



**TOWNSHIP OF EDWARDSBURGH CARDINAL
ACTION ITEM**

Committee: Combined Committee of the Whole – Administration & Finance – Public Works, Environmental Services & Facilities

Date: August 8, 2022

Department: Administration

Topic: Escribe Subscription Renewal Agreement

Purpose: To authorize the Clerk to execute the subscription agreement with eScribe Software Limited for the continued provision of agenda/report meeting management software services.

Background: Since 2019, the Township has been utilizing eScribe software to provide accessible PDF and HTML agendas, minutes, and reports to council and the public. The use of eScribe software has helped to:

- Reduce the administrative overhead in managing logistic and workflow of the agenda and report management preparation;
- Provide a central storehouse for all agenda and report materials;
- Streamline the workflow for reports, agenda, and minutes;
- Make agenda and minute documents accessible to the public;

The agreement will expire on September 25, unless authorization is granted to enter into a renewal agreement for an additional 3 year term with eScribe.

Policy Implications: The subscription agreement with eScribe exceeds the term of Council, therefore, requires authorization from Council by bylaw.

Financial Considerations: This is an annual budgeted item.

The attached agreement includes a 6% increase as a result of inflation, resulting in an additional \$360.00 for the annual services and support. When the Township first implemented the software, it was unknown how much storage would be necessary. As a result, eScribe did not incorporate a data storage fee. With the Township using the system for 3 years, eScribe has been able to monitor the usage and apply a minor fee of \$208.70 per year for the 3 year term.

The overall annual cost will be \$6,568.70 plus non-rebated HST.

Recommendation: That Committee recommends that Council authorize staff to execute the subscription agreement with eScribe Software Limited for a 3 year term.



Clerk



CAO