

Staff Report

Report To: City Council
Report From: Lauren Stewart, Purchasing and Claims Coordinator
Meeting Date: July 27, 2026
Report Code: CR-26-073
Subject: Approval of Non-Standard Procurement – eScribe Public Meeting Management Software Extension

Recommendations:

THAT in consideration of Staff Report CR-26-073 respecting the approval of a contract extension for the eScribe public meeting management software, City Council:

1. Approves the purchase for \$115,858.59 for a three (3) year term with an optional renewal three (3) year term upon mutual agreement, including the City's non-refundable allocation of HST; and
2. Authorizes the Director of Corporate Services to execute the contract extension agreement.

Highlights:

- eScribe provides the City's agenda and meeting management system, supporting agenda preparation, report workflows, livestreaming, public access to meeting records, and accessibility features.
- Renewing the existing agreement avoids disruption to Council meeting operations and eliminates the costs and staff resources associated with implementing a new meeting management platform.

Vision 2050 - Strategic Plan Alignment:

[Strategic Plan](#) Priority: The recommendation contributes to core service delivery or a corporate initiative that enables service delivery for one or more strategic priorities.

Previous Report/Authority:

N/A.

Background:

Section 3 of the Purchasing By-law 2020-022 (Purchasing By-law) outlines exemptions to the By-law, including additional deliveries by the original Supplier of the Goods, Services, Consulting or Construction that were not included in the initial procurement, if a change in Supplier would cause significant inconvenience or substantial duplication of costs for the City.

Section 34 of the Purchasing By-law requires that non-competitive purchases greater than \$100,000 must be approved by Council.

Analysis and Options:

In September 2020, Council approved a project to improve the audiovisual technology utilized in Council Chambers. The project aimed to dramatically improve the broadcast and recordings of Council and Committee meetings. Included in the project was a switch in the agenda management software that is used internally by staff and accessed externally by Council and the public.

The technology also allowed greater flexibility when virtual meetings were required. The new management software enabled integration with the recorded material and provided easier access to historical video information.

Staff is recommending that Council approve renewing the contract for an additional three (3) year term beginning September 29, 2026 and ending September 28, 2029 with an optional renewal three (3) year term upon mutual agreement. Selecting a three-year term aligns the next review with a non-election year, when staff are better positioned to undertake a thorough evaluation of the City's meeting management needs, system functionality, and available options.

The benefits of the software include:

- Faster agenda and minute preparation;
- Automated report approval workflows;
- Online agendas, minutes; and livestreaming increasing public transparency;
- Centralized system for record management; and
- Accessibility features such as closed captioning.

Resource Alignment:

Financial Resources

The annual cost is \$36,751.34 (excluding annual increases), including service and support fees and is funded by the operating budget.

Year 1 - \$36,751.33

Year 2 - \$38,588.91

Year 3 - \$40,518.35

Total - \$115,858.59 (including the City's non-refundable allocation of HST)

Human Resources

No additional staffing resources are required to implement the contract extension. Staff are experienced with the existing system, and renewal avoids the training requirements and operational impacts associated with transitioning to a new platform.

Time and Scheduling

The current agreement expires on September 28, 2026.

Technology and Infrastructure

The City's existing technology infrastructure is fully integrated with the eScribe platform, including Council Chambers audiovisual equipment, livestreaming capabilities, and the public meeting portal.

Climate and Environmental Impacts:

There are no anticipated climate or environmental impacts.

Communication and Engagement:

This report has been posted to the City's website with the agenda in advance of the meeting.

Report Developed in Consultation With:

City Clerk
Deputy Clerk

Attachments:

None.

Reviewed by:

Jason Hoffman, Manager of Corporate Services
Kate Allan, Director of Corporate Services

Submission approved by:

Tim Simmonds, City Manager

For more information on this report, please contact Lauren Stewart,
Purchasing and Claims Coordinator at lstewart@owensound.ca or 519-376-4440 ext. 1242.