

# Draft Electronic Meetings Procedures

## Recommendation:

That the Electronic Participation in Meetings Procedure as outlined in Attachment 1 of the February 5, 2013, Corporate Service report 2013COC027, be approved, subject to City Council giving third reading to Bylaw 16338, Amendment No. 1 to the LRT Governance Board Bylaw 15659.

## Report Summary

**This report provides the Board with a procedure to allow for electronic participation at meetings.**

## Previous Board Action

At the December 18, 2012, LRT Governance Board meeting, the following motions was passed:

That Administration provide a report to the LRT Governance Board with a proposed procedure to allow more than two Board Members (including members who are in the Edmonton Area) to participate in any regular or Special LRT Governance Board meeting by other means of communication devices.

## Report

On December 12, 2012, the LRT Governance Board directed Administration to prepare a procedure that would allow for electronic participation in meetings.

A proposed procedure is outlined in Attachment 1.

The proposed procedure allows for more than two Board Members to participate in meetings, without any restrictions as to their location.

However, in order to provide the Board with the authority to follow their own procedure, an amendment to Bylaw 15659 would need to be approved by City Council. It is recommended that an amendment to Section 22(4) in Bylaw 15659 be made, which would exempt the Board from having to follow the electronic participation at meetings procedure for Council and Standing Committees as set out in Bylaw 12300.

## Justification of Recommendation

Approval of the LRT Governance Board Procedure "Electronic Participation in Meetings" will facilitate flexibility for Board meetings and is subject to receiving the approval of City Council through an amendment to section 22(4) of Bylaw 15659.

## Attachment

1. LRT Governance Board Procedure – Electronic Participation in Meetings

## **LRT Governance Board Procedure – Electronic Participation at Meetings**

The LRT Governance Board may conduct meetings by way of electronic communication facilities, as provided for in Bylaw 15659, LRT Governance Board Bylaw, and in compliance with Section 199 of the *Municipal Government Act*.

### **Acceptable Circumstances for Use:**

A Member of the Board may participate in a meeting by using a communication facility if:

- (a) The Member of the Board is in a location outside Edmonton; or
- (b) The Member of the Board is in a location within Edmonton, but is unable to attend the meeting in person.

Members using an electronic or other communication facility will be counted as being present for the purpose of quorum; however, the meeting must be chaired by a Member of the Board who is physically present at the meeting location.

### **Notice of Proposed Use:**

Any person who wants to use an electronic communication facility must:

- (a) Notify, in writing or by email at least 12 hours before the meeting, the Office of the City Clerk that he or she intends to participate by means of an electronic communication facility; and
- (b) Advise the Office of the City Clerk of the phone number at which he or she will be available throughout the meeting.

### **Initiating Use of a Communication Facility:**

The City Clerk will telephone the person at the pre-arranged number at the beginning of the meeting.

### **Voting:**

When a vote is called on a motion, the Member of the Board who is participating in the meeting by means of an electronic communication facility will vote verbally. The Member of the Board who is not in the meeting location will indicate his or her vote verbally only after all other Members of the Board have voted by a show of hands.

### **Costs:**

When a member of the Board participates by means of an electronic communication facility, any costs will be paid by the City Manager. If a member of the public or administration chooses to participate by means of an electronic communication facility, any costs will be paid by the person wishing to use the electronic communication facility, unless the City Manager has agreed to pay the cost.