

THE CITY OF EDMONTON

BYLAW 16929

EDMONTON TRANSIT SYSTEM ADVISORY BOARD BYLAW

PART I - PURPOSE, DEFINITIONS AND INTERPRETATION

- PURPOSE** 1 The purpose of this bylaw is to continue the Edmonton Transit System Advisory Board established by Bylaw 12454, as a committee of Council.
- DEFINITIONS** 2 In this bylaw words have the meaning given to them in this section, but if not defined in this bylaw, have the same meaning as prescribed by the Municipal Government Act:
- (a) “**ATU**” means Amalgamated Transit Union Local 569;
 - (b) “**Board**” means the Edmonton Transit System Advisory Board continued under this bylaw;
 - (c) “**City**” means the municipal corporation of The City of Edmonton;
 - (d) “**City Manager**” means the chief administrative officer of the City or delegate;
 - (e) “**Council**” means the elected governing body of the City;
 - (f) “**FOIP Act**” means the *Freedom of Information and Protection of Privacy Act*, RSA 2000 c F-25;
 - (g) “**FOIP Head**” means the individual or group of individuals appointed by the Board to perform the powers and duties and exercise the functions of the FOIP Act authority for the Board;
 - (h) “**member**” means an individual appointed to the Board by Council;
 - (i) “**Municipal Government Act**” means the *Municipal Government Act*, RSA 2000, c m-26;

- (j) **“Procedures and Committees Bylaw”** means the City’s Procedures and Committees Bylaw, Bylaw 12300; and
- (k) **“public transit”** means City bus, light rail transit, and para-transit systems and facilities.

RULES FOR INTERPRETATION

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The following rules apply to interpretation of this bylaw:

- (a) The marginal notes and headings in this bylaw are for ease of reference only;
- (b) In the event of a conflict between a provision of this bylaw and an enactment, the enactment governs;
- (c) Any reference to an enactment or bylaw includes all amendments or successor enactments or bylaws, and applicable regulations or orders established pursuant to the enactment or bylaw;
- (d) Actions authorized by this bylaw must be performed in compliance with all applicable enactments, bylaws and the City’s policies and procedures.

PART II - ESTABLISHMENT, MANDATE AND TERMS OF REFERENCE

ESTABLISHMENT / CONTINUATION

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The Edmonton Transit System Advisory Board established under Bylaw 12454 is continued as a committee of Council.

MANDATE

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The mandate of the Board is to provide advice and recommendations to Council from a stakeholder perspective on issues relating to public transit, such as:

- (a) ridership;
- (b) mix of vehicles;
- (c) the relationship between City projects and public transit;
- (d) reviewing initiatives of other levels of government, surrounding municipalities, and other local authorities or organizations that could affect public transit;
- (e) repair, maintenance and accessibility issues;
- (f) servicing issues; and

- TERMS OF REFERENCE**
- (g) public transit policies.
- 6 In order to fulfill its mandate, the Board may:
- (a) identify and engage stakeholder groups and seek their input into the Board’s work;
 - (b) conduct research and prepare reports on matters within the Board’s mandate;
 - (c) examine City information regarding current and, at the City Manager’s request and where confidentiality issues permit, proposed public transit facilities and infrastructure, programs, public services, activities and policies, to identify issues falling within the Board’s mandate;
 - (d) work with the City Manager to develop and maintain a dialogue about matters of concern to stakeholders in relation to public transit; and
 - (e) inform Council of initiatives of other levels of government, surrounding municipalities and other local authorities and organizations that could impact public transit.

PART III - MEMBERSHIP

- MEMBERS**
- 7 The Board will be comprised of 12 volunteer members appointed by Council in accordance with Council’s policies and procedures.
- 8 The President of the ATU, or delegate, may serve the Board in a liaison capacity.
- 9 The Mayor will not be a member.
- TERMS**
- 10 Members are appointed at Council’s pleasure for terms of up to one year, but Council may elect to increase the length of any term.
- CONDUCT**
- 11 The Board may establish rules governing the conduct of its members.
- 12 The Board may ask Council to terminate a member’s appointment if he or she misses three meetings within a six month period or breaches the Board’s conduct rules.
- CHAIR**
- 13 The Board will annually elect a chair and vice-chair from its members.
- 14 The chair may serve as the Board’s chair for up to three

consecutive one year terms.

- 15 The chair will preside at meetings, present the Board's reports to Council, and perform the duties required of the chair by Council policies, but if the chair is unable to perform the chair's duties, the vice-chair will perform them.

PART IV - PROCEDURES

- MEETINGS** 16 The Board will establish an annual meeting schedule and provide it to the City Manager.
- 17 Meetings will take place in accordance with the Board's meeting schedule, and otherwise at the call of the chair.
- QUORUM** 18 Quorum for Board meetings is met by the attendance of a majority of the Board's members.
- TELEPHONE ATTENDANCE** 19 Members may, if necessary, attend meetings by telephone by following the procedures for participation by way of a communication facility in the manner permitted by the Municipal Government Act and Schedule "C" to the Procedures and Committees Bylaw, and attendance by telephone will be counted toward quorum.
- PROCEDURES** 20 The Board will follow the meeting procedures set out in the Procedures and Committees Bylaw, or as otherwise directed by the chair.
- VOTING** 21 Members will vote by show of hands, or by stating "yes" or "no" at the conclusion of a vote if participating by telephone, unless the chair directs otherwise.
- PUBLIC MEETINGS** 22 Board meetings will be held in public, with notice to the public, unless the meeting is closed for reasons permitted by the Municipal Government Act.
- FOIP ACT** 23 The Board will appoint a FOIP Head and adopt a FOIP fee schedule as required by the FOIP Act.
- SUB-COMMITTEES** 24 The Board may establish sub-committees comprised of its members and non-members to work on matters within the scope of its mandate, but sub-committees will be chaired by a member and report to the Board.

PART V - CITY MANAGER'S ROLE

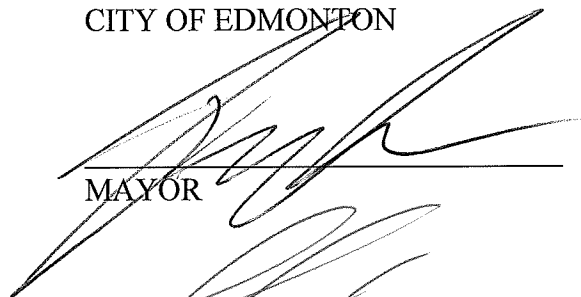
- 25 The City Manager will perform the following duties and functions for the Board:
- (a) Publish the Board's meeting schedule and notices;
 - (b) Provide technical, administrative, meeting space, meeting management and other supports to the Board as required for its meetings;
 - (c) Manage the Board's minutes and records;
 - (d) Provide City information or records to the Board about matters within its mandate if requested, subject to FOIP Act and other confidentiality requirements;
 - (e) Present budget requests for the Board during the City's budget process;
 - (f) Facilitate the preparation of Board reports to Council through the designated Standing Committee; and
 - (g) Serve as the Board's FOIP Head until such time as it passes a resolution appointing a FOIP Head in the manner required by the FOIP Act, but may with the City Manager's consent, appoint the City Manager.

PART VI - GENERAL

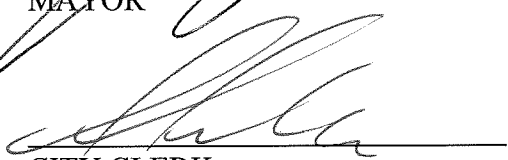
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| LEGISLATIVE REFERENCES | 26 | Schedule "A" entitled Legislative References is attached to and forms part of this bylaw. |
| REPORTING | 27 | At least once per year the Board will report to Council through its designated Standing Committee for review of its work plan, to update Council on its progress and initiatives, and to provide information or recommendations on issues and matters within its mandate. |
| BYLAW REVIEW | 28 | Not later than July 31, 2017, the Committee will prepare a report on the work done by the Board during the sitting Council's term to assist Council to determine whether Council continues to require the Board, and if so, whether changes to its bylaw are required. |
| REPEAL | 29 | Bylaw 12454 is repealed. |

Read a first time	28 th	day of	April	, A. D. 2015;
Read a second time	28 th	day of	April	, A. D. 2015;
Read a third time	28 th	day of	April	, A. D. 2015;
SIGNED AND PASSED	28 th	day of	April	, A. D. 2015.

CITY OF EDMONTON



MAYOR



CITY CLERK

SCHEDULE A

BYLAW 16929

EDMONTON TRANSIT SERVICES ADVISORY BOARD BYLAW

Legislation	Section	Summary of Referenced Item
MGA	1(f)	A committee, board or other body established under the authority of the MGA is a Council committee and subject to all of the rules for Council committees in the MGA
	142	Council is the continuing elected governing body of the City
	145	Council may establish Council committees by bylaw and pass rules for their conduct and procedure
	199	Members of Council or Council committees may attend meetings by electronic or other communication facilities if notice of the way it will be conducted is given to the public, the facilities allow the public to watch or listen, a designated officer is in attendance, and the facilities allow the participants to watch or hear one another.
	203 202(2)	Council may delegate any of its powers, duties or functions to the City Manager, designated officer, or council committee, except for passing budgets and bylaws, forgiving or exempting payment of taxes (s. 347), appointing/evaluating the City Manager, hearing of statutory appeals (unless delegated to a council committee)
	201(1)(b)	Council or the City Manager may exercise the City's natural person powers, unless Council specifies otherwise.
	201(2)	Council may not exercise a power or function or perform a duty that is assigned to or delegated to the City manager by bylaw or enactment
	207 and 208	The City Manager is the administrative head of the City, responsible for ensuring the policies and programs of the City, advises and informs Council of the operations and affairs of the City, and is responsible for bylaws, minutes, records and providing written advice about legal responsibilities in relation to Council committees
	209	The City Manager may delegate any of the City Manager's powers, duties or functions to a City employee or designated officer
	210	The City Manager is a designated officer of the City and all other appointed designated officers report to the City Manager.
FOIP Act	1(x),(xiii), (j), (p)	Council committees are separate public bodies from the City
	95	All public bodies must using the processes by which they take actions, appoint a FOIP Head responsible for performing the duties imposed by the Act, and set a fee schedule for FOIP requests