



## **Committee of the Whole Report**

### **For the Meeting of May 27, 2021**

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**To:** Council **Date:** May 17, 2021  
**From:** Curt Kingsley, City Clerk  
**Subject:** Temporary Re-location of Council meetings

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### **RECOMMENDATION**

That Council:

1. Authorize the holding of Council and Committee of the Whole Meetings between June 15, 2021 and August 31, 2021 at the Capital Regional District Board Room; and
2. Forward this recommendation to the May 27, 2021 Council to Follow the Committee of the Whole meeting.

### **EXECUTIVE SUMMARY**

The west wing of City Hall has been closed to facilitate upgrading to the HVAC system since March 2021. The project was expected to conclude June 15, 2021; however, the completion date has been extended to the end of August.

At the February 25, 2021 meeting, Council authorized 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. The extension of the west wing HVAC system upgrade project completion day will necessitate continuing Council and Committee of the Whole meetings using the CRD board room. CRD staff have confirmed that the City can continue to use the board room for Council and Committee of the Whole meetings until the end of the August.

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. Council authorization is needed to continue the change in the meeting location past the original end date of June 15, 2021.

#### *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 the City's software where they may be viewed on the City's website any time after.

*Impacts on Financial Plan*

The costs associated with continuing holding the meetings in the CRD board room are relatively minor and can be accommodated in the project budget for the HVAC upgrade.

Respectfully submitted,

Curt Kingsley  
City Clerk

Susanne Thompson  
Deputy City Manager

**Report accepted and recommended by the City Manager:** \_\_\_\_\_