



CITY OF HAMILTON
CORPORATE SERVICES DEPARTMENT
City Clerk's Office

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	May 20, 2021
SUBJECT/REPORT NO:	Accessible Captioning for Advisory Committee Meetings (FCS21050)
WARD(S) AFFECTED:	(City Wide)
PREPARED BY:	Janet Pilon Manager, Legislative Services / Deputy Clerk Ext. 4304
SUBMITTED BY: SIGNATURE:	Andrea Holland City Clerk

RECOMMENDATION

- (a) That staff be directed to implement closed captioning and live streaming through the City's website for all Advisory Committee meetings through the acquisition of an encoder from eSCRIBE Software Ltd., in the amount of \$87,450 + applicable HST, for a three (3) year term, be approved, to be funded as follows:
- (i) Year One - \$32,750 + applicable HST (includes one-time implementation fees of \$5,400 + applicable HST from June 2021 to June 2022) from Account Number 56132 300100 (Operating Budget); and,
 - (ii) Years Two and Three - \$27,350 + applicable HST (annually) from Account Number 56132 300100 (Operating Budget);
- (b) That the General Manager of Finance and Corporate Services be authorized to enter into and execute any required Contract and any ancillary documents required to give effect thereto with eSCRIBE Software Ltd., in a form satisfactory to the City Solicitor.

EXECUTIVE SUMMARY

Staff as directed by the Audit, Finance & Administration Committee on February 18, 2021 have considered the accessible captioning for Advisory Committee meetings, and are recommending as per the Multi-Year Accessibility Plan that all Advisory Committee meetings be closed captioned in order to provide persons with disabilities the means to access Advisory Committee meetings as they do the City's Council, Standing Committee and Sub-Committee meetings.

The closed captioning of the Advisory Committee meetings through an encoder will enable the live streaming of these meetings through the City's website.

The additional encoder will also be available for the live streaming of City events on the City's website, when it is not in use for the Advisory Committee meetings.

Alternatives for Consideration – See Page X or Not Applicable

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: An additional encoder has one-time implementation costs in the amount of \$5,400 + applicable HST (Live streaming and Closed Captioning setup and training) to be funded from the operating budget and the annual subscription fees of \$27,350 + applicable HST (Live streaming and Closed Captioning) to be funded from the operating budget.

Staffing: Advisory Committee agendas are currently prepared and published through eSCRIBE, therefore, there will be minimal training required for the staff liaisons in order for their Advisory Committee meetings to be live streamed through the eSCRIBE encoder on the City's website.

Legal: There are no legal implications.

HISTORICAL BACKGROUND

At the February 18, 2021, Audit, Finance & Administration Committee meeting Committee received and referred the Citizen Committee Report from the Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Advisory Committee respecting Accessible Captioning for Meetings of the LGBTQ Advisory Committee to staff to report back to the Audit, Finance and Administration Committee with additional information, the financial implications, and other considerations.

The recommendation within the Citizen Committee Report, reads as follows:

That the City of Hamilton (City) provide accessible captioning as part of its virtual meeting software either through Cisco Webex or through another software provider for all future meetings of the LGBTQ Advisory Committee (LGBTQAC), and that the City, if it has not done so already, consult with the Advisory Committee for Persons with Disabilities (ACPD) to get their input and feedback about this as soon as possible and before implementing this recommendation.

The City currently close captions all of its Council, Standing Committee and Sub-Committee meetings through eSCRIBE.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

The Multi-Year Accessibility Plan contains six strategic goals demonstrating the City's commitment to fulfilling the requirements of the Integrated Accessibility Standards Regulation. Each strategic goal addresses a key aspect of how we are designing, delivering and implementing policies, programs, services, resources and opportunities to persons with disabilities in an equitable manner that respects their dignity and independence, as well as takes into account the person's disability.

As per Strategic Goal Three which states that the City of Hamilton is committed to ensuring that information and communication and supports including the City's website and self-service kiosks are fully accessible and available in accessible formats, staff are committed to providing persons with disabilities access to meeting proceedings in an alternate format that respects their dignity and independence, as well as takes into account the person's disability.

RELEVANT CONSULTATION

As per the direction, consultation with the the Advisory Committee for Persons with Disabilities (ACPD) was based on the Committee's input to the Multi-Year Accessibility Plan, which supports the Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Advisory Committee's recommendation.

Information Technology was consulted with respect the proposed configuration from eSCRIBE for the live streaming of the Advisory Committee meetings and other events when the encoder is not in use, through WebEx to the City's website. Information Technology found the configuration acceptable.

ANALYSIS AND RATIONALE FOR RECOMMENDATION

Based on staff's commitment to providing persons with disabilities access to meeting proceedings in an alternate format that respects their dignity and independence, as well

as takes into account the person's disability, staff are recommending the close captioning of all Advisory Committee meetings.

ALTERNATIVES FOR CONSIDERATION

None

ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN

Community Engagement and Participation - Hamilton has an open, transparent and accessible approach to City government that engages with and empowers all citizens to be involved in their community

APPENDICES AND SCHEDULES ATTACHED

None