



Memorandum to Council

To: Mayor and Council File No: 0610-04
Date: February 24, 2025
From: Sue Wood, Manager, Legislative Services
Subject: Board Manager Software for Council Committees

Purpose: To provide Council with a preview of the Board Manager software being developed for Council Committees.

Recommendation:

THAT Council receive the memorandum titled Board Manager Software for Council Committees, dated February 24, 2025.

Background:

eScribe was implemented in 2022 for Council agendas and minutes and it included the Board Manager module. Board Manager allows Administration to manage Council Committee details and vacancies, provides for an online application option and has a public facing page that is integrated within the City's website. Full implementation is anticipated by the end of March.

Next steps:

1. Administration will begin the process of creating all Committee and Commission meeting agendas and minutes through eScribe. Producing uniform minutes and agendas, with an easy to locate area on the website, is a benefit to the public, committee members, Council and staff.
2. Administration will be testing the use of a single sign on option for users through their windows credentials. The timeline for implementation has not yet been determined.
3. Council members who would like to use the eScribe app are encouraged to reach out to Administration for training. The app is similar to the current login to eScribe but has additional functionality. It provides the ability to make notes on agendas and can follow the meeting agenda items in real time.

Communication:

- Administration will provide an overview of the software to each Council Committee and the Commission during their next meeting.
- Advertising for the current committee vacancies will direct applicants to the new landing page on the website to apply online. Applicants will continue to have the option to email, mail or drop off their application should they choose.

Attachments:

n/a

Reviewed by: Kevin Poole, Director, Corporate Administration
Approved by: Peter Weeber, Chief Administrative Officer