

Staff Report

To: Mayor Bazinet and Members of Council
Report From: Amanda Banting, Deputy Clerk (Records Management Clerk)
Meeting Date: April 13, 2026
Subject: eScribe Extension Agreement
Attachment(s): N/A

Recommendation:

That Goderich Town Council approve the eScribe Extension Agreement and refer to By-Law 57 of 2026.

Report Summary:

To align the eScribe renewal date with the invoice date.

Background and Analysis:

An eScribe renewal agreement was signed in 2023, with a start date of May 15, 2023. The invoicing period, however, runs from December 1 to November 30.

eScribe has been working with staff to align the agreement term with the invoicing cycle so that, beginning with the next renewal, both the renewal date and invoice date will be December 1.

Linkage to the Corporate Strategic Plan (Choose all that apply):

- No. 1 Safe and Reliable Infrastructure
- No. 2 Welcoming and Caring Community
- No. 3 Strong Local Economy
- No. 4 Good Government
- No. 5 Environmental Stewardship

Linkage to Asset Management Plan:

This staff report is related to the following within the Town's Asset Management Program (Choose one):

And directly impacts (Choose all that apply):

- Road Network
- Water Network
- Sanitary Network
- Storm Network
- Fleet
- Facilities

- State of Good Repair/Replacement
- Municipal Levels of Service
- Risk Management
- Growth Impacts
- Financial Strategy

- Land Improvements
- Machinery and Equipment

Financial Impacts and/or Source of Funding:

There is no financial impact associated with this report.

Consulted With:

Andrea Fisher, Director of Legislative Services/Clerk
Shivani Mulekar, eScribe Account Manager

Approved By:

Janice Hallahan, Chief Administrative Officer
Andrea Fisher, Director of Legislative Services/Clerk