

DATE OF MEETING October 21, 2020

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CORPORATE OFFICER

SUBJECT **2021 FINANCE AND AUDIT COMMITTEE KEY DATE CALENDAR**

OVERVIEW

Purpose of Report

To present for the Finance and Audit Committee's consideration, three options for the draft 2021 Key Date Calendar.

Recommendation

That the Finance and Audit Committee:

1. select either the third **or** fourth Wednesday of the month as their reoccurring meeting date;
2. hold meetings in-person at the Shaw Auditorium; and,
3. recommend that Council approve the selected 2021 Finance and Audit Committee Key Date Calendar.

BACKGROUND

Prior to December 31st of each year, a key date calendar for the upcoming year is prepared for each Council committee or task force. Currently, Finance and Audit Committee (Committee) meetings are held monthly on the third Wednesday of the month from 9:00 am to 12:00 pm. Prior to the COVID-19 pandemic, meetings were held in person in the Boardroom, Service and Resource Centre and special budgetary meetings were held at the Conference Centre. In order to maintain physical distancing at meetings where all members of the committee are in attendance, meetings have been held in the Shaw Auditorium of the Vancouver Island Conference Centre.

DISCUSSION

Staff have prepared three versions of the draft 2021 Key Date Calendar for the committee's consideration.

Option one (Attachment A) maintains the status quo where meetings are held on the third Wednesday of the month from 9:00 am to 12:00 pm, in the Shaw Auditorium. The Shaw Auditorium is recommended as the location as physical distancing can be safely maintained. Staff note that with the upcoming change for Public Hearings to be held on the third Thursday of the month, Council's third week of the month will generally have three meetings: Council on Monday evening, Finance and Audit on Wednesday morning and Public Hearing on Thursday night. In

order to provide an option to spread out the workload for Council, the fourth Wednesday of the month to hold Finance and Audit Committee meetings is provided.

Option two (Attachment B) schedules committee meetings on the fourth Wednesday of the month from 9:00 am to 12:00 pm in the Shaw Auditorium.

Option three (Attachment C) provides that meetings are held virtually (over Zoom) and staff would be located in the Boardroom, Service and Resource Centre. Virtual meetings could be held on either date option. If the Committee chooses to hold virtual meetings, they would still need to select a meeting day. Only the chair, staff and pre-registered delegations would be present at the meeting location for virtual meetings.

In September 2021, the Union of British Columbia Municipalities Conference falls during the third week of the month; therefore, the September committee meeting will be held in the fourth week of the month. When selecting a day of the month for the Finance and Audit Committee meetings, other considerations include Governance and Priorities Committee meetings held on Monday's opposite Council meetings and Regional District of Nanaimo Regular Board meetings held on the fourth Tuesday of each month at 1:00 pm.

Staff are able to accommodate the workload associated with all meeting options. Meetings will continue to be live streamed and recorded regardless of location. Changing the meeting date to the first or second Wednesday of the month is not presented as an option due to other scheduling conflicts.

"Council Procedure Bylaw 2018 No. 7272" includes a clause that Regular Council Meetings will not be held in August to allow for a summer break. Finance and Audit Committee Meetings have not been scheduled in August in order to align with this schedule; however, special meetings may still be held, if required. |

OPTIONS

1. That the Finance and Audit Committee recommend that Council:
 1. hold Finance and Audit Committee meetings on the third Wednesday of the month, in-person in the Shaw Auditorium; and,
 2. approve option one (Attachment A) as the 2021 Finance and Audit Committee Key Date Calendar.
 - The advantages of this option: The meeting schedule will be maintained with Finance and Audit Committee meetings held on the third Wednesday of the month at the Shaw Auditorium.
 - The disadvantages of this option: If all scheduled meetings proceed Council will have three meetings in one week (Council, Finance and Audit and Public Hearing).
 - Financial Implications: Costs include room rental, food and beverage service, and external information technology support. The average cost of a three hour Finance and Audit Committee meeting held in the Shaw Auditorium is \$1,850.

2. That the Finance and Audit Committee recommend that Council:
 1. hold Finance and Audit Committee meetings on the fourth Wednesday of the month, in-person in the Shaw Auditorium; and,
 2. approve option two (Attachment B) as the 2021 Finance and Audit Committee Key Date Calendar.
 - The advantages of this option: The meeting schedule will be adjusted with Finance and Audit Committee meetings held on the fourth Wednesday of the month at the Shaw Auditorium.
 - The disadvantages of this option: Council may prefer to group their meetings together in one week. Two meetings will be held in the fourth week of the month (Governance and Priorities Committee and Finance and Audit Committee)
 - Financial Implications: Costs include room rental, food and beverage service, and external information technology support. The average cost of a three hour Finance and Audit committee meeting held in the Shaw Auditorium is \$1,850.
3. That the Finance and Audit Committee recommend that Council:
 1. hold meetings virtually;
 2. select either the third **or** fourth Wednesday of the month as their meeting day; and,
 3. approve Option three (Attachment C) for the 2021 Finance and Audit Committee Key Date Calendar.
 - The advantages of this option: Meetings will be held virtually with only the Chair, staff and delegations attending meetings in person in the Boardroom, Service and Resource Centre.
 - The disadvantages of this option: The Committee may find it challenging to conduct business electronically.
 - Financial Implications: Costs include beverage service and Zoom licence fees, approximately \$300/year. Zoom licence fees are applicable whether meetings are held electronically or in person as Zoom is used to facilitate other meetings. |

SUMMARY POINTS

- Three versions of the draft 2021 Finance and Audit Committee Key Date Calendar are presented for Council to choose a meeting day and method of delivery.
- Finance and Audit Committee meetings are currently scheduled from 9:00 am to 12:00 pm on the third Wednesday of the month in the Shaw Auditorium.
- Options to schedule Finance and Audit Committee meetings from 9:00 am to 12:00 pm on the third or fourth Wednesday of the month, in the Shaw Auditorium are provided.
- An additional alternative option to hold meetings electronically on either the third or fourth Wednesday of the month is provided.

ATTACHMENTS:

Attachment A: Option One – Draft 2021 Finance and Audit Committee Key Date Calendar
Attachment B: Option Two – Draft 2021 Finance and Audit Committee Key Date Calendar
Attachment C: Option Three – Draft 2021 Finance and Audit Committee Key Date Calendar |

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