



Committee of the Whole Report

For the Meeting of February 18, 2021

To: Committee of the Whole

Date: February 8, 2021

From: Chris Coates, City Clerk

Subject: Temporary Re-location of Council meetings

RECOMMENDATION

That Council authorize the holding of Council and Committee of the Whole Meetings between March 1, 2021 and June 15, 2021 at the Capital Regional District Board Room.

EXECUTIVE SUMMARY

The west wing of City Hall will be closed off to facilitate upgrading to the HVAC system. The project begins March 1, 2021 and is expected to conclude June 15, 2021. This will necessitate moving Council and Committee of the Whole meetings to a different location. The Capital Regional District has graciously consented to permitting these meetings to occur using the CRD board room. The CRD facilities are the best choice to be able provide webcasting services that are integral to maintaining transparency and access for the public during the pandemic.

The webcasting will be slightly different for the viewer as the CRD has a static camera that displays the room as opposed the multi-camera set up in Council Chambers at City Hall that can focus on individual speakers. The CRD is upgrading their internal technology to fully enable switching between the wide-angle room live stream and what is displayed on the screen in the meeting. Webcast viewers will be able to see presentations and motions being considered. The upgrade will also enable the continuation of the live remote participation by the public in public hearings and request to address Council as currently occurs in council chambers. The live stream will be sent to the City's website for access by the public during the meeting. Remote participants through Teams will notice no difference to the meeting functionality.

Section 6 of the Council Procedures Bylaw provides that all meetings of Council will be held in Council Chambers unless there is a Council motion to the contrary. It would be appropriate for Council to authorize the change in meeting location.

Accessibility Impact Statement

Closed captioning which is a standard feature for council's meetings on both the live stream and archived webcasts will not be available on the live stream during the duration of using the CRD boardroom. The City uses a different meeting management software. The archived webcasts will include this functionality as the webcasts will be uploaded into our software and able to be viewed on our website any time after.

Impacts on Financial Plan

The costs associated with the moving of meetings is relatively minor and will be accommodated in the project budget for the HVAC upgrade.

Respectfully submitted,

Chris Coates
City Clerk

Susanne Thompson
Deputy City Manager

Report accepted and recommended by the City Manager.