

**TRANSLINK BOARD OF DIRECTORS  
PUBLIC BOARD MEETING**

**MINUTES**

**March 22, 2019**

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Minutes of the South Coast British Columbia Transportation Authority (TransLink) Board of Directors Public Board Meeting held on March 22, 2019 at 10:00 am in the 4<sup>th</sup> Floor Boardroom, 400 – 287 Nelson’s Court, New Westminster, BC.

**PRESENT:**

DIRECTORS

Tony Gugliotta, Board Chair  
Larry Beasley, C.M.  
Harj Dhaliwal  
Murray Dinwoodie  
Mayor Jack Froese  
Anne Giardini, O.C, O.B.C., Q.C.  
Karen Horcher  
Andy Ross  
Marcella Szel, Q.C.

MANAGEMENT and CORPORATE SECRETARY

Kevin Desmond, Chief Executive Officer  
Gigi Chen-Kuo, General Counsel and Corporate Secretary  
Fran Corlett, Assistant Corporate Secretary

**REGRETS:**

Sarah Clark  
Mayor Jonathan Coté

**1. CALL TO ORDER AND OPENING REMARKS**

Tony Gugliotta, Board Chair called the meeting to order at 10:05 am. Mr. Gugliotta welcomed everyone to the TransLink Board of Directors meeting. Mr. Gugliotta acknowledged that this was his first public board meeting as Chair, and thanked the previous Chair, Lorraine Cunningham for her years of service. Mr. Gugliotta also welcomed Harj Dhaliwal, who joined the TransLink board in January.

**2. CONSENT AGENDA**

The following consent agenda item was approved and adopted:

**2.1** *Minutes of the December 6, 2018 Board Meeting*

The following consent agenda item was received for information:

**2.2** *Response to Public Delegations*

### **3. PUBLIC DELEGATIONS**

#### **Sonny Athwal**

Sonny Athwal, a Surrey resident, spoke to the Board about the overcrowding on the 323, 319 and 96 B-line routes. He would like to see more frequent service brought to these routes to accommodate the increasing number of passengers commuting to school and work. Mr. Athwal also wanted to bring attention to the need for increased security at the Surrey Central SkyTrain Station.

#### **Diane Gillis**

Diane Gillis, founder of the Neighbourhood Association Burnaby and member of The Transit Police Chief Community Council, spoke to the safety concerns at Royal Oak SkyTrain Station. Ms. Gillis stated improved lighting and landscaping would improve safety for residents and workers around the station.

#### **Daryl Dela Cruz**

Daryl Dela Cruz, an SFU student and advocate for SkyTrain in Surrey, spoke to the Board about misinformation that has been circulated that the SkyTrain technology is proprietary to Bombardier and SNC-Lavalin. He stated this is not the case and wants to ensure the correct information is being delivered to the policy makers.

### **4. EXECUTIVE REPORTS**

#### **4.1 CEO Report**

Kevin Desmond, Chief Executive Officer, provided an update, including:

- Transit Driver Appreciation Day on March 25 to celebrate 3700 Coast Mountain Bus Company drivers and 80 SeaBus operators;
- Strong ridership growth in 2018 resulting in an overall increase of 7%, and year to date ridership is up 4.7% through February 2019;
- The Federal Government announced a \$130 million increase to the Gas Tax Fund in their budget, doubling its value without any impact on gas prices;
- Fleet renewal continues with the first of the new Mark III trains in full revenue service, 32 double-decker buses being delivered through the summer, and four electric buses arriving in April, with trials starting in June;
- New B-Line routes in service by early 2020;
- Public consultations to begin in April focused on existing and new transit networks in Maple Ridge, Pitt Meadows, Surrey, and Langley;
- Public consultation between May and September for the next 30-year plan, with a focus on generally underrepresented demographics; and
- TransLink's 20-year anniversary is on April 20<sup>th</sup>.

#### **4.2 BC Rapid Transit Company (BCRTC)**

Mike Richard, VP Operations on behalf of Haydn Acheson, Interim President and General Manager provided a BCRTC update, including:

- State of good repair initiatives include rail grinding, component and rail replacements, and a noise assessment with an acoustic consultant to aid in the design and trial of custom rail noise dampers;

- Report on safety indicators included main causes, trends, and steps to improve customer and employee safety, as well the introduction of new key performance indicators for 2019;
- On Time Performance report, noting a reduction in delays, but also a decrease in OTP service level due to three major events that interrupted service;
- Winter readiness plan was implemented to maintain service for customers;
- The first new Mark III train is in revenue service, while the others are still in various testing phases; and
- Surrey Central SkyTrain Station upgrade was completed and opened March 2, 2019.

#### **4.3 Coast Mountain Bus Company (CMBC)**

Mike McDaniel, President and General Manager, provided an update on CMBC operations, including:

- Report on safety indicators, included main causes and trends, the use of the Bus Simulator for training purposes, and demonstrations of collision avoidance technology for buses;
- Distracted driving prevention by banning the use of ear buds, Bluetooth earpieces, and smart watches;
- Second year using the tire socks and moving to a smaller sized sock, which has yielded a 50% increase in durability for the sock;
- Report on Access Transit, noting that on time performance has improved since First Transit took over, and initiatives have been implemented for better communication to customers; and
- Community shuttles to be retrofitted with analog fareboxes and a paper transfer slip will be rolled out by early June 2019.

#### **4.4 Transit Police**

Barry Kross, Interim Chief Officer, provided a Transit Police update, including:

- An update on the critical incident at the Scott Road SkyTrain Station on January 30, 2019;
- Attendance at the First Responders Mental Health Symposium;
- Report on year-end statistics, where all performance categories are trending positively; and
- The new Chief Officer Dave Jones will be starting April 1, 2019.

Mr. Kross stated it has been his privilege to act as Interim Chief Officer over last eight months.

The Board thanked Interim Chief Officer Kross for his dedication and leadership.

### **5. FINANCE AND AUDIT COMMITTEE REPORTS**

#### **5.1 Finance and Audit Committee Chair Report**

Anne Giardini, Finance and Audit Committee Chair, reported on the highlights of the Committee's meeting held on March 18, 2019, including:

- Review of 2018 financial reports, including External Audit Report, Performance Report, Audited Financial Statements, and Statutory Annual Report;
- Update on Major Capital projects;
- Information on Transit Tariff Review and paper transfers;
- Information Technology update, focusing on security and IT awareness;
- Real Estate update, focusing on property acquisition for major transit projects;
- Safety and Emergency Management initiatives; and
- Review of 2019 Enterprise Risk Management program.

## 5.2 Consent Agenda

The following item contained in the consent agenda was approved and adopted:

### 5.2.1 2018 Statutory Annual Report

**It was MOVED and SECONDED**

That the TransLink Board of Directors:

- A. Approves the 2018 annual report mandated by the *South Coast British Columbia Transportation Authority Act*, as present in Appendix A to the report; and
- B. Authorizes the release of the 2018 annual report to the Mayors' Council on Regional Transportation.

**CARRIED**

The following agenda items were received for information:

### 5.2.2 Pattullo Bridge Condition Monitoring Report

### 5.2.3 Expo Millennium Line Upgrade Program (EMUP) Status Update

### 5.2.4 Broadway Subway Project Update

### 5.2.5 Surrey Langley SkyTrain Project Update

### 5.2.6 Station Upgrade Projects

## 5.3 2018 Year End Financial and Performance Report

The Board received a report titled "2018 Year-End Financial and Performance Report." Rob Malli, Chief Financial Officer and Executive Vice President Finance and Corporate Services, presented the Board with an overview of the report, including:

- Approval of funding for the Phase Two Investment Plan;
- Customer experience initiatives such as the introduction of Live Chat and radio-frequency identification (RFID) fare gates installed across the entire SkyTrain network;
- Sustainability highlights such as reduced carbon footprint and \$800,000 revenue generated by sale of carbon credits;
- Progress update on the modernization of technology at SkyTrain stations and an update on the Granville Station escalator replacement project;
- Consolidated revenue, with fuel taxation lower than budget, and transit revenues higher than budget;

- Consolidated expenses were overall favourable to budget; and
- \$395 million invested in capital projects such as purchasing buses and trains, infrastructure, facilities, equipment and major construction.

#### **5.4 2018 Audited Consolidated Financial Statements**

Rob Malli, Chief Financial Officer and Executive Vice President Finance and Corporate Services presented the Board with the report titled “2018 Audited Consolidated Financial Statements” for approval.

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

That the Finance and Audit Committee recommends that the TransLink Board of Directors:

- A. Approves the 2018 Audited Consolidated Financial Statements; and
- B. Authorizes the Board Chair and Audit Committee Chair to sign the approved 2018 Audited Consolidated Financial Statements.

**CARRIED**

#### **5.5 2019 Transit Tariff Amendment**

Rob Malli, Chief Financial Officer and Executive Vice President Finance and Corporate Services presented the Board with the report titled “Transit Tariff Amendment – effective July 1, 2019” for approval.

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

That the TransLink Board of Directors:

- A. Introduces and reads a first, second and third time the *South Coast British Columbia Transportation Authority 2019 Tariff Bylaw Number 131-2019*, attached to this report as Attachment 1, effective July 1, 2019; and
- B. Reconsiders and finally adopts the *South Coast British Columbia Transportation Authority 2018 Tariff Bylaw Number 131-2019*.

**CARRIED**

#### **5.6 2019 Property Tax Bylaw and 2019 Replacement Tax Bylaw**

Rob Malli, Chief Financial Officer and Executive Vice President Finance and Corporate Services presented the Board with the reports titled “2019 Property Tax Bylaw and 2019 Replacement Tax Bylaw” for approval.

Property Tax Bylaw:

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

- A. That the TransLink Board of Directors introduces and reads a first, second and third time the “South Coast British Columbia Transportation Authority 2019 Property Tax Bylaw Number 129-2019” included in the report as Appendix 1.
- B. That the TransLink Board of Directors reconsiders and finally adopts the “South Coast British Columbia Transportation Authority 2018 Property Tax Bylaw Number 129-2019” included in the report as Appendix 1.

Replacement Tax Bylaw:

**It was MOVED and SECONDED**

- A. That the TransLink Board of Directors introduces and reads a first, second and third time the “South Coast British Columbia Transportation Authority 2018 Replacement Tax Bylaw Number 130-2019” included in the report as Appendix 2.
- B. That the TransLink Board of Directors reconsiders and finally adopts the “South Coast British Columbia Transportation Authority 2018 Replacement Tax Bylaw Number 130-2019” included in the report as Appendix 2.

**CARRIED**

**5.7 Motor Fuel Tax Bylaw**

Rob Malli, Chief Financial Officer and Executive Vice President Finance and Corporate Services presented the Board with the report titled “Enact Funding Increase – Motor Fuel Tax” for approval.

**PROPOSED RESOLUTION:**

That the TransLink Board of Directors:

- A. Introduces and reads a first, second and third time the South Coast British Columbia Transportation Authority Motor Fuel Tax Bylaw Number 132-2019, attached in this report as Attachment 1, effective July 1st, 2019; and
- B. Reconsiders and finally adopts the South Coast British Columbia Transportation Authority Motor Fuel Tax Bylaw Number 132-2019 attached in this report as Attachment 1.

Mr. Malli noted that Motor Fuel Tax Bylaw Number 132-2019 had not yet received Royal Assent. He stated that once Royal Assent is received, the Board will be convened to enact the change to the Bylaw.

**6. PLANNING AND STAKEHOLDER RELATIONS COMMITTEE**

**6.1 Planning and Stakeholder Relations Committee Chair Report**

Larry Beasley, Planning and Stakeholder Relations Committee Chair, reported on the highlights of the Committee’s meeting held on March 19, 2019, including:

- Update on public engagement initiatives for the South of Fraser program and the larger Regional Transportation Strategy;
- Quarterly update on customer engagement and feedback reports;
- Establishment of the HandyDart Advisory Committee; and
- Discussion on Rail to UBC.

**6.2 Consent Agenda**

The following items contained in the consent agenda were received for information:

6.2.1 *Custom Transit Service Delivery Review Implementation*

6.2.2 *Background to the 2018 Annual Report of Access Transit Users’ Advisory Committee*

### **6.3 HandyDart Advisory Committee**

Geoff Cross, Vice President, Transportation Planning and Policy presented the Board with the report titled “HandyDart Advisory Committee” for approval.

**It was MOVED and SECONDED**

That the TransLink Board of Directors:

- A. Direct Management to establish a standing public HandyDART Advisory Committee; and
- B. Direct Management to undertake an open call for applications and recommend committee members for appointment by the Board of Directors.

**CARRIED**

### **6.4 Rail to UBC**

The Board received a report titled “Rail to UBC” for approval. Geoff Cross, Vice President, Transportation Planning and Policy delivered a presentation which included the following highlights:

- Long-term forecasts support a SkyTrain extension to UBC;
- Short-term design and development issues;
- Impacts on the current Mayors’ Council 10-Year Investment Plan; and
- Considerations for Phase 2 and Phase 3 Mayors’ Council 10-year Investment Plan projects.

**It was MOVED and SECONDED**

That the TransLink Board of Directors endorse a SkyTrain Millennium Line extension from Arbutus Street to UBC as the technology basis to advance to the next stage of project development for Rail to UBC, including development of alternative concept designs and preliminary business case inputs.

**CARRIED**

### **6.5 B-Line and Bus Priority Programs Update**

The Board received a report titled “B-Line and Bus Priority Program Update.” Geoff Cross, Vice President, Transportation Planning and Policy delivered a presentation which included the following highlights:

- Update on timelines and the status of construction of B-Line corridors;
- Necessity of having the correct facilities in place to meet the branding promise;
- North Vancouver B-Line will terminate at Park Royal; and
- Consideration for projects that can help improve bus speed and reliability.

### **6.6 South of Fraser Rapid Transit Planning and Engagement Update**

The Board received a report titled “South of Fraser Rapid Transit Planning and Engagement Update.” Geoff Cross, Vice President, Transportation Planning and Policy delivered a presentation which included the following highlights:

- Overview of concurrent SkyTrain project milestones;
- Outline of current work and short-term goals and timelines;
- Creation of project teams and working budgets;

- Progress of work related to the South of Fraser projects; and
- In person and online public engagement initiatives.

#### **6.7 Regional Transportation Strategy Engagement Plan**

The Board received a report titled “Regional Transportation Strategy Engagement Plan.” Steve Vanagas, Vice President, Customer Communications & Public Affairs delivered a presentation which included the following highlights:

- Phase 1 of public engagement for the next 30 years, focusing on understanding the values, vision, and transportation needs for the region;
- Initiatives designed to seek out participation from new and previously underrepresented demographics;
- Outline of the methods used for public engagement; and
- Development of a new and interactive public engagement website.

### **7. HUMAN RESOURCES AND GOVERNANCE COMMITTEE**

#### **7.1 Human Resources and Governance Committee Chair Report**

Marcella Szel, Human Resources and Governance Committee Chair, reported on the highlights of the Committee’s meeting held on March 22, 2019, including:

- Board of Directors and Mayors’ Council Joint Committee structure;
- Discussion on revising the 2020 Board of Directors meeting schedule that was proposed in collaboration with the Mayors’ Council; and
- Recommendation to start the Screening Panel process to earlier in the year.

#### **7.2 TransLink Drug and Alcohol Policy**

Jean Wong, Vice President, Human Resources presented the Board with the report titled “TransLink Drug and Alcohol Policy” for approval.

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

That the TransLink Board of Directors approve TransLink’s Drug and Alcohol Policy, attached to the report as Attachment B.

**CARRIED**

### **8. ADJOURNMENT**

There being no further business, the meeting was adjourned at 1:05 pm.

#### **Certified Correct:**

*Original signed by Tony Gugliotta*

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Tony Gugliotta  
Board Chair

*Original signed by Gigi Chen-Kuo*

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Gigi Chen-Kuo  
General Counsel and Corporate Secretary