



REQUEST FOR DECISION
SUBMITTED BY: Chantalle Newell
SUBMITTED FOR: Alain Muise, CPA
DATE: October 20, 2025
SUBJECT: E-Scribe

DISCUSSION
Current Situation: I receive agenda items from department heads, the CAO, and Council. I place these items in an “Agenda” folder in my email, upload them to the file explorer, and then transfer them into our current system to be added to the appropriate agenda. Afterward, I copy the agenda into a Word document and send it to the department heads for their review - without any attachments. With E-Scribe: I would receive the agenda items from department heads, the CAO, or Council and upload them directly into the cloud-based system. From there, I can assign each item to the appropriate agenda and link the corresponding RFD or memo to the person responsible. Once the draft agenda is ready, I can simply click a button to notify department heads to review it - complete with all attachments included. Current Situation: a department head prepares an RFD and emails it to Alain for approval. Alain then forwards it to me for uploading. This process can result in multiple versions of the same document before it’s officially uploaded, sometimes causing confusion. With E-Scribe: the department head can prepare the RFD directly in the system or be assigned to do so. Once submitted, it goes to Alain for approval, with a due date set for completion. After approval, the RFD is automatically added to the agenda, eliminating multiple manual steps. If needed, previous versions of the document can always be restored. Current situation: Currently, Rene uploads the building permit report to his file explorer folder. I then retrieve it and upload it to the appropriate agenda. Each month, I also send department heads their department head reports for updates. With E-Scribe: Rene can upload building permit reports directly to the cloud, and they will automatically be assigned to the correct agenda. Department heads will receive automatic reminders to complete their reports by the specified deadline, eliminating the need for me to prepare and email them each month. <i>I will note, that this doesn’t add or save Rene any time, however, it will save me time.</i> Current Situation: Currently, I prepare a minutes template before each meeting so I can auto-populate information during the meeting. This takes approximately one hour of my time.

With E-Scribe: the minutes template is automatically generated while the agenda is being prepared. During the meeting, I only need to add brief notes for each item and select, from a drop-down menu, who makes and seconds each motion.

Other benefits of E-Scribe: The system will automatically integrate with our existing website and display a calendar showing all upcoming meetings. It can also be used for meetings beyond Council - such as PAC or Audit Committee - which will save time and improve organization. For example, I'll be able to upload all PAC meeting materials directly into eScribe, and they will appear on the website automatically. This supports our commitment to transparency and provides another way to share information with the public.

Additionally, eScribe will help us manage and access minutes from various committees, including the Audit Committee, PAC, and MCEB. While our current file explorer system works well, eScribe will make it even easier to find and store these documents in one centralized, cloud-based location.

In speaking with other municipalities that use eScribe, my main question was, "How was the transition for your councillors?" The feedback was very positive. Councillors experienced little to no issues adapting to the new system. In fact, many found it easier to navigate and appreciated the change. I also sent a link to an agenda that uses E-Scribe to a select group of our councillors for them to test it, and they had positive feedback.

It's difficult to estimate exactly how much time the system will save me until I begin using it. However, MODY shared that it has reduced their time spent preparing agendas and minutes by about 75%. I believe the biggest time savings will come from agenda preparation. Currently, it takes me roughly two full days to complete - between compiling materials, tracking attachments, and organizing items. With eScribe, I expect that could be reduced to about a day, as the system manages attachments and includes built-in reminders. It may even save more time once I'm familiar with it. Overall, I'm confident it will significantly streamline my workflow, allowing me to focus on other priorities during busy council periods.

COST SAVINGS ESTIMATED BREAKDOWN

All costs below are calculated using my hourly rate of \$28/hour.

Regular Council Meetings (2 per month):

- Agenda preparation: 2 hours per meeting × 24 meetings = \$1,344 annually
- Pre-meeting preparation (tracking attachments, verifying templates): 4 hours per meeting × 24 meetings = \$2,688 annually
- Post-meeting tasks (finalizing documents): 2.5 hours per meeting × 24 meetings = \$1,680 annually

Total annual cost for Council agendas: \$5,712

Other Meetings (PAC, MCEB, etc.):

- Average of 3 hours total per meeting × 15 meetings = \$1,260 annually

Overall Total: \$6,972 annually

This is simply my best estimate of how much time it takes me to do things, this does not include time that could be saved by the department heads.