



# AGENDA PACKAGE

(Public Meeting)

**Revised Version: April 6, 2017**

Friday, April 7, 2017, 1:00 p.m. – **3:00** p.m.  
 Room 427/428, TransLink Office, 287 Nelson’s Court, New Westminster, BC

|               |   |             |
|---------------|---|-------------|
| 1:00PM        | 1. Preliminary Matters  |             |
|               | 1.1 Call to Order   |             |
|               | 1.2 Adoption of Agenda.....   | Page 1      |
|               | 1.3 <a href="#">Approval of Minutes (March 9, 2017)</a> .....                         | 2           |
| 1:05PM        | 2. <a href="#">Mayors’ Council Rules of Procedure</a> .....                           | 5           |
| 1:15PM        | 3. <a href="#">Report on Transit Police</a> .....                                     | 33          |
|               | <b>Revised order of Items 4 and 5:</b>  |             |
| 1:30PM        | 4. <a href="#">Report on 10-Year Vision Implementation</a> .....                      | 40          |
|               | • Bus service improvements (April service changes)                                    |             |
|               | • Greater Vancouver Regional Fund application   |             |
| 1:50PM        | 5. Report of the Funding Strategy Committee   |             |
|               | <b>New item:</b> 5.1 Provincial Property-based Taxes in Metro Vancouver .....         | <b>ORAL</b> |
|               | 5.2 <a href="#">Federal Budget analysis</a> .....                                     | 42          |
|               | <b>Report added:</b> 5.3 <a href="#">Public education and outreach campaign</a> ..... | 47          |
|               | <b>Report added:</b>  |             |
| 2:20PM        | 6. <a href="#">Report of TransLink Management</a> .....                               | <b>50</b>   |
|               | • Custom Transit Service Delivery Review  |             |
| 2:40PM        | 7. Public Delegations .....   | ORAL        |
|               | <b>Meeting extended:</b>  |             |
| <b>3:00PM</b> | <b>TERMINATION</b>  |             |

# **MAYORS' COUNCIL ON REGIONAL TRANSPORTATION**

## **PUBLIC MEETING MINUTES**

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Minutes of the Public Meeting of the Mayors' Council on Regional Transportation (Mayors' Council) held on Thursday, March 9, 2017 at 9:00 a.m. in Rooms 427/428, TransLink Offices, 287 Nelson's Court, New Westminster, BC.

### **PRESENT:**

Mayor Gregor Robertson, Vancouver, Chair  
Mayor Wayne Baldwin, White Rock (arrived at 9:15 a.m.)  
Mayor John Becker, Pitt Meadows  
Mayor Malcolm Brodie, Richmond  
Mayor Jonathan Coté, New Westminster  
Mayor Ralph Drew, Belcarra  
Mayor Jack Froese, Langley Township  
Councillor Tom Gill, Surrey (alternate)  
Bill Holmes, Electoral Area A (alternate)

Mayor John McEwen, Anmore  
Councillor Ron McLaughlin, Lions Bay (alternate)  
Mayor Greg Moore, Port Coquitlam  
Mayor Ted Schaffer, Langley City  
Mayor Murray Skeels, Bowen Island  
Mayor Michael Smith, West Vancouver  
Mayor Richard Walton, North Vancouver District

### **REGRETS:**

Mayor Mike Clay, Port Moody  
Mayor Derek Corrigan, Burnaby  
Mayor Lois Jackson, Delta  
Mayor Darrell Mussatto, North Vancouver City

Mayor Nicole Read, Maple Ridge  
Mayor Richard Stewart, Coquitlam  
Chief Bryce Williams, Tsawwassen First Nation

### **ALSO PRESENT:**

Michael Buda, Executive Director, Mayors' Council on Regional Transportation Secretariat

### **PREPARATION OF MINUTES:**

Carol Lee, Recording Secretary, Raincoast Ventures Ltd.

## **1. Preliminary Matters**

### **1.1 Call to Order**

The Chair called the meeting to order at 9:06 a.m. Due notice having been given and a quorum being present, the meeting was properly constituted.

### **1.2 Adoption of Agenda**

*Draft Agenda for the March 9, 2017 Public Meeting of the Mayors' Council on Regional Transportation, version dated March 6, 2017, was provided with the agenda material.*

### **It was MOVED and SECONDED**

That the Mayors' Council on Regional Transportation adopts the agenda for its Public meeting scheduled March 9, 2017, with the deletion of Item 5 – Public Delegations.

**CARRIED**

**1.3 Approval of Minutes – February 16, 2017**

*Draft Minutes of the February 16, 2017 Public Meeting of the Mayors' Council on Regional Transportation was provided with the agenda material.*

**It was MOVED and SECONDED**

That the Mayors' Council on Regional Transportation adopts the minutes of its Public meeting held February 16, 2017, as circulated.

**CARRIED**

**2. Report of the Funding Strategy Committee**

Mayor Jonathan Côté, Chair, Mayors' Council Funding Strategy Committee, reported that the Funding Strategy Committee is awaiting the announcement of the 2017 Federal Budget.

**It was MOVED and SECONDED**

That the Mayors' Council on Regional Transportation receives the report.

**CARRIED**

Mayor Wayne Baldwin arrived at 9:15 a.m.

**3. TransLink Update**

*Presentation titled "TransLink Updates" was provided with the agenda material.*

Geoff Cross, Vice-President, Transportation Planning and Policy, TransLink, led the review of the presentation titled "TransLink Updates" and provided commentary on:

- Status report on the delivery of additional services and investments of Phase One of the 10-Year Vision (Phase One)
- Establishment of the Greater Vancouver Urban Freight Council.

Discussion ensued on:

- Whether there will be direct representation from the Provincial and Federal Governments on the Greater Vancouver Urban Freight Council
- Future potential for the inter-operability of ride sharing and transit service
- Whether bus service improvements could be accelerated if the required funding were available
- Data available to determine the pace of consumption of additional bus service that is deployed
- Details of the electric bus pilot program.

**4. Mayors' Council Rules of Procedure**

*Report dated March 6, 2017 from Michael Buda, Executive Director, and Carol Lee, Recording Secretary, regarding "Revising the Mayors' Council Rules of Procedure" was provided with the agenda material.*

Mike Buda, Executive Director, Mayors' Council on Regional Transportation Secretariat, recommended that this item be deferred to the April 7, 2017 Mayors' Council meeting.

**It was MOVED and SECONDED**

That the Mayors' Council on Regional Transportation defers consideration of the revised Mayors' Council Rules of Procedure to the April 7, 2017 meeting.

**CARRIED**

**5. Termination**

**It was MOVED and SECONDED**

That the Mayors' Council on Regional Transportation on Regional Transportation Public Meeting held March 9, 2017, be now terminated.

**CARRIED**  
(Time: 9:40 a.m.)

Certified Correct:

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Mayor Gregor Robertson, Chair

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Carol Lee, Recording Secretary  
Raincoast Ventures Ltd.

April 3, 2017

Report to the Mayors' Council on Regional Transportation

**ITEM 2: REVISING THE MAYORS' COUNCIL RULES OF PROCEDURE**

Purpose

The purpose of this report is to submit a revised Mayors' Council on Regional Transportation's *Rules of Procedure for the Conduct of Meetings* (Rules of Procedure) for consideration for approval. The revisions proposed in this report include corrections to minor errors and inconsistencies flagged at the February 16, 2017 meeting, when the revised Rules were adopted in principle. This revised draft was included in the March 9, 2017 meeting agenda, but the item was deferred due to lack of time. This March 9 version was subsequently changed following additional minor corrections or clarifications flagged by members of the Mayors' Council and verified and reviewed by the TransLink Corporate Secretary.

Background

The Rules of Procedure were last amended in December 2010. In 2014, the Province of BC amended the *South Coast British Columbia Transportation Authority Act (Act)*, which resulted in significant changes to the roles and functions of the Mayors' Council and the manner in which it operates. The Mayors' Council has adapted the manner in which it conducts its affairs in order to fulfill these additional responsibilities. At its July 28, 2016 meeting, the Mayors' Council directed that the Rules of Procedure be amended to reflect these new practices. An overview of the changes proposed in this report were presented for feedback at the January 26, 2017 meeting of the Mayors' Council, with comments received integrated into this report. A full set of revisions was proposed on February 16, 2017, and adopted in principle, pending the correction of any final errors and inconsistencies.

Proposed Changes to the Rules of Procedure

The final, revised Rules of Procedures is showing in Annex 1, while Annex 2 shows the same document but with in-line changes shown to the version approved in principle on February 16, 2017.

Revisions are proposed in the following major thematic areas:

1. **Metro Vancouver precedent:** Where possible, rules reflect those used by Metro Vancouver, given the familiarity with those rules of most members.
2. **Definition of meetings:** The Council no longer meets solely in person as an entire body, and has used committees, workshops, teleconferences and has met jointly with the TransLink Board or Metro Vancouver Directors more and more frequently. The proposed Rules of Procedure include definitions of "Workshops" and specify the functioning and remuneration for Workshops and teleconferences. The functioning and remuneration for "Joint Meetings" with the TransLink Board have been established under a separate procedure. Note that in-person attendance at all meetings, committees and workshops is

required – dial-in participation is not permitted (except in cases where the meeting is designated as a teleconference, or if a member wishes to observe only).

3. **Elections:** At present, the election of Chair and Vice Chair traditionally occurs at the first meeting of each calendar year. However, under our previous Rules (incorrectly noted as under legislation in the previous version of this report), the term actually ends December 31, which leaves a gap of days or weeks in the official position until the election occurs. Before the 2014 legislative amendments, this did not have a significant real world impact. However, with the Chair and Vice Chair serving on the TransLink Board, this gap affects Board participation, and other administrative tasks such as accounting approvals. It is proposed that elections be moved to the final meeting of each calendar year.
4. **Staff roles:** The existing Rules prescribe specific responsibilities to the Corporate Secretary, which are now mostly delivered by the Executive Director. Revisions are proposed to accommodate changing staff roles. For duties relative to the providing notices of meetings and calling urgent meetings, the proposed Rules of Procedure will allow for either the Executive Director or the Corporate Secretary to fulfill those functions to ensure that the Mayors' Council is not prevented from holding a meeting in the event of a vacancy in either position.
5. **Weighted voting:** The application and process of weighted votes has resulted in uncertainty from time to time, particularly given some of the new responsibilities under the 2014 amendments. The proposed Rules of Procedure clarify those items that must be decided by a weighted vote and those that must be decided on the basis of one vote per member.

In addition, numerous amendments have been made to reorganize and group items to increase the readability of the Rules of Procedure. The final draft has been verified and reviewed by the TransLink Corporate Secretary.

### **RECOMMENDATIONS:**

It is recommended that the Mayors' Council on Regional Transportation:

1. Adopt the *Rules of Procedure for the Conduct of Meeting*, dated April 7, 2017 as presented in Annex 1 below; and
2. Receives the report.

Carol Lee  
Recording Secretary

Michael Buda  
Executive Director

**MAYORS' COUNCIL ON REGIONAL TRANSPORTATION  
RULES OF PROCEDURE FOR THE CONDUCT OF MEETINGS**

**1. DEFINITIONS**

In these Rules of Procedure for the Conduct of Meetings:

“Act” means the *South Coast British Columbia Transportation Authority Act*;

“Board” means the Board of Directors of TransLink;

“Board Chair” means the Chair of the Board, appointed by the Board;

“Chair” means a Council Member, elected as Chair by the Mayors’ Council;

“Chief Executive Officer” means the person appointed as Chief Executive Officer of TransLink;

“Committee” means a committee of Council Members established by the Mayors’ Council;

“Committee Chair” means the Committee member appointed as chair by the Committee;

“Corporate Secretary” means the Corporate Secretary of TransLink or his/her designate;

“Council Member” means a member of the Mayors’ Council;

“Delegate” means a person appointed by a Council Member to attend and act on his/her behalf, in his/her absence, at a meeting of the Mayors’ Council or a Committee, which person must be

(i) in the case of a mayor, a member of the mayor’s municipal council,

(ii) in the case of the head of a treaty first nation, a member of the governing body of the treaty first nation, and

(iii) in the case of the Electoral Area A Director, an alternate appointed in accordance with section 201 of the *Local Government Act*;

“Director” means a member of the Board;

“Executive Director” means the Executive Director of the Mayors’ Council on Regional Transportation Secretariat appointed by the Mayors’ Council to so act;

“In-Camera Meeting” means a meeting of the Mayors’ Council where attendance is restricted to Council Members, Delegates and invited attendees;

“Mayors’ Council” means the Mayors’ Council on Regional Transportation established under the Act;

“Presiding Member” means the person chairing a Mayors’ Council meeting;

“Public Meeting” means a meeting of the Mayors’ Council where the public is invited to attend;

“TransLink” means the South Coast British Columbia Transportation Authority;

“Vice-Chair” means a Council Member, elected as Vice-Chair by the Mayors’ Council; and

“Workshop” means a meeting of the Mayors’ Council convened for the purpose of sharing information or discussion and at which no decisions are to be made.

## **2. ELECTION OF CHAIR AND VICE-CHAIR**

- 2.1 The Chair and Vice-Chair are elected at the last meeting of each year of the Mayors’ Council.
- 2.2 Any Council Member may be nominated for the positions of Chair and Vice-Chair at the Mayors’ Council meeting where the election of the Chair and Vice-Chair is to be considered. The nomination must be seconded by another Council Member and must be accepted by the Council Member so nominated.
- 2.3 If more than one person is nominated for the position of Chair or Vice-Chair, a vote by secret ballot will be taken to determine the outcome at the meeting when the nominations are made. The person who receives the most votes, as determined by the Executive Director and Corporate Secretary, will be the Chair and Vice-Chair.
- 2.4 The election of Chair and Vice-Chair will be determined on the basis of one (1) vote per Council Member unless any Council Member requests that it be determined by a weighted vote.
- 2.5 The Chair and Vice-Chair will hold office for a one (1) year term, commencing on January 1 and ending on December 31 of the ensuing year.
- 2.6 The Chair and Vice-Chair should declare their intention to seek re-election by notifying the Council Members by email no later than November 15.



- 2.7 If the office of the Chair or Vice-Chair becomes vacant, the Mayors' Council will elect a new Chair or Vice-Chair at its next meeting, to hold office until December 31.

### **3. REGULAR MEETINGS**

- 3.1 Regularly scheduled meetings of the Mayors' Council will be at the call of the Chair.
- 3.2 At the request of the Chair, the Executive Director will provide notice of the meeting to Council Members at least five (5) clear calendar days before the date of the meeting and:
- (a) The notice will state the general purpose of the meeting and the day, hour and place of the meeting; and
  - (b) Notice of the meeting will be sent to the email address provided by each Council Member.
- 3.3 If the regular meeting is to be a Public Meeting, the Executive Director will provide public notice of the day, hour and place of the regular meeting, by way of notice posted on the TransLink website at least five (5) calendar days before the date of the meeting.

### **4. URGENT MEETINGS**

- 4.1 In an emergency, the Chair, or any three (3) or more Council Members upon written request, may call a meeting with less than five (5) clear calendar days notice.
- 4.2 The notice of an urgent meeting will indicate the agenda items to be dealt with at the meeting and only those matters will be dealt with at the meeting except where a resolution to place an additional item on the agenda has been passed unanimously by those Council Members and Delegates present at the meeting.
- 4.3 The Executive Director will provide notice of the urgent meeting as soon as practicable and:
- (a) The notice will state the purpose of the urgent meeting and the day, hour and place of the meeting; and
  - (b) Notice of the urgent meeting will be sent to the email address provided by each Council Member.

- 4.4 If the urgent meeting is to be a Public Meeting, the Executive Director will provide public notice of the day, hour and place of the urgent meeting, by way of notice posted on the TransLink website as soon as practicable.
- 4.5 Urgent In-Camera Meetings may be held via teleconference and all resolutions will be valid as if passed at an in-person meeting.

## **5. ATTENDANCE AT MEETINGS**

- 5.1 A Council Member may appoint a Delegate to attend a meeting and to act on his/her behalf at that meeting.
- 5.2 The Chair and Vice-Chair may not appoint a Delegate to act as Chair or Vice-Chair, respectively.
- 5.3 Council Members and Delegates must attend regularly scheduled meetings in person.
- 5.4 The Corporate Secretary will attend all meetings and record the business and proceedings thereof.
- 5.5 Attendance of individuals at In-Camera Meetings, with the exception of the Executive Director and Corporate Secretary, requires the approval of a majority of the Council Members and Delegates present at the meeting.

## **6. IN-CAMERA MEETINGS**

- 6.1 A part of a meeting must be closed to the public if the subject matter being considered relates to one or more of the following:
  - (a) A request under the *Freedom of Information and Protection of Privacy Act*, if the Mayors' Council is designated as head of the local public body for the purposes of that *Act* in relation to the matter;
  - (b) The consideration of information received and held in confidence relating to negotiations between the Mayors' Council and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party; and
  - (c) A matter that under the provisions of another enactment is such that the public must be excluded from the meeting.
- 6.2 A part of a meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

- (a) Personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the Mayors' Council or another position appointed by the Mayors' Council;
- (b) The security of the property of the Mayors' Council;
- (c) Labour relations or other employee relations;
- (d) The acquisition, disposition or expropriation of land or improvements, if the Mayors' Council considers that disclosure could reasonably be expected to harm the interests of the Mayors' Council;
- (e) Law enforcement, if the Mayors' Council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
- (f) Litigation or potential litigation affecting the Mayors' Council;
- (g) An administrative tribunal hearing or potential administrative tribunal hearing affecting the Mayors' Council, other than a hearing to be conducted by the Mayors' Council or a delegate of the Mayors' Council;
- (h) The receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (i) Information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*;
- (j) Negotiations and related discussions respecting the proposed provision of a Mayors' Council service that are at their preliminary stages and that, in the view of the Mayors' Council, could reasonably be expected to harm the interests of the Mayors' Council if they were held in public;
- (k) Relations or negotiations between the Mayors' Council and other levels of government and/or agencies;
- (l) A matter that under the provisions of another enactment is such that the public may be excluded from the meeting;
- (m) The consideration of whether a meeting should be closed under a provision of this Item or Item 6.1; and
- (n) A vote on whether particular individuals may attend the part of a meeting that is closed to the public.

- 6.3 If the only subject matter being considered at a meeting is one or more matters referred to in Items 6.1 or 6.2, the applicable subsection applies to the entire meeting.
- 6.4 The Executive Director or Corporate Secretary will circulate the proposed agendas for the Public and In-Camera Meetings to all Council Members seven (7) days prior to the scheduled meeting date. Upon receipt of the proposed agendas, the Council Members may request the Chair to move items from the Public meeting agenda to the In-Camera meeting agenda and vice versa, prior to the agendas being finalized.

## **7. QUORUM**

- 7.1 The quorum necessary for the transaction of the business of the Mayors' Council will be a majority of the Council Members.
- 7.2 Delegates will be included in the determination of quorum.

## **8. PUBLIC DELEGATIONS**

- 8.1 The Mayors' Council will allot a maximum of one (1) hour on the day of a Public Meeting to receive public delegations.
- 8.2 Each delegation will be given a maximum of five (5) minutes to address the Mayors' Council.
- 8.3 Any person or organization wishing to appear before the Mayors' Council must submit an application to the Executive Director no later than 8:00 a.m., two (2) business days prior to the scheduled meeting.
- 8.4 The application must indicate the agenda item or issue the applicant wishes to address, the name of the designated speaker and the specific action that is being requested of the Mayors' Council. The Mayors' Council will receive public delegations only on those matters that are within the authority of the Mayors' Council to decide.
- 8.5 The Mayors' Council will receive one representative from an organization at each meeting. If an organization wishes to appear as a delegation, one person should be selected as a designated speaker for the organization. If more than one individual from an organization submits an application, the individual who registered first with the Executive Director will be deemed to be the designated speaker for the organization. Additional representatives from the organizations will be received, time permitting within the time allotted to receiving public input, in accordance with Item 8.7(c).

- 8.6 The Executive Director will, no later than noon on the business day prior to the scheduled meeting, advise the applicant whether he/she is scheduled to appear before the Mayors' Council.
- 8.7 Applications to appear as delegations will be prioritized in accordance with the following process:
- (a) Those individuals or organizations (in accordance with Item 8.5) speaking on an agenda item to be considered at the meeting will be received first. Priority will be given to those individuals or organizations that have not previously addressed the Mayors' Council on the agenda item of interest.
  - (b) Those individuals or organizations (in accordance with Item 8.5) speaking on issues not included on the agenda for the meeting and on a matter that is within the authority of the Mayors' Council will be received next. Priority will be given to those individuals or organizations that have not previously addressed the Mayors' Council on the issue of interest.
  - (c) Representatives, other than the designated speaker of an organization that has already been heard at the meeting, will be received next in the order in which they register with the Executive Director (subject to Item 8.8), if time permits within the time allotted by the Mayors' Council to receive delegations.
- 8.8 Where the number of applications exceeds the time allotted by the Mayors' Council to receive delegations, a maximum of four (4) presentations on each agenda item or issue will be received. The Executive Director will attempt to provide a balance of perspectives on the action being requested of the Mayors' Council on a specific agenda item or issue.
- 8.9 Where the number of applicants exceeds the time allotted to receiving public input, the applicants that are not accepted will be invited to submit written input to the Mayors' Council.
- 8.10 Where circumstances warrant, the Mayors' Council, at its sole discretion, may extend the length of time allotted to receiving public input.
- 8.11 Meetings of the Mayors' Council may be held for the express purpose of receiving public input and Item 8.1 will not apply. The meeting will be called by the Executive Director at the request of the Chair and notice of the meeting will be delivered to Council Members at least ten (10) clear calendar days before the date of the meeting.

## **9. RULES OF CONDUCT**

- 9.1 The Chair will preside at all meetings. In the absence of the Chair, the Vice-Chair will preside.
- 9.2 In the absence of the Chair and Vice-Chair, the Council Members and Delegates present will elect a Council Member to act as chair for the meeting.
- 9.3 The Presiding Member will preserve order and decide all points of order that may arise during the meeting.
- 9.4 The Presiding Member may expel or exclude any person from a meeting for improper conduct.
- 9.5 Any Council Member or Delegate may appeal a decision of the Presiding Member. On an appeal, the question "Will the Chair be sustained?", will be immediately put by the Presiding Member and decided without debate and:
  - (a) The Presiding Member will not be entitled to vote on an appeal;
  - (b) Each Council Member or Delegate will have one (1) vote;
  - (c) In the event of the votes being equal, the decision of the Presiding Member is sustained; and
  - (d) The Presiding Member will be governed by the vote of the majority of those present at the meeting.
- 9.6 If the Presiding Member refuses to put the question "Will the Chair be sustained?", the Council Members and Delegates will immediately appoint another Council Member to chair the meeting and to proceed in accordance with Item 9.5.

## **10. MOTIONS**

- 10.1 A motion must be moved and seconded before the subject of the question is debated or determined.
- 10.2 A motion that has been moved and seconded may be withdrawn at any time by the mover, with the approval of a majority of those present at the meeting.
- 10.3 During the debate on a motion:
  - (a) The only motions that may be made are to refer, amend, table or defer it, adjourn the meeting, or call the question; and

- (b) Motions to defer or refer the motion or to adjourn the meeting will be decided without debate or amendment.
- 10.4 Any Council Member or Delegate may request that a motion that contains multiple parts be divided and that the question on each be called separately.
- 10.5 A motion to adjourn will always be in order, but no second motion to the same effect will be made until some intermediate proceeding will have been taken.

## **11. RULES OF DEBATE**

- 11.1 Where there is a motion under debate, a Council Member or Delegate will not speak other than on that motion under debate and the matters relating to that motion as set out in Item 11.3.
- 11.2 No Council Member or Delegate will speak on any question for longer than five (5) minutes without leave of the Mayors' Council.
- 11.3 No Council Member or Delegate, with the exception of the mover of the motion under debate, will speak more than once to the same motion without leave of the Mayors' Council except in explanation of a material part of his or her speech which may have been misconceived, and in doing so, the Council Member or Delegate is not to introduce any new matter.
- 11.4 If, during debate on a motion, a motion to refer or defer that motion is put while there are Council Members or Delegates remaining who have indicated an intention to speak, the Presiding Member will, at his/her sole discretion, refuse to accept the seconding of such a motion of deferral or referral until those on the list of speakers for the first motion have been heard. No other names will be added to the speakers list, and following the hearing of those entitled to speak, the Presiding Member will ask if there will be a seconder to the motion to defer or refer and, receiving an affirmative response, will call the question on such motion without debate or amendment.
- 11.5 Item 11.4 does not apply to the mover of the motion under debate and the mover will be permitted to speak a second time, for a maximum of five (5) minutes, immediately before the question is finally put by the Presiding Member.
- 11.6 After the question is finally put by the Presiding Member no Council Member or Delegate will speak to such question nor will any other motion be made until after the result is declared.

## 12. VOTING

- 12.1 Questions arising at any meeting will be decided by a majority of votes of those present.
- 12.2 Under the Act, questions relating to the following items must be decided by a weighted vote:
- (a) Approving or rejecting a long-term strategy;
  - (b) Approving or rejecting an investment plan; and
  - (c) Approving, rejecting or altering an application to establish a new fare or to increase an existing fare.
- 12.3 Under the Act, questions relating to the following items must be decided on the basis of one (1) vote per Council Member:
- (a) Appointing Directors;
  - (b) Varying Director remuneration, except that the Chair and Vice-Chair are not entitled to vote on resolutions regarding varying Director remuneration;
  - (c) Amending the executive compensation plan; and
  - (d) Approving or rejecting a proposed fare collection bylaw or amendment.
- 12.4 For questions related to items other than those set out in Items 12.2 and 12.3:
- (a) If, prior to the question being called, no Council Member requests that a weighted vote be called, the question will be decided on the basis of one (1) vote per Council Member; and
  - (b) If, prior to the question being called, a Council Member requests that a weighted vote be called, the question will be decided by weighted vote.
- 12.5 Except as provided in Items 9.5(a) and 12.3(b), the Presiding Member will vote on all business coming before a meeting.
- 12.6 In the case of an equal number of votes for and against a question, including the vote of the Presiding Member (when he or she is permitted to vote), the question will be defeated.



### **13. NOTICE OF MOTION**

- 13.1 Any Council Member or Delegate desiring to bring a new matter before a meeting of the Mayors' Council, other than a point of order or a point of privilege, will do so by way of motion.
- 13.2 Any new matter that requires further information than could or would normally be available to the Mayors' Council at a meeting, may be ruled by the Presiding Member as a notice of motion and will be dealt with as provided by Item 13.3(b).
- 13.3 A notice of motion may be introduced by a Council Member by:
  - (a) Providing the Executive Director or Corporate Secretary with a signed copy of such motion, no later than five (5) clear calendar days prior to the scheduled meeting, and the Executive Director or Corporate Secretary will add the motion to the agenda for said meeting; or
  - (b) Providing the Executive Director or Corporate Secretary with a signed copy of such motion during a meeting and the Corporate Secretary will, upon the Council Member or Delegate being acknowledged by the Presiding Member and the notice of motion being read to the meeting, include it in the minutes of that meeting as notice of motion and will add the motion to the agenda of the next regular meeting of the Mayors' Council.
- 13.4 A motion may be introduced without previous notice having been given by a resolution waiving notice of motion passed by two-thirds (2/3) of those present at the meeting.

### **14. AMENDMENTS**

- 14.1 An amendment must be moved and seconded before it is debated or determined.
- 14.2 Only two (2) amendments will be allowed to the main question and only one (1) amendment will be allowed to an amendment.
- 14.3 Every amendment must be determined before the main question is put to a vote.
- 14.4 Amendments will be voted upon in the reverse order in which they were moved.
- 14.5 An amendment that has been moved and seconded may be withdrawn at any time by the mover.

- 14.6 A question of referral, until it is decided, will preclude all amendments to the main question.

## **15. RECONSIDERATION**

- 15.1 A motion to reconsider a matter that has previously been decided by the Mayors' Council may be moved at the same meeting or at a subsequent meeting by a Council Member or Delegate who previously voted with the prevailing side, provided that no steps have been taken to implement the matter previously decided.
- 15.2 A motion to reconsider may be seconded by any Council Member or Delegate.
- 15.3 After the motion to reconsider has been moved and seconded, the mover must state the justification for reconsidering the previous decision. The motion to reconsider will be decided by a simple majority of those present, without debate or amendment.
- 15.4 If the motion to reconsider is carried, the original motion will be reconsidered as the next item of business and all regular rules of debate and voting will apply.

## **16. COMMITTEES**

- 16.1 The Mayors' Council may establish committees and delegate the powers and duties of the Mayors' Council to the committees.
- 16.2 Sections 1, 3, 4, 5, 6, 8, 9, 10, 11, 12, 13, 14 and 15 will apply to meetings of Committees with such modifications as are required, including the substitution of the term "Committee Chair" for the term "Chair" and the term "Committee meeting" for the term "Mayors' Council meeting".
- 16.3 The Chair is an ex officio member of all Committees.
- 16.4 The quorum necessary for the transaction of business at a Committee meeting will be a majority of the Committee members.

## **17. WORKSHOPS**

- 17.1 Workshops will be considered duly constituted meetings of the Mayors' Council.
- 17.2 Workshops may be convened from time to time at the call of the Chair, upon written notice provided to Council Members in accordance with Item 3.2.
- 17.3 In-person attendance by Council Members or Delegates at Workshops will constitute attendance at a meeting for the purposes of remuneration under s. 213(4)(b) of the Act.

17.4 The quorum for a Workshop will be those Council Members and Delegates present.

**18. SUPPLEMENTARY PROVISIONS**

18.1 If a situation is not contemplated by these Rules of Procedure for the Conduct of Meetings, the “Council Proceedings” Division of the *Community Charter* will apply.

18.2 If a situation is not contemplated by these Rules of Procedure for the Conduct of Meetings nor by the “Council Proceedings” Division of the *Community Charter*, Roberts Rules of Order will apply.

18.3 In the absence of the Executive Director, the Corporate Secretary will carry out the Executive Director’s responsibilities described in these Rules of Procedure.

**MAYORS' COUNCIL ON REGIONAL TRANSPORTATION  
RULES OF PROCEDURE FOR THE CONDUCT OF MEETINGS**

**1. DEFINITIONS**

In these Rules of Procedure for the Conduct of Meetings:

"Act" means the *South Coast British Columbia Transportation Authority Act*;

"Board" means the Board of Directors of TransLink;

"Board Chair" means the Chair of the Board, appointed by the Board;

"Chair" means a Council Member, elected as Chair by the Mayors' Council;

"Chief Executive Officer" means the person appointed as Chief Executive Officer of TransLink, ~~pursuant to the Act~~;

"Committee" means a committee of Council Members established by the Mayors' Council;

"Committee Chair" means the Committee member appointed as chair by the Committee;

"Corporate Secretary" means the Corporate Secretary of TransLink or his/her designate;

"Council Member" means a member of the Mayors' Council;

"Delegate" means ~~a person a member of a mayor's municipal council, governing body of a treaty first nation or an alternate representative of the electoral area~~ appointed by ~~the a~~ Council Member to attend and act on his/her behalf, in his/her absence, at a meeting of the Mayors' Council, ~~or a Committee of the Mayors' Council, Joint Meeting or Workshop, which person must be;~~

(i) in the case of a mayor, a member of the mayor's municipal council,

(ii) in the case of the head of a treaty first nation, a member of the governing body of the treaty first nation, and

(iii) in the case of the Electoral Area A Director, an alternate appointed in accordance with section 201 of the *Local Government Act*;

"Director" means a member of the Board;

“Executive Director” means the Executive Director of the Mayors’ Council on Regional Transportation Secretariat appointed by the Mayors’ Council to so act;

“In-Camera Meeting” means a meeting of the Mayors’ Council where attendance is restricted to Council Members, Delegates and invited attendees;

~~“Joint Meeting” means a meeting where the members of the Mayors’ Council or a committee of the Mayors’ Council and the Board or a committee of the Board agree to jointly attend;~~

“Mayors’ Council” means the Mayors’ Council on Regional Transportation established under the Act;

“Presiding Member” means the person chairing a Mayors’ Council meeting;

“Public Meeting” means a meeting of the Mayors’ Council where the public is invited to attend;

“TransLink” means the South Coast British Columbia Transportation Authority;

“Vice-Chair” means a Council Member, elected as Vice-Chair by the Mayors’ Council; and

“Workshop” means a meeting of the Mayors’ Council convened for the purpose of sharing information or discussion but and at which no decisions are permitted to be made.

## **2. ELECTION OF CHAIR AND VICE-CHAIR**

2.1 The Chair and Vice-Chair are elected at the last meeting of each year of the Mayors’ Council.

2.2 Any Council Member may be nominated for the positions of Chair and Vice-Chair at the Mayors’ Council meeting where the election of the Chair and Vice-Chair is to be considered. The nomination must be seconded by another Council Member and must be accepted by the Council Member so nominated.

2.3 If more than one person is nominated for the positions of Chair and-or Vice-Chair, a vote by secret ballot will be taken to determine the outcome at the meeting when the nominations are made. The person who receives the most votes, as determined by the Executive Director and Corporate Secretary, will be the Chair and Vice-Chair.

2.4 The election of Chair and Vice-Chair will be determined on the basis of one (1) vote per Council Member unless any Council Member requests that it be determined by a weighted vote.

- 2.5 The Chair and Vice-Chair ~~shall~~will hold office for a one (1) year term, commencing on January 1 and ending on December 31 of the ensuing year.
- 2.6 The Chair and Vice-Chair should declare their intention to seek re-election ~~or to resign from the office~~ by notifying the Council Members by email no later than November 15.
- 2.7 ~~If the office of the Chair or Vice Chair becomes vacant, the Mayors' Council will elect a new Chair or Vice Chair at its next meeting, to hold office until such time as he/she is no longer a Council Member or until the Mayors' Council elects another Council Member as Chair or Vice Chair. December 31.~~

### 3. REGULAR MEETINGS

- 3.1 Regularly scheduled meetings of the Mayors' Council ~~shall~~will be at the call of the Chair.
- 3.2 At the request of the Chair, the Executive Director ~~shall~~will provide notice of the meeting to Council Members at least five (5) clear calendar days before the date of the meeting and:
  - (a) The notice will state the general purpose of the meeting and the day, hour and place of the meeting; and
  - (b) Notice of the meeting will be ~~delivered~~sent to the email address provided by ~~the~~each Council Member.
- 3.3 If the regular meeting is to be a Public Meeting, the Executive Director ~~shall~~will provide public notice of the day, hour and place of the regular meeting, by way of notice posted on the TransLink website at least five (5) calendar days before the date of the meeting.

### 4. URGENT MEETINGS

- 4.1 In an emergency, the Chair, or any three (3) or more Council Members upon written request, may call a meeting with less than five (5) clear calendar days notice.
- 4.2 The notice of an urgent meeting will indicate the agenda items to be dealt with at the meeting and only those matters will be dealt with at the meeting except where a resolution to place an additional item on the agenda has been passed unanimously by those Council Members and Delegates present at the meeting.
- 4.3 The Executive Director ~~shall~~will ~~provide~~ notice of the urgent meeting as soon as practicable and:

- (a) The notice will state the purpose of the urgent meeting and the day, hour and place of the meeting; and
  - (b) Notice of the urgent meeting will be ~~delivered~~ sent to the email address provided by ~~the each~~ Council Member.
- 4.4 If the urgent meeting is to be a Public Meeting, the Executive Director ~~shall~~ will provide public notice of the day, hour and place of the urgent meeting, by way of notice posted on the TransLink website as soon as practicable.
- 4.5 Urgent In-Camera Meetings ~~of the Mayors' Council~~ may be held via teleconference and all resolutions ~~shall~~ will be valid as if passed at an in-person meeting.

## 5. ATTENDANCE AT MEETINGS

- 5.1 A Council Member may appoint a Delegate to attend a meeting and to act on his/her behalf at that meeting.
- 5.2 The Chair and Vice-Chair may not appoint a Delegate to act as Chair or Vice-Chair, respectively.
- 5.3 Council Members and Delegates must attend regularly scheduled meetings in person.
- 5.4 The Corporate Secretary will attend all ~~Mayors' Council~~ meetings and record the business and proceedings thereof.
- 5.5 Attendance of individuals at In-Camera Meetings, with the exception of the Executive Director and Corporate Secretary, requires s the approval of a majority of the Council Members and Delegates present at the meeting.

## 6. IN-CAMERA MEETINGS

- 6.1 A part of a meeting must be closed to the public if the subject matter being considered relates to one or more of the following:
- (a) A request under the *Freedom of Information and Protection of Privacy Act*, if the Mayors' Council is designated as head of the local public body for the purposes of that *Act* in relation to the matter;
  - (b) The consideration of information received and held in confidence relating to negotiations between the Mayors' Council and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party; and

- (c) A matter that under the provisions of another enactment ~~where is such that~~ the public must be excluded from the meeting.

6.2 A part of a meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

- (a) Personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the Mayors' Council or another position appointed by the Mayors' Council;
- (b) The security of the property of the Mayors' Council;
- (c) Labour relations or other employee relations;
- (d) The acquisition, disposition or expropriation of land or improvements, if the Mayors' Council ~~or Committee~~ considers that disclosure could reasonably be expected to harm the interests of the Mayors' Council;
- (e) Law enforcement, if the Mayors' Council ~~or Committee~~ considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
- (f) Litigation or potential litigation affecting the Mayors' Council;
- (g) An administrative tribunal hearing or potential administrative tribunal hearing affecting the Mayors' Council, other than a hearing to be conducted by the Mayors' Council ~~or Committee~~ or a ~~Delegate~~ delegate of the Mayors' Council ~~or Committee~~;
- (h) The receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (i) Information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*;
- (j) Negotiations and related discussions respecting the proposed provision of a Mayors' Council service that are at their preliminary stages and that, in the view of the Mayors' Council ~~or Committee~~, could reasonably be expected to harm the interests of the Mayors' Council if they were held in public;
- (k) Relations or negotiations between the Mayors' Council and other levels of government and/or agencies;



- (l) A matter that under the provisions of another enactment ~~where is such~~ that the public may be excluded from the meeting;
- (m) The consideration of whether a meeting should be closed under a provision of this Item or Item 6.1; and
- (n) ~~The consideration of whether the authority under Item 6.2 should be exercised in relation to a meeting.~~ A vote on whether particular individuals may attend the part of a meeting that is closed to the public.

6.3 If the only subject matter being considered at a meeting is one or more matters referred to in Items 6.1 or 6.2, the applicable subsection applies to the entire meeting.

6.4 The Executive Director or Corporate Secretary will circulate the proposed agendas for the Public and In-Camera Meetings to all Council Members seven (7) days prior to the scheduled meeting date. Upon receipt of the proposed agendas, the Council Members may request the Chair to move items from the Public meeting agenda to the In-Camera meeting agenda and vice versa, prior to the agendas being finalized.

## **7. QUORUM**

7.1 The quorum necessary for the transaction of the business of the Mayors' Council ~~shall~~ will be a majority of the Council Members.

7.2 Delegates will be included in the determination of quorum.

## **8. PUBLIC DELEGATIONS**

8.1 The Mayors' Council will allot a maximum of one (1) hour on the day of a Public Meeting to receive public delegations.

8.2 Each delegation will be given a maximum of five (5) minutes to address the Mayors' Council.

8.3 Any person or organization wishing to appear before the Mayors' Council must submit an application to the Executive Director no later than 8:00 a.m., two (2) business days prior to the scheduled meeting.

8.4 The application must indicate the agenda item or issue the applicant wishes to address, the name of the designated speaker and the specific action that is being requested of the Mayors' Council. The Mayors' Council will receive public delegations only on those matters that are within the authority of the Mayors' Council to decide.

- 8.5 The Mayors' Council will receive one representative from an organization at each meeting. If an organization wishes to appear as a delegation, one person should be selected as a designated speaker for the organization. If more than one individual from an organization submits an application, the individual who registered first with the Executive Director will be deemed to be the designated speaker for the organization. Additional representatives from the organizations will be received, time permitting within the time allotted to receiving public input, in accordance with Item 8.7(c).
- 8.6 The Executive Director ~~shall~~will, no later than noon on the business day prior to the scheduled meeting, advise the applicant whether he/she is scheduled to appear before the Mayors' Council.
- 8.7 Applications to appear as delegations will be prioritized in accordance with the following process:
- (a) Those individuals or organizations (in accordance with Item 8.5) speaking on an agenda item to be considered at the meeting will be received first. Priority will be given to those individuals or organizations that have not previously addressed the Mayors' Council on the agenda item of interest.
  - (b) Those individuals or organizations (in accordance with Item 8.5) speaking on issues not included on the agenda for the meeting and on a matter that is within the authority of the Mayors' Council will be received next. Priority will be given to those individuals or organizations that have not previously addressed the Mayors' Council on the issue of interest.
  - (c) Representatives, other than the designated speaker of an organization that has already been heard at the meeting, will be received next in the order in which they register with the Executive Director (subject to Item 8.8), if time permits within the time allotted by the Mayors' Council to receive delegations.
- 8.8 Where the number of applications exceeds the time allotted by the Mayors' Council to receive delegations, a maximum of four (4) presentations on each agenda item or issue will be received. The Executive Director will attempt to provide a balance of perspectives on the action being requested of the Mayors' Council on a specific agenda item or issue.
- 8.9 Where the number of applicants exceeds the time allotted to receiving public input, the applicants that are not accepted will be invited to submit written input to the Mayors' Council.
- 8.10 Where circumstances warrant, the Mayors' Council, at its sole discretion, may extend the length of time allotted to receiving public input.

8.11 Meetings of the Mayors' Council may be held for the express purpose of receiving public input and Item 8.1 will not apply. The meeting will be called by the Executive Director at the request of the Chair and notice of the meeting will be delivered to Council Members at least ten (10) clear calendar days before the date of the meeting.

## 9. RULES OF CONDUCT

9.1 The Chair will preside at all meetings. In the absence of the Chair, the Vice-Chair ~~shall~~will preside.

9.2 In the absence of the Chair and Vice-Chair, the Council Members and Delegates present ~~shall~~will elect a Council Member to act as chair for the meeting.

9.3 The ~~Chair, Vice-Chair or the Council Member presiding over the meeting (referred to as "Presiding Member" in this Section)~~Presiding Member will preserve order and decide all points of order that may arise during the meeting.

9.4 The Presiding Member may expel or exclude any person from a meeting for improper conduct.

9.5 Any Council Member or Delegate may appeal a decision of the Presiding Member. On an appeal, the question "Will the Chair be sustained?", will be immediately put by the Presiding Member and decided without debate and:

- (a) The Presiding Member ~~shall~~will not be entitled to vote on an appeal;
- (b) Each Council Member or Delegate will have one (1) vote;
- (c) In the event of the votes being equal, the decision of the Presiding Member is sustained; and
- (d) The Presiding Member will be governed by the vote of the majority of those present at the meeting.

9.6 If the Presiding Member refuses to put the question "Will the Chair be sustained?", the Council Members and Delegates will immediately appoint another Council Member to ~~act as Presiding Member~~chair the meeting and to proceed in accordance with Item 9.~~35~~5.

## 10. MOTIONS

10.1 A motion must be moved and seconded before the subject of the question is debated or determined.

- 10.2 A motion that has been moved and seconded may be withdrawn at any time by the mover, with the approval of a majority of those present at the meeting.
- 10.3 During the debate on a motion:
- (a) The only motions that may be made are to refer, amend, table or defer it, adjourn the meeting, or call the question; and
  - (b) Motions to defer or refer the motion or to adjourn the meeting ~~shall~~will be decided without debate or amendment.
- 10.4 Any Council Member or Delegate may request that a motion that contains multiple parts be divided and that the question on each be called separately.
- 10.5 A motion to adjourn ~~shall~~will always be in order, but no second motion to the same effect ~~shall~~will be made until some intermediate proceeding ~~shall~~will have been taken.

## 11. RULES OF DEBATE

- 11.1 Where there is a motion under debate, a Council Member or Delegate ~~shall~~will not speak other than on that motion under debate and the matters relating to that motion as set out in Item 11.3.
- 11.2 No Council Member or Delegate ~~will~~shall speak on any question for longer than five (5) minutes without leave of the Mayors' Council.
- 11.3 No Council Member or Delegate, with the exception of the mover of the motion under debate, ~~will~~shall speak more than once to the same motion without leave of the Mayors' Council except in explanation of a material part of his or her speech which may have been misconceived, and in doing so, the Council Member or Delegate is not to introduce any new matter.
- 11.4 If, during debate on a motion, a motion to refer or defer that motion is put while there are Council Members or Delegates remaining who have indicated an intention to speak, the ~~Chair~~Presiding Member ~~will~~shall, at his/her sole discretion, refuse to accept the seconding of such a motion of deferral or referral until those on the list of speakers for the first motion have been heard. No other names ~~will~~shall be added to the speakers list, and following the hearing of those entitled to speak, the ~~Chair~~Presiding Member ~~will~~shall ask if there will be a seconder to the motion to defer or refer and, receiving an affirmative response, shall call the question on such motion without debate or amendment.
- 11.5 Item 11.4 does not apply to the mover of the motion under debate and the mover ~~will~~shall be permitted to speak a second time, for a maximum of five (5)

minutes, immediately before the question is finally put by the ~~Chair~~Presiding Member.

- 11.6 After the question is finally put by the ~~Chair~~Presiding Member no Council Member or Delegate ~~will~~shall speak to such question nor ~~will~~shall any other motion be made until after the result is declared.

## 12. VOTING

- 12.1 Questions arising at any meeting ~~will~~shall be decided by a majority of votes of those present.

- 12.2 ~~Under the Act, Q~~Under the Act, Questions relating to the following items must be decided by a weighted vote:

- (a) Approving or rejecting a long-term strategy;
- (b) Approving or rejecting an investment plan; and
- (c) Approving, rejecting or altering an application to establish a new fare or to increase an existing fare.

- 12.3 ~~Under the Act, Q~~Under the Act, Questions relating to the following items must be decided on the basis of one (1) vote per Council Member:

- (a) Appointing Directors;
- (b) Varying Director remuneration, except that the Chair and Vice-Chair are not entitled to vote on resolutions regarding varying Director remuneration;
- (c) Amending the ~~E~~Executive compensation plan; and
- (d) Approving or rejecting a proposed fare collection bylaw or amendment.

12.4 For questions related to items other than those set out in Items 12.2 and 12.3:

(c) If, prior to the question being called, no Council Member requests that a weighted vote be called, the question will be decided on the basis of one (1) vote per Council Member; and

(d) If, prior to the question being called, a Council Member requests that a weighted vote be called, the question will be decided by weighted vote.

- ~~12.4~~12.5 Except as provided in Items ~~9.35~~9.35(a) ~~and 12.3(b)~~, the ~~Chair~~Presiding Member ~~shall~~will vote on all business coming before a meeting.

~~12.5~~12.6 In the case of an equal number of votes for and against a question, including the vote of the ~~Chair~~Presiding Member (when he or she is permitted to vote), ~~except as provided in Item 9.3(a)~~, the question ~~shall~~will be defeated.

### 13. NOTICE OF MOTION

13.1 Any Council Member or Delegate desiring to bring a new matter before a meeting of the Mayors' Council, other than a point of order or a point of privilege, ~~shall~~will do so by way of motion.

13.2 Any new matter that requires further information than could or would normally be available to the Mayors' Council at a meeting, may be ruled by the ~~Chair~~Presiding Member as a notice of motion and ~~shall~~will be dealt with as provided by Item 13.3(b).

13.3 A notice of motion may be introduced by a Council Member by:

(a) Providing the Executive Director or Corporate Secretary with a signed copy of such motion, no later than five (5) clear calendar days prior to the scheduled meeting, and the Executive Director or Corporate Secretary ~~shall~~will add the motion to the agenda for said meeting; or

(b) Providing the Executive Director or Corporate Secretary with a signed copy of such motion during a meeting and the Corporate Secretary ~~shall~~will, upon the Council Member or Delegate being acknowledged by the ~~Chair~~Presiding Member and the notice of motion being read to the meeting, include it in the minutes of that meeting as notice of motion and ~~shall~~will add the motion to the agenda of the next regular meeting of the Mayors' Council.

13.4 A motion may be introduced without previous notice having been given by a resolution waiving notice of motion passed by two-thirds (2/3) of those present at the meeting.

### 14. AMENDMENTS

14.1 An amendment must be moved and seconded before it is debated or determined.

14.2 Only two (2) amendments ~~shall~~will be allowed to the main question and only one (1) amendment ~~shall~~will be allowed to an amendment.

14.3 Every amendment must be determined before the main question is put to a vote.

- 14.4 Amendments shall be voted upon in the reverse order in which they were moved.
- 14.5 An amendment that has been moved and seconded may be withdrawn at any time by the mover.
- 14.6 A question of referral, until it is decided, ~~shall~~will preclude all amendments to the main question.

## 15. RECONSIDERATION

- 15.1 A motion to reconsider a matter that has previously been decided by the Mayors' Council may be moved at the same meeting or at a subsequent meeting by a Council Member or Delegate who previously voted with the prevailing side, provided that no steps have been taken to implement the matter previously decided.
- 15.2 A motion to reconsider may be seconded by any Council Member or Delegate.
- 15.3 After the motion to reconsider has been moved and seconded, the mover must state the justification for reconsidering the previous decision. The motion to reconsider ~~shall~~will be decided by a simple majority of those present, without debate or amendment.
- 15.4 If the motion to reconsider is carried, the original motion ~~shall~~will be reconsidered as the next item of business and all regular rules of debate and voting ~~will~~shall apply.

## 16. COMMITTEES

- 16.1 The Mayors' Council may establish ~~C~~ecommittees and delegate the powers and duties of the Mayors' Council to the ~~C~~ecommittees.
- 16.2 Sections 1, 3, 4, 5, 6, 8, 9, 10, 11, 12, 13, 14 and 15 ~~shall~~will apply to meetings of ~~any c~~ecommittees with such modifications as are required, including except that, where applicable, the substitution of the term "Committee Chair" ~~will be substituted~~ for the term "Chair" and the term "~~e~~eCommittee meeting" ~~will be substituted~~ for the term "Mayors' Council meeting".
- 16.3 The Chair is an ex officio member of all Committees.
- 16.4 The quorum necessary for the transaction of business at a Committee meeting ~~shall~~will be a majority of the Committee members.

## 17. WORKSHOPS

- 17.1 Workshops will be considered duly constituted meetings of the Mayors' Council.
- 17.2 Workshops may be convened from time to time at the call of the Chair, upon written notice provided to Council Members [in accordance with Item 3.2](#).
- 17.3 In-person attendance by Council Members or Delegates at Workshops will constitute attendance at a meeting for the purposes of remuneration under s. 213(4)(b) of the Act, ~~and quorum will be set at one (1)~~.
- 17.4 The quorum for a Workshop ~~shall~~ will be those Council Members and Delegates present.

## 18. SUPPLEMENTARY PROVISIONS

- 18.1 In the event of if a situation ~~that~~ is not contemplated by ~~the provisions of these~~ [Rules of Procedures](#) for the Conduct of Meetings, the "Council Proceedings" ~~sections~~ [Division](#) of the *Community Charter* shall apply.
- 18.2 In the event of if a situation ~~that~~ is ~~neither~~ not contemplated by ~~the provisions of these~~ [Rules of Procedures](#) for the Conduct of Meetings nor by the "Council Proceedings" ~~sections~~ [Division](#) of the *Community Charter*, Roberts Rules of Order ~~shall~~ will apply.
- 18.3 In the absence of the Executive Director, the Corporate Secretary will carry out the Executive Director's responsibilities described in these Rules of Procedure.





# Mayor's Council Briefing 2017

(Item 3)



# Safety on the system



## Service Delivery Model & Neighbourhood Police Team



# Safety on the system



## Vulnerable people and transit

- Designated Client Services Sergeant;
- Close working relationships with health service agencies (e.g., Car 67 and other similar resources);
- Externally recognised for the work being done.
- Naloxone



# Enhancing safety



## Changes to Greater Vancouver Transit Conduct and Safety Regulations

- TransLink/Transit Police partnership to address gap in legislation
- New: A person who jumps over/crawls under/goes around, forces or otherwise misuses a gate can be given a Fare Infraction Notice (FIN)
- These offenders generally the ones creating safety issues on transit.



# Enterprise collaboration



## Transit Police & Transit Security

- Joint Task Force established to oversee initiatives
- Joint training opportunities to be identified
- Intelligence guided complementary deployment models
- Coordinated responses during emergency situations
- Sharing of analytical data where possible



## Enterprise Training and Awareness

- Safety/security training for new employees
- Refresher training for existing staff
- De-escalation and violence prevention workshops



# Safety partnerships



## Partnerships across the region

- Richmond Pedestrian safety initiative
- Surrey Crime Prevention Society 'Transit Watch'
- Coquitlam distracted driving campaign



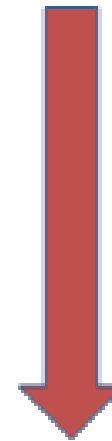
# Crime snapshot



## 2016 Performance

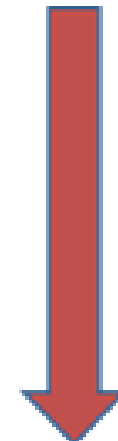
| Transit Crime & Safety  | 2016  | 2015  | % Change |
|---|-------|-------|----------|
| Total Reported Files ( <i>primary offence only – all offences</i> ) | 26859 | 29533 | -9%      |
| <i>Transit Police Files</i>   | 19360 | 21978 | -12%     |
| <i>Assist Files</i>   | 7499  | 7555  | -1%      |
| Crimes Against Persons  | 2056  | 2229  | -7.8%    |
| Crimes Against Property   | 2223  | 2358  | -5.7%    |
| Warrants Executed   | 706   | 591   | 19%      |
| Breaches  | 381   | 382   | -0.3%    |
| Total S. 28 Mental Health Act Apprehension Files                    | 223   | 264   | -16%     |
| Sexual Offences (incl. assist to JPDs)                              | 271   | 310   | -13%     |
| Workplace Violence Against Bus Operators (Assaults)                 | 102   | 101   | 1%       |
| SCBCTA Fare Bylaw Infractions                                       | 23443 | 28267 | -17%     |
| SMS Text (87 77 77) Conversations                                   | 3022  | 3300  | -8%      |

**Against  
Person**



**-8%**

**Against  
Property**



**-6%**





## 5. Report on 10-Year Vision Implementation

### *Greater Vancouver Regional Fund (Gas Tax) Application*

- Application for 2017 and 2018 fleet expansion submitted for Metro Vancouver staff review
  
- TransLink is requesting \$121.28 million for 6 projects, consistent with the Phase One Investment Plan:
  - 94 40-foot buses (hybrid)
  - 11 60-foot buses (hybrid)
  - 12 community shuttles
  - 13 HandyDART vehicles
  - 4 electric battery buses (“Electric Bus Trial”)
  - Deferred Retirement Program (on-board equipment to support deferred retirement of existing fleet)

## 4. Report of the Funding Strategy Committee

### *Federal Budget Analysis*

- \$2.2 billion over 11 years for public transit in Metro Vancouver (up to 40% of eligible costs for new construction/expansion projects)
- Additional budget for green infrastructure, renewable energy, and modernizing the transportation system.
- Major step towards funding Phase Two, which includes transit expansion, road, walking and cycling projects

## 4. Report of the Funding Strategy Committee

### *Federal Budget Analysis*

Potential funding sources for Pattullo Bridge Replacement:

1. Canadian Infrastructure Bank (CIB)
  - \$35B over 11 years using loans, loan guarantees and equity investments
  - Focused on “large, transformative projects such as regional transit plans [and] transportation networks”
  - Will soon propose legislation to establish CIB, operational in late 2017
  
2. National Trade Corridors Fund
  - \$2B over 11 years
  - Address congestion and bottlenecks along vital corridors providing access to world markets

## 4. Report of the Funding Strategy Committee

### *The Federal 40% Funding Announcement*

Federal government pays up to 40% of **eligible** costs of major transit projects (e.g. planning and design work, construction costs, rolling stock)

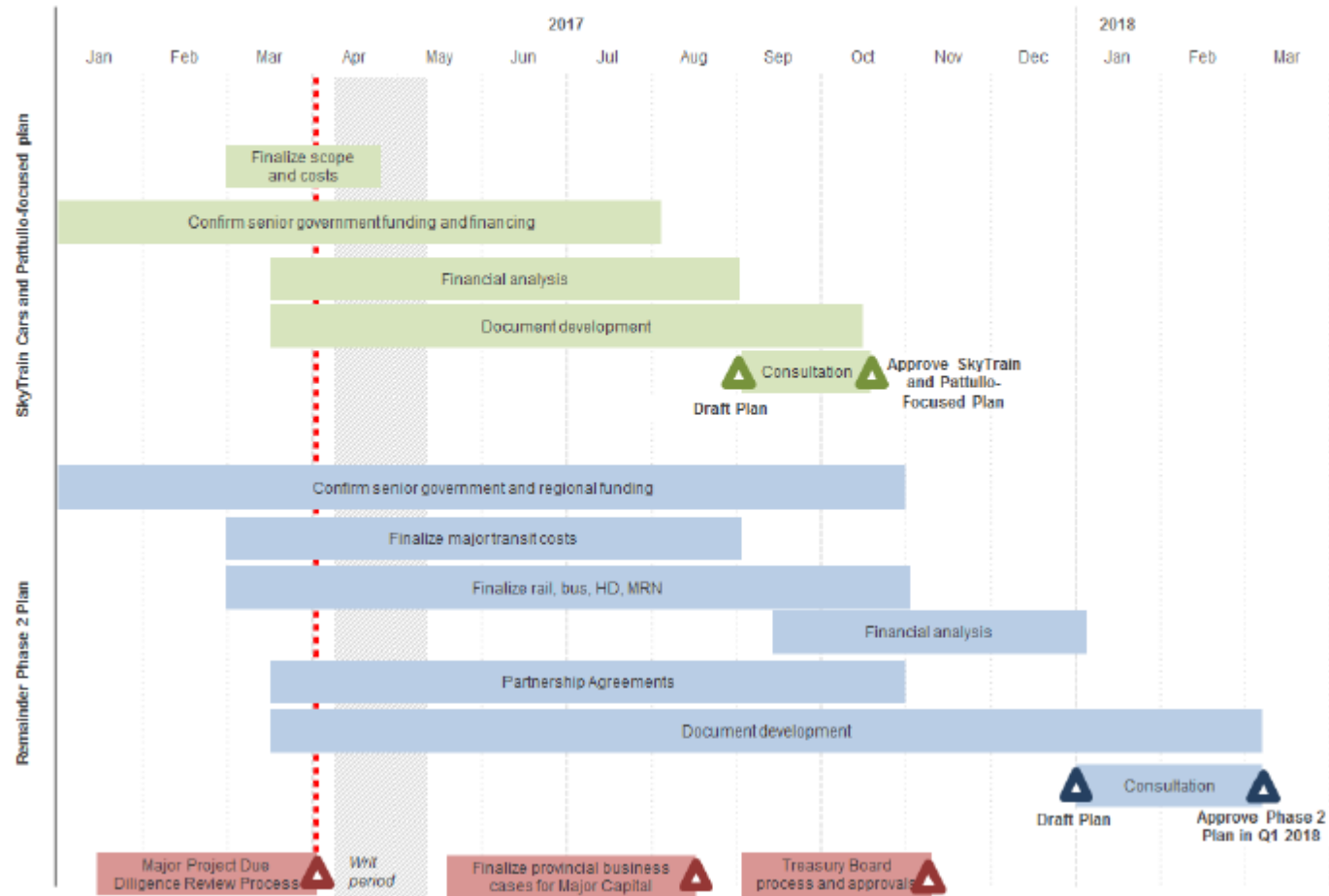
Federal funding does not pay 40% of **total** project costs. Costs ineligible for federal funding include:

- Purchasing land, leasing land, buildings and other facilities; leasing equipment other than equipment directly related to the construction of the project; real estate fees and related costs;
- Financing charges, legal fees and loan interest payments, including those related to easements (e.g. surveys);
- Provincial sales tax and Goods and Services Tax/Harmonized Sales Tax

















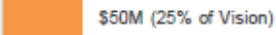
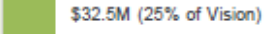
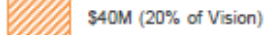




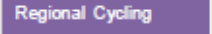
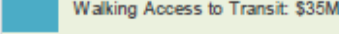
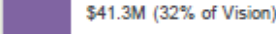


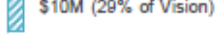
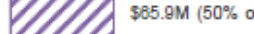
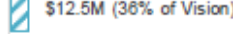

For Surrey LRT, ineligible costs are estimated to be around 30-40% of total project cost, and for the Broadway Subway, ineligible costs are estimated at greater than 15% of total. Historically, these “ineligible costs” are funded by the Province of BC.

# 4. Report of the Funding Strategy Committee

## Phase Two Investment Plan Work Plan



## Completing the 10-Year Vision for Metro Vancouver Transit & Transportation

|   | Entire 10-Year Vision  | Phase One Approved / Underway   | Phase Two Working Assumptions  | Phase Three Remaining Investments  |
|---|--|---|--|--|
| Bus Service                          |  25% increase<br>11 new B-Lines   |  10% increase<br>5 new B-Lines   |  6% increase<br>2 new B-Lines   |  9% increase<br>4 new B-Lines   |
| SeaBus Service                       | <ul style="list-style-type: none"> <li>1 new SeaBus</li> <li>10 min peak frequency</li> </ul>  | <ul style="list-style-type: none"> <li>1 new SeaBus</li> <li>10 min peak frequency</li> </ul>   |  |  |
| HandyDART Service                    |  30% increase   |  15% increase  |  7% increase  |  8% increase  |
| SkyTrain & West Coast Express (WCE)  | <ul style="list-style-type: none"> <li>114 Expo/Millennium Lines cars</li> <li>22 Canada Line cars</li> <li>10 WCE cars + locomotive</li> </ul>  | <ul style="list-style-type: none"> <li>28 Expo/Millennium Lines cars</li> <li>22 Canada Line cars</li> <li>5 WCE cars + 1 new locomotive</li> <li>Upgrades to Expo/Millennium &amp; Canada Line stations</li> </ul>   | <ul style="list-style-type: none"> <li>86 Expo/Millennium Line cars (including Broadway Extension)</li> <li>Upgrades to Expo/Millennium &amp; Canada Line stations</li> </ul>  | <ul style="list-style-type: none"> <li>5 WCE cars</li> <li>Upgrades to Expo/Millennium &amp; Canada Line stations</li> </ul>   |
| Major Projects                       | <ul style="list-style-type: none"> <li>Millennium Line Broadway Extension</li> <li>Surrey-Langley Rapid Transit</li> <li>Pattullo Bridge Replacement</li> </ul>  | <ul style="list-style-type: none"> <li>Pre-construction on Broadway Extension</li> <li>Pre-construction on Surrey-Newton-Guildford Line</li> <li>Design for Pattullo Bridge Replacement</li> </ul>  | <ul style="list-style-type: none"> <li>Construction of Broadway Extension</li> <li>Construction of Surrey-Newton-Guildford LRT</li> <li>Construction of Pattullo Bridge Replacement</li> <li>Pre-construction on Surrey-Langley LRT</li> </ul> | <ul style="list-style-type: none"> <li>Construction of Surrey-Langley LRT</li> </ul>   |
| Major Roads Network (MRN)            | <ul style="list-style-type: none"> <li>MRN expansion: 1% annual increase + one-time 10% increase</li> </ul>  MRN upgrades: \$200M<br> MRN seismic: \$130M | <ul style="list-style-type: none"> <li>MRN expansion: 1% annual increase + one-time 10% increase</li> </ul>  \$50M (25% of Vision)<br> \$32.5M (25% of Vision) |  \$40M (20% of Vision)<br> \$26M (20% of Vision)                        |  \$110M (55%)<br> \$71.5M (55%)                         |
| Walking & Cycling                  |  Regional Cycling \$131M<br> Walking Access to Transit: \$35M  |  \$41.3M (32% of Vision)<br> \$12.5M (36% of Vision)  |  \$23.8M (18% of Vision)<br> \$10M (29% of Vision)                   |  \$85.9M (50% of Vision)<br> \$12.5M (36% of Vision) |
| Transit Exchanges                  | 13 new or expanded transit exchanges   | 3 updated transit exchanges, in addition to 2 exchanges as part of Surrey pre-construction work   | 2 upgraded transit exchanges   | 6 upgraded transit exchanges   |

Phase One Investments dependent on enabling legislation for new regional development fee

Working assumptions as of Feb 2017

Subject to refinement after Phase Two development

**Item 5.3** (report added):

- **#CureCongestion** campaign approved by Mayors' Council on March 9, and launched on April 5
- **Designed to inform Metro Vancouver voters** of the importance of good transit and transportation, and the role of the provincial government in helping the Mayors' Council deliver their 10-Year Vision and keep the region moving.
- See [mayorscouncil.ca](http://mayorscouncil.ca) for more information on the Mayors' Council, the Vision and this campaign

mayorscouncil.ca

**MAYORS' COUNCIL**  
On Regional Transportation

THE CURE TAKE ACTION THE FACTS ABOUT US THE LATEST

## YOUR VOTE ON MAY 9<sup>TH</sup> CAN HELP CURE CONGESTION

### STUCK IN TRAFFIC? CROWDED ON TRANSIT? THERE'S A CURE FOR THAT.

Congestion is a pain for commuters across Metro Vancouver every day. We've all experienced delays that made us late for work or school, or kept us from spending more time with our families.

The good news is, there is a cure for congestion.

We can reduce traffic and overcrowding, if all three levels of government work in partnership to make smart investments in public transit, roads, bridges, and active transportation – now and in the future.

The **Mayors' Council** has a comprehensive plan for urgently-needed transportation investments. The Federal Government offered \$2.6 billion for rapid transit projects included in the plan, and the Provincial Government offered to match it. We need the next Provincial Government to follow through with that important commitment, and also provide other critical support to complete the plan.

In this provincial election, the **Mayors' Council** is calling on all the major provincial parties to commit to curing congestion. [Read our platform and meet our candidates.](#) Learn more about the **10-Year Vision**, our plan for region-wide transportation improvements in Metro Vancouver.

YOU can join our call to cure congestion. [Take the pledge](#) and tell us what you would do if you had a faster commute.

### WE NEED TO KEEP METRO VANCOUVER MOVING

It's time to reduce congestion by making smart, sustained investments in public transit, roads, bridges, and active transportation. The 10-Year Vision is a region-wide plan to keep Metro Vancouver moving and the blueprint for the future of our transportation system.

#### WHAT'S IN THE PLAN?

# Call to action to all parties

Our “ask” of all  
parties

mayorscouncil.ca

We need the next provincial government to take the following actions by Fall 2017, so we can complete the 10-Year Vision:

1. Follow through on the current government’s commitment to match the federal government, dollar for dollar, in its investment of \$2.2 billion towards rapid transit improvements and the construction of Broadway Subway and Surrey LRT.
2. Support essential upgrades to the existing SkyTrain network by investing a \$360 million share towards additional rail cars and station upgrades, to address overcrowding and ready the system for expected future demand.
3. Follow through on the existing provincial commitment to provide at least 1/3 of the capital costs towards replacing the aging Pattullo Bridge, and, on an urgent basis, assist in securing an additional federal share in the project.
4. Develop a funding strategy with TransLink to deliver provincial financial support towards improving HandyDART service, in recognition of its critical role in providing access to the provincial healthcare system for residents who can’t use conventional transit services.
5. Commit to authorizing a development cost charge for transit in the fall legislative session so it can be enacted by TransLink by 2020, as one of the regional revenue sources for Phase One of the 10-Year Vision, to keep the plan on track and fairly funded.
6. Support the expansion of bus service region-wide, improvements to road conditions for drivers, and enhanced safety for cyclists and pedestrians — by working with the Mayors’ Council to ensure that remaining operating and capital costs of the Vision are fully funded in a manner that is fair and equitable to Metro Vancouver taxpayers.





# Where do the parties stand?

Questionnaire sent  
to all major parties

mayorscouncil.ca

## THE CURE CONGESTION QUESTIONNAIRE

1. Do you agree that reducing congestion in Metro Vancouver — for the benefit of the region's economy, health and environment — should be a priority for the next provincial government?
2. What is your vision for the British Columbia government's responsibility to work with other levels of government to reduce traffic congestion and improve public transit across Metro Vancouver?
3. How will you work with the Mayors' Council to deliver the 10-Year Vision for Metro Vancouver Transit and Transportation?
4. If elected, will your government match, dollar for dollar, the federal government's investment of \$2.2 billion towards rapid transit service expansion, including the Broadway Subway and Surrey LRT?
5. If elected, will your government provide at least one-third of the capital costs towards replacing the gaining Pattullo Bridge, and assist in securing an additional federal share in the project?
6. What role should the Province of BC play in improving HandyDART service?
7. What should the Province of BC do to ensure that the remaining operating and capital costs of the Vision are fully funded in a manner that is fair and equitable to Metro Vancouver taxpayers, in order to enable the region to improve road conditions and expand bus and rail service to meet the needs of our growing population?

Parties should submit their answers to Mike Buda, Executive Director of the Mayors' Council at [mike.buda@mayorscouncil.ca](mailto:mike.buda@mayorscouncil.ca) by Friday, April 21, 2017 at 12 noon.



**Item 6:**

# Custom Transit Service Delivery Review

April 4, 2017

Mayors' Council

# Review Objectives

**TransLink is committed to improving the availability and the experience of taking HandyDART for our customers.**

Based on that commitment and the feedback we've received from our customers and the TransLink board, the objectives of this review are to:

**Increase** availability of HandyDART

**Improve** customer satisfaction

**Optimize** service cost efficiency to **maximize** service availability.

# How we did this Review

## The method for this project included:

- Review of previous work and stakeholder engagement undertaken by TransLink
- Established project Stakeholder Advisory Committee
- Broader Stakeholder Engagement
- Peer Review of seven comparable peer agencies across Canada
- Input from technical experts
- Analysis of HandyDART satisfaction survey results and other data

# Stakeholder Engagement

## Stakeholder Advisory Committee

Customers, health and advocacy agencies, and a front line staff representative

- 8 meetings @ >3 hours each
- Prepared recommendations to the Board

## Broader Stakeholder Engagement

Customers, advocates, front line staff

- 4 workshops
- Individual meetings
- Online Survey
- Paper Survey

**TRANS LINK**

4. Other Canadian transit agencies have a similar reservation window to HandyDART allowing customers to request their ride up to 7 days in advance. However, the end of the reservation window is different across agencies. Today, the HandyDART booking window closes for TSP at 12:00am (noon) the day before a desired trip.

What is your level of agreement with the following statement?  
The ability to request a trip and take in the afternoon the day before the desired trip will improve customer access to booking/HandyDART rides.

Strongly Agree   Agree   Neutral   Disagree   Strongly Disagree

5. The more information we receive when customers apply for HandyDART, the more we understand about customer needs. This improves our ability to make sure customers have the most appropriate travel mode for their trip.

Today's HandyDART application does not provide TransitLink with a clear understanding of customer needs to use bus, SkyTrain, or train. The application includes a brief self-assessment by the customer, accompanied by a medical verification of a disability.

What is your level of agreement with the following statement?  
If HandyDART application should provide TransitLink with enough information to understand their ability to use all public transit services, including bus, SkyTrain, and train.

Strongly Agree   Agree   Neutral   Disagree   Strongly Disagree

6. TransitLink uses data to increase the number of trips available to HandyDART customers. This can:

- Increase the number of demand trips we
- Provide more to help and not in the way directions

Page 1

# Policy Recommendations

Improve **customer experience** by:

- ✓ Improving reservation convenience
- ✓ Reducing wait times
- ✓ Reducing travel times
- ✓ Improve taxi driver training, accountability & customer service

Improve **availability of trips** by implementing:

- ✓ A Family of Services Approach.
- ✓ A Travel Training Program
- ✓ Improvements to accessibility of conventional system
- ✓ An enhanced eligibility process
- ✓ Processes to explore HandyDART funding partnerships

# Service Delivery Model Recommendations

- TransLink is always responsible for the customer.
- A separation of the call centre and delivering ride functions can achieve better performance and more service availability.

## Recommendations

- **TransLink** retain responsibility for the **HandyDART Registration** function
- **TransLink** assume responsibility for the **Customer Feedback** function.
- Validate the findings of the Public Sector Comparator to **determine if:**
  - Call Centre is provided by TransLink Enterprise *or* contractor
  - Delivery of Rides is contracted to *one or more* contractors
- **Require proponents** offer employment opportunities to existing HandyDART employees on a preferred basis.
- **Extend existing contract** with MVT Canadian Bus, Inc. for six months (to June 30, 2018).





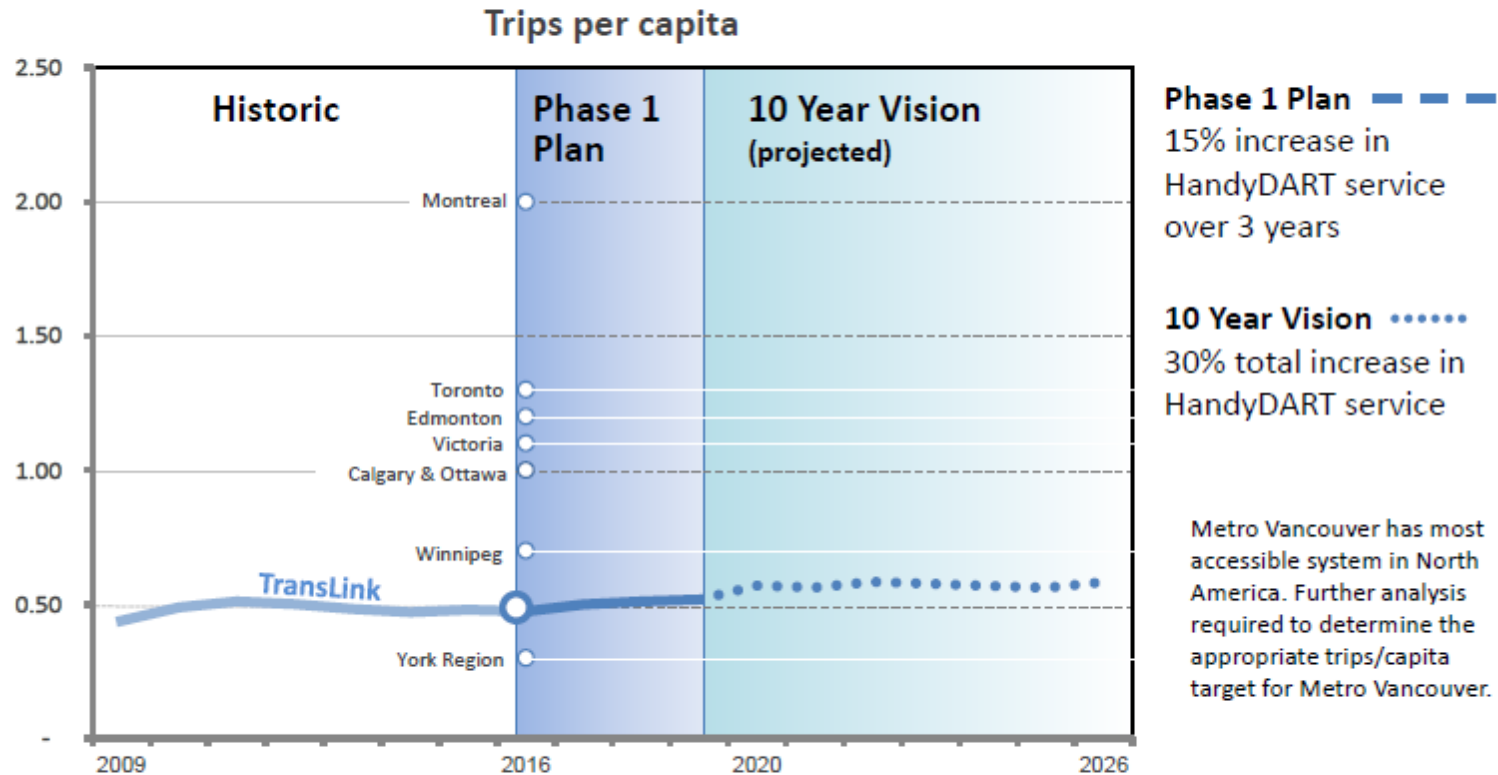


# Implementation

- Explore additional ways for HandyDART customers to provide input on HandyDART & taxi services. Including:
  - Enable input on service standards set out in any procurement process
  - Initiate engagement process on customer-focussed eligibility changes
  - Establish longer term, ongoing opportunities for customers to be involved



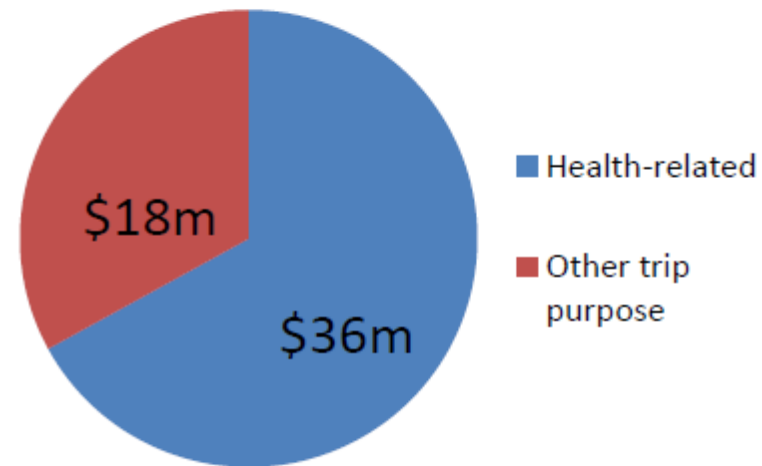
# Implementation: Service Availability



# Implementation: Funding

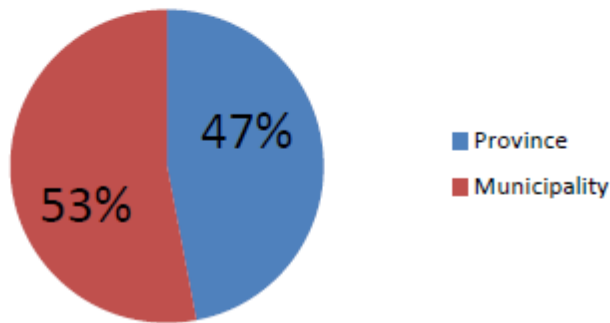
- Annual operation costs:
  - \$54M in 2017
  - \$60M by 2020
- About 67% of trips on HandyDART are health-related (medical appointments, cancer or dialysis treatment, as well as related community programs and workshops)
- Only 5% of costs are covered by fare revenue
- Subsidy for health-related trips is estimated at \$35M-\$40M

HandyDART Trips & 2017 Operating Costs



# Implementation: Funding (BC Transit)

## Conventional Operating Costs



- The differential between conventional and handyDART cost recovery may contribute to the difference in cost sharing.
- There is 100% coverage for dialysis trips by Interior and Northern Health.

## handyDART Operating Costs

