

**TRANSLINK BOARD OF DIRECTORS
PUBLIC BOARD MEETING**

December 17, 2020

Minutes of the TransLink Public Board Meeting held virtually on December 17, 2020 at 2:00 pm.

DIRECTORS

Lorraine Cunningham, Vice Chair
Larry Beasley, C.M., R.P.P.
Sarah Clark, P.Eng.
Mayor Jonathan Cote
Harj Dhaliwal, PhD
Murray Dinwoodie
Mayor Jack Froese
Karen Horcher, FCPA, FCGA, CFA
Andy Ross
Marcella Szel, Q.C.

REGRETS: Tony Gugliotta

MANAGEMENT and CORPORATE SECRETARY

Kevin Desmond, CEO
Jennifer Breeze, Associate General Counsel and Corporate Secretary
Fran Corlett, Assistant Corporate Secretary

1. Lorraine Cunningham, Vice Chair called the meeting to order at 2:00 pm.

Ms. Cunningham acknowledged and thanked Kevin Desmond, CEO's contribution to TransLink in light of his upcoming departure from TransLink.

2. **Public Delegations**

Christina DeMarco (Downtown Waterfront Working Group) presented to the Board on concerns relating to proposed development of a new office tower near Waterfront Station in the City of Vancouver. Potential impact to Waterfront station, the galleria and access to transit was raised with the Board and Ms. DeMarco requested that TransLink participate in ensuring the Waterfront XX plan is developed before this development proceeds.

Ken Leggatt, CEO of St. John Ambulance (BC and Yukon) charity spoke to the Board on seeking support for "Start Me Up BC" to be at all transit hubs. This program is intended to provide 1,000 publicly accessible AED stands to help save lives from cardiac arrests.

Joe Kunzler spoke in support of Minister Ma and the new Surrey Langley SkyTrain project.

3. **CEO Report**

Kevin Desmond, CEO spoke to the challenges experienced by TransLink through 2020, including maintaining services through winter weather, protests, the COVID-19 pandemic and now the recent cyber attack on TransLink's network systems. TransLink's focus has remained ensuring we are ready to continue to provide transit services, be poised to welcome more of our ridership back, advancing critical capital projects such as expediting escalator replacements and the Surrey Langley SkyTrain project. Management also continues work to chart a path to a sustainable future through Transport 2050. Mr. Desmond noted other key highlights and TransLink's focus to develop an Investment Plan and ensure TransLink's ongoing financial stability in the coming years and post COVID-19 pandemic.

4. BC Rapid Transit Company

Michel Ladrak, President and General Manager BCRTC, provided an overview of the activities at BCRTC in the last quarter of 2020, highlighting:

- Q3 Safety and Zero Harm performance, noting a reduction in the trend of claim rates and lost time injuries;
- Introduction of field-level hazard assessments;
- On-time performance, with delivery of 99.7% of scheduled service and 96.5% of on-time performance since January 2020;
- All 14 Mark III trains have been successfully commissioned and in revenue service, and work toward fleet expansion continues;
- Rail grinding has continued, with 43kms of rail on the Expo line being grinded in Q3;
- COVID-19 safety measures and protocols used and advanced to help ensure passengers and staff are safe;
- SkyTrain turned 35 years, from December 11, 1985; and
- Significant employee milestones achieved, including 24 staff celebrating 35 years.

Mr. Ladrak also acknowledged and thanked Mr. Desmond for his contribution to SkyTrain.

5. Coast Mountain Bus Company

Michael McDaniel, President and General Manager, Coast Mountain Bus Company, reported on the operational activities at CMBC. In particular, Mr. McDaniel noted:

- Health screenings for employees for COVID-19 as of November 11th, to assist our employees and employees to stay safe;
- Safety and injury trends, with Onboard claims submitted trending downward but WorkSafe BC claims accepted increasing;
- Mental health claim trends continue to increase and work is ongoing on mental health;
- Roll-out of refresher training began in September 2020 for bus operators, with refresher training for each operator every 5 years;
- A collision avoidance system pilot began in Q3 on buses for evaluation by CMBC; and
- CMBC's copper products trial, for evaluation of effectiveness in eliminating the COVID-19 virus on certain high touch-point locations on buses.

Mr. McDaniel expressed his appreciation and thanks on behalf of CMBC to Mr. Desmond for the support for CMBC and his passion for transit.

6. Transit Police

Chief Jones, Transit Police, presented to the Board on recent work and initiatives of Transit Police, which included:

- The Targeted Mobile Enforcement Team, which has been working in close collaboration with CMBC and SkyTrain staff and municipal police agencies to focus on...
- Operations and safety measures during COVID-19, including decontamination protocols after interaction with COVID-19 positive individuals;
- Recruitment and promotions in 2020, with a focus on diversity and 56% visible minorities in recruits;
- Unveiling of Indigenous Artwork by Christine Mackenzie;
- Trends of crimes against persons and property from March 2019 to October 2020, noting that trends have not followed the trend of reduction in ridership; and

- Ongoing work of the Transit Police responding to the opioid crisis, where Transit Police have saved lives through the use of naloxone.

Chief Jones echoed the comments of other Management and thanked Mr. Desmond for his support for the Transit Police during his time at TransLink.

7. Business Plan, Operating and Capital Budget

Christine Dacre, CFO presented the proposed 2021 Business Plan, Operating and Capital Plan and highlighted key aspects of the Business Plan and Budget. Ms. Dacre highlighted:

- The financial impact of the COVID-19 pandemic on TransLink's operations and operating revenues, noting transit fare revenue, fuel tax revenue, development cost charges and parking rights tax revenue;
- Emergency relief funding received from the Province of BC as a result of funding provided by the Federal Government and the Provincial Government;
- Scenario planning and assumptions made in the 2021 Business Plan and Budget relating to ridership and resulting revenue projections, and differences in those assumptions from actual ridership in 2020 due to the second wave of COVID-19 and the availability of vaccine in 2021;
- Reduced discretionary expenditures across the Enterprise and impact on the accumulated funding resource; and
- Transit services to be maintained at pre-COVID pandemic levels.

The Board discussed with Management assumptions in the 2021 Budget, including ridership and revenue projections given the ongoing uncertainty relating to COVID-19. Impact of the financial crisis on the development of the next Investment Plan and the compounding effect of reducing transit fares from what was planned originally in the Phase 2 Investment Plan, was also discussed.

IT WAS MOVED and SECONDED

That the TransLink Board of Directors approve the proposed 2021 Business Plan, Operating and Capital Budget as attached as Attachment 1 to this report.

CARRIED

8. SkyTrain Fleet Contract Award

The Board received the SkyTrain Fleet Contract Award report. Ms. Dacre introduced Melodie Williams, Category Manager, who reviewed the highlights of the proposed SkyTrain Fleet Procurement Contract. It was noted that the scope of the project is to procure 205 SkyTrain cars to replace end of life Mark I vehicles, and to add 80 cars to improve system capacity on the Expo and Millennium lines. The proposed contract also includes the option to purchase up to 400 additional vehicles in the future. The public competitive procurement process was reviewed, and key contract terms including pricing, the delivery schedule and also risk mitigation contract provisions. Enhancements and improved features for the new trains was also noted, with new passenger information displays, wifi and other added features.

After discussion with Management:

IT WAS MOVED and SECONDED

That the TransLink Board of Directors approve:

- A. Awarding the contract for 205 SkyTrain cars for the Expo and Millennium Upgrade Program (EMUP), including an option for up to 400 additional cars at TransLink's discretion which option is subject to future project approvals as may be required, to Bombardier Transportation Canada Inc.; and
- B. The Chief Executive Officer or his designate to execute a contract with Bombardier Transportation Canada Inc. to design, manufacture, test, deliver and commission these SkyTrain cars, as further described in this report.

CARRIED

9. Fare Infraction Review Update

Sarah Cross, Acting VP, Transportation Planning & Policy introduced Eve Hou, Manager, Policy Development to present the Fare Infraction Review Update report. Ms. Hou advised the Board that this review flows from the concerns raised by the AllonBoard group and is intended to provide options and recommendations to mitigate the impact of fare infractions on low income persons. Ms. Hou noted that the number of fare infractions issued to youth has been reducing, however, there is no statistics available on the number of low income persons issued fare infractions as TransLink does not collect this information. Refuse to Issue (RTIs) can be issued by the Insurance Corporation of British Columbia to collect outstanding fare infractions.

Ms. Hou reviewed programs already carried out by TransLink, providing funding to other organizations to provide fare media to low income persons or at risk youths at a low or no cost. The options considered by TransLink were identified and the recommendation to advance two options, namely enhancing TransLink's funding support for programs of third parties to provide fare media at low or no cost, and the establishment of a relief fund to be administered by a third party on behalf of TransLink.

The Board endorsed the recommendation set out in the report.

10. Finance and Audit Committee Chair Report

Sarah Clark, Committee Chair provided a verbal report on the recent activities of the Finance and Audit Committee, including:

- 2021 Business Plan, Operating and Capital Budget development;
- Review of the SkyTrain Fleet procurement;
Internal Audit support for the Enterprise and ongoing audit and review work for continuous improvement in the Enterprise;
- Safety measures and initiatives, both due to the COVID-19 pandemic and in the operating environment.

Ms. Clark commended staff on their work toward improving safety of staff and passengers during the COVID-19 pandemic, and to present a 2021 budget in the uncertain financial environment TransLink is facing. Ms. Clark also thanked the Province of BC for its support for TransLink to enable TransLink and its operating companies to provide its transit services during the pandemic.

11. Human Resources and Governance Committee Chair Report

Marcella Szel, Committee Chair also acknowledged the challenges and hard work of Management to respond to the challenges faced by TransLink throughout 2020. Work in the human resources and governance areas were reviewed, including:

- Updating Board competencies for future Board candidates;
- Appointments to subsidiary boards for 2021;
- Development of, and enhancement in the process for, 2021 Board Work Plans; and
- Remote work as a result of the COVID-19 pandemic and plans for the Future of Work for staff in the Enterprise post-pandemic.

12. Planning and Stakeholder Relations Committee Chair Report

Larry Beasley, Committee Chair highlighted the recent work carried out at the Planning and Stakeholder Relations Committee of the Board, and in particular

- Fall Ridership Campaign and ridership recovery initiatives;
- Initiatives for the modernization of the HandyDART transit service and upcoming engagement with Access Transit customers in 2021; and
- Updates related to the UBC SkyTrain Extension, including stakeholder engagement activities.

Mr. Beasley recognized Mr. Desmond's contribution to the Committee and his focus on the future of transit services in the region.

13. Consent Agenda

The following consent agenda item was adopted.

13.1. Meeting Minutes of September 28, 2020

The following consent agenda items were received for information.

13.2. Pattullo Bridge Condition Monitoring Report

13.3. Surrey Langley SkyTrain Project Update

14. The Public Board Meeting concluded at 4:30pm.

Certified Correct:

Original signed by Lorraine Cunningham

Lorraine Cunningham
Board Vice-Chair

Original signed by Jennifer Breeze

Jennifer Breeze
Associate General Counsel &
Corporate Secretary