



# PUBLIC MEETING AGENDA

**Version:** November 16, 2023

**November 23, 9:00AM to 10:15AM**

Metro Vancouver Boardroom, 28th Floor, Metrotower III, 4515 Central Boulevard, Burnaby, BC and via Videoconference (live streamed to the [Mayors' Council YouTube Channel](#))

**Chair:** Mayor Brad West                      **Vice-Chair:** Mayor Mike Hurley

Note that times for each agenda item are estimates only. This meeting will be livestreamed and available afterwards at the [Mayors' Council's YouTube Channel](#).

<b>9:00AM</b>	<b>1. PRELIMINARY MATTERS</b>	
	1.1. Adoption of agenda.....	Page 1
	1.2. <a href="#">Approval of Public Meeting Minutes (October 25, 2023)</a> .....	2
<b>9:05AM</b>	<b>2. <a href="#">PUBLIC DELEGATES</a></b> .....	5
<b>9:20AM</b>	<b>3. REPORT OF THE CHAIR</b> .....	ORAL
<b>9:25AM</b>	<b>4. REPORT OF THE PUBLIC AFFAIRS AND GOVERNANCE COMMITTEE</b>	
	4.1. <a href="#">Amendments to Rules of Procedure for the Conduct of Meetings</a> .....	6
<b>9:35AM</b>	<b>5. REPORT OF THE JOINT PLANNING COMMITTEE</b>	
	5.1. <a href="#">Broadway Subway Supportive Policies Agreement 2023 Annual Report</a> .....	42
<b>9:40AM</b>	<b>6. REPORT OF THE EXECUTIVE DIRECTOR</b>	
	6.1. 2024-25 Federal Pre-Budget Submission .....	ON TABLE
<b>10:00AM</b>	<b>7. <a href="#">ELECTION OF 2024 CHAIR, VICE CHAIR AND BOARD DESIGNATE</a></b> .....	60
<b>10:15AM</b>	<b>8. OTHER BUSINESS</b>	
	8.1. Next Meeting and Workshop – December 14, 2023 (TransLink, Room 427/428, 400 – 287 Nelson’s Court, New Westminster, BC) – in-person	
<b>10:15AM</b>	<b>9. ADJOURN</b> to closed session	

*Note that Mayors' Council members may participate in-person or via Zoom videoconferencing. Zoom connection information sent separately via e-mail. Members of the public are welcome to observe via the live stream on the [Mayors' Council's YouTube Channel](#) or in-person. Public Delegates will be required to appear in person in order to present to the Mayors' Council at this meeting.*

## MEETING OF THE MAYORS' COUNCIL ON REGIONAL TRANSPORTATION DRAFT PUBLIC MEETING MINUTES

---

Minutes of the Public Meeting of the Mayors' Council on Regional Transportation (Mayors' Council) held October 25, 2023, at 9:00 a.m. in Rooms 427/428, TransLink Head Office, 400 – 287 Nelson's Court, New Westminster, BC, and via videoconference.

### PRESENT:

Mayor Brad West, Port Coquitlam, Chair  
Mayor Mike Hurley, Burnaby, Vice-Chair  
Councillor Brent Asmundson, Coquitlam  
(alternate)  
Mayor Ken Berry, Lions Bay  
Mayor Malcolm Brodie, Richmond  
Mayor Linda Buchanan, North Vancouver City  
Mayor Patrick Johnstone, New Westminster  
Councillor Sarah Kirby-Yung, Vancouver  
(alternate)  
Mayor Megan Knight, White Rock  
Councillor Dylan Kruger, Delta (alternate)  
Mayor Meghan Lahti, Port Moody

Mayor Andrew Leonard, Bowen Island  
Mayor Mike Little, North Vancouver District  
Mayor Brenda Locke, Surrey  
Mayor Nicole MacDonald, Pitt Meadows  
Director Jen McCutcheon, Electoral Area A  
Mayor John McEwen, Anmore  
Mayor Jamie Ross, Belcarra  
Mayor Dan Ruimy, Maple Ridge  
Mayor Mark Sager, West Vancouver  
Councillor Bryce Williams, Tsawwassen First  
Nation (alternate)  
Mayor Eric Woodward, Langley Township

### REGRETS:

Mayor Nathan Pachal, Langley City

### ALSO PRESENT:

Michael Buda, Executive Director, Mayors' Council on Regional Transportation Secretariat  
Eve Hou, Senior Manager, Policy Development and Decision Analysis, TransLink  
Andrew McCurran, Director, Strategic Planning and Policy, TransLink  
Kevin Quinn, Chief Executive Officer, TransLink

### PREPARATION OF MINUTES:

Carol Lee, Mosaic Writing Group

### CALL TO ORDER

Chair Brad West declared that a quorum was present and called the meeting to order at 9:03 a.m.

The Chair acknowledged, with respect and celebration, that the meeting is taking place on the traditional and unceded territories of the Indigenous people upon which we are fortunate to live, work and operate.

### 1. PRELIMINARY MATTERS

#### 1.1. Adoption of the Agenda

*Draft agenda for the October 25, 2023 Public Meeting of the Mayors' Council on Regional Transportation, version dated October 20, 2023, was provided with the agenda material.*

**It was MOVED and SECONDED**

That the agenda of the October 25, 2023 Public Meeting of the Mayors' Council on Regional Transportation be adopted, as presented.

**CARRIED**

**1.2. Approval of Minutes (September 28, 2023)**

*Draft minutes of the September 28, 2023 Public Meeting of the Mayors' Council on Regional Transportation was provided with the agenda material.*

**It was MOVED and SECONDED**

That the minutes of the September 28, 2023 Public Meeting of the Mayors' Council on Regional Transportation be adopted, as presented.

**CARRIED**

**2. PUBLIC DELEGATIONS**

*Report titled "Item 2 – Public Delegate Presentations", dated October 18, 2023, was provide with the agenda material*

**2.1. Nathan Davidowicz**

Mr. Davidowicz recommended that TransLink obtain comments from all municipalities, particularly Vancouver, regarding the TransLink submission to the Provincial Special Committee to review passenger directed vehicles.

**3. REPORT OF CHAIR**

Chair West reported that the next phase of the public engagement campaign to encourage the federal and provincial government to assist TransLink with the delivery of the Access for Everyone Plan commenced in September 2023.

**It was MOVED and SECONDED**

That the Mayors' Council on Regional Transportation receive this report.

**CARRIED**

**4. REPORT OF TRANSLINK MANAGEMENT**

**4.1. Update on TransLink's Structural Deficit**

*Report titled "TransLink's structural deficit: analysis of contributing factors", dated October 11, 2023, was provided with the agenda material.*

Kevin Quinn, Chief Executive Officer (CEO) TransLink, reviewed the presentation titled "TransLink Management Update" and highlighted:

- Bus overcrowding is now worse than fall 2019 on all days of the week
- The need to supply more transit to keep pace with the growing demand
- Challenges with TransLink's current funding model, resulting in a significant structural deficit:
  - Decline in fuel tax revenues
  - Inflationary cost pressures
  - Shortfall in transit fare revenues.

Discussion ensued on:

- it was noted that the outdated funding model will not meet the transit service requirements of Metro Vancouver's current population

- The urgency of the federal and provincial governments working with TransLink to meet the needs of a growing region
- The need for TransLink to be able to demonstrate the responsible and efficient use of funds to deliver service to the public.

**It was MOVED and SECONDED**

That the Mayors' Council on Regional Transportation receive this report.

**CARRIED**

**5. REPORT OF THE JOINT PLANNING COMMITTEE**

**5.1. Report on TransLink Submission to the Provincial Special Committee to Review Passenger Directed Vehicles**

*Report titled "Item 5.1 – TransLink Submission to the Provincial Special Committee to Review Passenger Directed Vehicles", dated October 12, 2023, was provided with the agenda material.*

Eve Hou, Senior Manager, Policy Development and Decision Analysis, TransLink, reviewed the provided with the agenda material and highlighted TransLink's key recommendations:

- Accessing to data
- GHG emissions reduction
- Accessibility requirements
- Managing local transportation network impacts.

**It was MOVED and SECONDED**

That the Mayors' Council on Regional Transportation:

1. Endorse the TransLink submission to the Provincial Special Committee to Review Passenger Directed Vehicles; and
2. Receive this report.

**CARRIED**

**6. OTHER BUSINESS**

**6.1. Next Meeting**

The next Public Meeting of the Mayors' Council will be held on November 23, 2023 in the Metro Vancouver Boardroom, 28<sup>th</sup> Floor, Metrotower III, 4515 Central Boulevard, Burnaby, BC, and via videoconference.

**7. ADJOURNMENT**

There being no further business, the October 25, 2023 Public Meeting of the Mayors' Council on Regional Transportation was adjourned to a Closed Session at 9:27 a.m.

Certified Correct:

---

Mayor Brad West, Chair

---

Carol Lee, Recording Secretary  
Mosaic Writing Group

**TO:** Mayors' Council on Regional Transportation  
**FROM:** Gemma Lawrence, Coordinator, Mayors' Council Secretariat  
**DATE:** November 15, 2023  
**SUBJECT:** **ITEM 2 – Public Delegate Presentations**

---

**RECOMMENDATION:**

That the Mayors' Council on Regional Transportation receive this report.

---

**PURPOSE:**

To introduce the objectives and process for hearing from public delegates.

**BACKGROUND:**

Public participation at meetings is valued by the Mayors' Council, and 30 minutes is set aside at each open meeting to receive public delegations. The Mayors' Council will only receive public delegations who intend to speak on matters that are within the authority of the Mayors' Council.

Individuals can apply to be a delegate by completing the online [Application Form](#) up until 8:00AM, two business days prior to the meeting. In situations where there isn't enough time to hear from everyone wishing to speak, the Mayors' Council encourages written submissions be sent to [mayorscouncil@translink.ca](mailto:mayorscouncil@translink.ca).

The webpage for public delegates includes a Protocol for Public Delegates that notes:

- the Mayors' Council Chair will exercise discretion in maintaining a reasonable level of order and decorum;
- delegates and all meeting participants are reminded that different points of view are respected, and discussions are kept above the level of personal confrontation, disruptive behaviour and profanity.

**DISCUSSION:**

The deadline to apply to speak to the Mayors' Council is 8:00am two days prior to the meeting. At the time of this report, not all prospective speakers will have had a chance to complete applications. Accordingly, the **list of approved speakers, as well as any written submissions or presentations, will be provided on table**. Any presentations provided by delegates will also be provided to Mayors' Council members only, on table (up to 10-pages maximum). Each delegation will be given a maximum of three minutes to address the Mayors' Council. As a general rule, there are no questions or discussion between Council and delegates. The policy governing Public Delegates can be [found online](#).

**TO:** Mayors' Council on Regional Transportation  
**FROM:** Mike Buda, Executive Director  
**DATE:** November 8, 2023  
**SUBJECT:** **ITEM 6.1 – Amendments to the *Rules of Procedure for the Conduct of Meetings***

---

**RECOMMENDATIONS:**

The Public Affairs and Governance Committee recommends that the Mayors' Council:

1. Approve the revised *Rules of Procedure for the Conduct of Meetings* as shown in Annex A of this report, effective immediately;
  2. Apply the revised *Rules of Procedure for the Conduct of Meetings* as proposed in Annex A to govern the Election of Chair, Vice-Chair and Board Designate at the November 23, 2023 meeting of the Mayors' Council;
  3. Receive this report.
- 

**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. Under TransLink's governing legislation, the Mayors' Council has the authority to set its own rules of procedure within its legislated authorities.

**BACKGROUND:**

The Rules of Procedure were comprehensively amended in April 2017, although additions were made in February 2020 to public delegate procedures and in mid-2020 to accommodate electronic meetings following the onset of the pandemic.

In 2022, as part of a request by the Mayors' Council to the Minister Responsible for TransLink to consider governance changes at TransLink, the TransLink Board of Directors invited the Mayors' Council to designate a Council member to attend and participate (in a non-voting capacity) at the TransLink Board and Board Committee meetings, in addition to the Council Chair and Vice-Chair who sit as Board members. This position is interim and non-voting until formalized in subsequent legislative changes as part of other governance updates to TransLink including the establishment of Joint Committees.

The Mayors' Council elected Mayor Brodie as its Designate to the TransLink Board ("Board Designate") at its Inaugural Meeting in November 2022 as part of the regular election of Chair and Vice Chair. At the time, the election was carried out without changes to the Rules of Procedures, with the consent of the body.

## DISCUSSION:

The proposed revised Rules of Procedures is shown in Annex A, while Annex B shows the same document but with in-line changes marked to identify amendments proposed to the April 2017 version.

Revisions are proposed in the following areas:

1. **Mayors' Council Designate to the TransLink Board of Directors:** Amendments to Section 1 (Definitions) and Section 2 (Election of Chair and Vice-Chair) are proposed to accommodate the creation of this new position.
2. **Definition of Workshops:** Minor amendments to Section 1 (Definitions) and Section 17.2 (Workshops) to reflect the practice that workshops may include all Council members or a smaller subset.
3. **Electronic Meetings:** Amendments are proposed to Section 3 (Regular Meetings) and Section 17.3 (Workshops) to reflect the Guidelines for Electronic Meetings and Participation By Members which was approved in December 2020 and superseded this section.
4. **Public Delegates:** Amendments are proposed to Section 8 (Public Delegates) to reflect the changes to Public Delegate Policy which was approved in February 2020 and superseded this section.

## ATTACHMENTS:

- **Annex A:** Revised *Rules of Procedure for the Conduct of Meetings*, for consideration (clean version)
- **Annex B:** Revised *Rules of Procedure for the Conduct of Meetings*, for consideration ([track-changes](#) show amendments made to the current April 7, 2017 version of the Rules of Procedure)

Mayors' Council on Regional Transportation  
**RULES OF PROCEDURE FOR THE CONDUCT OF MEETINGS**

Proposed amendments: November 23, 2023 (clean version)

---

**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;

“Board Designate” means a Council Member, elected as the Mayors’ Council Designate to the TransLink Board of Directors, by the Mayors’ Council;

“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 Mayors’ Council;

“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:

- (a) In the case of a mayor, a member of the mayor’s municipal council,
- (b) In the case of the head of a treaty First Nation, a member of the governing body of the treaty First Nation, and
- (c) 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, a Committee, or two or more Council members convened for the purpose of sharing information or discussion and at which no decisions are to be made.

## **2. ELECTION OF CHAIR, VICE-CHAIR AND BOARD DESIGNATE**

2.1 The Chair, Vice-Chair and Board Designate 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, Vice-Chair and Board Designate at the Mayors’ Council meeting where the election of the Chair, Vice-Chair and Board Designate 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 or Board Designate, 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, Vice-Chair and Board Designate.

2.4 The election of Chair, Vice-Chair and Board Designate will be determined on the basis of one (1) vote per Council Member and Delegate present at the meeting.

2.5 The Chair, Vice-Chair and Board Designate 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, Vice-Chair and Board Designate 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 or Board Designate becomes vacant, the Mayors' Council will elect a new Chair or Vice-Chair or Board Designate at its next meeting, to hold office until December 31.

### **3. REGULAR MEETINGS**

- 3.1 The Chair will establish a schedule of regular meetings.
- 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.
- 3.4 Meetings may be held via teleconference at the direction of the Chair or Committee Chair, and all resolutions will be valid as if passed at an in-person meeting.
- 3.5 Annex 1 provides guidelines for electronic meetings and participation by Council Members.

### **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 provided 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 Where circumstances warrant, the Mayors' Council, at its sole discretion, may extend the length of time allotted to receiving public input.
- 8.3 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.
- 8.4 Policies and processes for receiving and considering applications and hearing from public delegates is found in Annex 2, *Public Delegate Policy at Regular Mayors' Council Meetings* and applies to all delegates and Council Members.

## **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.
- 8.3 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 Questions relating to the following items must be decided by a weighted vote as calculated using the table in Annex 3, *Weighted Voting at Mayors' Council*:

- (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 Questions relating to the following items must be decided on the basis of one (1) vote per Council Member:
- (a) Election of the Chair and Vice-Chair;
  - (b) Appointing Directors;
  - (c) Varying Director remuneration, except that the Chair and Vice-Chair are not entitled to vote on resolutions regarding varying Director remuneration;
  - (d) Amending the executive compensation plan; and
  - (e) Approving or rejecting a proposed fare collection bylaw or amendment.
- 12.4 For questions related to items other than those set out in Item 12.2 and 12.3:
- (a) If, prior to the question being called, no Council Members 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 Item 9.5(a) and 12.3(c), 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 attending the Workshop in accordance with Item 3.2.
- 17.3 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.

## ANNEX 1

# Mayors' Council on Regional Transportation GUIDELINES FOR ELECTRONIC MEETINGS AND PARTICIPATION BY MEMBERS

**Approved:** December 3, 2020; **Effective:** January 1, 2021

---

These guidelines outline suggested procedures and practices related to participation by electronic means at Mayors' Council and committee meetings.

The [South Coast British Columbia Transportation Authority Act](#), together with the [Mayors' Council's Rules of Procedure for the Conduct of Meetings](#), authorizes meetings of the Mayors' Council and its committees to be organized using video-conference technology. When a video-conference meeting is organized, members are deemed to be present at the meeting, and are encouraged to follow these participation practices to facilitate the proceedings.

These practices are intended to improve the meeting experience for participants and observing members of the public and the media and will improve the accessibility of meetings by those who are hearing- or seeing-impaired.

### **1. Joining the Electronic Meeting**

- a. Join the electronic meeting 10 minutes before the start of the meeting.
- b. Confirm with staff that you can hear and be heard prior to the start of the meeting.
- c. Turn on the video camera and keep it on throughout the meeting as appropriate, unless technology limitations affect performance.
- d. Choose a suitable location that is free from incidental noise or other background features that could interrupt the proceedings.
- e. Choose a location where the light is on your face.
- f. Look at the camera.

### **2. Procedural Matters**

- a. Follow the rules of order and decorum, and address remarks through the Chair and generally conduct the proceedings in a respectful manner.
- b. Seek recognition by the Chair by using the electronic "raise hand" function.
- c. Notify the Recording Secretary when leaving the meeting, even temporarily, via the in-app chat function or email.
- d. Vote on motions by way of voice vote, or if inconclusive, by way of roll-call vote.
- e. Secret ballot voting is subject to the process outlined in the "Voting procedures for 2021 Chair and Vice-Chair Elections"
- f. During a closed meeting, ensure that only you alone can listen and watch the proceedings to ensure confidentiality.

### **3. Etiquette**

- a.** Wear attire appropriate for a Council or committee meeting.
- b.** Refrain from multi-tasking during the proceedings.
- c.** Remember to mute your microphone when you no longer have the floor.

### **4. Technology Issues**

- a.** Connect to the meeting using a suitable device to facilitate optimum participation, such as a desktop or laptop computer, or a tablet.
- b.** If you experience technical problems that prevent you from hearing or being heard, communicate with staff to resolve the issue, knowing that if you must leave the meeting, quorum may be affected.

ANNEX 2

**Mayors' Council on Regional Transportation  
PUBLIC DELEGATE POLICY AT REGULAR MAYORS' COUNCIL MEETINGS**

**Approved:** February 27, 2020

---

1. Every regularly scheduled Mayors' Council meeting will include a Public Delegates agenda item, with sufficient time allocated to hear from no more than ten (10) public delegates.
2. Where circumstances warrant, the Mayors' Council Chair may extend the length of time and/or the number of permitted presenters allotted to the Public Delegates agenda item at regular meetings.
3. The Mayors' Council will receive public delegations only on those matters that are within the authority of the Mayors' Council to decide.
4. Each delegation will be given a maximum of three (3) minutes to address the Mayors' Council. Questions to or discussion with Council are generally not permitted.
5. The application process for prospective public delegates is as follows:
  - a. 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.
  - b. 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. Only applications from public delegates wishing to speak to matters that are within the authority of the Mayors' Council to decide are deemed to be qualified applicants.
  - c. The Executive Director will, no later than noon two (2) business days prior to the scheduled meeting, advise the applicant whether he/she is scheduled to appear before the Mayors' Council.
  - d. 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 7(c) of the Public Delegates Policy.

6. Applications to appear as delegations will be prioritized in accordance with the following process:
  - a. Those individuals or organizations (in accordance with Item 5(d) of the Public Delegates Policy) 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 5(d) of the Public Delegates Policy) 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, if time permits within the time allotted by the Mayors' Council to receive delegations, and up to a maximum of four (4) in total from each organization.
7. 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. Public Delegates scheduled to appear before the Mayors' Council may use a presentation or written submission to supplement their oral presentation. Presentations will be provided to the Mayors' Council in hardcopy only and will not be electronically shared or projected on screen.
9. Presentations and submissions as per Item 7 and 8 can be provided either by the Public Delegate (25 copies should be supplied) or by the Mayors' Council Secretariat upon request. In cases when the Secretariat is asked to provide copies on behalf of the Public Delegate, the following conditions apply:
  - a. The document must be received by the Secretariat no later than noon one (1) business day prior to the scheduled meeting.
  - b. The document to be copied cannot exceed 10 letter-sized pages.
  - c. Copies produced by the Secretariat will be double-sided and corner-stapled.
  - d. The Secretariat will produce copies of the document only for members and staff of the Mayors' Council; additional copies are the responsibility of the Public Delegate.

ANNEX 3

Mayors' Council on Regional Transportation  
**WEIGHTED VOTING AT MAYORS' COUNCIL**

Updated: February 24, 2022 with 2021 Census

---

The South Coast British Columbia Transportation Authority Act (SCBCTA) stipulates that one weighted vote will be assigned for each 20,000 of municipal population, based on the most recently available census of Canada (2021). Voting procedures, including the use of weighted votes, are guided by [Section 211 \(2\) of the SCBCTA](#), and [Section 12 of the Mayors' Council's Rules of Procedure](#).

MUNICIPALITY	2016		2021	
	POPULATION	VOTES	POPULATION	VOTES
Anmore	2,210	1	2,356	1
Belcarra	643	1	687	1
Bowen Island	3,680	1	4,256	1
Delta	102,248	6	108,455	6
Electoral Area A	16,182	1	18,612	1
Langley City	25,888	2	28,963	2
Lions Bay	1,334	1	1,390	1
Maple Ridge	82,256	5	90,990	5
New Westminster	70,996	4	78,916	4
North Vancouver City	53,474	3	58,120	3
North Vancouver District	87,913	5	88,168	5
Pitt Meadows	18,835	1	19,146	1
Port Moody	33,551	2	33,535	2
Tsawwassen First Nation	816	1	2,256	1
West Vancouver	45,404	3	44,122	3
<b>Totals</b>	<b>2,463,431</b>	<b>134</b>		<b>145</b>

**Mayors' Council on Regional Transportation**  
**RULES OF PROCEDURE FOR THE CONDUCT OF MEETINGS**  
Proposed amendments: November 23, 2023 [\(track changes shown in red text\)](#)

---

**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;

“Board Designate” means a Council Member, elected as the Mayors’ Council Designate to the TransLink Board of Directors, by the Mayors’ Council;

“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 Mayors’ Council;

“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:

- (a) In the case of a mayor, a member of the mayor’s municipal council,
- (b) In the case of the head of a treaty First Nation, a member of the governing body of the treaty First Nation, and
- (c) 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, a Committee, or two or more Council members convened for the purpose of sharing information or discussion and at which no decisions are to be made.

## **2. ELECTION OF CHAIR, VICE-CHAIR AND BOARD DESIGNATE**

2.1 The Chair, ~~and~~ Vice-Chair and Board Designate 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 and Board Designate at the Mayors’ Council meeting where the election of the Chair ~~and~~ Vice-Chair and Board Designate 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 or Board Designate, 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 and Board Designate.

2.4 The election of Chair ~~and~~ Vice-Chair and Board Designate will be determined on the basis of one (1) vote per Council Member and Delegate present at the meeting.

2.5 The Chair ~~and~~ Vice-Chair and Board Designate 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 and Board Designate 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 or Board Designate becomes vacant, the Mayors' Council will elect a new Chair or Vice-Chair or Board Designate at its next meeting, to hold office until December 31.

### **3. REGULAR MEETINGS**

- 3.1 The Chair will establish a schedule of regular meetings.
- 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.
- 3.4 Meetings may be held via teleconference at the direction of the Chair or Committee Chair, and all resolutions will be valid as if passed at an in-person meeting.
- 3.5 Annex 1 provides guidelines for electronic meetings and participation by Council Members.

### **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 provided 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 Where circumstances warrant, the Mayors' Council, at its sole discretion, may extend the length of time allotted to receiving public input.

8.3 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.

8.4 [Policies and processes for receiving and considering applications and hearing from public delegates is found in Annex 2, Public Delegate Policy at Regular Mayors' Council Meetings and applies to all delegates and Council Members.](#)

- ~~8.5 — Each delegation will be given a maximum of three (3) minutes to address the Mayors' Council.~~
- ~~8.6 — 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.~~
- ~~8.7 — 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.~~
- ~~8.8 — 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).~~
- ~~8.9 — 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.~~
- ~~8.10 — 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.~~

~~8.11 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.~~

~~8.12 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.~~

## **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:
- (c) The only motions that may be made are to refer, amend, table or defer it, adjourn the meeting, or call the question; and
  - (d) 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 Questions relating to the following items must be decided by a weighted vote as calculated using the table in Annex 3, *Weighted Voting at Mayors' Council*:
- (d) Approving or rejecting a long-term strategy;
  - (e) Approving or rejecting an investment plan; and
  - (f) Approving, rejecting or altering an application to establish a new fare or to increase an existing fare.
- 12.3 Questions relating to the following items must be decided on the basis of one (1) vote per Council Member:
- (f) Election of the Chair and Vice-Chair;
  - (g) Appointing Directors;
  - (h) Varying Director remuneration, except that the Chair and Vice-Chair are not entitled to vote on resolutions regarding varying Director remuneration;
  - (i) Amending the executive compensation plan; and
  - (j) Approving or rejecting a proposed fare collection bylaw or amendment.
- 12.4 For questions related to items other than those set out in Item 12.2 and 12.3:
- (c) If, prior to the question being called, no Council Members 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.
- 12.5 Except as provided in Item 9.5(a) and 12.3(c), 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 attending the Workshop 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.

## ANNEX 1

# Mayors' Council on Regional Transportation GUIDELINES FOR ELECTRONIC MEETINGS AND PARTICIPATION BY MEMBERS

**Approved:** December 3, 2020; **Effective:** January 1, 2021

---

These guidelines outline suggested procedures and practices related to participation by electronic means at Mayors' Council and committee meetings.

The [South Coast British Columbia Transportation Authority Act](#), together with the [Mayors' Council's Rules of Procedure for the Conduct of Meetings](#), authorizes meetings of the Mayors' Council and its committees to be organized using video-conference technology. When a video-conference meeting is organized, members are deemed to be present at the meeting, and are encouraged to follow these participation practices to facilitate the proceedings.

These practices are intended to improve the meeting experience for participants and observing members of the public and the media and will improve the accessibility of meetings by those who are hearing- or seeing-impaired.

### **1. Joining the Electronic Meeting**

- a. Join the electronic meeting 10 minutes before the start of the meeting.
- b. Confirm with staff that you can hear and be heard prior to the start of the meeting.
- c. Turn on the video camera and keep it on throughout the meeting as appropriate, unless technology limitations affect performance.
- d. Choose a suitable location that is free from incidental noise or other background features that could interrupt the proceedings.
- e. Choose a location where the light is on your face.
- f. Look at the camera.

### **2. Procedural Matters**

- a. Follow the rules of order and decorum, and address remarks through the Chair and generally conduct the proceedings in a respectful manner.
- b. Seek recognition by the Chair by using the electronic "raise hand" function.
- c. Notify the Recording Secretary when leaving the meeting, even temporarily, via the in-app chat function or email.
- d. Vote on motions by way of voice vote, or if inconclusive, by way of roll-call vote.
- e. Secret ballot voting is subject to the process outlined in the "Voting procedures for 2021 Chair and Vice-Chair Elections"
- f. During a closed meeting, ensure that only you alone can listen and watch the proceedings to ensure confidentiality.

### **3. Etiquette**

- a.** Wear attire appropriate for a Council or committee meeting.
- b.** Refrain from multi-tasking during the proceedings.
- c.** Remember to mute your microphone when you no longer have the floor.

### **4. Technology Issues**

- a.** Connect to the meeting using a suitable device to facilitate optimum participation, such as a desktop or laptop computer, or a tablet.
- b.** If you experience technical problems that prevent you from hearing or being heard, communicate with staff to resolve the issue, knowing that if you must leave the meeting, quorum may be affected.

ANNEX 2

**Mayors' Council on Regional Transportation  
PUBLIC DELEGATE POLICY AT REGULAR MAYORS' COUNCIL MEETINGS**

**Approved:** February 27, 2020

---

1. Every regularly scheduled Mayors' Council meeting will include a Public Delegates agenda item, with sufficient time allocated to hear from no more than ten (10) public delegates.
2. Where circumstances warrant, the Mayors' Council Chair may extend the length of time and/or the number of permitted presenters allotted to the Public Delegates agenda item at regular meetings.
3. The Mayors' Council will receive public delegations only on those matters that are within the authority of the Mayors' Council to decide.
4. Each delegation will be given a maximum of three (3) minutes to address the Mayors' Council. Questions to or discussion with Council are generally not permitted.
5. The application process for prospective public delegates is as follows:
  - a. 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.
  - b. 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. Only applications from public delegates wishing to speak to matters that are within the authority of the Mayors' Council to decide are deemed to be qualified applicants.
  - c. The Executive Director will, no later than noon two (2) business days prior to the scheduled meeting, advise the applicant whether he/she is scheduled to appear before the Mayors' Council.
  - d. 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 7(c) of the Public Delegates Policy.

6. Applications to appear as delegations will be prioritized in accordance with the following process:
  - a. Those individuals or organizations (in accordance with Item 5(d) of the Public Delegates Policy) 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 5(d) of the Public Delegates Policy) 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, if time permits within the time allotted by the Mayors' Council to receive delegations, and up to a maximum of four (4) in total from each organization.
7. 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. Public Delegates scheduled to appear before the Mayors' Council may use a presentation or written submission to supplement their oral presentation. Presentations will be provided to the Mayors' Council in hardcopy only and will not be electronically shared or projected on screen.
9. Presentations and submissions as per Item 7 and 8 can be provided either by the Public Delegate (25 copies should be supplied) or by the Mayors' Council Secretariat upon request. In cases when the Secretariat is asked to provide copies on behalf of the Public Delegate, the following conditions apply:
  - a. The document must be received by the Secretariat no later than noon one (1) business day prior to the scheduled meeting.
  - b. The document to be copied cannot exceed 10 letter-sized pages.
  - c. Copies produced by the Secretariat will be double-sided and corner-stapled.
  - d. The Secretariat will produce copies of the document only for members and staff of the Mayors' Council; additional copies are the responsibility of the Public Delegate.



ANNEX 3

**Mayors' Council on Regional Transportation  
WEIGHTED VOTING AT MAYORS' COUNCIL**

**Updated:** February 24, 2022 with 2021 Census

---

The South Coast British Columbia Transportation Authority Act (SCBCTA) stipulates that one weighted vote will be assigned for each 20,000 of municipal population, based on the most recently available census of Canada (2021). Voting procedures, including the use of weighted votes, are guided by [Section 211 \(2\) of the SCBCTA](#), and [Section 12 of the Mayors' Council's Rules of Procedure](#).

MUNICIPALITY	2021	
	POPULATION	VOTES
Anmore	2,356	1
Belcarra	687	1
Bowen Island	4,256	1
Burnaby	249,125	13
Coquitlam	148,625	8
Delta	108,455	6
Electoral Area A	18,612	1
Langley City	28,963	2
Langley Township	132,603	7
Lions Bay	1,390	1
Maple Ridge	90,990	5
New Westminster	78,916	4
North Vancouver City	58,120	3
North Vancouver District	88,168	5
Pitt Meadows	19,146	1
Port Coquitlam	61,498	4
Port Moody	33,535	2
Richmond	209,937	11
Surrey	568,322	29
Tsawwassen First Nation	2,256	1
Vancouver	662,248	34
West Vancouver	44,122	3
White Rock	21,939	2
<b>Totals</b>	<b>2,634,269</b>	<b>145</b>

**TO:** Board of Directors and Mayors' Council

**FROM:** Sarah Ross, Vice President, Transportation Planning and Policy  
Angus Beaty, Planner, Partner Planning, Transportation Planning and Policy

**DATE:** October 23, 2023

**SUBJECT:** **ITEM 5.1. – Broadway Subway Supportive Policies Agreement – 2023 Annual Report**

---

**PROPOSED RESOLUTION:**

That the TransLink Board of Directors and the Mayors' Council on Regional Transportation receive this report.

**EXECUTIVE SUMMARY**

Annual reporting on Supportive Policies Agreements (SPAs) provides a significant opportunity to hold signatories accountable for commitments and actions intended to support major rapid transit investments. The 2023 Broadway Subway SPA Annual Report documents that commitments made by City of Vancouver and TransLink are overall on track, supporting the achievement of outcomes beyond the direct scope of the subway project such as housing and mode share. Highlights of the past year include the completion of the public land holdings analysis for the corridor, key decisions made on Broadway street design, and the initiation of the Burrard Peninsula Area Transport Plan (ATP). The upcoming year anticipates further collaboration on Broadway Plan implementation commitments, continued work on the ATP, and delivery of the first SPA Performance Report, which will include performance measures and indicators data, in addition to tracking progress on SPA commitments and collaboration.

**PURPOSE**

The purpose of this report is to provide the Mayors' Council and Board with the Broadway Subway SPA 2023 Annual Report (Attachment 1) for information, consistent with the SPA monitoring and reporting schedule related to progress on SPA commitments.

**BACKGROUND**

***Annual reporting ensures partner commitments are advanced so outcomes are realized***

In 2018 the Mayors' Council and Board endorsed the Supportive Policies Agreement (SPA) signed by TransLink and the City of Vancouver for the Broadway Subway Project. SPAs are one of the Partnership Agreements required for major projects and include commitments for land use and transportation actions by TransLink and the project host local government(s), and in some cases other partner agencies. The 2014 Mayors' Vision first called for Partnership Agreements as a condition of a major project's funding and inclusion in an approved investment plan. This direction was reiterated in the 2022 Transport 2050: 10-Year Priorities (Access for Everyone plan).

The policies and actions included in SPA commitments are outside the direct scope of the Project but have significant influence on Project success. Annual SPA monitoring focuses on progress made towards achieving SPA commitments and considers any adjustments to commitments if and when necessary. The Annual Report is itself a SPA commitment, along with periodic Performance Reports, set to begin in 2024. The periodic Performance Reports will provide updates on performance measures indicators data, timed to align with the availability of updated custom Census data.

The Annual Report and progress toward SPA commitments are overseen by the Broadway Subway SPA Monitoring Committee chaired by TransLink, with senior staff representatives from the City of Vancouver, the Province, and Metro Vancouver. The Monitoring Committee is tasked with tracking commitments and adjusting actions as required to ensure progress.

## **DISCUSSION**

In October, the Monitoring Committee endorsed the 2023 Annual Report, the fourth such report to be shared with the Board and Mayors' Council, including minor adjustments to the timing and/or scope of select commitments. The 2023 Annual Report highlights that SPA commitments are largely on track and that collaboration between SPA partners continued over the past year, supporting the implementation of various commitments.

### ***Advancing SPA commitments through collaboration between Partner agencies***

Collaborating between SPA partners is crucial to the success of the SPA, and in 2023 the partners have continued to collaborate effectively. The SPA partners implement, review and monitor compliance with SPA commitments through staff-level Working Group meetings throughout the year, with the Working Group supporting the senior staff Monitoring Committee.

The completion of the analysis of public land holdings and the initiation of the Burrard Peninsula Area Transport Plan (ATP) were the two most significant milestones of the past year. The City's analysis of public land holdings identifies lands held by governments, Crown corporations and non-profits within the corridor, in order to help determine opportunities for housing, jobs, parks and community facilities. The Burrard Peninsula ATP is a critical step in enhancing the multimodal transportation network and infrastructure within the SPA corridor.

In March 2023, City Council provided direction to staff to advance work on a Great Street design for Broadway. This decision allowed work to proceed on several paused SPA commitments, including the City-led Broadway Streetscape Plan and Urban Design Guidelines, to be informed by TransLink-led modeling through our authority over the Major Road Network (MRN).

The 2023 reporting period was also the first full year for the implementation of the City's Broadway Plan, a core commitment in the SPA and the policy that will guide future growth in the SPA corridor. The impacts of the Broadway Plan approval were felt in the development community this past year. By early 2023, over 100 rezoning enquiries had been received. The coming years are expected to be very significant in terms of new housing and job space approvals in the SPA corridor if current development activity trends continue.

The upcoming year will see continued coordinated efforts to advance SPA commitments. These include Broadway Plan implementation items, continued work on the Burrard Peninsula Area Transport Plan, and

the development of five-year forecasts for population, dwelling units and employment within the Broadway corridor.

## **CONCLUSION**

This past year featured significant progress on various commitments outlined in the SPA. These advancements were shaped by a collaborative and cooperative approach among SPA partners. Heading into 2024, this same approach will continue with forthcoming SPA work items and next year's Performance Report, which will be brought forward at by the end of 2024 to the Mayors' Council and Board.

## **ATTACHMENTS**

Attachment 1: Broadway Subway Supportive Policies Agreement 2023 Annual Report



# BROADWAY SUBWAY SUPPORTIVE POLICIES AGREEMENT 2023 ANNUAL REPORT

# TABLE OF CONTENTS

Executive Summary.....3

2023 Updates.....4

*Broadway Subway SPA Commitments Tracker*.....4

*Conclusion and Next Steps*.....11

SPA Backgrounder.....12

*Monitoring SPA Commitments*.....14

*Glossary*.....15

**Publication Date: October 23, 2023**



Source: [Broadway Subway Project](#)

## EXECUTIVE SUMMARY

The 2023 Annual Report for the Broadway Subway Supportive Policies Agreement (SPA) provides an update on the key commitments made by the City of Vancouver and TransLink in the 2018 Broadway SPA. The SPA is an agreement to support the long-term success of the Broadway Subway Project through commitments to collaborate and advance land use and transportation initiatives that are outside the Project's direct scope. This report is a key mechanism to monitor progress on the commitments enshrined in the SPA, wherein progress on the actions of the signatories is provided to the senior staff SPA Monitoring Committee and to local and regional decision makers. It is a unique agreement, the first of its kind in the Metro Vancouver region, which supports rapid transit investment through cross-governmental collaboration at the municipal, regional, and provincial levels. The agreement includes specific committed actions related to land use, housing, transit, transportation demand management, cycling and walking.

This past year featured significant progress on various commitments outlined in the SPA, including the completion of the public land holdings analysis, key decisions made on Broadway street design, and the initiation of the Burrard Peninsula Area Transport Plan. Also key in 2023 was the first full year for the implementation of the City's Broadway Plan, a core commitment in the SPA and the policy that will guide future growth in the SPA corridor.



Source: [Broadway Subway Project](#)

This year's Annual Report is divided into two sections:

**2023 Updates:** describes the major milestones SPA commitments achieved in the past year, the status of both City-led and TransLink-led initiatives to date, upcoming work, and any refinements to the scope and/or timing of SPA initiatives. This section also provides an overview of how the SPA commitments are tracking and the approach for future reports.

**Background:** this details the intent, development, and objectives of the Broadway Subway SPA, and describes the approach for SPA reporting.

The focus of the Annual Report is the progress of SPA commitments. Based on prior adjustments to SPA reporting, the performance measures (indicators) will be part of periodic Performance Reports, with the first publication anticipated for 2024. This reporting approach aligns with the availability of updated custom Census data and the tracking of long-term trends within the SPA geography.

## 2023 UPDATES

Last year featured the significant SPA milestones of the adoption of the Broadway Plan and the Vancouver Plan. The impacts of the Broadway Plan have been felt in the development community this past year, with the market responding strongly.

In 2023 SPA partners continued to advance important commitments, including the completion of the analysis of public land holdings by City of Vancouver staff in spring 2023. This work identifies lands held by governments, Crown corporations and (at the request of Monitoring Committee members) non-profits within the corridor, in order to help determine opportunities for housing, jobs, parks and community facilities. Another City milestone was Council's decision in March 2023 to advance work on a Great Street design for Broadway. This work, which is now underway as part of the Broadway Streetscape Plan, is anticipated for completion in 2024. Work on the street network design also includes modeling led by TransLink, in consideration of the Major Road Network (MRN). Both the Streetscape Plan and the street network review comprise SPA commitments.

2023 also featured TransLink's initiation of the Burrard Peninsula Area Transport Plan, a critical step in enhancing the multimodal transportation network and infrastructure within the SPA area. TransLink staff will continue to engage with City officials and residents on the ATP through the end of this year and through 2024. The City and TransLink continue to explore TDM initiatives, working with various external partners including BIAs, employers and developers within the Broadway corridor.

### BROADWAY SUBWAY SPA COMMITMENTS TRACKER

The SPA Commitments Tracker shown below provides a snapshot of the past year's progress towards achieving SPA commitments as well as any adjustments endorsed by the senior staff Monitoring Committee. The timing to complete SPA commitments may vary depending on external circumstances, and the SPA partners continue to demonstrate dedication in advancing these commitments. Despite various earlier complications relating to the COVID-19 pandemic, commitments are tracking well overall.



Source: [City of Vancouver](#); [The Broadway Plan](#)



City-Led Initiatives	SPA Section	Timing (end of)	Adjustment(s) from SPA	Monitoring Committee	Progress
Prepare and adopt Vancouver Plan	5.1(a)(i)	2022	City committed to prepared City Core Plan in SPA, which has since been replaced by the Vancouver Plan	ENDORSED – July 14, 2020	Completed in 2022 – Vancouver Plan approved by Council on July 22, 2022.
Prepare and adopt Broadway Plan	5.1(a)(ii)	2022	SPA referred to this initiative as “Broadway Planning”	ENDORSED – Dec 12, 2018	Completed in 2022 – Broadway Plan approved by Council on June 2, 2022.
			To be completed by end of 2022, as opposed to by end of 2021	ENDORSED – Sep 20, 2021	
Complete Vancouver Employment Lands and Economy Review (ELER)	5.1(a)(iii)	2020	SPA referred to this as the “Vancouver Employment Lands Study”, which was to be completed by the end of 2019	ENDORSED – July 14, 2020	Completed in 2020 – ELER Phase 2 Report approved by Council in October 2020.
Collaboration between City, TransLink and Province on the development of Land Use Plans	5.1(c)	Per Plan timing			Completed in 2022 – Vancouver Plan, Broadway Plan and ELER Phase 2 Report all approved by Council.
City will monitor the progress of the land use plans through the Regional Context Statement process	5.2	Per Plan timing			Future initiation.
Complete Analysis of public land holdings (all levels of government and Crown corporations) for land use opportunities and provide the list of land holdings to SPA partners	5.3	2023	Analysis to be completed as part of Broadway Plan, as opposed to by end of 2018	ENDORSED - Dec 12, 2018	City provided analysis results to SPA partners on June 7, 2023.  Fall 2023 SPA Monitoring Committee agenda included review of the public land holdings analysis results, as opportunity for collaborative discussion of land use opportunities.
			Analysis to be completed by end of 2022, per change to timing for the Broadway Plan	ENDORSED – Sep 20, 2021	
			Change to remove estimated compensation required to each level of government and to revise completion timing to end of 2023	ENDORSED – via email May 3, 2023	
Parking By-law review and update	9.1	Timing not specified			Parking By-law update effective January 1, 2019.

Broadway Plan Initiatives to be addressed in the Plan					
City-led Initiatives	SPA Section	Timing (end of)	Adjustment(s) from SPA	Monitoring Committee	Progress
Develop forecasts for population, dwelling units and employment for years 2025, 2030, 2035, 2040, and 2045.	5.1(b)	2024	To be completed by end of 2022, per change to timing for Broadway Plan	ENDORSED – Sep 20, 2021	In progress. Custom Census data order for baseline data not available until later in 2023. Forecasts will be developed following receipt of Census data and delivered in 2024.
			Change date of completion to end of 2023 to align with availability of Census data	ENDORSED - Sep 29, 2022	
			Change date of completion to 2024 to align with completion (and analysis) of custom census data order	ENDORSED – Oct 6, 2023	
City will collaborate with TransLink and the Province on the development of the Affordable Housing Strategy (as part of Affordable Housing Strategy: purpose-built rental housing program/ policy development, non-market housing needs analysis)	6.1(b)	2022	To be completed by end of 2022, per change to timing for Broadway Plan	ENDORSED – Sep 20, 2021	Completed in 2022. Broadway Plan approved by Council on June 22, 2022. Collaboration through SPA Intergovernmental Housing Workshops.
Existing Affordable Housing Stock Analysis (Rental Housing Stock ODP review, approaches to preservation/ replacement of existing stock, mitigation of tenant displacement)	6.2	2022	To be completed by end of 2022, per change to timing for Broadway Plan	ENDORSED – Sep 20, 2021	Completed in 2022. Broadway Plan approved by Council on June 22, 2022. Collaboration through Broadway Subway SPA Working Group and Intergovernmental Housing Workshops.
Provide opportunities for retail and entertainment uses at appropriate locations	6.5	2022	To be completed by end of 2022, per change to timing for Broadway Plan	ENDORSED – Sep 20, 2021	Completed in 2022. Broadway Plan approved by Council on June 22, 2022. Collaboration through Broadway Subway SPA Working Group
Identify opportunities for office, institutional and industrial uses	6.6	2022	To be completed by end of 2022, per change to timing for Broadway Plan	ENDORSED – Sep 20, 2021	Completed in 2022. Broadway Plan approved by Council on June 22, 2022. Collaboration through Broadway Subway SPA Working Group.

City-Led Initiatives	SPA Section	Timing (end of)	Adjustment(s) from SPA	Monitoring Committee	Progress
Identify opportunities for community services and amenities	6.7	2022	To be completed by end of 2022, per change to timing for Broadway Plan	ENDORSED – Sep 20, 2021	Completed in 2022. Broadway Plan approved by Council on June 22, 2022. Collaboration through Broadway Subway SPA Working Group.
Street Connectivity and Major Road Network (MRN) review and analysis	7.2	2024	To be completed by end of 2022, per change to timing for Broadway Plan	ENDORSED – Sep 20, 2021	Broadway Plan approved by Council on June 22, 2022. Collaboration on street network completed prior to Broadway Plan adoption via Broadway Plan Transportation Workshops and direct City/TransLink discussions.
			Change date of completion to by end of 2023 based on City Council’s direction for review of options for an active transportation lane on Broadway	ENDORSED – Sep 29, 2022	In March 2023, Vancouver Council approved “Great Street” design for Broadway with option for future active transportation lanes.
			Change date of completion to end of 2024 to coordinate analysis with City initiatives	ENDORSED – Oct 6, 2023	TransLink to advance street network modeling in 2023 and 2024 in consideration of the Major Road Network, in coordination with the completion of the Public Realm Plan and engagement on a preferred Broadway streetscape design.
Develop a Cycling Strategy	7.3	2022	To be completed by end of 2022, per change to timing for Broadway Plan	ENDORSED – Sep 20, 2021	Completed in 2022. Broadway Plan approved by Council on June 22, 2022. Collaboration through Broadway Plan Transportation Workshops.
Develop a Pedestrian Strategy	7.4	2022	To be completed by end of 2022, per change to timing for Broadway Plan	ENDORSED – Sep 20, 2021	Completed in 2022. Broadway Plan approved by Council on June 22, 2022. Collaboration through Broadway Plan Transportation Workshops.

City-Led Initiatives	SPA Section	Timing (end of)	Adjustment(s) from SPA	Monitoring Committee	Progress
Develop Urban Design Guidelines	8.1	2024	To be completed by end of 2022, per change to timing for Broadway Plan	ENDORSED – Sep 20, 2021	Commitment partially fulfilled.  New urban design policies are embedded in adopted Broadway Plan for use in new rezoning applications. Further work is underway to update or replace existing C-3A guidelines aligned with broader city-wide work to expedite delivery of new housing and job space. Additional time needed given expanded scope, which will also explore potential for amendments to the C-3A zoning itself to reflect the Broadway Plan land use policies.
			Change completion date to end of 2023 to reflect Broadway Plan as approved	ENDORSED – Sep 29, 2022	
			Change completion date to end of 2024 to reflect expanded scope and associated requested changes to Vancouver Charter	ENDORSED – Oct 6, 2023	
Develop a Public Realm and Streetscape Plan (including Project station areas)	8.2	2024	To be completed by end of 2022, per change to timing for Broadway Plan	ENDORSED – Sep 20, 2021	Council approved direction in March 2023 for staff to advance “Great Street” design for Broadway. Technical work and public engagement for overall Public Realm Plan and Broadway Streetscape Plan ongoing through 2024.
			Change completion date to end of 2023 to reflect Broadway Plan as approved	ENDORSED – Sep 29, 2022	
			Change completion date to end of 2024 to reflect ongoing technical work and public engagement timelines	ENDORSED – Oct 6, 2023	
TransLink-led Initiatives	SPA Section	Timing (end of)	Adjustment from SPA	Monitoring Committee	Progress
Identify opportunities for wash-room access, including at stations, as part of system-wide review of customer washroom facilities	6.7(b)(ii)	2018			Completed in 2018 – Customer Washrooms on Transit Policy adopted.  Completed in 2019 – Accommodations for customer accessible washrooms to be provided at Broadway-City Hall and Arbutus stations.
Identify opportunities to maintain or enhance bus travel times and reliability	7.1(a)	2019	SPA referred to this as a consolidated “Bus Priority and Integration Plan”		Completed in 2019 – Bus Speed and Reliability Report completed, which provides technical findings and resources for bus priority.

TransLink-led Initiatives	SPA Section	Timing (end of)	Adjustment from SPA	Monitoring Committee	Progress
Prepare a Bus Network Integration Plan	7.1(a)	By Opening Day	SPA referred to this as a consolidated “Bus Priority and Integration Plan”	ENDORSED – July 14, 2020	Future initiation, informed by Area Transport Plan.
Provide cost-sharing opportunities for transit priority measures based on approved regional transportation plans and funding	7.1(d)	Timing not specified			Cost-share opportunities provided through Bus Speed and Reliability municipal cost-share funding program.
Use TravelSmart to encourage alternate modes during and immediately after Project construction	7.1(e)	During construction and at opening	Adjust the timing and approach currently referenced in SPA  TransLink will highlight Broadway Subway in pandemic-related regional ridership recovery campaigns (marketing, events, etc.), and will seek to implement more corridor specific TDM initiatives in 2023/2024, and at the opening of the Broadway Subway	ENDORSED – Sep 29, 2022	TransLink and City staff are exploring TDM initiatives for late 2023 and 2024, collaborating together and also working with various external partners including BIAs, employers, developers, HUB Cycling and Mobi Bike Share.
Update the Burrard Peninsula Area Transport Plan	7.1(f)	2025 (early)	Project renamed from Vancouver Area Transport Plan to ‘Central Area Transport Plan’, adjust completion date to end of 2024 to reflect expanded project scope.	ENDORSED – Sep 29, 2022	Project kick-off with local government and partner agency staff for the Burrard Peninsula Area Transportation Plan in March 2023. Work on the ATP is now underway with increased local government engagement and public engagement planned for late 2023.
			Project renamed to “Burrard Peninsula Area Transport Plan’, adjust completion date to early 2025 to reflect revised timeline for engagement phase 2, which begins in Fall 2024.	ENDORSED – Oct 6, 2023	
The City and TransLink will establish a multi-stakeholder committee (the “Monitoring Committee”)	10.1	2018			Completed in 2018 – Inaugural meeting in December 2018.

TransLink-led Initiatives	SPA Section	Timing (end of)	Adjustment from SPA	Monitoring Committee	Progress
The Monitoring Committee will provide City Council, the Mayors' Council, TransLink Board and officials from the Province with an annual report outlining the progress of the commitments of each Party as set out in this SPA	10.3(e)	Timing not specified	Rename 'Annual Dashboard' to 'Annual Report'	ENDORSED – July 14, 2020	Ongoing – Annual Reports released each fall.
			Annual reports to track SPA commitments; 5-year performance reports to track both commitments and performance measures, leveraging updated Census data*	ENDORSED – Sep 20, 2021	
The City and TransLink will work jointly and cooperatively to prepare a comprehensive report every three to five years**	11.1(a)	Timing not specified			The first 5-Year Performance Report to be released in fall 2024.
Data collection for 800m SPA geography	5.1(b) and 11.3	n/a	Remove Central Broadway and replace traffic zones with block-level data	ENDORSED – Dec 12, 2018	Ongoing
			Streamline data collection from original geographies (400m, 800m Central Broadway and traffic zones) to 800m, snapped to city blocks	ENDORSED – July 14, 2020	

\*The Broadway Subway SPA Annual Report published in 2021 omitted inclusion of this Committee-endorsed adjustment.

\*\* Previous Broadway Subway SPA Annual Reports documented a Monitoring Committee-endorsed adjustment to rename the 'Comprehensive Report' to "5-Year Performance Report"; this adjustment is no longer referenced here, given that the term 'Performance Report' is used in the SPA.

## CONCLUSION AND NEXT STEPS

The past year featured the advancement of several important SPA commitments by the City of Vancouver and by TransLink. From the completion of the public land holdings analysis, to key decisions on Broadway street design, and the launch of the Burrard Peninsula Area Transport Plan, SPA partners continue to work together to align policies, programs and initiatives to support the Broadway Subway Project for opening day and decades to come. If development activity trends continue, the coming years will be very significant in terms of new development approvals in the SPA corridor.

In 2024 the first 5-Year Performance Report will provide custom Census data from 2021, providing an updated base case to track how effectively the objectives of the SPA are

aligning with outcomes in future years. In 2025 and beyond, SPA partners will continue to coordinate the development of the SPA Annual Reports, focused on progress updates on the SPA commitments.

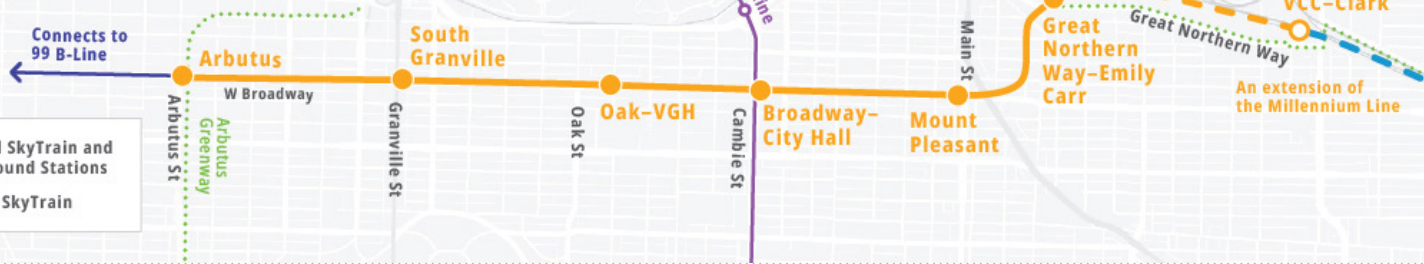
2023 represents the continuing successful evolution of the SPA. This unique multi-level government agreement has remained effective and impactful since its adoption in 2018, with an oversight structure that has proven both resilient and flexible over the past five years. This success speaks to the value of shared objectives paired with constructive relationships and remains a model to support future rapid transit projects across the Metro Vancouver region.

*Source: City of Vancouver*



## SPA BACKGROUNDER

# BROADWAY SUBWAY PROJECT



Source: Broadway Subway Project

The **Broadway Subway Project** is an under construction rapid transit extension of the Millennium Line from VCC-Clark station to a new western terminus at Arbutus Street, spanning approximately 5.7 kilometres. The Broadway Subway Project is a major rapid transit investment along the Broadway Corridor which will connect a number of vibrant neighbourhoods with a high number of residents, jobs and destinations to the regional rapid transit network. Rapid transit along the Broadway Corridor was first identified in 1993 and included in the 10-Year Vision for Metro Vancouver Transit and Transportation in 2014.

The 10-Year Vision also outlined the need for Project Partnership Agreements to codify

coordination, collaboration, and mutually supportive actions by project partners to advance the shared objectives of major transit investments. This was the direction which resulted in TransLink and the City of Vancouver executing a SPA for the Broadway Subway Project (the “**Broadway Subway SPA**”) in June 2018. The SPA is a ground-breaking approach to supporting transit in the region and recognizes that the linkages between transportation and land use are deep and complementary. This direction for Project Partnership Agreements is reiterated more recently in the Transport 2050: 10-Year Priorities.

**700**  
metres of above-grade track

**5.7**  
kilometres of underground track

**6**  
new underground stations



	ANNUAL REPORT	5-YEAR PERFORMANCE REPORT
<b>Timing</b>	Every year, except in 5-Year Performance report years; first Annual Report published in 2020	Every five years, with the first 5-year Performance Report planned for 2024 (pre-Subway opening) - timed to align with availability of updated Census data.
<b>Scope</b>	Reports progress and provides oversight and accountability on all SPA commitments	Reports progress and provides (1) oversight and accountability on all SPA commitments and (2) SPA performance measures (outcomes) data based on updated. custom Census data
<b>Level of Analysis</b>	Intended as an annual progress ‘snapshot’ on SPA commitments	Provides a comprehensive analysis of the long-term trends/outcomes monitored and may recommend actions if outcomes are not tracking as expected.

Table 1: SPA Reporting Deliverables

In December 2018, TransLink and the City, working with the Province and Metro Vancouver, established a multi-stakeholder senior staff monitoring committee (the **“Monitoring Committee”**) tasked with reviewing land use and transportation outcomes and progress on the commitments and responsibilities in the SPA. Additionally, a staff-level working group (the **“Working Group”**) was also established, reporting to the Monitoring Committee and supporting its duties and responsibilities.

Progress on the initiatives and outcomes of the SPA is monitored and reported to decision-makers through two primary means: the **“Annual Report”** and the **“5-Year Performance Report”**. The nature of these reports is described in Table 1.

Table 1 also reflects the updated focus of the Annual Reports on the progress of the SPA commitments. The 5-Year Performance Reports will include the performance measures (indicators data) and will be timed to align with the availability of updated custom Census

data for the SPA geography. This approach (1) ensures that year-over-year progress on SPA commitments continues to be closely tracked and reported to decision-makers, and (2) continues to use the performance measures to track the longer-term trends of SPA-related outcomes in more substantive 5-Year report cycles. If any concerning trends arise in years between the 5-Year Performance Reports, those would be identified to decision-makers at that time.



Source: [Broadway Subway Project](#)

## MONITORING SPA COMMITMENTS

The SPA includes commitments to a broad range of specific City-led and TransLink-led initiatives. Each initiative advances the project and broad policy objectives within the Broadway Subway SPA. Some commitments require the cooperation of the City and TransLink, and in some cases collaboration with the Province as well. Included too are commitments to ongoing monitoring and reporting, both through the annual reports and the 5-year performance reports.

These commitments:

- Are identified for completion between 2018 and 'Opening Day' of the Broadway Subway.
- Will be monitored and reported on until 2045 or 20 years after the Broadway Subway opens, whichever is later.
- Will be reviewed and assessed periodically through the monitoring process.



Source: [Broadway Subway Project](#)

---

## GLOSSARY

**5-Year Performance Report** – One of the two primary SPA reporting deliverables that is published on a five-year basis to provide a comprehensive analysis of progress on SPA commitments and outcomes, and may recommend actions if outcomes are not tracking as expected.

**10-Year Priorities** – A updated blueprint identifying the region’s top transportation priorities, rapid transit projects, and service increases for the first ten years of Transport 2050, adopted by TransLink in 2022.

**Annual Report** – One of the two primary SPA reporting deliverables that is published on an annual basis to provide a high-level snapshot of progress on SPA commitments.

**Broadway Subway Project** – An approximately 5.7-kilometre extension of the Millennium Line from its current terminus at VCC-Clark to a new western terminus at Arbutus Street.

**Broadway Subway Supportive Policies Agreement (SPA)** – The Supportive Policies Agreement for the Broadway Subway Project, executed by the City of Vancouver and TransLink in June 2018.

**Broadway Subway SPA Geography** – A defined geography that will be used for data collection and outcomes monitoring; delineated by city blocks and constitutes an approximate 800 metre walk, using existing walking networks, from the Broadway Subway Project stations.

**Monitoring Committee** – A multi-stakeholder committee formed by TransLink and the City in December 2018 to review the performance of land use and transportation outcomes for the Broadway Subway Corridor and monitor compliance by each party with the commitments and responsibilities set out in the Broadway Subway SPA, with senior staff representatives from TransLink, City of Vancouver, the Province of British Columbia, and Metro Vancouver.

**Transport 2050** – A long-range vision that will guide transportation decisions in Metro Vancouver for the next three decades, including significant expansion of rapid transit, completion of a traffic-separated bikeway network, and promotion of electric and shared vehicles, adopted by TransLink in 2022.

**Working Group** – A multi-stakeholder staff working group from the agencies represented on the Monitoring Committee that reports to the Monitoring Committee and supports its duties and responsibilities, with representatives from TransLink, City of Vancouver, the Province of British Columbia, and Metro Vancouver.

**TO:** Mayors' Council on Regional Transportation

**FROM:** Mike Buda, Executive Director, Mayors' Council Secretariat

**DATE:** November 15, 2023

**SUBJECT:** **ITEM 7 – Election of the 2024 Chair, Vice-Chair and Board Designate of the Mayors' Council**

---

**RECOMMENDATIONS:**

That the Mayors' Council on Regional Transportation receive this report.

---

**PURPOSE:**

To review the rules and process for electing the 2024 Chair and Vice-Chair of the Mayors' Council, as well as to review the rules and processes for electing the 2024 Board Designate based on the amendments proposed in the report for Item 4.1, *Amendments to Rules of Procedure for the Conduct of Meetings*, [found earlier in this agenda package](#).

**BACKGROUND:**

Section 2 of the Mayors' Council's [Rules of Procedure for the Conduct of Meetings](#) applies to the election of Chair and Vice-Chair (and as per the report for Item 4.1 above, these rules are proposed to be extended to the Board Designate for this election):

**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 and Delegate present at the meeting.
- 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.

On November 14 and 15, 2023, via emails sent to all members, the current Chair, Vice-Chair and Board Designate declared their intention to seek re-election, as per Section 2.6.

At the will of the body, the election of Chair is typically chaired by the Executive Director, and the election of Vice-Chair is typically chaired by the newly elected Chair. Nominations are accepted from the floor during this item in the agenda, as per Section 2.2. As per Section 2.3, if more than one person is nominated for the position of Chair or Vice-Chair or, as proposed, the Board Designate, a vote by secret ballot will be taken, and will follow the standard process outlined in *Robert's Rules of Order*.

Since the election of the 2024 Chair and Vice-Chair will occur at a hybrid meeting, with some members participating via videoconferencing, the secret ballot voting procedure adopted by the Mayors' Council in 2020 will be used to accommodate "virtual" balloting:

#### **Secret Ballot Voting Procedure using the Zoom Polling Feature**

The polling feature in Zoom is a simple, straightforward way to manage secret ballots elections. The results will be kept secret by changing the Zoom account settings to make the poll anonymous, which will keep the votes anonymous in the meeting and in any subsequent polling reports that are available to the Zoom account holder (for example if a report is requested by a scrutineer).

The Zoom polling feature will be created and launched by the Recording Secretary during the meeting to accommodate all those nominated for each election. The Recording Secretary can see the progress of the responses and will close the poll after all responses are received. The poll results will be calculated immediately, and the outcome shared with meeting participants by the Recording Secretary announcing the name of the person who received the majority of the votes.

This process is simple to use for members but allows for secret balloting for those participating by videoconference, is limited to Mayors' Council members, and can be audited by candidates' scrutineers.