



**City Council
Regular Meeting Agenda**

February 25, 2020, 9:00 a.m.
Town Hall
123 Main Street

Pages

1. Call to Order
 1. Roll Call
 2. Adoption of the agenda
 3. Adoption of Minutes of Previous Meetings
 4. Conflict of Interest
2. Delegations
3. Reports of Standing Committees
 1. Finance & Planning
 2. Community Development & Regulatory Services
 3. Public Safety, Civil Rights & Emergency Management
 4. Transportation & Public Works
 5. Zoning & Planning
4. Resolutions
5. Executive Report
6. Closed Session
7. Bylaws

8. New Business

1. Agenda Item #2 for Aurora Meeting

1

9. Announcements

10. Adjournment



STAFF REPORT

Title: Agenda Item #2 for Aurora Meeting

Meeting Type: City Council

Council/Committee Date: [Click here to enter a date.](#)

Recommendation:

THAT Council approve the following initiatives:

- Item 1
- Item 2
- Item 3

Purpose:

Background:

Analysis and Options:

Financial Implications:

Impact:

Conclusion:

Report Approval Details

Document Title:	Demo Report 2 for Aurora.docx
Attachments:	- Aurora - eSCRIBE Proposal.pdf
Final Approval Date:	Feb 11, 2020

This report and all of its attachments were approved and signed as outlined below:



Paul Mackin - Feb 11, 2020 - 11:00 AM

No Signature - Task assigned to Chris Phagoo was completed by workflow administrator eSCRIBE Admin (Forms)

Chris Phagoo - Feb 11, 2020 - 11:01 AM

Meeting Management Solution

Budgetary Proposal

Client: The Town of Aurora

By: Blair MacDonald

Date: January 29, 2020

Valid Until: February 29, 2020





Situational Analysis

The Town of Aurora implemented the Prime.Gov meeting management solution three years ago. This system has not been fully implemented and is only used for electronic voting and the video tagging of minutes. Videos are stored on YouTube and there is no electronic agenda or meeting management currently in use at the City. As the provider to York Region and neighbouring municipalities including Newmarket, Richmond Hill and Markham, eSCRIBE has been selected by the Town to provide guidance in gaining a deeper understanding of options that will provide higher levels of efficiency and user friendliness, and better support transparency, accessibility, and good governance in the digital age.

Project Goals

Based on our discussions to date, it is understood that Aurora is looking to address these key objectives:

1. Provide toolset that properly aligns with The Town's procedural bylaws and the meeting requirements as laid out in the Ontario Municipal Act
2. Achieve greater efficiency in the process for building agenda packages and producing minutes documents
3. Provide more effective, user friendly, and familiar tools for collaboration on submission content as well as approval workflows
4. Provide more effective tools for assigning and tracking action items and tasks assigned by Council
5. Provide a highly reliable platform for webcasting and recording meetings
6. Provide a simplistic, user-friendly experience for elected officials when accessing agendas before and during the meeting
7. Establish better mechanisms for referring and submitting items to an agenda for staff and elected officials
8. Provide a solution that adequately supports provincial legislation (like AODA and Bill 68)
9. Integrate to the Town's eSolutions Website for public artefacts
10. Migrate legacy Prime.Gov and internally generated public documents and videos to the new platform

High Level Timeline

The eSCRIBE implementation plan is formulated with consultation between the Customer Project Team and the eSCRIBE Implementation Consultant upon the finalization of the agreement. Below is a sample implementation schedule and may change depending on the modules selected and Customer's timelines (we can adjust milestones to either accelerate or spread-out the delivery).

Stage	Description	Target Date
PHASE 1		



1	Project Kick off - Agreement signed	Week 1
2	Pre-Configuration – Meeting, user and process information	Week 2
3	Configure eSCRIBE settings for Customer	Weeks 3&4
4	User Adoption – Train and transition users to eSCRIBE	Weeks 5-9
5	Live Meeting – First fully live meeting conducted using eSCRIBE	Week 10
PHASE 2		
6	eSCRIBE assists Customer with roll out plan for other areas of the organization	Week 11+
7	Roll Out Complete – transitioned to Account Management	

This proposal outlines how eSCRIBE can assist Aurora improve the efficiency and transparency of its public meeting processes for elected officials, staff, and citizens.

Our Recommendation

Aurora's General Objective:

Achieve greater levels of efficiency, better workflows, stronger collaboration, and provide an excellent user experience for accessing meeting content and information, while aligning with Ontario legislative requirements (like AODA and Bill 68).

eSCRIBE is a highly modular and scalable solution. You can mix and match features (modules) to build your own custom meeting management solution or save money and reduce onboarding times by taking advantage of one of our pre-configured meeting management bundles, designed to solve common pain points.

We recommend either the eSCRIBE Transparency Bundle (see details below).

Transparency Bundle

To tackle the needs and challenges described in the preceding paragraphs we recommend the eSCRIBE Transparency Bundle.



Modules included in the Transparency bundle:

- **Meeting Manager** – Streamline and automate meeting preparation and post meeting activities, and conduct meetings
- **Participant Access** – Provide secure access for board and elected officials
- **Internet Publishing Plus** – Easily engage stakeholders through their existing website without programming, and fully support evolving accessibility requirements
- **Report Manager** – Empower content contributors with simple, yet powerful tools for the preparation and approval of reports and items for submission to meetings
- **Vote Manager** – Rules-based electronic voting



- **Webcasting Plus** – Fully-managed, end-to-end storage and streaming solution and integrated encoder

Optional Add-Ons:

- **Closed Captioning** – Make your videos even more accessible
- **Board Manager** – Easily manage your boards and member details online
- **Approval Manager** – Easily approve reports and agenda submissions from any mobile device (iOS or Android)

For more information on each of the recommended module(s) features and details, please refer to [Appendix A](#).

Onboarding

While a few vendors have solutions with features to address some of the pain points associated with meetings, features on their own don't necessarily drive benefits. While features are an important consideration at eSCRIBE, we've learned that the ultimate success of a meeting management solution implementation is driven more by end user buy to the improved way of doing things. That why more projects fail from lack of user adoption than virtually any other reason.

While training end users on proper system use is an important component, there are additional critical factors to consider. To ensure a successful implementation we assign a dedicated team and follow a repeatable framework has been developed over hundreds of successful implementations, spanning customers both large and small.

Your eSCRIBE Team

Customer experience is very important to us. We understand it can be daunting to migrate to new software, that's why you will have access to a dedicated team of experienced eSCRIBE professionals supporting you every step of the way, reducing the impact on your internal staff and IT department and ensuring a successful roll-out, including:

- ✓ Account Management
- ✓ Setup & Training
- ✓ Go Live Support & Coaching
- ✓ Online Resources and User Forums
- ✓ Realtime Technical Support

Account Management



Overseeing your organizations onboarding and long-term satisfaction, the Account Manager acts as your single point of contact and eSCRIBE **“Champion”**, well versed in the entire meeting cycle, who can answer questions and provide advice on how you can achieve the greatest benefits from implementation.

The Account Manager works side-by-side with eSCRIBE’s implementation and training team from day-one to ensure efficient and successful onboarding and user adoption of the new system.

Scheduled Satisfaction Reviews

The Account Manager will schedule cadence meetings with you to ensure that your experience with eSCRIBE is optimal, asking for feedback and providing any assistance to further improve your experience with the system.

Setup and Training

eSCRIBE is a flexible cloud-based platform that can be personalized with the look and feel of an organization while still aligning with “best-practices” and automated processes to assist users before, during and after meetings.

Setup

Your Configuration Specialist will work with you to communicate with staff and coordinate the gathering of user, meeting and process information and configuring eSCRIBE for first use, including:

- Project Planning and ongoing Coordination
- User and Permissions Configuration
- Meeting Types Configuration
- Agenda & Minute Templates & Workflow Configuration
- Report & Legislative Templates & Workflow Configuration
- Webcasting Configuration
- Internet Publishing CSS Configuration
- Scheduling End User Training
 - Meeting Administrators
 - Site Administrators
 - Staff Contributors
 - Meeting Participants
- Maintaining project documentation and resolving open items

Training

eSCRIBE is built to be user-friendly and with just a few training sessions, users will be quickly on their way to run their first live meeting independently and with confidence.

Available Courses



- BM1 – Board Manager for Administrator
- MM1 – eSCRIBE Portal Activities
- MM2 – Pre-Meeting Activities
- MM3 – Conducting the Meeting
- MM4 – Post Meeting Activities
- RM1 – Report Manager Administrator (included in Accessibility Bundle)
- WCP1 – Webcasting for Site Administrator
- WCP2 – Webcasting for Meeting Administrator

Unlimited Group Format

Leveraging the group training format allows end users to learn the proper use of eSCRIBE in targeted sessions that can be scheduled around existing schedules, with other like-minded users from nearby municipalities, school or public sector boards. We have found this method to be extremely helpful as users can interact throughout the session, sharing best-practices and lessons learned with each other. Courses are offered multiple times per month and can take as little as a few hours to complete, so users won't fall behind while they are away from the office.

With eSCRIBE's Unlimited Annual Training Subscription, any number of designated users will have the flexibility to register as many times as required to provide ongoing training for new or existing staff as the need arises.

Go Live Support and Coaching

Unlimited Coaching Sessions

In addition to end user training, you will have unlimited access to your dedicated Account Manager for both ad-hoc and scheduled +coaching calls up to 30 minutes in length, who can answer questions and provide targeted training to key staff ensuring your ongoing success.

Dedicated Go Live Support

In order to ensure that your first meeting gets off to a strong start, your eSCRIBE Champion will support you through agenda prep and conducting and recording your first live eSCRIBE meetings to ensure administrative users are comfortable with all aspects of the meeting lifecycle.

Online Resources and User Forums

Monthly How-To Webinars

We also run monthly webinars on topics as requested and voted on by customers offering how-to instructions and time saving tips to help users get the most from eSCRIBE. Sign up for one or as many as you like.



Customer Community Portal (CCP)

To further empower our customers, the CCP can be used to submit and track support tickets. There is also a forum within it to communicate and share product ideas directly with the eSCRIBE product management team, and collaborating on meeting “best-practices” with other eSCRIBE customers. Some key features of CCP include:

- **Access Knowledge Base** – a library of user reference, manuals and help guides
- **FAQ section** – “How-to” guides and technical trouble shooting assistance
- **Customer forum** – Chat with other eSCRIBE customers and learn from each other
- **Feature requests** – Submit ideas to eSCRIBE and vote/comment on proposed features from other users
- **Latest announcements** – including product release notes, promotions, company updates
- **Videos** – instructional videos for apps and various eSCRIBE features

Realtime Technical Support

We are very proud of our solution, but even prouder of our post sale relationship with our customers.

Our support team is just a few clicks or call away and prides itself on their responsiveness and knowledge of both eSCRIBE and the meeting processes we support.

eSCRIBE customers can access our support in three ways:

- Customer Community Portal
- support@escribemeetings.com
- 1-855-299-0023

Standard support hours are from Monday to Friday, 8am to 8pm local time (Video support 24hrs) excluding statutory holidays. Emergency and extended support are available by request. Key features of Technical Support include:

- Online access to eSCRIBE's trouble ticketing portal to log and update service requests, communicate directly with support personnel and access eSCRIBE's online technical repository
- Live answering and monitoring of customer tickets during regular support hours.
- Unlimited technical assistance by telephone or electronic mail for designated individuals
- Provide any updates to eSCRIBE software and its documentation automatically at no additional charge.



Optional Services

In addition to our core services, clients may require additional services to assist with implementation and user adoption, which are available for additional fee.

Change Management Support

We understand that for many, change can be scary, and there many questions that need to be answered in order to effectively manage changing the way an organization manages its public meetings as we move to digital, including:

“Which functionality is best for us?”

“Will our processes need to change?”

“How will we smoothly transition to the new system?”

The transition away from traditional paper is changing the way we create, consume and share information, requiring us to move away from established processes and adopt a more integrated workflow, that once in place will benefit internal and external stakeholders alike.

With many years of real-world public sector experience, our third-party change management consultants can help you identify any process, training or skills variances and develop a plan to help your users smoothly transition to eSCRIBE.

One-to-One Training

For larger end user groups or in cases where the customer would like to incorporate customized business process training into the curriculum, we offer 1:1 training sessions with a dedicated trainer. One-to-one training can be delivered remotely, or on site as required.

Train the Trainer

For larger groups, a “Train the Trainer” approach could be more cost-effective, where a small number of customers end users will be trained by eSCRIBE, who then become the power user in the organization to train and answer questions internally.

This method ensures there is always a competent in-house trainer available to help your team out with the new processes until the new skills become a habit. The other benefit to an in-house trainer is that they understand the organizational culture and needs, allowing them to share information and new knowledge in a way that will resonate with their staff.



Legacy Data Migration

In many cases eSCRIBE's robust platform can import legacy meeting information from internal or competitive systems to provide users with a seamless experience. We would be happy to provide a custom statement of work and quotation based on a review of available data and structure.

Document/Records Management Integration

At eSCRIBE we realize that your public meetings are part of an overall content management strategy across your organization (ECM). That's why eSCRIBE provides off the shelf "connectors" to many of the industry's leading ECM systems, including, Laserfiche, FileHold and SharePoint.

Chamber/Meeting Room Integration

Whether it's support for multiple screens or integrating with microphone and physical voting terminals, eSCRIBE provides off the shelf "connectors" to several leading manufacturers, and in many cases can customize a solution to meet individual requirements.

Why eSCRIBE?



With over a decade of experience in meeting management, spanning hundreds of man-years eSCRIBE has become the go-to-choice for public sector boards, committees and councils looking to go-digital. A Microsoft partner since day one, eSCRIBE also partners with other best-of-breed technology companies to offer clients trusted and reliable end-to-end solutions.



Key Differentiators

- **Modular and Scalable:** End-to-end solution that you can add to over time to support the entire meeting lifecycle
- **Efficiency:** Process automation and workflow support before, during and after meetings
- **Accessibility:** Industry leading ADA and WCAG 2.1 compliance reduces compliance risk and user workload
- **Transparency:** Improved citizen communication and real-time access to meeting information through your organizations existing website with no programming
- **Security:** Built on the Microsoft Azure cloud, offering advanced security access and data protection services and guarantees, including 2 factor authentication
- **Best of Breed Partnerships:** Relationships with complimentary industry leaders extending eSCRIBE functionality before, during and after the meeting.
- **100% Public Meeting Focus:** At eSCRIBE managing public meetings is all we do; That's why 100% of our resources and R&D budgets are dedicated to helping our customers improve the efficiency and transparency of their public meetings

Comprehensive Digital Strategy



eSCRIBE has established strategical partnerships with leading solution providers who share our vision, and complement one another to deliver additional benefits before, during and after meetings.

Data Centre	Digital Signatures	Accessibility	
Change Management	Audio Visual		Associations
Documents & Records Management			

The Microsoft Azure Cloud Platform

Microsoft leads the industry in establishing clear security and privacy requirements and then consistently meeting these requirements.

Azure meets a broad set of international and industry-specific compliance standards, such as General Data Protection Regulation (GDPR), ISO 27001, HIPAA, FedRAMP, SOC 1 and SOC 2, as well as country-specific standards, including Australia IRAP, UK G-Cloud, and Singapore MTCS.



Rigorous third-party audits, such as those done by the British Standards Institute, verify Azure's adherence to the strict security controls these standards mandate.

Strengthen Your Security Posture with Azure

Organizations like yours continue to face challenges that increase your risk of significant financial loss, damage to reputation, and stakeholder satisfaction. Azure protects assets while reducing security costs and complexity. Built-in security controls and intelligence help you easily identify and respond to threats and security gaps, allowing your organization to rapidly improve your security posture.

Learn more about Azure security [here](#).

Own and Control Your Data



Our time-tested approach to privacy and data protection is grounded in our commitment to organizations' ownership of and control over the collection, use, and distribution of their information. We strive to be transparent in our privacy practices, offer you meaningful privacy choices, and responsibly manage the data we store and process. One measure of our commitment to the privacy of customer data is our adoption of the world's first code of practice for cloud privacy, ISO/IEC 27018.

Learn more about privacy [here](#).

Financial Proposal

Pricing

eSCRIBE is pleased to offer, the following annual subscription fees and one-time setup fees to meet the requirements as outlined. eSCRIBE leverages a detailed onboarding approach developed over hundreds of successful customer implementations, allowing us to provide a fixed price, including: activation of the solution on the cloud, customer specific configuration of meeting types, content templates, and initial workflow configuration, administrator, contributor, and participant training, in addition to one on one workshop sessions and go live support for key initial meetings.



Module	Fee	Quantity	Total
Transparency Bundle	\$ 29,900	1	\$ 29,900
eSCRIBE Meeting Manager	INCL		
eSCRIBE Participant Access Module	INCL		
eSCRIBE Internet Publishing + Citizen Engagement	INCL		
eSCRIBE Report Manager	INCL		
eSCRIBE Webcasting Plus	INCL		
eSCRIBE Azure AD Support for Single Sign-on	\$ 3,450	1	\$ 3,450
eSCRIBE Vote Manager	\$ 5,450	1	\$ 5,450
eSCRIBE/eSolutions Connector	\$ 5,450	1	\$ 5,450
eSCRIBE Participant App (iOS / Windows 10) - Pro Version	\$ 95	10	\$ 950
Newmarket "Ride Along" Discount		25%	\$ (11,300)
Year 1 Subscription Fees			\$ 33,900
Professional Services	Fee	Quantity	Cost
Setup and Training	\$ 4,500	1	\$ 4,500
2 Meeting Types, 1 Report Template, 5 Workflows	INCL		
Training - Administrator, Contributor & Participant sessions	INCL		
Project Management (weekly)	\$ 500	9	\$ 4,500
Private Training Premium	\$ 2,500	1	\$ 2,500
eSolutions Connector Setup	\$ 1,350	1	\$ 1,350
Vote Manager Setup and Training	\$ 1,350	1	\$ 1,350
Azure AD Setup	\$ 2,700	1	\$ 2,700
Implementation Services Fees			\$ 16,900

1. All fees are in Canadian Dollars (exclusive of taxes), based on a three (3) year term and are valid for ninety (90) days from the close date of this RFP.
2. Implementation fees are for remote support. Onsite personnel can be arranged. Additional travel and living expenses would apply in addition to the Implementation Fees.
3. Year 1 Subscription and Implementation Services Fees are invoiced upon commencement of the project.
4. Subsequent year(s) Subscription Fees will be due on the anniversary date and will increase from the previous years Subscription Fees by five percent (5%).
5. Payment Terms are Net 30 from date of invoice.
6. Fees do not include the migration of any existing meeting content. Should you wish to migrate legacy data, eSCRIBE would be happy to provide a separate statement of work and costs based on specific requirements.
7. eSCRIBE Meeting Standard app for iOS is included in the bundle price (unlimited users). Meetings Professional for iPad and Windows 10 are available for download at the following annual rates (per user) for a feature comparison of Professional and Standard please visit see [Appendix C](#) or visit:
www.escribemeetings.com/mobile-apps.
 - a. \$95 (1 – 50 users)
 - b. \$75 (51 – 100 users)
 - c. \$50 (100+ users)
8. Data migration services will need to be quoted after an analysis of the data format and size and a statement of work generated. An standard estimate for such



services would be in the \$5000 to \$7500 range as a one-time fee.

9. Optional Modules (inclusive of 25% discount)

Optional Modules	Annual Fee	Setup/Training
eSCRIBE Closed Captioning	\$ 11,900	\$ 2,700
eSCRIBE Board Manager	\$ 5,450	\$ 1,350
eSCRIBE Approval Manager	\$ 2,450	\$ 1,350

Summary

We look forward to further discussions, including a presentation to demonstrate our software. If you have any questions regarding this proposal and/or wish to discuss next steps, please contact eSCRIBE as per below.

Blair MacDonald
Territory Sales Manager
(416) 738-6366
bmacdonald@escribemeetings.com
<https://escribemeetings.com>

Appendix A – Module Details

Module Description



Meeting Manager

Agendas, minutes, and more

Meeting Manager facilitates the building of agendas, minutes, action lists, and provides a platform for adding additional eSCRIBE functionality.

Streamline and automate meeting preparation and post meeting activities. Conduct meetings; take roll call and manage member conflicts, record motions and actions. And with the addition of eSCRIBE Meetings for the iPad or Windows 10, your board can go totally paperless.

Key Features

- Create & manage unlimited meeting templates and user groups
- Robust end-to-end pre- and post-meeting management, and user-configurable workflow support
- Live meeting support, including roll call, quorum and conflict management, electronic recording of votes and request-to-speak, and minute capture
- Integrated action log for post-meeting follow-up and staff direction
- Comprehensive Report Center for meeting and attendee statistics



Participant Access

Secure access for board and elected officials

Security-trimmed access for meeting participants to browse upcoming meeting agendas, access all related reports and supporting information, record personal comments, follow-up notes and tasks, access online resources, and search previous meetings.

Supports web browsers and eSCRIBE mobile apps for iOS, Windows 10, and Android.

Key Features

- Join any meeting, from anywhere, with any device
- View upcoming agendas and support materials in advance
- Download meeting materials and work offline
- Secure access to confidential meetings



Internet Publishing Plus

Engage with your stakeholders and drive greater transparency

Internet Publishing Plus has a fully responsive WCAG 2.0 design that allows organizations to easily engage stakeholders through their existing website, without programming and fully supports evolving accessibility requirements.

Easily search through historical and upcoming meetings, access agenda details, open and download attachments with a click.

Key Features

- Supports HTML and/or PDF publishing to website with links to individual supporting attachments
- Supports one-click publishing of meeting agendas and minute packages
- Flexible layout options including list
- Supports automated delegation request and approval
- Can be added on top of Webcasting Plus or YouTube Integration module for automatic indexing and publishing of video/audio linked files for increased transparency



Report Manager

Manage templates, automated approvals and submission of reports and items

Providing administrators and staff comprehensive management of all pre-meeting and post-meeting workflow activities, Report Manager revolves around the preparation and approval of reports and items for submission to meetings. Easily manage submission deadlines and notifications to staff, reducing last minute changes to the agenda.

Leveraging the power of Microsoft Word, administrators can easily standardize and maintain unlimited templates for bills, resolutions, and reports, ensuring compliance across the organization.

Key Features

- Collaboration support, including version control, simultaneous multi-user document editing
- Manage permissions for public & private/in-camera items
- Flexible, user-configurable approval workflows, such as late item and exception management, ad-hoc and delegate approvers
- Automatic extraction of content to populate agenda items details, motions, and minutes
- Comprehensive audit reports and workflow approval histories, including electronic signature options



Webcasting Plus

***Unlimited live and
archival web
streaming and
content distribution***

A fully managed, end-to-end storage and streaming solution and integrated encoder, it provides everything you need to capture video from cameras located onsite.

With the addition of Internet Publishing Plus, audio and video content are automatically indexed with the meeting's agenda and minutes for publishing to the web, for both live and archived viewing by stakeholders.

Optional closed captioning service. Cameras and installation sold separately.

Key Features

- Unlimited storage & streaming of meeting audio or video content
- Automatically detects device used to view the video stream, and loads a suitable video player
- Allows for smart (hyper) tags of video to the meeting's agenda items and minutes
- Allows users to view entire meeting or jump to specific agenda item sections with a single tap
- Access to reporting & metrics of viewership
- Video feed can be provided by any video capture source, even from a cable company



**Video Manager &
YouTube Streaming**
*Tagged video services
with minimal
configuration and cost*

An entry-level alternative to eSCRIBE's full-featured Webcasting Plus, the Video Manager & YouTube Streaming module allows organizations to leverage YouTube's no-cost video storage and global content distribution with minimal configuration. Video can be automatically indexed with the meeting's agenda and minutes, allowing viewers to jump to specific sections with a single tap.

Key Features

- Allows for smart (hyper) tags of video to the meeting's agenda items and minutes
- Supports any device; Automatically detects the device being used to view the video stream, and loads a compatible video player
- Supports unlimited viewers for both live stream and archival access
- Allows users to view entire meeting or jump to specific agenda item sections with a single tap
- Access to reporting and metrics of viewership (number of viewers, etc.)

Video feed can be provided by any video capture source, even from a local cable company



Board Manager

Easily manage boards, members vacancies and appointments online

Available as a stand-alone solution or fully integrated with eSCRIBE's comprehensive meeting management suite, Board Manager lets municipalities, school districts and all public sector entities easily manage and publish their boards' and members' details – in addition to vacancy applications and appointments – through an intuitive, responsive interface.

Key Features

- Easily track, manage and publish board and member data
- Review, search and action submitted applicants for vacancies through a fully responsive interface
- Fully responsive publishing screens integrate seamlessly with your existing website
- Associates boards with eSCRIBE to fully manage meeting agendas, minutes and attendees

Upgrade to Board Manager Plus

While Board Manager can be used on its own, upgrading to Board Manager Plus allows administrators to associate boards with their corresponding meetings and attendees to provide efficient, end-to-end workflow support before, during and after each meeting.



Vote Manager

Rules-based electronic voting

Vote Manager allows meeting participants to electronically vote on resolutions in real-time directly through their Participant Portal, iPad or Windows 10 tablet.

Vote Manager also provides an enhanced graphical interface for clear display of vote results to participants and public, both in chamber and through the web, with the addition of Internet Publishing Plus.

Key Features

- Supports multiple vote types: simple majority, weighted, two-thirds (present/members), unanimous, tie breaker, multiple choice, and secret ballot
- Fully integrated with roll call, check in/out, pecuniary interest, voting areas

Graphical public display with configurable voting results



Appendix B – Mobile Applications



Meetings for Tablets

**Secure Access to
Meetings On-the-Go
(for meeting
participants)**

With digital content exploding, tablets and smartphones have evolved the way we live and work. eSCRIBE Meetings is a real-time application for elected officials and meeting participants who actively participate in meetings. Users can securely access and sync with any authorized eSCRIBE meeting portals to:

- Browse upcoming meeting agendas, download content for viewing offline
- Access related reports and supporting information easily
- Annotate comprehensively, with private and group comments support
- Use integrated e-voting and request-to-speak management for members
- Search online resources library for non-meeting specific information; and more
- eSCRIBE Meetings is available globally for Apple iPad's running iOS 9 or higher, through the Apple App Store, as well as for Windows 10 through the Microsoft Store
- Available in standard or pro



eSCRIBE Approval Manager **for Smartphones**

Never miss a deadline again, with Approval Manager for iOS and Android Smartphones. Now managers and report authors can easily access their Report Manager approval requests anywhere, anytime. With a few simple taps, users can review and prioritize awaiting approvals, open reports and supporting documents, and approve or reject with comments.

Available for all iOS and Android mobile devices through the Apple Appstore and Google Play Store.

App Features

- Approval Management — Secure access to your workflow approval tasks from Report Manager
- Secure Access — No separate usernames and passwords are required
- Document Viewer — Built-in online viewer supports all major file formats, including Microsoft Office and PDF

Pricing is for your entire organization, regardless of number of users.



APPENDIX C - SCRIBE Meetings for Tablets

Secure Access to Meetings On-the-Go (for meeting participants)

Users can securely access and sync with any authorized eSCRIBE meeting portals to:

- Browse upcoming meeting agendas, download content for viewing offline;
- Access all related reports and supporting information easily;
- Annotate comprehensively, with private and group comments support;
- Use integrated e-voting and request-to-speak management for members;
- Search online resources library for non-meeting specific information; and more.

eSCRIBE Meetings is available globally for Apple iPad's running iOS 9 or higher, through the Apple App Store, as well as for Windows 10 through the Microsoft Store.

	Std	Pro
Personalized Touch Add comments and follow up notes during the meeting	Yes	Yes
Real-time Access To agenda packages, resolutions and attachments live during a meeting	Yes	Yes
Navigate Freely Through the portal home page to review, search for, and access the information you are looking for easily	Yes	Yes
Downloadable Documents Download agendas, addendums, reports and minute documents as they are published	Yes	Yes
Secure Communications With bank level security and role-based access to information, all communications and meeting content are protected	Yes	Yes
Search and Chat Search a document. Integrated group chat feature and private chairperson instructions.	Yes	Yes
Single Sign-in Supports single sign on with Active Directory Federated Services (ADFS)	—	Yes
Online Resources Online resource library, group announcements and attendee contact information	—	Yes
Real-time Actions Voting and request to speak management	—	Yes
Online & Offline Meeting Management Full featured offline support for primary functions, including access to agenda packages, resolutions and attachments. Data synchronization options.	—	Yes
Enhance Participant Annotation Capabilities Create enhanced personal annotations, underline, strike-through, highlight. Freehand text and stick notes. Enriched search and bookmark capabilities.	—	Yes