



HANDYDART USERS' ADVISORY COMMITTEE MEETING

Wednesday, December 20, 2023 – 11:00 a.m. to 2:00 p.m.
Virtual Meeting

AGENDA

1. PRELIMINARY MATTERS

- 1.1. **Call to Order and Land Acknowledgement** – 11:00 - 11:05
- 1.2. **Opening Remarks**– 11:00 - 11:05
- 1.3. **Committee and Staff Roll Call** – 11:05 - 11:25
- 1.4. **Adoption of the Agenda** – 11:25 - 11:30
- 1.5. **Approval of December 20, 2023 Minutes** – 11:25 - 11:30

2. REPORTS

- 2.1 **Committee Orientation** – 11:30 - 11:50
 - Committee Terms of Reference
 - Honorarium policy
 - Overview of Robert's Rules
 - Proposed 2024 agenda itemsBriana Ingram, Manager, Access Transit Planning, TransLink
Verbal presentation for information (reference materials included in package)
- 2.2 **ATSD Director's Report** – 11:50 - 12:05
Dave Doney, Director, Access Transit Service Delivery, CMBC
Verbal update for information and feedback (written copy included in package)
- 2.3 **HandyDART Structure Overview** – 12:05 - 12:20
Fiona Liu, Program Lead, Access Transit Service Delivery, CMBC

Erin Hopson, Manager, Access Transit Customer Care, CMBC
Presentation for information (copy included in package)

- 2.4 **Election of the Chair and Vice Chair** – 12:20 - 12:35
Briana Ingram, Manager, Access Transit Planning, TransLink
(votes to be cast by email)

HEALTH BREAK – 12:35 - 12:50

- 2.5 **Draft Committee Code of Conduct** – 12:50 - 1:10
Briana Ingram, Manager, Access Transit Planning, TransLink
Presentation for information and feedback (copy included in package)

- 2.6 **Update on HandyDART Application Project** – 1:10 - 1:35
Sarah Freigang, Project Manager, Access Transit Planning, TransLink
Presentation for information and discussion (copy included in package)

4. OTHER BUSINESS – 1:35 - 1:50

- Inclement weather protocol and communications

5. CLOSING REMARKS – 1:50 - 1:55

6. MEETING ADJOURNMENT

7. INFORMATION

2024 Meeting Dates:

- Wednesday, March 6, 2024, 11 AM – 2 PM
- Wednesday, June 5, 2024, 11 AM – 2 PM
- Wednesday September 18, 2024, 11 AM – 2 PM
- Wednesday December 4, 2024, 11 AM – 2 PM