



**The Corporation of the
City of Sault Ste. Marie**

C O U N C I L R E P O R T

March 17, 2025

TO: Mayor Matthew Shoemaker and Members of City Council
AUTHOR: Karen Marlow, Manager of Purchasing
DEPARTMENT: Corporate Services
RE: eScribe Subscription Agreement Renewal

Purpose

The purpose of this report is to obtain Council approval for renewal of the eScribe Subscription Agreement between the City and eScribe Software Ltd. (eScribe) for a term of three years commencing April 1, 2025, with an automatic extension for an additional three years (*unless notice of termination is provided*), as required by Clerks Department.

Background

In June 2013 a Request for Proposal was issued for Electronic Meeting Management Software, in which eScribe was awarded services with subscription through to end of March 2019 during which minor application improvements were applied to the software. Commencing April 1, 2019 the platform was enhanced with cloud software and support. The City's existing licencing agreement is due to expire March 30, 2025.

Analysis

The eScribe platform is comprised of best-in-class applications and continues to support the City's needs as a management tool for meeting and agenda automation, and approval requirements.

This single source request is in accordance Purchasing By-law 22.3 a), where service is a proprietary software application, and h) where continuity of service is in the best interest of the City.

Financial Implications

The annual subscription fee is \$25,046.16 plus HST and can be accommodated within Information Technology Division's software support operating budget.

Strategic Plan / Policy Impact / Climate Impact

This is an operational matter not articulated in the Corporate Strategic Plan.

Recommendation

It is therefore recommended that Council take the following action:

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The relevant By-law 2025-48 is listed under item 12 of the Agenda and will be read with all by-laws under that item.

Respectfully submitted,

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