



THE CORPORATION OF THE CITY OF VERNON

MEMORANDUM

TO: Peter Weeber, Chief Administrative Officer **FILE:** 0610-04
PC: Kevin Poole, Director, Corporate Administration **DATE:** December 30, 2024
FROM: Sue Wood, Manager, Legislative Services
SUBJECT: ESCRIBE REPORT MANAGER IMPLEMENTATION

eScribe was implemented in 2022 for Council agendas and minutes and it included the option for Report Manager and Board Manager modules. Administration is working towards the implementation of Report Manager which will be done in stages, giving time for each department to be trained and making adjustments that may arise. During the transition, Council will see both the old and the new reports and memorandums (memos) on the agenda until the implementation is complete. Full implementation is anticipated by the end of March.

Council will notice a change in the look of the reports and memos on the agenda. The structure and content will remain the same with some modifications to the location they appear within the document.

Administration is proposing a change to the recommendation (motions) between a report and a memo:

- A memo will be used when Administration is providing information and not recommending a decision. The memo can include a motion to receive, however, Council could consider no motion with the meeting minutes noting the item was for information (see sample in Attachment 1).
- A report will include a recommendation for a Council decision and will not include the portion of the motion "To receive...", it will only include the decision (see sample in Attachment 2).

As always, Council may make a motion and provide direction whether the item is presented on a report or memo with or without a recommendation.

Some additional changes:

- Staff will be provided the option to include their name on the report/memo or to use their title only;
- The memo/report date will be the Council meeting date; and
- There are no signatures on the report/memo as they are approved electronically through the software.

RECOMMENDATION:

THAT Council receive for information the memorandum titled "eScribe Report Manager Implementation", dated December 30, 2024, and respectfully submitted by the Manager, Legislative Services.

Respectfully submitted:

A handwritten signature in blue ink, appearing to read "Wad".A handwritten signature in blue ink, appearing to read "K.P.", with a small square box containing a checkmark below it.

Approved for the Agenda by the CAO

Attachment 1 – Proposed Memorandum

Attachment 2 – Proposed Report