



Municipality of the District of Argyle

Item: E-Scribe request – services improvement

Date: October 25, 2025

Vision statement

Argyle is the community of choice to invest, live and play.

Mission statement

Argyle invests time & talent in growth opportunities in fishing, tourism, and renewable energy sectors.

Argyle provides affordable taxation while providing safe and healthy communities and strives to engage and inform our residents on decisions that affect them most.

Argyle provides high class, accessible recreational and cultural facilities and helps celebrate its unique heritage and culture and welcomes new residents to our region.

CAO's Recommendation:

That the staff report as presented by our Executive Assistant be approved by Council. Under the current offer, E-Scribe may be secured for a one time fee of \$1,175 and an annual software fee of \$7,800. As indicated in the request from staff, the software fee will offset the costs of preparing for council and executive committee meetings, not including the savings of time from other staff members. Furthermore, the software shall improve our execution of meeting agenda, preparation and minutes of subcommittee meetings which would benefit from more organization and public information.

It should be noted that the initial fee is within our software capital budget at this time.

Suggested motion:

That the CAO be tasked with securing E-Scribe meeting management services, at an initial cost of \$1,175, along with current software fees.

Please note, future software fees shall be included for consideration as part of the future operational budget process.

Background:

See report attached.

Required Engagement and Communication:

None noted

MGA considerations:

Expenses related to the execution of council meetings are part of our ongoing budgeting process and allowable under Section 65 of the Act.

Risk factors to consider:

No considerable risks to consider. EA Newell has tested the technology with IT specialist and with Councillors to assess understandability and comparability with existing status.

Alternatives to consider:

Status quo is the alternative, CAO Muise supports the amendment.