN

N/A

## 2. PUBLIC ENGAGEMENT

This Report is placed on the Committee of the Whole Agenda 10 days in advance of the meeting and will be considered by Council in open session.

## 3. PURPOSE

To seek delegation of authority to execute a three (3) year agreement with a three (3) year extension option with Active Network for the Town's recreation software.

## 4. ORIGIN AND LEGISLATION

## 5. BACKGROUND

The Town of Cobourg, Community Services Division has been utilizing Max Galaxy (booking software) since 2013. Between 2013 and 2021 the use of Max Galaxy has expanded to service the Cobourg Community Center, Fields, Parks, Beach and Legislative Services (Market Building and Farmer’s Market). By expansion of booking with other departments the Town has allowed a more streamlined approach and online visibility.

In 2017 Max Galaxy was purchased by Active Network. During the COVID-19 pandemic it was announced that Microsoft Silverlight will no longer be supported online. Active Network (the parent company) decided to no longer support Max Galaxy as of October 12, 2021.

The Town of Cobourg has expanded the use of Max Galaxy as follows:

**2015:** The Recreation & Culture Department; Pavilion bookings, field and non-event beach bookings

**2016:** Legislative Services; Market Building and Farmer’s Market bookings

In making the switch for fields and beach (non-events) this has allowed for point of contacts amongst community organizations to become more efficient and coherent and has also streamlined the billing.

## 6. ANALYSIS

Parks, recreation and culture services is a fast paced sector and Active Network is one of North America’s leading recreation software companies with a robust portfolio of municipal customers. The software is well recognized by most municipalities.

Active Network is able to tailor our recreation software to suite the individual needs of the Town of Cobourg and the Community Services Division.

Recreation software is imperative to the daily operations of the Town of Cobourg’s facilities, fields and parks. The Recreation & Culture department has undertaken software demonstrations with Active Network in March 2021 to determine that the software will not only meet the current needs of the Division and allow for it to continue to expand in the future. Maxgalaxy has been the booking software for the CCC since opening. Maxgalaxy was purchased by Active Net. Staff did not look at other venders at this time.

The Recreation & Culture Department has been in discussion with both the IT Department and Finance Department to ensure that the migration to Active Network will meet the requirements of the Town of Cobourg.

## 7. FINANCIAL IMPLICATIONS/BUDGET IMPACTS

The cost of the migration to Active Network is as follows:

	Max Galaxy	Active Network

<b>Yearly fees (2021)</b>	<b>\$7,472.88</b>	<b>\$7,471.88</b>
<b>Change over fees- One Time Fees</b>	<b>\$0</b>	<b>\$20,147.5</b>
<b>Total Fees (2021)</b>	<b>\$7,472.88</b>	<b>\$27,620.38</b>

**Software Subscription \$7,472.88 annually**

This is the current charge for Max Galaxy and is built into the Cobourg Community Centre operating budget yearly.

**Implementation and Training Services \$13,772.50 one-time fee**

This will include all implementation, staff training and system configuration.

**Data Migration \$6,375 one-time fee**

This will include all data moved from current software (Max Galaxy) and moved to Active Network securely.

The current cost of all three components will be \$27,620.38 for 2021, this will include the already allocated annual fee for the recreation software.

Staff were unaware of this change during budget deliberations and were only advised of this change in software ownership in February 2021.

**8. CONCLUSION**

THAT Council authorize the Community Services Division to execute a new three (3) year agreement with a three (3) year extension with Active Network for the Town of Cobourg’s recreation software and authorize the additional \$17,020.38 to be spent.

FURTHER THAT the Active Net conversion will be funded from the CCC operating budget, under Software Maintenance and office supplies.

**Report Approval Details**

Document Title:	Recreation Software - Community Services-031-21.docx
Attachments:	
Final Approval Date:	April 28, 2021

This report and all of its attachments were approved and signed as outlined below:

**Teresa Behan, Deputy Director, Community Services – April 28, 2021 – 9:15 AM**

**Tracey Vaughan, Chief Administrative Officer – April 28, 2021 – 11:23 AM**