

ATTACHMENT 1

SUMMARY OF LRT GOVERNANCE BOARD REPORTS SINCE INCEPTION

Date of Meeting	Report Title	Public or Private	Nature of Report	Motions Passed
Dec 18, 2012	Meeting Schedule	Public	Report proposes meeting dates for the Board for Jan - Sept. 2013	Recommend amendment to Bylaw 15659 to allow for annual rotation of Chair and Vice Chair Request report on procedure to allow more than 2 members in Edmonton area to participate by other means of communication
	City Administration Directives Review	Public	Report provides overview of City Administrative Directives	Received for information
	City Policies Review	Public	Report provides overview of City Policies	Received for information
	P3 Canada Update – Verbal Report	Public	Verbal	Received for information
	Southeast to West LRT P3 Update – Verbal Report	Private	Verbal	Received for information and remain private pursuant to FOIP, ss 21, 24 & 25 (harmful to intergovernmental relations, advice from officials & harmful to economic or other interests)

ATTACHMENT 1

SUMMARY OF LRT GOVERNANCE BOARD REPORTS SINCE INCEPTION

Date of Meeting	Report Title	Public or Private	Nature of Report	Motions Passed
Feb 5, 2013	Southeast to West LRT - Project Update – Verbal Report	Public	Verbal	Received for information
	Draft Electronic Meeting Procedures - LRT Governance Board	Public	Report provides Board with procedure to allow for electronic participation at meetings	Approved subject to City Council passing Bylaw 16338 – Amendment No. 1 to Bylaw 15659
	Bylaw 16338 - LRT Governance Board Bylaw Amendment No. 1	Public	Bylaw amendments to allow annual selection of Chair and Vice-Chair, allow more than two members participate electronically in meetings, provide flexibility to Board in setting meeting schedule, establish Vice-Chair position, provide consistency during meetings and clarify when recordings are required	Recommended to City Council for appropriate readings
	Southeast to West LRT - North Saskatchewan River Bridge Architectural Concept	Public	Provides summary of options considered and recommends LRT bridge type.	Recommended to City Council for approval

SUMMARY OF LRT GOVERNANCE BOARD REPORTS SINCE INCEPTION

Date of Meeting	Report Title	Public or Private	Nature of Report	Motions Passed
Feb 5, 2013 – cont'd	Southeast to West LRT - Funding for Utility Relocations and P3 Procurement Development	Public	Report outlines the funding request for advancing utility relocations and buildings demolition	<p>Recommended to Council approval of amount up to \$60 million (\$10 million from LRT reserve and \$50 million tax supported debt)</p> <p>Recommended to Council an amendment to the Borrowing Bylaw 15726 to increase the value by \$50 million.</p> <p>Recommend that Administration be authorized to award contracts for P3 Advisory Services, Owner’s Engineer utility relocations and demolitions subject to passing of amendments to Borrowing Bylaw 15726</p>
	Southeast to West LRT - Utility Relocation and P3 Procurement Development Cost Estimate Detail	Private	Report outlines the detailed cost estimates for the advance utility relocations, P3 advisory services and owner’s engineer required to deliver the Southeast to West LRT – Stage 1	Received for information and remain private pursuant to FOIP, ss 24 & 27 (advice from officials & privileged information)
	Liability - LRT Governance Board	Private	As non-elected individuals, Board Members are provided with the same level of indemnification as City employees and members of Council through an Indemnity Agreement.	Postponed to March 19 and remain private pursuant to FOIP, ss 24 & 27 (advice from officials & privileged information)

ATTACHMENT 1

SUMMARY OF LRT GOVERNANCE BOARD REPORTS SINCE INCEPTION

Date of Meeting	Report Title	Public or Private	Nature of Report	Motions Passed
March 19, 2013	Risks and Status of LRT Budget Funding - Valley Line Stage 1	Public	Report describes how Administration will report to the LRT Governance Board regarding current risks and the status of budget funding for the Valley Line	Received for information
	Liability - LRT Governance Board	Private	As non-elected individuals, Board Members are provided with the same level of indemnification as City employees and members of Council through an Indemnity Agreement.	Received for information and remain private pursuant to FOIP, ss 24 & 27 (advice from officials & privileged information)
	Valley Line - Project Update – verbal report	Private	Verbal	Received for information and remain private pursuant to FOIP, ss 16, 21, 24 & 25 (harmful to individual or public safety, harmful to intergovernmental relations, advice from officials & harmful to economic or other interests)

ATTACHMENT 1

SUMMARY OF LRT GOVERNANCE BOARD REPORTS SINCE INCEPTION

Date of Meeting	Report Title	Public or Private	Nature of Report	Motions Passed
May 21, 2013	Board Membership - Chair's Verbal report	Public	Chair's report on Vacant Vice-Chair position	Administration to bring report on options for filling the vacancy resulting from the resignation of the Vice-Chair.
	Canada Line P3 Project - Verbal report	Public	Verbal	Received for information
	Valley Line Stage 1 Project Update- Verbal report	Public	Verbal	Administration to prepare a draft semi-annual report. Administration to work with the Chair to organize a Board meeting to be conducted by electronic means, for the purpose of review and approval of the semi-annual report. Administration to prepare a draft 2014 annual meeting schedule
	Risks and Status of LRT Budget Funding - Valley Line Stage 1 - Verbal report	Private	Verbal	Received for information and remain private pursuant to FOIP, ss 16, 21, 24 & 25 (harmful to individual or public safety, harmful to intergovernmental relations, advice from officials & harmful to economic or other interests)

ATTACHMENT 1

SUMMARY OF LRT GOVERNANCE BOARD REPORTS SINCE INCEPTION

Date of Meeting	Report Title	Public or Private	Nature of Report	Motions Passed
June 25, 2013	LRT Governance Board Semi-Annual Report	Public	Report provides contract details and summarizes the number and value of tender-calls, sole source contracts, agreements, settlements, judgments, leases, land acquisitions and land dispositions which involve a revenue or expenditure of \$100,000 or greater.	Recommend to Council that the report be received for information.
	Southeast to West LRT - Verbal Update	Public	Verbal	Received for information
Sep 17, 2013	LRT Governance Board Vacancy Recruitment Options	Public	Report provides options for the Board to deal with a current vacancy.	Approved continuing with 5 members Administration to bring forward vacancy recruitment options as a recurring item as well as information from the last recruitment campaign.
	LRT Governance Board 2013 - 2014 Annual Meeting Schedule	Public	Report proposes meeting dates for Board for the remainder of 2013 and January to December 2014.	Board approved meeting dates and times. Administration to propose additional meeting dates.

SUMMARY OF LRT GOVERNANCE BOARD REPORTS SINCE INCEPTION

Date of Meeting	Report Title	Public or Private	Nature of Report	Motions Passed
<p>Sep 17, 2013, cont'd</p>	<p>Project Update - Valley Line LRT - Verbal report</p>	<p>Public</p>	<p>Verbal</p>	<p>Received for information.</p>
	<p>Fairness Monitor - Valley Line LRT</p>	<p>Public</p>	<p>Report provides a summary of the scope of work, key deliverables, and reporting relationship of the Fairness Monitor.</p>	<p>Received for information.</p>
	<p>Request for Qualification Process - Valley Line LRT</p>	<p>Private</p>	<p>Report provides a summary of key features of the Request for Qualifications process for the Valley Line LRT – Stage 1 P3 procurement process.</p>	<p>Received for information and remain private pursuant to FOIP, ss 24 &25 (advice from officials & harmful to economic or other interests)</p>
	<p>Request for Proposal Process - Valley Line LRT</p>	<p>Private</p>	<p>Report provides a summary of key features of the Request for Proposal process for the Valley Line LRT – Stage 1 Public-Private-Partnership (P3) procurement process.</p>	<p>Received for information and remain private pursuant to FOIP, ss 24 &25 (advice from officials & harmful to economic or other interests)</p>
	<p>Project Agreement - Valley Line LRT</p>	<p>Private</p>	<p>Report provides an annotated short form Draft Project Agreement Table of Contents for the Valley Line LRT – Stage 1 P3 Procurement.</p>	<p>Received for information and remain private pursuant to FOIP, ss 24 &25 (advice from officials & harmful to economic or other interests)</p>

ATTACHMENT 1

SUMMARY OF LRT GOVERNANCE BOARD REPORTS SINCE INCEPTION

Date of Meeting	Report Title	Public or Private	Nature of Report	Motions Passed
Sep 17, 2013, cont'd	Key Commercial and Financial Terms - Valley Line LRT	Private	Report provides a summary of key commercial and financial terms under consideration for incorporation in the Valley Line LRT Stage 1 Project Agreement.	Received for information and remain private pursuant to FOIP, ss 24 &25 (advice from officials & harmful to economic or other interests)
	Alberta Public Private Partnership - P3 Model Overview	Private	Report provides a summary of the Government of Alberta P3 procurement model and its applicability to the Valley Line LRT Stage 1 project.	Received for information and remain private pursuant to FOIP, ss 24 &25 (advice from officials & harmful to economic or other interests)
Oct 8, 2013	LRT Governance Board Meeting Schedule	Public	Report proposes additional meeting dates for the LRT Governance Board for the remainder of 2013 and January to December 2014.	The Board approved the meeting schedule.
	Project Update - Valley Line LRT - Verbal report	Public	Verbal	Received for information.

ATTACHMENT 1

SUMMARY OF LRT GOVERNANCE BOARD REPORTS SINCE INCEPTION

Date of Meeting	Report Title	Public or Private	Nature of Report	Motions Passed
Oct 8, 2013, cont'd	Capital Cost Update - Verbal report	Private	Verbal	Received for information and remain private pursuant to FOIP, ss 24 and 25 Administration to provide an additional breakdown of the projected shared Capital Costs component and the carrying costs of funding, and clarify the project risk allocation.
	Fairness Monitor Selection - Valley Line LRT	Private	Report provides a summary of the procurement and evaluation processes leading to the recommendation of the selection of a preferred candidate for the role of Fairness Monitor for the Valley Line LRT – Stage 1 project.	Approved negotiation and conclusion of an agreement for Fairness Monitor Received for information and remain private pursuant to FOIP, ss 24 & 25 (advice from officials & harmful to economic or other interests)
	Vacancy Recruitment Option - LRT Governance Board - Verbal report	Private	Verbal	Administration to provide a report to the first meeting in 2014 that outlines the options for recruitment of an additional board member. Received for information and remain private pursuant to FOIP, s 24 (advice from officials)

ATTACHMENT 1

SUMMARY OF LRT GOVERNANCE BOARD REPORTS SINCE INCEPTION

Date of Meeting	Report Title	Public or Private	Nature of Report	Motions Passed
Oct 23, 2013	Projected Shared Capital Costs - Verbal Report	Private	Verbal	Received for information and remain private pursuant to FOIP, ss 24 & 25 (advice from officials & harmful to economic or other interests)
Nov 26, 2013	Project Update - Valley Line LRT - Verbal report	Public	Verbal	Received for information.
	Project Implementation Update	Public	Report provides a summary of the tentative implementation schedule for the Valley Line Stage 1 project.	Received for information.
	Governance and Approvals Models and Protocols Summary	Public	Report examines the role and visibility of a Public-Private Partnership (P3) Project Governance Board in the shortlisting and selection of Request for Proposal proponents and approval of selected contractor (Preferred Proponent).	The Board approved the Valley Line Stage 1 procurement approval sequence, Governance and Approvals Models and Protocols Summary.
	LRT Governance Board Semi-Annual Report	Public	Verbal	Administration to prepare a draft semi-annual report

ATTACHMENT 1

SUMMARY OF LRT GOVERNANCE BOARD REPORTS SINCE INCEPTION

Date of Meeting	Report Title	Public or Private	Nature of Report	Motions Passed
Nov 26, 2013, cont'd	Review of LRT Governance Board Bylaw - Verbal Report	Public	Verbal	Administration to review LRT Governance Board Bylaw and suggest recommendations as to any amendments that may be required.
	Key Commercial & Financial Terms	Private	Report provides a summary of the key commercial and financial terms under consideration for incorporation in the Valley Line Stage 1 Public-Private-Partnership (P3) Project Agreement.	Received for information and remain private pursuant to FOIP, ss 24 & 25 (advice from officials & harmful to economic or other interests)
	Request for Qualifications – Valley Line LRT Stage 1	Private	Report provides an overview and summary of the Request for Qualification (Request for Qualifications) document for the Valley Line LRT Stage 1 and requests approval of the Request for Qualifications document included as Attachment 1.	Received for information and remain private pursuant to FOIP, ss 24 & 25 (advice from officials & harmful to economic or other interests)

ATTACHMENT 1

SUMMARY OF LRT GOVERNANCE BOARD REPORTS SINCE INCEPTION

Date of Meeting	Report Title	Public or Private	Nature of Report	Motions Passed
Feb 4, 2014	Board Member Recruitment Option	Public	Report provides a comparison of a recruitment process utilizing a search consultant and the general recruitment process used for council committees.	Report postponed to April 17, 2014 meeting.
	Bylaw 16692 to Amend Bylaw 15659 LRT Governance Board Bylaw	Public	Report recommends extension of the Board's term to avoid termination pursuant to the bylaw provisions.	The Board recommended the bylaw to City Council for appropriate readings
	Governance Board Bylaw Review	Public	Report reviews the LRT Governance Board Bylaw and suggests revisions which would clarify the mandate, role and authority of the Board.	Administration to bring forward draft amendments to Bylaw 15659 for review.
	LRT Governance Board Semi-Annual Report	Public	Report provides contract details and summarizes the number and value of tender-calls, sole source contracts, agreements, settlements, judgments, leases, land acquisitions and land dispositions which involve a revenue or expenditure of \$100,000 or greater.	Recommend to Council that the report be received for information.
	Project Update - Valley Line LRT - Verbal Report	Public	Verbal	Received for information.

ATTACHMENT 1

SUMMARY OF LRT GOVERNANCE BOARD REPORTS SINCE INCEPTION

Date of Meeting	Report Title	Public or Private	Nature of Report	Motions Passed
Feb 4, 2014, cont'd	Request for Qualifications - Valley Line Stage 1 - Review	Private	Report provides an overview and summary of the Request for Qualifications document for the Valley Line LRT Stage 1 and requests approval of the Request for Qualifications document.	<p>Approved Draft Request for Qualifications document.</p> <p>Authorized the City Manager to make amendments to the Draft Request for Qualification document</p> <p>Approved Administration to issue the Request for Qualification upon confirmation that Council approved funding for the project has been committed.</p> <p>Report to remain private pursuant to FOIP, ss 24 &25 (advice from officials & harmful to economic or other interests)</p>
	Valley Line LRT Stage 1 LRT Project - Follow-up Information - Verbal Report	Private	Verbal	
	Project Risks - Verbal Report	Private	Verbal	
	RFP Scoring Model - Verbal Report	Private	Verbal	Received for information and remain private pursuant to FOIP, ss 24 &25 (advice from officials & harmful to economic or other interests)

ATTACHMENT 1

SUMMARY OF LRT GOVERNANCE BOARD REPORTS SINCE INCEPTION

Date of Meeting	Report Title	Public or Private	Nature of Report	Motions Passed
Mar 25, 2014	Project Update - Valley Line LRT - Verbal report	Public	Verbal	Received for information.
	Project Payment Mechanism and Key Performance Indicators	Private	Report provides greater details on the Payment Mechanism for the Valley Line LRT Stage 1. The Payment Mechanism controls how Project Co will be compensated for costs incurred for the design , construction, LRV procurement, operation and maintenance of the System. This report introduces some of the key concepts that are currently being investigated by Administration.	Received for information and remain private pursuant to FOIP, ss 24 &25 (advice from officials & harmful to economic or other interests)
	Project Agreement and Request for Qualification Matters Update	Private	Report provides a brief status report on the development of the Project Agreement and certain key agreement topics. Also provides an update on an anticipated addendum to the Request for Qualifications.	
	Advocacy Campaign Update - Verbal report	Private	Verbal	

ATTACHMENT 1

SUMMARY OF LRT GOVERNANCE BOARD REPORTS SINCE INCEPTION

Date of Meeting	Report Title	Public or Private	Nature of Report	Motions Passed
Apr 17, 2014	Board Member Recruitment Option	Public	Report provides a comparison of a recruitment process utilizing a search consultant and the general recruitment process used for council committees.	Postponed to June 19, 2014 meeting.
	Project Update - Valley Line LRT - Verbal report	Public	Verbal	Received for information.
	Governance Board Bylaw Review - Draft Amendments	Public	Report provides draft amendments to the LRT Governance Board Bylaw	Referred the report back to Administration to return to the June 19, 2014 meeting, or earlier meeting to be called by Chair.
	Valley Line LRT - Public Engagement Plan	Public	The report summarizes the Office of the Public Engagement and LRT Design & Construction's collaborative approach to Public Engagement and Communications for the Valley Line from the procurement stage to when the line is fully operational.	Referred back to Administration to bring forward a public engagement plan that is more applicable for a P3 arrangement.
	Project Update - Verbal report	Private	Verbal	Received for information and remain private pursuant to FOIP, ss 24 & 25 (advice from officials & harmful to economic or other interests)

ATTACHMENT 1

SUMMARY OF LRT GOVERNANCE BOARD REPORTS SINCE INCEPTION

Date of Meeting	Report Title	Public or Private	Nature of Report	Motions Passed
Apr 17, 2014, cont'd	Request For Qualification Evaluation Procedures - Verbal Report	Private	Verbal	Received for information and remain private pursuant to FOIP, ss 24 &25 (advice from officials & harmful to economic or other interests)
	Relationship Review Committee Activity	Private	A Relationship Review Committee has been formed to consider issues relating to conflicts of interest, unfair process advantage, common ownership, and restricted parties during the procurement process.	
	Project Agreement Update	Private	Report provides a brief overview with respect to two aspects of the Project Agreement: (a) Governance and Contract Administration; and (b) City Recourse Rights and Remedies for Project Co Non-Performance.	

ATTACHMENT 1

SUMMARY OF LRT GOVERNANCE BOARD REPORTS SINCE INCEPTION

Date of Meeting	Report Title	Public or Private	Nature of Report	Motions Passed
June 19, 2014	Board Member Recruitment Option	Public	Report provides a comparison of a recruitment process utilizing a search consultant and the general recruitment process used for council committees.	Postponed to July 28, 2014 meeting.
	Project Update - Valley Line LRT - Verbal Report	Public	Verbal	Received for information.
	Governance Board Bylaw Review - Draft Amendments	Public	The report seeks LRT Governance Board direction on project governance for the Valley Line Stage 1 Project procurement.	Recommended to City Council that Bylaw 16766 receive the appropriate readings.
	Valley Line LRT - Public Engagement Plan	Public	The report summarizes the City's approach to accountability, transparency and disclosure during the procurement stage of the Valley Line LRT, and outlines the City's Communications and Public Engagement Plan.	Received for information.

ATTACHMENT 1

SUMMARY OF LRT GOVERNANCE BOARD REPORTS SINCE INCEPTION

Date of Meeting	Report Title	Public or Private	Nature of Report	Motions Passed
June 19, 2014, cont'd	Project Update - Verbal Report	Private	Verbal	Received for information and remain private pursuant to FOIP, ss 24 & 25 (advice from officials & harmful to economic or other interests)
	Request for Qualification Market Activity Update - Verbal Report	Private	Verbal	
	Relationship Review Committee Update - Verbal Report	Private	Verbal	
	Request for Proposal Update	Private	Report provides details on the Request for Proposal document and specific procurement strategy elements for the Valley Line LRT Stage 1. The process has the specific aim of selecting the technically compliant solution that offers the lowest net present cost to the City. The proponents of the Request for Proposal process will be selected as part of the earlier Request for Qualifications process.	

ATTACHMENT 1

SUMMARY OF LRT GOVERNANCE BOARD REPORTS SINCE INCEPTION

Date of Meeting	Report Title	Public or Private	Nature of Report	Motions Passed
<p>June 19, 2014, cont'd</p>	<p>Payment Mechanisms and Key Performance Indicators Update - In Private</p>	<p>Private</p>	<p>Report provides an update on the status of the payment mechanism for the Valley Line LRT – Stage 1. The payment mechanism will inform how Project Co. will be compensated for the design, construction, Light Rail Vehicle procurement, operation and maintenance of the Project over the term of the Project Agreement.</p>	<p>Received for information and remain private pursuant to FOIP, ss 24 & 25 (advice from officials & harmful to economic or other interests)</p>
	<p>Project Agreement Update</p>	<p>Private</p>	<p>Report provides a general update on the progress and status of the development of the Project Agreement, an overview of the City's retained risks and areas of responsibility for the Project and how this is dealt with under the Project Agreement, and an overview of the key principles and terms associated with managing the insurance requirements for the Project.</p>	

ATTACHMENT 1

SUMMARY OF LRT GOVERNANCE BOARD REPORTS SINCE INCEPTION

Date of Meeting	Report Title	Public or Private	Nature of Report	Motions Passed
Aug 6, 2014	Board Member Recruitment Option	Public	Report provides a comparison of a recruitment process utilizing a search consultant and the general recruitment process used for council committees.	Received for information.
	Request for Qualifications Evaluation Process	Public	Report summarizes the Request for Qualifications evaluation process for the Valley Line LRT – Stage 1 Project.	Received for information.
	Fairness Monitor Update	Public	Report summarizes the work and involvement of the Fairness Monitor in the Request for Qualification process.	Received for information.
	Request for Qualifications Shortlist Recommendation	Private	This report provides a shortlist recommendation.	<p>Approved the shortlisting of the three respondents with the highest scores in accordance with the Request for Qualifications evaluation process.</p> <p>Report to remain private pursuant to FOIP, ss 24 & 25 (advice from officials & harmful to economic or other interests)</p> <p>The names of the shortlisted respondents to remain private until released by the City Manager.</p>

ATTACHMENT 1

SUMMARY OF LRT GOVERNANCE BOARD REPORTS SINCE INCEPTION

Date of Meeting	Report Title	Public or Private	Nature of Report	Motions Passed
Sep 9, 2014	Valley Line Stage 1 - Project Update - Verbal report	Public	Verbal	Received for information.
	Valley Line Stage 1 - Project Procurement Implementation Schedule	Private	Outlines the procurement schedule required in order to reach service commencement for the end of 2020	Received for information and remain private pursuant to FOIP, ss 24 &25 (advice from officials & harmful to economic or other interests)
	Valley Line Stage 1 - Value for Money Update #1	Private	This Value for Money update #1 is the first of four such updates that will be undertaken during the Project procurement process, to ensure that the Valley Line LRT – Stage 1 project continues to demonstrate Value for Money as a P3 project. Based on the analysis undertaken, the Project continues to demonstrate Value for Money as a P3.	
	Valley Line Stage 1 - Request for Proposal	Private	Report describes the contents and requests the approval of the Request for Proposal Documents which contains a set of processes, procedures and requirements for the Request for Proposal.	Approved Request for Proposal document Authorized City Manager to make amendments Report to remain private pursuant to FOIP, ss 24 &25 (advice from officials & harmful to economic or other interests)

SUMMARY OF LRT GOVERNANCE BOARD REPORTS SINCE INCEPTION

Date of Meeting	Report Title	Public or Private	Nature of Report	Motions Passed
Sep 9, 2014, cont'd	Valley Line Stage 1 - Payment Mechanism	Private	Report provides an overview of the content and structure of the Payment Mechanism for the Valley Line LRT – Stage 1 (“Project”). The Payment Mechanism sets out how the successful proponent will be compensated for the design, construction, financing, operation and maintenance of the System over the term of the Project.	Approved Payment Mechanism Authorized City Manager to make amendments that do not negatively affect value-for-money or reallocate substantial risk to the City Report to remain private pursuant to FOIP, ss 24 &25 (advice from officials & harmful to economic or other interests)
	Valley Line Stage 1 - Draft Project Agreement	Private	Report describes the contents and requests the approval of the draft Valley Line Stage 1 Project Agreement which will be released to shortlisted Proponents with the Request for Proposals in September 2014.	Approved draft form of Project Agreement Authorized City Manager to make amendments that do not negatively affect value-for-money or reallocate substantial risk to the City Report to remain private pursuant to FOIP, ss 24 &25 (advice from officials & harmful to economic or other interests)
	2015 LRT Governance Board Meeting Schedule	Public	Motion without Customary Notice	Administration to provide report with recommended schedule for 2015 meetings

ATTACHMENT 1

SUMMARY OF LRT GOVERNANCE BOARD REPORTS SINCE INCEPTION

Date of Meeting	Report Title	Public or Private	Nature of Report	Motions Passed
Sep 9, 2014, cont'd	Response to LRT Governance Board Correspondence	Public	Motion without Customary Notice	That correspondence received from the public in reference to the Valley Line LRT route alignment be referred to Administration for a direct response, with a copy to the LRT Governance Board.