

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

**1. DEFINITIONS**

In these Rules of Procedure for the Conduct of Meetings:

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

“Board” means the Board of Directors of TransLink;

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

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

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

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

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

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

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

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

- (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 convened for the purpose of sharing information or discussion and at which no decisions are to be made.

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

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

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

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

2.4 The election of Chair and Vice-Chair will be determined on the basis of one (1) vote per Council Member 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.

### **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.

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

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

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

8.5 The Mayors' Council will receive one representative from an organization at each meeting. If an organization wishes to appear as a delegation, one person should be selected as a designated speaker for the organization. If more than one individual from an organization submits an application, the individual who

registered first with the Executive Director will be deemed to be the designated speaker for the organization. Additional representatives from the organizations will be received, time permitting within the time allotted to receiving public input, in accordance with Item 8.7(c).

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

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

## **9. RULES OF CONDUCT**

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

## **10. MOTIONS**

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



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

## **11. RULES OF DEBATE**

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

- 11.5 Item 11.4 does not apply to the mover of the motion under debate and the mover will be permitted to speak a second time, for a maximum of five (5) minutes, immediately before the question is finally put by the Presiding Member.
- 11.6 After the question is finally put by the Presiding Member no Council Member or Delegate will speak to such question nor will any other motion be made until after the result is declared.

## **12. VOTING**

- 12.1 Questions arising at any meeting will be decided by a majority of votes of those present.
- 12.2 Questions relating to the following items must be decided by a weighted vote<sup>1</sup>:
- (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:

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<sup>1</sup> See Annex 1 for the current table, based on the 2016 census of Canada, for Weighted Voting at the Mayors' Council.

- (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 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

**WEIGHTED VOTING AT MAYORS' COUNCIL**

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 (2016). 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](#).

<b>MEMBER GOVERNMENT</b>	<b>POPULATION</b>	<b>VOTES</b>
Anmore	2,210	1
Belcarra	643	1
Bowen Island	3,680	1
Burnaby	232,755	12
Coquitlam	139,338	7
Delta	102,248	6
Electoral Area A	16,182	1
Langley City	25,888	2
Langley Township	117,890	6
Lions Bay	1,334	1
Maple Ridge	82,256	5
New Westminister	70,996	4
North Vancouver City	53,474	3
North Vancouver District	87,913	5
Pitt Meadows	18,835	1
Port Coquitlam	58,612	3
Port Moody	33,551	2
Richmond	198,309	10
Surrey	518,007	26
Tsawwassen First Nation	816	1
Vancouver	633,138	32
West Vancouver	45,404	3
White Rock	19,952	1
<b>Totals</b>	<b>2,463,431</b>	<b>134</b>