



# PUBLIC MEETING AGENDA

**Version:** December 2, 2020

**December 3, 2020, 9:00AM to 10:30AM**

Via Videoconference (live streamed to [Mayors' Council YouTube Channel](#))

**Chair:** Mayor Jonathan X. Coté      **Vice-Chair:** Mayor Jack Froese

Note that times for each agenda item are estimates only. This meeting will be livestreamed and available afterwards on the [Mayors' Council's YouTube channel](#).

<b>8:50AM</b>	<b>Technology Test:</b> Please connect to the meeting early, by 8:50AM, to provide time to trouble-shoot any connection problems.	
<b>9:00AM</b>	<b>1. PRELIMINARY MATTERS</b>	
	1.1. Adoption of agenda .....	Page 1
	1.2. <a href="#">Approval of Minutes (October 29, 2020)</a> .....	2
<b>9:05AM</b>	<b>2. <a href="#">ELECTION OF 2021 CHAIR AND VICE-CHAIR OF MAYORS' COUNCIL</a></b> .....	<b>8</b>
<b>9:20AM</b>	<b>3. <a href="#">PUBLIC DELEGATES</a></b> .....	<b>10</b>
Report added:	3.1. <a href="#">Public Delegates: Names and topics of confirmed delegates</a> .....	<b>11</b>
	Agenda item added:	
<b>9:30AM</b>	<b>4. <a href="#">REPORT OF THE CHAIR</a></b> .....	<b>ORAL</b>
<b>9:45AM</b>	<b>5. REPORT OF TRANSLINK MANAGEMENT</b>	
Report delayed:	5.1. <a href="#">COVID-19 Response and Recovery Update</a> (Provided on table) .....	<b>12</b>
<b>10:20AM</b>	<b>6. REPORT OF JOINT FINANCE AND GOVERNANCE COMMITTEE</b>	
	6.1. <a href="#">2021 Mayors' Council Meeting Policy</a> .....	<b>13</b>
<b>10:30AM</b>	<b>7. OTHER BUSINESS</b>	
	7.1. Next Meeting (via videoconference) – January 28, 2021	
<b>10:30AM</b>	<b>8. ADJOURN</b> to closed session	

Note that Mayors' Council members and Public Delegates will be participating via Zoom videoconferencing. Zoom connection information sent separately via e-mail.

## MEETING OF THE MAYORS' COUNCIL ON REGIONAL TRANSPORTATION DRAFT PUBLIC MEETING MINUTES

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Minutes of the Public Meeting of the Mayors' Council on Regional Transportation (Mayors' Council) held Thursday, October 29, 2020 at 9:00 a.m. via videoconference.

### PRESENT:

Mayor Jonathan Coté, New Westminster, Chair  
Mayor Jack Froese, Langley Township,  
Vice-Chair  
Chief Ken Baird, Tsawwassen First Nation  
Mayor Malcolm Brodie, Richmond  
Mayor Linda Buchanan, North Vancouver City  
Councillor Craig Cameron, West Vancouver  
(alternate)  
Mayor Bill Dingwall, Pitt Meadows  
Mayor George Harvie, Delta  
Mayor Mike Hurley, Burnaby  
Mayor Mike Little, North Vancouver District  
(arrived at 9:30 a.m.)

Mayor Doug McCallum, Surrey  
Director Jenn McCutcheon, Electoral Area A  
Mayor John McEwen, Anmore  
Mayor Ron McLaughlin, Lions Bay  
Mayor Mike Morden, Maple Ridge  
Councillor Alison Morse, Bowen Island  
Mayor Kennedy Stewart, Vancouver  
Mayor Richard Stewart, Coquitlam  
Mayor Rob Vagramov, Port Moody  
Mayor Val van den Broek, Langley City  
Mayor Darryl Walker, White Rock  
Mayor Brad West, Port Coquitlam  
Deputy Mayor Liisa Wilder, Belcarra

### ALSO PRESENT:

Michael Buda, Executive Director, Mayors' Council on Regional Transportation Secretariat  
Jeffrey Busby, Director, Project Director, TransLink  
Geoff Cross, Vice-President, Transportation and Planning, TransLink  
Kevin Desmond, Chief Executive Officer, TransLink  
Daniel Freeman, Senior Manager, Bus Priority Programs, TransLink  
Tony Gugliotta, Chair, TransLink Board of Directors  
Andrew McCurran, Director, Strategic Planning and Policy, TransLink  
Sarah Ross, Director, System Planning, TransLink  
Steve Vanagas, Vice-President, Customer Communications and Public Affairs, TransLink

### PREPARATION OF MINUTES:

Carol Lee, Recording Secretary, Mosaic Writing Group

### CALL TO ORDER

Chair Jonathan Coté declared that a quorum was present, called the meeting to order at 9:03 a.m.

### 1. PRELIMINARY MATTERS

#### 1.1 Adoption of the Agenda

*Draft agenda for the October 29, 2020 Public Meeting of the Mayors' Council on Regional Transportation, version dated October 23, 2020, was provided with the agenda material.*

**It was MOVED and SECONDED**

That the agenda of the October 29, 2020 Public Meeting of the Mayors' Council on Regional Transportation be adopted, as presented.

**CARRIED**

**1.2 Approval of Minutes (October 1, 2020)**

*Draft minutes of the October 1, 2020 Public Meeting of the Mayors' Council on Regional Transportation was provided with the agenda material.*

**It was MOVED and SECONDED**

That the minutes of the October 1, 2020 Public Meeting of the Mayors' Council on Regional Transportation be adopted, as presented.

**CARRIED**

**2. PUBLIC DELEGATES**

*The following documents were provided on table:*

- *Report titled "Item 2 – Public Delegates: names, topics and presentations", dated October 27, 2020*
- *Document titled "Item 2 –Presentations from Public Delegates", dated October 27, 2020.*

Michael Buda, Executive Director, Mayors' Council on Regional Transportation Secretariat, advised that a Public Delegate had provided a written submission as he was unable to attend the meeting to present the information.

Steve Vanagas, Vice-President, Customer Communications and Public Affairs, TransLink, advised that the distribution of printed timetables had been suspended for the fall and winter 2020 seasons due to COVID-19 restrictions. TransLink will be consulting with stakeholders on the future distribution of printed timetables, given the availability of the information online, printing costs and timeliness of printed material. Customers who require a printed copy have been invited to contact TransLink to request a printed copy.

Staff was requested to ensure that the contact information where customers can request a printed timetable is widely and prominently communicated.

**3. REPORT OF THE TRANSLINK CHAIR**

The Chair offered the following comments:

- Congratulations to Premier John Horgan and the new government, as well as the Liberal and Green Party Members of Legislative Assembly (MLAs) who were elected to Metro Vancouver ridings
- Appreciation for all candidates who stood for election
- Alignment of the BC New Democratic Party's (NDP's) platform commitments with the Mayors' Council objectives
- Announcement of the departure of the Chief Executive Officer (CEO), Kevin Desmond, in February 2021.

Discussion ensued on actions that will be taken by the Mayors' Council to pursue the platform commitments made by the new government during the election.

**It was MOVED and SECONDED**

That the Mayors' Council on Regional Transportation receive this report for information.

**CARRIED**

**4. REPORT OF THE JOINT FINANCE AND GOVERNANCE COMMITTEE**

**4.1 2021-22 Mandate Renewal: Implementation Work Plan**

*The following documents were provided with the agenda material:*

- Report titled "Item 4.1 – Implementation Plan for Renewed 2021-22 Mayors' Council Mandate", dated October 22, 2020
- Presentation titled "Mayors' Council Mandate Renewal Work Plan 2021–2022".

Geoff Cross, Vice-President, Transportation and Planning, TransLink, referenced the report provided with the agenda material and highlighted:

- Upcoming strategies and plans will advance planning studies, project development and implementation for key transportation initiatives
- Proposed Mayors' Council work program for 2021–2022 to develop the 2021 Investment Plan, long-term strategy (Transport 2050) and medium-term strategy (Mayors' Council 10-Year Vision).

Discussion ensued on:

- Rationale for the recommendation of the Mayors' Council Finance and Governance Committee to amend the final sentence of the section titled "Renewing the 10-Year Vision | Long-Term & Medium-Term Strategies":
  - The need to complete the current Mayors' Council 10-Year Vision (10-Year Vision) before adding priorities to a renewed Mayors' Council mandate

**Member Arrived**

Mayor Mike Little joined the meeting at 9:30 a.m.

- Potential for additional senior government funding to fill the anticipated annual funding gap of \$100 to \$300 million in the 2021 Investment Plan.

**It was MOVED and SECONDED**

That the Mayors Council on Regional Transportation:

1. Endorse the implementation plan for the renewed 2021–22 Mayors' Council Mandate, as described in this report, with the amendment of the final sentence of the section titled "Renewing the 10-Year Vision | Long-Term & Medium-Term Strategies" to read:

*"At the October 1, 2020 meeting, the Mayors' Council confirmed that Phase Three of the current 10-Year Vision should be considered as the starting point for this new Medium-Term Strategy"; and*

2. Receive this report.

**CARRIED**

#### **4.2 Application to Greater Vancouver Regional Fund for Low-Carbon Fleet Strategy**

*Report titled "Item 4.2 – Update on Greater Vancouver Regional Fund (GVRF) Application and Low Carbon Fleet Strategy Transition Plan", dated October 9, 2020, was provided with the agenda material.*

Mr. Cross reviewed the report provided with the agenda material and highlighted:

- The objective to avoid purchases of diesel-powered buses beyond 2023
- The new government's commitment to the utilization of electric vehicles for transit.

It was suggested that the Mayors' Council advocate with senior governments for funding for the Low-Carbon Fleet Strategy.

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

That the Mayors' Council on Regional Transportation receive this report for information.

**CARRIED**

#### **4.3 2021 Investment Plan**

*Report titled "Item 4.3 – Update on Investment Plan Process", dated October 9, 2020, was provided with the agenda material.*

Mr. Cross reviewed the report provided with the agenda material and highlighted:

- The amount of the anticipated funding gap is dependent upon the length of the COVID-19 pandemic
- Suggested framework to prioritize projects to be included in the 2021 Investment Plan
- Recommendation to target completion of the 2021 Investment Plan by June 2021:
  - Continued exploration of the potential to delay the delivery of 2021 Investment Plan, if required, due to the impacts of the COVID-19 pandemic
  - The consultation that will commence in April/May 2021
  - Likelihood that the consultation approach will be impacted by COVID-19 restrictions.

Discussion ensued on the need to continue to explore the risks of delaying the completion of the 2021 Investment Plan.

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

That the Mayors Council on Regional Transportation:

1. Endorse Option 3, as presented in the report; and
2. Receive the report.

**CARRIED**

### **5. REPORT OF THE JOINT TRANSPORTATION PLANNING COMMITTEE**

#### **5.1 Improving Travel Times for Bus Customers**

*The following documents were provided with the agenda material:*

- *Report titled "Item 5.1 – Progress update for "Improving Travel Times for Bus Customers: Bus Priority Rapid Response Assessment"", dated October 8, 2020*
- *Presentation titled "Bus Priority Rapid Transit Response".*

Sarah Ross, Director, System Planning, TransLink, led the review of the presentation provided with the agenda material and highlighted:

- Significant progress on bus priority across the region since July 2020 and expected to be implemented in 2021
- Work with municipal staff and business improvement associations (BIAs) to support the installation of a large number of temporary patios on transit corridors
- Additional opportunities to work with municipal staff to implement bus priority in 2021.

Discussion ensued on:

- Barriers to having all bus priority projects implemented immediately
- The positive return on investment of bus priority projects
- Reallocation of bus service to align with changes in demand during the COVID-19 pandemic.

**It was MOVED and SECONDED**

That the Mayors' Council on Regional Transportation receive this report for information.

**CARRIED**

**6. REPORT OF THE EXECUTIVE DIRECTOR**

**6.1 Voting Procedures for the 2021 Chair and Vice-Chair Elections**

*Report titled "Item 6.1 – Voting procedure for 2021 Chair and Vice-Chair Elections", dated October 20, 2020, was provided with the agenda material.*

Mr. Buda referenced the report provided with the agenda material and highlighted the recommended mechanism to conduct the secret ballot during the election of the Chair and Vice-Chair at the December 3, 2020 Mayors' Council meeting.

**It was MOVED and SECONDED**

That the Mayors' Council on Regional Transportation:

1. Approve the use Zoom's polling feature, administered by the Recording Secretary, to facilitate secret ballot voting for the 2021 Chair and Vice-Chair elections at the December 3, 2020 meeting; and
2. Receive the report.

**CARRIED**

**7. OTHER BUSINESS**

**7.1 Next Meeting**

The next Public Meeting of the Mayors' Council was scheduled for December 3, 2020 and will be held via videoconference.

**8. ADJOURNMENT**

There being no further business, the October 29, 2020 Public Meeting of the Mayors' Council on Regional Transportation was adjourned to a Closed Session at 10:09 a.m.

Certified Correct:

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Mayor Jonathan X. Coté, Chair

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Carol Lee, Recording Secretary  
Mosaic Writing Group

**TO:** Mayors' Council on Regional Transportation  
**FROM:** Mike Buda, Executive Director, Mayors' Council Secretariat  
**DATE:** November 24, 2020  
**SUBJECT:** **ITEM 2 – Election of the 2021 Chair and Vice-Chair of the Mayors' Council**

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**RECOMMENDATIONS:**

That the Mayors' Council on Regional Transportation receive this report.

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**PURPOSE:**

To review the rules and process for electing the 2021 Chair and Vice-Chair of the Mayors' Council

**BACKGROUND:**

Section 2 of the Mayors' Council's [Rules of Procedure for the Conduct of Meetings](#) applies to the election of Chair and Vice-Chair:

**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.

On November 10, 2020, via an email sent to all members, the current Chair and Vice-Chair declared their intention to seek re-election, as per Section 2.6.

At the will of the body, the election of Chair is typically chaired by the Executive Director, and the election of Vice-Chair is typically chaired by the newly elected Chair. Nominations are accepted from the floor during this item in the agenda, as per Section 2.2. As per Section 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, and will follow the standard process outlined in *Robert's Rules of Order*.



Since the election of the 2021 Chair and Vice-Chair will occur at a virtual meeting, held via videoconferencing, due to the physical distancing requirements of the pandemic, the secret ballot voting procedure was adjusted by the Mayors' Council at its October 29, 2020 meeting:

### **Secret Ballot Voting Procedure using the Zoom Polling Feature**

The polling feature in Zoom is a simple, straightforward way to manage secret ballots elections. The results will be kept secret by changing the Zoom account settings to make the poll anonymous, which will keep the votes anonymous in the meeting and in any subsequent polling reports that are available to the Zoom account holder (for example if a report is requested by a scrutineer).

The Zoom polling feature will be created and launched by the Recording Secretary during the meeting to accommodate all those nominated for each election. The Recording Secretary can see the progress of the responses and will close the poll after all responses are received. The poll results will be calculated immediately, and the outcome shared with meeting participants by the Recording Secretary announcing the name of the person who received the majority of the votes.

This process is simple to use for members, but allows for secret balloting, is limited to Mayors' Council members, and can be audited by candidates' scrutineers.

**TO:** Mayors' Council on Regional Transportation  
**FROM:** Gemma Lawrence, Coordinator, Mayors' Council Secretariat  
**DATE:** November 24, 2020  
**SUBJECT:** **ITEM 3 – Public Delegate Presentations**

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**RECOMMENDATION:**

That the Mayors' Council on Regional Transportation receive this report.

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**PURPOSE:**

To introduce the objectives and process for hearing from public delegates.

**BACKGROUND:**

Public participation at meetings is valued by the Mayors' Council, and 30 minutes is set aside at each open meeting to receive public delegations. The Mayors' Council will only receive public delegations who intend to speak on matters that are within the authority of the Mayors' Council.

Individuals can apply to be a delegate by completing the online [Application Form](#) up until 8:00AM, two business days prior to the meeting. In situations where there isn't enough time to hear from everyone wishing to speak, the Mayors' Council encourages written submissions be sent to [mayorscouncil@translink.ca](mailto:mayorscouncil@translink.ca).

The webpage for public delegates includes a Protocol for Public Delegates that notes:

- the Mayors' Council Chair will exercise discretion in maintaining a reasonable level of order and decorum;
- delegates and all meeting participants are reminded that different points of view are respected, and discussions are kept above the level of personal confrontation, disruptive behaviour and profanity.

**DISCUSSION:**

The deadline to apply to speak to the Mayors' Council is 8:00am two days prior to the meeting. At the time of this report, not all prospective speakers will have had a chance to complete applications. Accordingly, the **list of approved speakers, as well as any written submissions or presentations, will be provided on table**. Any presentations provided by delegates will also be provided to Mayors' Council members only, on table (up to 10-pages maximum). Each delegation will be given a maximum of three minutes to address the Mayors' Council. As a general rule, there are no questions or discussion between Council and delegates. The policy governing Public Delegates can be [found online](#).

**TO:** Mayors' Council on Regional Transportation  
**FROM:** Gemma Lawrence, Coordinator, Mayors' Council Secretariat  
**DATE:** December 2, 2020  
**SUBJECT:** **ITEM 3.1 – Public Delegates: names and topics**

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**RECOMMENDATION:**

That the Mayors' Council on Regional Transportation receive this report.

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**PURPOSE:**

To provide a list of approved applications to speak to the Mayors' Council from public delegates received by the deadline of 8:00AM, two business days prior to the meeting.

**DISCUSSION:**

The following applications from interested public delegates were approved (in order of receipt):

<b>Delegate</b>	<b>Stated presentation topic</b>
<b>1. Ken Leggatt</b>	The mission of St John Ambulance is to save lives at home, work and play. StartMeUp BC Campaign fulfills such a mandate by committing to placing 1,000 publicly accessible Automated External Defibrillators across British Columbia. We expect this campaign to empower ordinary citizens to save lives in critical minutes. Our request of the Mayors Council is that we work together to develop a plan that will deliver the installation of AED Stands at all major transit hubs going forward.
<b>2. Joe A. Kunzler</b>	To stand fast and wait for Province of British Columbia direction before proceeding on mobility pricing. Especially considering Minister Bowinn Ma's comments on the campaign trail, which as a courtesy to my dear friend I will pass along. I have many concerns around this and the City Government of Vancouver's course, although the rest of their climate action agenda I support passionately. b) Reflect on the positive change from the bravery required in 2020 for a safe new normal in 2021

Each delegation will be given a maximum of three minutes to address the Mayors' Council. Generally, there are no questions or discussion between Council and delegates. Any written submissions or presentations provided by delegates have been distributed to the Mayors' Council.

**Protocol for Public Delegates**

The Council strongly supports the benefits that come from the opportunities to share ideas in a public forum and is committed to providing an environment that promotes the exchange of ideas and information in a respectful way. The Mayors' Council Chair will exercise discretion in maintaining a reasonable level of order and decorum. Participants are reminded that different points of view are respected, and discussions are kept above the level of personal confrontation, disruptive behaviour and profanity.

**[Report of the Management Team will be provided on table,  
and can be inserted here]**

**TO:** Mayors' Council on Regional Transportation

**FROM:** Mike Buda, Executive Director, Mayors' Council Secretariat

**DATE:** October 27, 2020

**SUBJECT:** **ITEM 5.1 – 2021 Meeting Policy**

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**COMMITTEE RECOMMENDATIONS:**

The Finance and Governance Committee recommends that the Mayors' Council on Regional Transportation:

1. Deliver meetings of the Mayors' Council and its committees via videoconference from January to July 2021 ("Option 1" proposed below);
  2. Ask staff to bring back a report to the June 24, 2021 meeting, with recommendations on meeting format for the August to December 2021 period;
  3. Approve the Guidelines for Participation in Electronic Mayors' Council Meetings, effective January 1, 2021
  4. Receive this report
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**PURPOSE:**

To propose a meeting format, and accompanying guidelines for participation in electronic meetings, for 2021 Mayors' Council meetings that accommodate provincial physical distancing requirements due to the COVID-19 public health emergency. This report was presented to the Finance and Governance Committee for discussion given the committee's responsibilities for Mayors' Council governance and secretariat issues.

**BACKGROUND:**

Beginning on April 2, 2020, and using Section 4.2 of the [Mayors' Council's Rules of Procedure for the Conduct of Meetings](#) which allows for electronic meetings, the Chair of the Mayors' Council asked Council members to begin meeting via videoconference as a result of the COVID-19 public health emergency. This interim, ad-hoc decision was extended through to the end of 2020 by the Chair after discussion at the July 30, 2020 meeting of the Mayors' Council. At this meeting, the Mayors' Council asked staff to report to back in November 2020 with respect to the viability of recommencing in-person meetings. Council and its committee meetings have been delivered using the Zoom videoconferencing application since April 2, 2020.

TransLink's corporate offices in New Westminster, where Mayors' Council meetings are usually held, has been closed to the public and with a limited on-site staff presence since the end of March, 2020 as per public health guidelines.

## **DISCUSSION:**

Recommencing in-person meetings of the Mayors' Council will require safe access to the meeting location by members of the Council, public and TransLink staff, including the ability to maintain physical distancing, adherence to TransLink's corporate mask policy, and appropriate cleaning of indoor spaces used as a result of the meeting. A number of challenges will need to be addressed before in-person meetings can re-commence:

### **1. Meeting space**

TransLink does not have a dedicated meeting space for the Mayors' Council with a fixed table or seating, or adjacent pre-meeting area. Instead, flexible, multi-purpose meeting rooms are configured for each meeting. The space available is barely adequate to serve the Mayors' Council even without physical distancing, cannot be retrofitted with physical shielding between seats in-lieu of the ability to physically distance, and is not set up with broadcast audio-visual equipment to easily stream meeting proceedings.

### **2. Staff support**

As a result of TransLink corporate safe operating protocols, onsite staff presence at TransLink's corporate staff at its New Westminster office has been limited to those whose duties preclude effective remote work, or who lack the resources to work efficiently in a remote setting. Mayors' Council meetings are supported by a variety of TransLink staff, most of whom are working remotely under TransLink's policy, so that space onsite is reserved for those whose presence is essential, and to reduce public health risks.

### **3. Public access and safety**

Public access to Mayors' Council meetings has long been a challenge given the lack of a purpose-designed public meeting facility. Challenges in the past, prior to the pandemic, include insufficient space, poor separation between public and private areas of the meeting room, limited elevator capacity and poor access to public washrooms. These challenges would be magnified by physical distancing requirements.

Until public health guidelines and rules around indoor gatherings are modified, and physical distancing requirements relaxed, in-person meetings of the full Mayors' Council are not recommended for the following reasons:

- The meeting spaces available at any TransLink office space are not large enough and/or configured to allow for a safe meeting of 23 members of the Mayors' Council, the 10-12 staff required at each meeting, plus members of the public and the media.
- TransLink's corporate safe operating protocols and associated resources will need to be amended to permit the staff required at meetings to attend in-person, with possible cost and human resource implications.

## **Alternatives**

There are several recommended options for holding Mayors' Council meetings in 2021:

1. Continue meeting via videoconference until public health guidelines and rules around indoor gatherings are modified, and physical distancing requirements relaxed;

2. Organized “mixed-media” meetings, with some members attending in-person, and others via videoconference.
3. Rent or lease appropriate meeting space at another location that is suitable for meetings of the full Mayors’ Council.

**Staff recommend Option #1.** The drawbacks and challenges of virtual meetings are well known however Council has experience making this option work given its limitations. Over the past few months, staff have improved the use of the Zoom application to make virtual meetings as effective as possible for both participants and observers, with more improvements to come if this option is selected for 2021 meetings (i.e. using live Closed Captioning at public meetings for hearing-impaired observers).

Option #2 is only recommended if the Mayors’ Council is able to borrow or lease purpose-built public meeting space from another organization. Option 2 is being used by Metro Vancouver and several local government councils in the region. However, this option relies on high quality and well-resourced broadcast capabilities (multiple camera angles, trained camera operators and a director) to accommodate both virtual and physical participants in a single video-stream. TransLink does not have this capability and it could only be retrofitted at substantial cost. Staffing the in-person component of a hybrid meeting may require amending TransLink’s corporate safe operating protocols. Using another public meeting space (i.e. Metro Vancouver’s Board Room) is possible but may incur additional costs and will certainly encounter scheduling conflicts with other meetings.

Option #3 is operationally feasible but is high cost and time-consuming for TransLink and Mayors’ Council staff to organise and deliver. This option is recommended in-person meetings of the full Mayors’ Council are a high priority, although it should be noted that physical distancing requirements may make it a real challenge to place so many people in such a large space and have an efficient and effective meeting.

Regardless of the option selected, it is recommended that the decision is revisited in mid-2021 to accommodate any changes in public health guidelines and rules as the pandemic evolves.

### **Guidelines for Participation in Electronic Mayors’ Council Meetings**

These guidelines are proposed as an addendum to our Rules of Procedure and draws on the guidelines developed by Metro Vancouver.

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## **GUIDELINES FOR ELECTRONIC MEETINGS AND PARTICIPATION BY MEMBERS**

These guidelines outline suggested procedures and practices related to participation by electronic means at Mayors’ Council and committee meetings.

The [South Coast British Columbia Transportation Authority Act](#), together with the [Mayors’ Council’s Rules of Procedure for the Conduct of Meetings](#), authorizes meetings of the Mayors’ Council and its committees to be organized using video-conference technology. When a video-conference meeting is organized, members are deemed to be present at the meeting, and are encouraged to follow these participation practices to facilitate the proceedings.

These practices are intended to improve the meeting experience for participants and observing members of the public and the media and will improve the accessibility of meetings by those who are hearing- or seeing-impaired.

**1. Joining the Electronic Meeting**

- a. Join the electronic meeting 10 minutes before the start of the meeting.
- b. Confirm with staff that you can hear and be heard prior to the start of the meeting.
- c. Turn on the video camera and keep it on throughout the meeting as appropriate, unless technology limitations affect performance.
- d. Choose a suitable location that is free from incidental noise or other background features that could interrupt the proceedings.
- e. Choose a location where the light is on your face.
- f. Look at the camera.

**2. Procedural Matters**

- a. Follow the rules of order and decorum, and address remarks through the Chair and generally conduct the proceedings in a respectful manner.
- b. Seek recognition by the Chair by using the electronic “raise hand” function.
- c. Notify the Recording Secretary when leaving the meeting, even temporarily, via the in-app chat function or email.
- d. Vote on motions by way of voice vote, or if inconclusive, by way of roll-call vote.
- e. Secret ballot voting is subject to the process outlined in the “Voting procedures for 2021 Chair and Vice-Chair Elections”
- f. During a closed meeting, ensure that only you alone can listen and watch the proceedings to ensure confidentiality.

**3. Etiquette**

- a. Wear attire appropriate for a Council or committee meeting.
- b. Refrain from multi-tasking during the proceedings.
- c. Remember to mute your microphone when you no longer have the floor.

**4. Technology Issues**

- a. Connect to the meeting using a suitable device to facilitate optimum participation, such as a desktop or laptop computer, or a tablet.
- b. If you experience technical problems that prevent you from hearing or being heard, communicate with staff to resolve the issue, knowing that if you must leave the meeting, quorum may be affected.

**Assistance**

If you have any questions, or need any assistance, please contact Gemma Lawrence, Mayors’ Council Secretariat Coordinator, or Carol Lee, Recording Secretary.