


# HAMILTON POLICE SERVICES BOARD

## RECOMMENDATION REPORT

<b>TO:</b>	Chair and Members Hamilton Police Services Board
<b>BOARD MEETING DATE:</b>	April 23, 2021
<b>SUBJECT:</b>	Hamilton Polices Services Board Electronic Agenda Management Proposal
<b>REPORT NUMBER:</b>	21-044
<b>SUBMITTED BY:</b>	Kirsten Stevenson, Administrator
<b>SIGNATURE:</b>	

### RECOMMENDATION(S)

That the Board direct the Administrator to engage eSCRIBE Software Ltd. as the Board's electronic agenda management software solution provider; and that

The Administrator be authorized to enter into and execute any required contact and ancillary documents required to give effect thereto with eSCRIBE Software Ltd., and that

The Administrator be directed to work with the Hamilton Police Service (HPS) to host eSCRIBE on the Service's website; and that

The Administrator purchase iPads, or other equivalent technologies, for Board Members who do not already possess such materials.

### EXECUTIVE SUMMARY

- On May 26, 2016 the Board directed the Administrator to work with the Chair to implement the use of electronic devices for monthly agendas
- The Board Administrator evaluated and reviewed multiple electronic agenda management solutions and determined that eSCRIBE was the best fit the Board's requirements
- Moving to paperless agendas benefits the Board by reducing Staff time in preparing agenda materials for meetings, reduces the need for storage space requirements, provides easier access to information, reduces paper waste and supports a more eco-friendly environment.

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## FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: The cost to purchase, implement and receive training on eSCRIBE software will come in under the threshold required to post a request for proposal or request for quote.

Staffing: Support will be required from the Administrator and HPS Information Technology Staff.

Legal Implications: None

## ANALYSIS AND RATIONIONAL FOR RECOMMENDATION

eSCRIBE Software Ltd. is a Canadian company located in Markham, Ontario. They have multiple Public Sector clients, including the City of Hamilton, City of Burlington, Niagara Regional Police Services Board and York Police Services Board.

### eSCRIBE Highlights and Benefits

- The software provides tools to assist with *Accessibility for Ontarians with Disabilities Act* compliance
- Ability to seamlessly publish information to the Board's website to inform the public about upcoming meeting dates, provide access to user-friendly agenda packages as well as access to close-captioned Board meeting recordings
- Ability to securely disseminate agenda materials to Board Members and the HPS Senior Management Team
- Ability for Board Members to access unlimited shared documents within the eSCRIBE portal
- Infrastructure already exists in Council Chambers that allows eSCRIBE to livestream public Board meetings
- Minimal impact on the Service's website and IT Department to host eSCRIBE on the HPS website
- Ability for Board Members to take electronic notes on agenda documents
- Personalized software support
- Proven competency and ease of use already experienced and confirmed by the Administrator

## ALTERNATIVES FOR CONSIDERATION

Review different options to distribute non-paper copies of agenda packages.

## APPENDICES AND SCHEDULES ATTACHED

None

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