

**LRT GOVERNANCE BOARD BYLAW
AMENDMENT NO. 1**

ORIGINAL PROVISION	AMENDED PROVISION	REASON
<p>Whereas, pursuant to section 145 of the <i>Municipal Government Act</i>, Council may pass bylaws dealing with the establishment and functions of council committees, and the procedure and conduct of council committees;</p>	<p>Whereas, pursuant to section 145 of the <i>Municipal Government Act</i>, Council may pass bylaws dealing with the establishment and functions of council committees, and the procedure and conduct of council committees;</p> <p>Whereas pursuant to section 199 of the <i>Municipal Government Act</i>, Council or Council committee meetings may be conducted by electronic or other communication facilities if the requisite conditions are met.</p>	<p>The bylaw authorizes the Board to pass a procedure in accordance with the requirements of this section.</p>
<p>14 The Chair of the Board will be chosen by the Members of the Board at its first meeting.</p>	<p>14 The Chair and the Vice-Chair of the Board will be chosen annually by the Members of the Board.</p>	<p>The Board desires a Chair and a Vice Chair, but the bylaw does not provide for a Vice Chair</p> <p>The Board wishes to have these positions rotate among the members on an annual basis</p>
<p>17 (1) At its first meeting, the Board will establish a schedule for meetings to</p>	<p>17 (1) The Board will establish an annual meeting schedule that provides for</p>	<p>The first meeting has already passed. The Board will need</p>

<p>include at least four meetings for the year.</p> <p>(2) At the last regular meeting of a calendar year, the Board will adopt an annual schedule for the following year to include at least four meetings, and will file the schedule with the Office of the City Clerk.</p> <p>(3) The Board may change the time, date or location of any meeting by Special Resolution, if notice is given in accordance with section 19 of this bylaw.</p> <p>(4) The City Manager will deliver copies of the agenda and reports to Members three (3) days before each regular Board meeting.</p>	<p>at least four Board meetings each calendar year, and will deliver a copy of the schedule to the City Manager.</p> <p>(2) Repeated.</p>	<p>to do this annually.</p> <p>Council committees are not required to establish their meeting schedules for the next year at any particular meeting. This change provides flexibility to the Board to decide when it will establish the next year's schedule.</p> <p>The MGA recognizes only one particular employee – the City Manager (MGA, s. 205). The City Manager is responsible for managing the administration, including the Office of the City Clerk (City Administration Bylaw, s. 6, 7, 10(a) through 10(d)).</p> <p>All notices are therefore provided to the City Manager as sole employee, and the work is done by City employees or departments in accordance with delegations from the City Manager (MGA, s. 209)</p>
<p>18 (1) The Chair may call a special</p>	<p>18 (1) The Chair may call a special</p>	<p>There were two section</p>

<p>meeting of the Board at any time and must do so if a majority of Members so request in writing, including a statement of purpose of the meeting.</p> <p>(2) A special meeting requested by Members must be held within 14 days after the request is received.</p> <p>(3) If a matter is not specified in the notice of the special Board meeting, it may not be dealt with unless all Members are present and the Board passes a motion, by majority vote, to deal with the matter.</p> <p>(3) Notice of Board meetings not approved in their annual schedule or cancellation of a previously called meeting must comply with section 19 of this bylaw and be filed with the Office of the City Clerk a minimum of 48 hours prior to the meeting.</p>	<p>meeting of the Board at any time and must do so if a majority of Members so request in writing, including a statement of purpose of the meeting.</p> <p>(2) A special meeting requested by Members must be held within 14 days after the request is received.</p> <p>(3) If a matter is not specified in the notice of the special Board meeting, it may not be dealt with unless all Members are present and the Board passes a motion, by majority vote, to deal with the matter.</p> <p>(4) Notice of special Board meetings, additional regular Board meetings, or re-scheduled or cancelled meetings, must comply with the requirements of section 19.</p>	<p>18(3)s, so re-numbered sequentially.</p> <p>There was a conflict between section 18(4) and 19 as worded – section 19 requires 24 hours notice of meetings while section 18(4) requires 48 hours notice to the City Manager.</p> <p>All Council committees give notice of their meetings 24 hours in advance, so the 48 hour requirement has been removed..</p>
<p>19 For all meetings requiring notice, the notice must:</p> <p>(a) be issued a minimum of 24 hours prior to the meeting</p>	<p>19 For all meetings requiring notice, the notice must:</p> <p>(a) Repealed.</p> <p>(b) be in writing and specify</p>	<p>Telefax is a mode of delivery. Bylaw changed to say “deliver” to permit email, fax, mail, courier, or other forms of delivery.</p>

<p>date;</p> <p>(b) be in writing and specify the time, date, location and purpose of the meeting;</p> <p>(c) be delivered or telefaxed to each Member;</p>	<p>the time, date, location and purpose of the meeting; and</p> <p>(c) be delivered to:</p> <p>(i) each Member;</p> <p>(ii) the City Manager; and</p> <p>(iii) the public in the same manner that notice of Council meetings is provided to the public; at least 24 hours prior to the meeting.</p>	<p>New wording for section 19(c) complies with MGA s. 195 notice requirements and sections 197 and 198 which requires public notice and right to participate at all Council committee meetings unless they are closed pursuant to the Freedom of Information Act exceptions.</p>
<p>20 The Board may conduct meetings by means of electronic or other communication facilities according to procedures adopted by the Board.</p>	<p>20 The Board may conduct meetings by means of electronic or other communication facilities according to procedures adopted by the Board, provided that:</p> <p>(a) Notice of the meeting and the way in which it is to be conducted is given in accordance with section 19;</p> <p>(b) The facilities used enable the public to watch or listen to the meeting at the place specified in</p>	<p>The Board can meet via electronic means or via a communications facility if the requirements of section 199 of the MGA are met.</p>

<p>NEW</p>	<p>the notice;</p> <p>(c) The City Manager is present at the place specified for the meeting; and</p> <p>(d) The facilities used for the meeting enable all the meeting's participants to watch or listen to one another.</p>	
<p>NEW</p>	<p>21.1 Members participating by electronic means or via other communication facilities are deemed to be present for the purposes of quorum.</p>	<p>Permits the board to count those participating by electronic means or communication facility as present for the purposes of quorum. Section 199 of the MGA extends this to Councilors only, but Council may prescribe this rule for a Council committee pursuant to section 145 of the MGA.</p>
<p>22 (1) As soon as there is quorum after the time for commencement of a meeting:</p> <p>(a) the Chair must call the meeting to order; or</p> <p>(b) if the Chair is absent, the</p>	<p>22 (1) As soon as there is quorum after the time for commencement of a meeting:</p> <p>(a) the Chair must call the meeting to order; or</p> <p>(b) if the Chair is absent, the</p>	<p>Authorizes Vice Chair to preside over meetings when Chair is not present, but if both are unavailable the members may choose their own presiding officer</p> <p>The Board has the power to</p>

<p>Members must elect a Member to be presiding officer for that meeting.</p> <p>(2) If there is no quorum within half an hour after the time set for the meeting, the City Manager will record the names of the Members present and the meeting will be adjourned to the time of the next regular meeting.</p> <p>(3) The agenda for the adjourned meeting will be dealt with at the beginning of the next regular meeting, unless a special meeting is called before or after the next regular meeting to deal with the business of the adjourned meeting.</p> <p>(4) The Board will follow the procedural rules for Standing Committees under Bylaw 12300, the Procedures and Committees Bylaw.</p>	<p>Vice-Chair, but if both are absent, the Members must elect a Member to be presiding officer for that meeting; but</p> <p>(c) if the Chair and Vice Chair who would otherwise preside at the meeting is participating by electronic means or via other communication facilities, the Members must select a presiding officer from the Members physically present at the place specified for the meeting.</p> <p>(2) If there is no quorum within half an hour after the time set for the meeting, the City Manager will record the names of the Members present and the meeting will be adjourned to the time of the next regular meeting.</p> <p>(3) The agenda for the adjourned meeting will be dealt with at the beginning of the next regular meeting, unless a special meeting is called before or after the next</p>	<p>establish its own electronic meeting participation policy so the exception to Procedures and Committees Bylaw Schedule C is required.</p> <p>The Chair or Vice Chair are ordinarily required to preside, but if they cannot be physically present at the meeting, it is impossible for them to do so, even if they are present electronically, so a provision for selecting another Board presiding officer in those circumstances is required.</p>
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	<p>regular meeting to deal with the business of the adjourned meeting.</p> <p>(4) The Board will follow the procedural rules for Standing Committees under Bylaw 12300, the Procedures and Committees Bylaw, except for the procedures for participating in meetings from remote locations under Schedule C.</p>	
<p>23 (1) The City Manager will make a replayable audio-recording of all Board meetings except those portions held in private.</p> <p>(2) The City Manager will supervise access to the recordings.</p> <p>(3) Recordings may only be transcribed by resolution of Council unless they are required:</p> <p>(a) by the City Manager in connection with litigation, and</p> <p>(b) by the City Auditor in connection with any audit, investigation or study being undertaken.</p>	<p>23 (1) The City Manager will make a replayable audio-recording of all Board meetings except those portions held in private.</p> <p>(2) The City Manager will supervise access to the recordings.</p> <p>(3) Recordings may only be transcribed by resolution of Council unless they are required:</p> <p>(a) by the City Manager in connection with litigation, or</p> <p>(b) by the City Auditor in connection with any audit, investigation or study being undertaken.</p>	<p>Clarification – if either the City Manager or the City Auditor require the transcript it will be produced.</p>

<p>(4) The City Manager must retain all audio-recordings of meetings for three years from the date of the meeting.</p>	<p>(4) The City Manager must retain all audio-recordings of meetings for three years from the date of the meeting.</p>	
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