

Bylaw 16338 - LRT Governance Board Bylaw Amendment No. 1

Recommendation:

That the LRT Governance Board recommend to City Council:

That Bylaw 16338, be given the appropriate readings.

Purpose

The purpose of this Bylaw is to amend Bylaw 15659, the LRT Governance Board Bylaw.

Readings

Bylaw 16338 is ready for three readings.

If Council wishes to give three readings during a single meeting, then prior to moving third reading, Council must unanimously agree “That Bylaw 16338 be considered for third reading.”

Position of Administration

Administration supports this Bylaw.

Report Summary

The recommended bylaw amendments will provide the LRT Governance Board the ability to allow more than two members to participate in meetings electronically, and to annually select the Board Chair and Vice-Chair. Bylaw amendments have also been proposed to: provide the Board flexibility when setting their meeting schedules; establish the Vice-Chair position; provide consistency

regarding meeting notices; and, clarify when recordings are required.

Report

This report responded to the LRT Governance Board’s direction on December 18, 2012, regarding the Chair appointments and electronic participation in meetings. The Board’s direction was answered as follows:

Rotation of Chair and Vice-Chair

The LRT Governance Board requested a change to the Board’s establishing bylaw to allow for the annual rotation of the Chair and Vice-Chair.

Reason for change: The Board selects the Chair, and wording in the current bylaw only allows the Board to select a Chair at the first meeting of the Board. The Board requires more flexibility around filling the Chair position.

When preparing this amendment, it was noted that the position of Vice-Chair had not been included in the bylaw. The Vice-Chair position has been added to Sections 14, and 22(b), and, if approved by City Council, the Board will be able to appoint the Chair and Vice-Chair positions on an annual basis.

Electronic Participation in Meetings

The Board also asked for a proposed procedure to allow for participation by more than two members through a means other than in person.

Reason for change: Board members anticipate attending meetings of the board; however, in order to be able to fulfill the Board’s duties in a timely manner, the Board requires a way in which to react to immediate needs for decisions at a time when members may not be able to attend in-person. A

proposed procedure for electronic participation in meetings has been dealt with by the LRT Governance Board.

The Board could have adopted the same procedures as is used for the electronic participation at meetings by members of City Council; however, as the LRT Governance Board only has six members, the chance of not being able to attain quorum on short notice could be high. Since the proposed procedure for the Board needs to be different from Council's procedure, a bylaw amendment is required.

An amendment to Section 22(4) of the Board's bylaw exempts the Board from Bylaw 12300, Schedule C, "Procedures for Participating in Council or Standing Committee Meetings from Remote Locations" which then allows the Board the ability to set its own electronic meeting procedure.

Other Amendments

When reviewing the bylaw to address the stated needs of the Board, additional changes were identified in order to provide clarity or flexibility as follows:

1. Sections 17(1) and 17(2) have been combined and amended in order to allow the Board greater flexibility in setting their annual meeting schedule.
2. Section 18 has been amended in order to remove the discrepancy regarding meeting notices contained in Sections 18 and 19.
3. Section 19 has been amended to comply with the requirements in the *Municipal Government Act* regarding public notice.
4. Section 23(3)(a) is amended by replacing "and" with "or" in order to clarify when transcripts will be produced.

Legal Implications

The proposed amendments are required to meet the Board's objectives and comply with the meeting and notice requirements of the *Municipal Government Act*.

Justification of Recommendation

Amendments to the LRT Governance Board Bylaw 15659 must be approved by City Council.

Attachments

1. Bylaw 16338
2. Summary of Proposed Amendments

Others Reviewing this Report

- R. Boutillier, General Manager, Transportation Services