

DATE OF MEETING November 9, 2020

AUTHORED BY SKY SNELGROVE, STENO COORDINATOR & DEPUTY
CORPORATE OFFICER

SUBJECT **2021 GOVERNANCE AND PRIORITIES COMMITTEE KEY DATE
CALENDAR**

OVERVIEW

Purpose of Report

To present for the Governance and Priorities Committee's consideration, options for the draft 2021 Key Date Calendar.

Recommendation

That the Governance and Priorities Committee recommend that Council approve the 2021 Governance and Priorities Committee Key Date Calendar, with meetings held in-person, in the Shaw Auditorium.

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. Governance and Priorities Committee (GPC) meetings are generally held twice a month on Mondays from 1:00 p.m. to 4:00 p.m. Prior to the COVID-19 pandemic, meetings were held in the Boardroom, Service and Resource Centre. In order to maintain physical distancing at meetings where all members of the committee are in attendance, meetings are currently held in the Shaw Auditorium of the Vancouver Island Conference Centre.

The draft Governance and Priorities Committee key date calendar has been prepared in accordance with the committee's Terms of Reference. "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. Governance and Priorities Committee Meetings have not been scheduled in August in order to align with this schedule; however, special meetings may still be held, if required.

Due to the Easter holiday and Association of Vancouver Island and Coastal Communities Conference in April, only one GPC meeting has been scheduled for April. The first two Monday's in September are either a holiday (Labour Day) or during the Union of British Columbia Municipalities Conference, therefore, only one GPC meeting has been scheduled in September. In order to prevent back to back GPC meetings between September and October, the last Monday in October has been scheduled for a GPC meeting. December 13th is the only scheduled GPC day in December due to the Christmas holiday.

February 22, 2021 is the only date where both a Council meeting and Governance and Priorities Committee meeting have been scheduled on the same day. Council's 2021 Key Date Calendar

will be coming forward to a future Council meeting for approval. In total, there are 18 Governance and Priorities Committee meetings scheduled over the course of the year. |

DISCUSSION

|Staff are requesting direction regarding the method of delivery for the 2021 meeting schedule.

Option one is for meetings to be held in person, in the Shaw Auditorium, Vancouver Island Conference Centre. This option is recommended as physical distancing can safely be maintained in the Shaw Auditorium with members of staff, Council and any delegations in attendance.

Option two is to conduct meetings virtually (over Zoom) with the Chair, staff and delegations present in the Boardroom, Service and Resource Centre. Members of the committee would participate electronically.

If during the course of the year new health guidelines are implemented regarding physical distancing, the committee may wish to revisit its meeting delivery method.

The meeting dates noted in the 2021 draft calendar (Attachment A) will be the same regardless of method of delivery selected. Staff are able to accommodate the workload associated with both meeting options. Meetings will continue to be live streamed and recorded regardless of location. Once the Key Date Calendar is approved by the committee it will be forwarded to Council for final approval. |

OPTIONS

1. That the Governance and Priorities Committee recommend that Council approve the 2021 Governance and Priorities Committee Key Date Calendar, with meetings held in-person, in the Shaw Auditorium.
 - The advantages of this option: Physical distancing can be maintained in the Shaw Auditorium and the committee may find it beneficial to conduct meetings in person.
 - The disadvantages of this option: The Shaw Auditorium is a more formal setting.
 - Financial Implications: The average cost of a three hour meeting in the Shaw Auditorium, including room rental, food and beverage service and external information technology support is approximately \$1,850.
2. That the Governance and Priorities Committee recommend that Council approve the 2021 Governance and Priorities Committee Key Date Calendar, with meetings held electronically.
 - 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

- The Governance and Priorities Committee is requested to select a method of delivery for their 2021 meeting schedule.
- GPC meetings are scheduled to be held from 1-4 p.m. on select Mondays.
- Meetings have not been scheduled in August.

ATTACHMENTS:

Attachment A: Draft 2021 Governance and Priorities Committee Key Date Calendar |

Submitted by:

Sheila Gurrie
Director, Legislative Services |

Concurrence by:

Jake Rudolph,
Chief Administrative Officer |