

**TRANSLINK BOARD OF DIRECTORS
PUBLIC BOARD MEETING
MINUTES**

December 2, 2021

Minutes of the TransLink Board of Directors Public Board Meeting held virtually on December 2, 2021 at 9:00 am.

DIRECTORS

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

MANAGEMENT and CORPORATE SECRETARY

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

GUESTS: Jennifer Chan, Harpinder Sandhu (Directors as of January 1, 2022)

1. Call to Order and Opening Remarks

Tony Gugliotta, Board Chair called the meeting to order at 9:00 am.

Jennifer Chan and Harpinder Sandhu (Directors as of January 1, 2022) joined the meeting.

Chair Gugliotta noted that Lorraine Cunningham will be taking over as Chair of the Board in January 1, 2022 as Chair Gugliotta has reached the end of his term. Mr. Gugliotta also congratulated Harj Dhaliwal on his re-appointment to the Board for a further three-year term. Jennifer Chan and Harpinder Sandhu will also be joining the TransLink Board on January 1, 2022 and Mr. Gugliotta welcomed Jennifer Chan and Harpinder Sandhu to the Board.

Mr. Gugliotta thanked Larry Beasley for his service and contribution to the Board, as his term also ends December 31, 2021.

Geoff Cross, VP Transportation Planning and Policy is also leaving TransLink at the end of 2021. The Board thanked Geoff Cross for all his dedication to TransLink and to the region.

Finally, Chair Gugliotta noted that this will be his last Board meeting as well and shared his appreciation for his fellow Board members. Lorraine Cunningham, Vice Chair, noted Mr. Gugliotta's leadership of the company, how he has guided the organization through the challenges faced in the last several years and the Board thanked him for his leadership for the past six years.

2. Public Delegations

Mark Beeching spoke to the Board about the need for clean and safe public transit. Investment in electric buses and increasing accessible transportation options are essential. Many steps are being taken generally in the industry, however access to these types of vehicles for HandyDART has not been available. Supporting infrastructure for a fully electric fleet is necessary to support TransLink's Low Carbon Fleet Strategy but noted that TransLink's LCFS doesn't identify electrification of HandyDART. BC Transit has sought and received this funding and Mark Beeching encouraged TransLink to do the same.

Diane Gillis spoke to the Board about safety in and around the TransLink SkyTrain system, and in particular the importance of lighting and visibility. The public delegate noted that lighting in certain areas are not properly functioning and are not being quickly repaired, and in particular from Royal Oak to McPherson. Diane Gillis acknowledged the work of Transit Police to support safety around the system, which has assisted in improving the safety in the area. Safer and more accessible communities are a goal and transit supports this.

Nathan Davidowicz joined the meeting. Chair Gugliotta acknowledged a recent article about Nathan Davidowicz in the Georgia Straight, acknowledging his advocacy for transit. Nathan Davidowicz addressed the Board about ridership recovery and requested information about bus ridership in addition to the rail ridership information provided in public reports. He also noted the decrease in SeaBus ridership and recommended the frequency of service be considered. As well, additional information was requested on the bus stop balancing program due to impacts on those using the bus stops that are being moved or removed.

3. CEO Report

Kevin Quinn, Chief Executive Officer gave the Board an update on a number of key initiatives over the previous quarter. The discussion included:

- The climate events in the last six months and the recent floods caused a significant impact on the region. As a result, climate change has become a critical item of focus for all individuals and companies, including TransLink. Transit is a major contributor to carbon emissions and TransLink has developed its own Climate Change Action Plan to reduce personal vehicle use and carbon emissions by promoting the use of public transit.
- October ridership rose to 60% of pre-COVID levels. TransLink's recovery is high when compared to other North American peers and ridership tends to spike on days and weekends surrounding events.
- TransLink's sweepstakes has rolled-out and has seen over 30,000 registrations to date.
- TransLink's financial position has been significantly impacted by the COVID-19 pandemic. However, service has continued to run at pre-COVID levels with reduced ridership. As a result, TransLink is projecting a significant shortfall in 2022, but is continuing discussions with senior government and the Province on future funding and potential pandemic relief funding to support ongoing operations, projects and programs.
- Service adjustments are being made to match demand, and winter service is being rolled out as well. 98% of bus service is not changing and there are no changes to SkyTrain and SeaBus frequency.

Kevin Quinn also thanked Geoff Cross for his 13 years of service with TransLink.

4. BC Rapid Transit Company

Michel Ladrak, President and General Manager briefed the Board on recent activities at BCRTC. BCRTC has successfully passed recent 2021 Certification of Recognition Audit, increasing its scores in a number of areas. Focus will continue to remain on Zero Harm for the health and safety of employees and customers. Trends on lost time injuries show that these types of injuries are decreasing. Mr. Ladrak also gave an update on BCRTC's Quality Management initiatives.

On-time performance (OTP) in the previous quarter was also discussed. Q3 OTP of 96.2% is slightly below the target of 96.5% due to extreme heat related weather mitigation activities. Delays under 30 minutes were better than target.

BCRTC has begun its winter preparedness program, which provides coordinated plans in the areas of operations, maintenance, guideway and rolling stock.

Updates on capital and major projects were also provided, noting both the OMC1 Substation upgrade and Yard Switch replacement are complete, while the SkyTrain expansion program is progressing. BCRTC has also received a mock-up of the Mark V trains from Alstom, which will include more customer-focused enhancements including more space for wheelchairs, bike storage and additional flex space.

Michel Ladrak also acknowledged the fifth anniversary of the opening of the Evergreen Line extension to the Millennium Line.

5. Coast Mountain Bus Company

Mike McDaniel, President and General Manager reported to the Board on the following highlights from the last quarter at CMBC:

- COVID-19 pandemic response – CMBC has started Phase II of the Copper Project pilot which will test three products on various buses. Results will be gathered in the coming months. Meanwhile, deep cleaning and disinfection protocols for vehicles and seabuses will continue and are being enhanced through the winter.
- Weather events requiring CMBC's response included the tornado that touched down near the University of British Columbia. CMBC put in place diversions and carried out trolley overhead repairs. At this time, CMBC has been able to work to resolve any fuel and supply chain issues related to the flooding but continues to monitor as the situation evolves.
- CMBC is in its winter readiness mode and is prepared for snow days when they arrive. Coordination with municipalities will be done as needed and snow socks are ready for deployment on certain key bus routes.
- The introduction of Compass and age-based discounts on HandyDART started October 1st and has been very well received. Ridership statistics were also shared.
- Mike McDaniel shared that CMBC's thoughts and condolences continue to go out to the bus operator's family who passed in an accident in October 2021.

Mike McDaniel spoke to the potential for electrification of the HandyDART fleet. TransLink does not own current HandyDART facilities and as a result has limited ability to implement electrification infrastructure at its facilities. CMBC has been looking into electric vehicle availability for HandyDART vehicles and noted that while there are limited options the industry continues to advance in developing low carbon fleet alternatives for these smaller and shorter-term use vehicles. The Board encouraged Management to share its low carbon strategy for HandyDART and its vehicles with the public.

6. Transit Police

Dave Jones, Chief Officer updated the Board on Transit Police's programs and initiatives in the fall of 2021. Key highlights included:

- Chief Jones introduced Deputy Chief Officer Anita Furlan, who will be appointed January 4, 2022. Deputy Chief Officer Cross will be retiring in the spring;
- The Metrotown Incident response, which was a joint police response from Transit Police, Burnaby RCMP and other partners;
- Mental Health apprehensions have been increasing, showing that there are continued stresses on many in our society. Individuals are transported directly to a nearby hospital;
- Warrant arrests have increased from the same period in the previous year. This is in part due to the creation of the Crime Suppression and the Targeted Mobile Enforcement teams;
- The Community Safety Officer Program is in the consultation phase, initially with vulnerable groups and now with indigenous nations, with the goal of seeking Provincial approval in the spring and implementation later in 2022;
- Various community engagement events attended and supported by Transit Police. Transit Police also continues to advance its action plan to strengthen support to indigenous peoples; and
- Staff promotions and retirements.

7. Finance and Audit Committee Chair Report

Sarah Clark, Committee Chair reported on the meetings of the Finance and Audit Committee since the previous Board meeting in September 2021. Discussions at the Committee focused on the review and approval of the 2022 Business Plan, Operating and Capital Budget, Safety trends and statistics across the Enterprise, the status of implementation of the Enterprise Resource Planning Program, the Internal Audit and Continuous Improvement Program and the development of the next Investment Plan. The Committee also received updates on the Surrey Langley SkyTrain program, the Broadway Subway construction, and ongoing Pattullo Bridge Condition monitoring.

Sarah Clark noted the extensive work and efforts by staff to table the 2022 Business Plan, Operating and Capital Budget which balances the service commitments under financial constraints.

8. Planning and Stakeholder Relations Committee Chair Report

Larry Beasley, Committee Chair briefed the Board on topics raised at the Committee's November 2021 meeting and highlighted the following:

- Ridership recovery, which has shown a return to 60% of pre-COVID ridership levels;
- Ridership recovery program initiatives to support customers returning to transit;
- Transport 2050 engagement and consultation, which has reached individuals who have not always responded to engagement opportunities in the past;
- A new proposed Plans and Studies Framework to provide structure for advancement of new projects and plans;
- Supportive Policies Agreements development with the City of Langley and Township of Langley; and
- Updates from the Indigenous Relations team on activities in the last quarter, including evaluation of the potential for transit for reserves not currently served.

Larry Beasley also thanked Geoff Cross for his expertise and professionalism in all of his work with the Committee and the Board.

9. Human Resources and Governance Committee Chair Report

Marcella Szel, Committee Chair updated the Board on the recent meeting of the Human Resources and Governance Committee where the following matters were reviewed:

- Staffing and turn-over statistics, which has shown stable retention at TransLink. Attraction and limited availability of labour in the markets remain challenging;
- Safety initiatives, which are of significant focus for TransLink, BCRTC, CMBC, TSML and WCE;
- Return to Work began in October, with a gradual return in the fall of 2021 and a full return to work under the Future of Work program begins in January 2022. Engagement, culture, technical requirements and other considerations were discussed;
- Updates from the Equity, Diversity and Inclusion team was provided, focusing on training and recruitment of women into trades and leadership roles;
- Development of a Psychological Health and Safety Policy;
- Subsidiary Board recruitment updates; and
- Review of the proposed 2022 Committee structure and membership, for approval by the Board.

10. 2022 Business Plan, Operating and Capital Budget

Christine Dacre, CFO presented the 2022 Business Plan, Operating and Capital Budget report to the Board. The profound effects of the COVID-19 pandemic on transportation and also on finances continues. Key assumptions and the overall context for the 2022 Business Plan were reviewed with the Board, with Management noting that pre-COVID service levels are to be maintained in 2022, which will continue to be supported by \$661M in funding which was received by TransLink from senior government for pandemic emergency relief and for certain ridership projects. For purposes of the 2022 Budget, ridership is uncertain but is assumed to begin the year at 62% and end at 82%. 2022 Strategic Priorities were highlighted, as well as key initiatives for 2022. TransLink has worked to propose a 2022 Business Plan, Operating and Capital Budget that balances available financial resources, operating and state of good repair investment requirements, and the capital and expansion programs, so that it continues to meet the needs of the region. TransLink continues to engage with senior government, including the Province of BC, on the potential for additional relief and revenue sources to assist TransLink to finalize the next Investment Plan and to maintain the 2022 service levels in future years.

The Board discussed the proposed 2022 Business Plan, Operating and Capital Budget with Management, and in particular addressing fuel tax levels and the impact of zero emissions vehicles, revenue risks, and challenges in the labour markets for attraction and retention.

IT WAS MOVED and SECONDED

That the TransLink Board of Directors approve the proposed 2022 Business Plan, Operating and Capital Budget as attached to the report dated November 8, 2021 titled "2022 Business Plan, Operating and Capital Budget".

CARRIED

11. Plans and Studies Framework

The Board received the Plans and Studies Framework Report from Geoff Cross. Geoff Cross reviewed the proposed Framework and gave an overview of the process that projects would go through as they progress from initial identification, initiation, development, and implementation, and includes requirements for approvals at each stage. The framework will assist staff and stakeholders, including municipal partners, to have a consistent process and structure to follow and

contemplates a three-step business case for projects, with increasing levels of detail and stakeholder input as the review advances.

Geoff Cross thanked the Board for their words of appreciation and acknowledged the work of his team to support him and all of the planning initiatives throughout his time at TransLink.

12. Broadway Supportive Policies Agreement Annual Report

Sarah Ross, Director System Planning updated the Board on the Broadway Supportive Policies Agreement (SPA) Annual Report. This is one part of the partnership, which also provides guidelines for contribution from municipalities that can support the investment in the infrastructure and future ridership. This is the second Annual Report for Broadway and monitors advancement on the supportive commitments in this case by the City of Vancouver against key performance indicators and the delivered outcomes. While there were some delays related to the pandemic, trends against the indicators and review of outcome suggest the project continues to progress in a positive manner.

13. Park and Ride Policy Guidelines

Geoff Cross introduced and provided an overview of the objectives of Park and Ride Policy Guidelines. These allow TransLink and its partners to maximize the benefit of and seek out new opportunities for park and ride facilities going forward as the regional transit network expands.

The Board discussed the possibility of adding urban design guidelines into the Park and Ride Policy Guidelines, and the potential for availability of electric vehicle charging stations at park and ride facilities.

14. Consent Agenda

The following consent agenda item was adopted:

14.1. Meeting Minutes of September 23, 2021

The following consent agenda items were approved:

14.2. Independent Transit Service: BCAA Electric Vehicle Shuttle

14.3. Bowen Island Community Shuttle Extension

The following consent agenda items were received for information:

14.4. Response to Public Delegations

14.5. Pattullo Bridge Condition Monitoring Report

14.6. Surrey Langley SkyTrain Project Update

The Public Board Meeting concluded at 11:30 am.

Certified Correct:

Original signed by Lorraine Cunningham

Original signed by Jennifer Breeze

Lorraine Cunningham
Board Chair

Jennifer Breeze
General Counsel and Corporate Secretary