



PUBLIC MEETING AGENDA

Version: December 2, 2022

December 8, 2022, 9:00AM to 10:10AM

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

Chair: Mayor Brad West **Vice-Chair:** Mayor Mike Hurley

Members:

Mayor Andrew Leonard	Mayor Patrick Johnstone	Mayor Brenda Locke	Mayor Eric Woodward,
Mayor Mike Hurley	Mayor Linda Buchanan	Mayor Ken Sim	Chief Laura Cassidy
Mayor Richard Stewart	Mayor Nicole MacDonald	Mayor Megan Knight	Mayor John McEwen
Mayor George Harvie	Mayor Brad West	Mayor Mike Little	Mayor Jamie Ross
Mayor Nathan Pachal	Mayor Meghan Lahti	Mayor Mark Sager	Mayor Ken Berry
Mayor Dan Ruimy	Mayor Malcolm Brodie	Director Jen McCutcheon	

Note that times for each agenda item are estimates only. This meeting will be livestreamed to and available afterward on the Mayors' Council YouTube channel.

8:50AM *Technology Test: Members, please connect to the meeting early, by 8:50AM, to provide time to trouble-shoot any connection problems.*

9:00AM **1. PRELIMINARY MATTERS**

1.1. Adoption of agenda..... Page **1**

1.2. [Approval of Public Meeting Minutes \(September 29, 2022\)](#)..... **2**

1.3. [Approval of Public Meeting Minutes \(November 17, 2022\)](#) **6**

9:05AM **2. [PUBLIC DELEGATES](#)**..... **10**

9:20AM **3. REPORT OF CHAIR AND VICE-CHAIR** **ORAL**

9:30AM **4. REPORT OF TRANSLINK MANAGEMENT**

4.1. [Update on Delivering Transport 2050: 10-Year Priorities](#) **11**

10:00AM **5. REPORT OF EXECUTIVE DIRECTOR**

5.1. [Report on 2023 Meeting Policy](#) **41**

10:10AM **6. OTHER BUSINESS**

6.1. Next Meeting (via videoconferencing) – January 26, 2023

10:10AM **7. ADJOURN** 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

Minutes of the Public Meeting of the Mayors' Council on Regional Transportation (Mayors' Council) held Thursday, September 29, 2022 at 9:00 a.m. via videoconference.

PRESENT:

Mayor Jonathan Coté, New Westminster, Chair
Mayor Jack Froese, Langley Township,
Vice-Chair
Mayor Malcolm Brodie, Richmond
Councillor Craig Cameron, West Vancouver
(arrived at 9:15 a.m.)
Mayor Bill Dingwall, Pitt Meadows
Mayor George Harvie, Delta
Mayor Mike Hurley, Burnaby (arrived at
9:15 a.m.)
Mayor Mike Little, North Vancouver District
(arrived at 9:33 a.m.)

Director Jen McCutcheon, Electoral Area A
Mayor John McEwen, Anmore
Mayor Ron McLaughlin, Lions Bay
Mayor Mike Morden, Maple Ridge
Councillor Alison Morse, Bowen Island
Mayor Jamie Ross, Belcarra
Mayor Rob Vagramov, Port Moody
Mayor Val van den Broek, Langley City
Mayor Darryl Walker, White Rock
Mayor Brad West, Port Coquitlam

REGRETS:

Mayor Linda Buchanan, North Vancouver City
Acting Chief Valerie Cross, Tsawwassen First
Nation

Mayor Doug McCallum, Surrey
Mayor Kennedy Stewart, Vancouver
Mayor Richard Stewart, Coquitlam

ALSO PRESENT:

Michael Buda, Executive Director, Mayors' Council on Regional Transportation Secretariat
Kevin Quinn, Chief Executive Officer, TransLink

PREPARATION OF MINUTES:

Carol Lee, Mosaic Writing Group

CALL TO ORDER

Chair Jonathan Coté declared that a quorum was present and called the meeting to order at 9:02 a.m.

Chair Coté offered condolences on the recent passing of Chief Ken Baird of the Tsawwassen First Nation and recognized his dedication and thoughtful contributions to the Mayors' Council.

Chair Coté acknowledged that the meeting is taking place on the traditional and unceded territories of the Halq'eméylem, Semiahmoo and Skwxwú7mesh speaking people. These refer to the language groups that more widely encompass the Indigenous people of many nations who use and continue to use the land on whose territories TransLink works, operates, and serves.

1. PRELIMINARY MATTERS

1.1. Adoption of the Agenda

Draft agenda for the September 29, 2022 Public Meeting of the Mayors' Council on Regional Transportation, version dated September 22, 2022, was provided with the agenda material.

It was MOVED and SECONDED

That the agenda of the September 29, 2022 Public Meeting of the Mayors' Council on Regional Transportation be adopted, as presented.

CARRIED

1.2. Approval of Minutes (June 30, 2022)

Draft minutes of the June 30, 2022 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 June 30, 2022 Public Meeting of the Mayors' Council on Regional Transportation be adopted, as presented.

CARRIED

1.3. Approval of Minutes of the Joint Meeting (June 30, 2022)

Draft minutes of the June 30, 2022 Joint Public Meeting of the Mayors' Council on Regional Transportation and TransLink Board of Directors was provided with the agenda material.

It was MOVED and SECONDED

That the minutes of the June 30, 2022 Joint Public Meeting of the Mayors' Council on Regional Transportation and TransLink Board of Directors be adopted, as presented.

CARRIED

2. PUBLIC DELEGATIONS

Report titled "Item 2 – Public Delegate Presentations", dated September 20, 2022, was provided with the agenda material:

2.1. Nathan Davidowicz

Mr. Davidowicz expressed the opinion that BC does not receive its fair share of transit funding from the federal government and expressed concern regarding Infrastructure Canada conducting the consultation on the Permanent Transit Fund (PTF) during the summer months.

3. REPORT OF TRANSLINK MANAGEMENT

Kevin Quinn, Chief Executive Officer TransLink, led the review of a presentation and highlighted:

- September 30 is the National Day for Truth and Reconciliation:
 - TransLink initiatives to advance and support reconciliation
- Approval of the Transport 2050: Ten-Year Priorities (TYP)
- Mayors' Council actions to support issues impacting the Metro Vancouver region:
 - Investment in customer service

Members Arrived

Councillor Craig Cameron and Mayor Mike Hurley joined the meeting at 9:15 am.

- Climate action through emission reduction targets
- Regional transformation that will be achieved with approvals of Transport 2050, 2022 Investment Plan and TYP.

It was MOVED and SECONDED

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

CARRIED

4. REPORT OF THE FINANCE AND GOVERNANCE COMMITTEE

4.1. Next Steps on Federal Advocacy

Report titled "Item 4.1 – Next steps on federal advocacy – Permanent Transit Fund submission", dated September 21, 2022, was provided with the agenda material.

Michael Buda, Executive Director, Mayors' Council on Regional Transportation Secretariat, reviewed the report provided with the agenda material and highlighted:

- The deadline for submissions was extended to October 14, 2022
- Four priorities included in TransLink's submission on the Permanent Transit Fund (PTF):
 - Accelerate the delivery of the PTF by two years
 - Support local transportation plans, not just individual projects
 - Permanently double the Canada Community-Building Fund
 - Work with the Mayors' Council and the Province of British Columbia to develop a new funding model for public transit.

Member Arrived

Mayor Mike Little joined the meeting at 9:33 a.m.

It was MOVED and SECONDED

That the Mayors' Council on Regional Transportation:

1. Approve the submission on the Permanent Transit Fund, attached as Annex A, for release on September 29, 2022 at the Mayors' Council Public meeting; and
2. Receive this report.

CARRIED

5. REPORT OF THE CHAIR

5.1. Report on Mayors' Council 2022-22 Mandate Renewal

Report titled "Late Item 5.1 – A Look Back and Ahead on the 2022-22 Mayors' Council Mandate", dated September 26, 2022, was provided with the agenda material.

The Chair referenced the report provided with the agenda material and highlighted:

- Accomplishments:
 - COVID-19 recovery and rebuilding
 - Renewing the Mayors' 10-Year Vision
- Key elements to be considered by the next Mayors' Council when establishing its 2023 work plan:
 - Funding challenges
 - Adapt to a new "bus-first approach" as the backbone of the expansion strategy
 - Requirement for continued action on affordability and the climate crises.

It was MOVED and SECONDED

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

CARRIED

5.2. Recognition of Outgoing Members

Chair Coté acknowledged the contributions of all Mayors' Council members. A memento from TransLink was presented to members that will not be running for re-election.

Vice-Chair Jack Froese thanked Chair Coté for his leadership during the last four years and commented on the Mayors' Council's achievements.

6. OTHER BUSINESS

6.1. Next Meeting

The next Public Meeting of the Mayors' Council was scheduled for November 17, 2022 and will be held in-person with videoconference.

7. ADJOURNMENT

There being no further business, the September 29, 2022 Public Meeting of the Mayors' Council on Regional Transportation was adjourned to a Closed Session at 10:00 a.m.

Certified Correct:

Mayor Jonathan X. Coté, Chair

Carol Lee, Recording Secretary
Mosaic Writing Group

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

Minutes of the Public Meeting of the Mayors' Council on Regional Transportation (Mayors' Council) held Thursday, November 17, 2022 at 9:00 a.m. via videoconference.

PRESENT:

Mayor Brad West, Port Coquitlam, Chair
Mayor Mike Hurley, Burnaby, Vice-Chair
Mayor Ken Berry, Lions Bay
Mayor Malcolm Brodie, Richmond
Mayor Linda Buchanan, North Vancouver City
Chief Laura Cassidy, Tsawwassen First Nation
Mayor George Harvie, Delta
Mayor Patrick Johnstone, New Westminster
Mayor Megan Knight, White Rock
Mayor Meghan Lahti, Port Moody
Mayor Andrew Leonard, Bowen Island
Mayor Mike Little, North Vancouver District

Mayor Brenda Locke, Surrey
Mayor Nicole MacDonald, Pitt Meadows
Director Jen McCutcheon, Electoral Area A
Mayor John McEwen, Anmore
Mayor Nathan Pachal, Langley City
Mayor Jamie Ross, Belcarra
Mayor Dan Ruimy, Maple Ridge
Mayor Mark Sager, West Vancouver
Mayor Ken Sim, Vancouver
Mayor Richard Stewart, Coquitlam
Mayor Eric Woodward, Langley Township

GUESTS:

Michelle George, Cultural and Technical Specialist, Tsleil-Waututh Nation
Stacey Furgueson, Qayqayt First Nation
Chief Rhonda Larrabee, Qayqayt First Nation
Ashley Pitt, Qayqayt First Nation

ALSO PRESENT:

Michael Buda, Executive Director, Mayors' Council on Regional Transportation Secretariat
Kevin Quinn, Chief Executive Officer, TransLink
Sergeant Cheryl Dics, Senior Indigenous Lead, TransLink

PREPARATION OF MINUTES:

Carol Lee, Mosaic Writing Group

CALL TO ORDER

Michael Buda, Executive Director, Mayors' Council on Regional Transportation Secretariat, called the meeting to order at 9:43 a.m.

1.1. Meeting Overview

Mr. Buda provided an overview of the meeting.

1.2. Land Acknowledgement and Cedar Bough Ceremony

Sergeant Cheryl Dics, Senior Indigenous Lead, TransLink, and Chief Rhonda Larrabee, Qayqayt First Nation, acknowledged the traditional and unceded territories of the 10 First Nations peoples.

1.3. Swearing-in Ceremony

Mayors' Council on Regional Transportation Oath of Office was provided with the agenda material.

Jennifer Breeze, General Counsel and Corporate Secretary, TransLink, administered the Oath of Office to newly elected members of the Mayors' Council.

It was MOVED and SECONDED

That in the absence of the Chair and Vice-Chair, Michael Buda be appointed as Acting Chair.

CARRIED

2. ELECTION OF CHAIR, VICE-CHAIR AND TRANSLINK BOARD APPOINTEE

2.1. Election for Office of Chair

Carol Lee, Recording Secretary, called for nominations for the office of Chair of the Mayors' Council.

Mayor West was nominated for the office of Chair of the Mayors' Council. Mayor West consented to the nomination.

Ms. Lee called a second and third time for nominations for the office of Chair of the Mayors' Council.

There being no further nominations, Ms. Lee requested a motion to close nominations.

It was MOVED and SECONDED

That nominations for the office of Chair of the Mayors' Council on Regional Transportation be now closed.

CARRIED

There being no further nominations, Ms. Lee declared Mayor West elected to the office of Chair of the Mayors' Council by acclamation.

2.2. Election for Office of Vice-Chair

Ms. Lee called for nominations for the office of Vice-Chair.

Mayor Hurley was nominated for the office of Vice-Chair of the Mayors' Council. Mayor Hurley consented to the nomination.

Mayor Locke was nominated for the office of Vice-Chair of the Mayors' Council. Mayor Locke consented to the nomination.

Ms. Lee called a third and final time for nominations for the office of Vice-Chair of the Mayors' Council

There being no further nominations, Ms. Lee requested a motion to close nominations.

It was MOVED and SECONDED

That nominations for the office of Vice-Chair of the Mayors' Council on Regional Transportation be now closed.

CARRIED

Ballots were distributed and counted by the TransLink Corporate Secretary and the Executive Director of the Mayors' Council.

Ms. Lee announced that Mayor Hurley received the majority of votes and thus, elected as Vice-Chair of the Mayors' Council.

It was MOVED and SECONDED

That the ballots for the election of the office of Vice-Chair of the Mayors' Council on Regional Transportation be now destroyed.

CARRIED

2.3. Election for Mayors' Council Designate to the TransLink Board of Directors

Ms. Lee called for nominations for the Mayors' Council Designate to the TransLink Board of Directors (TransLink Board).

Mayor Brodie was nominated for the position of Mayors' Council Designate to the TransLink Board. Mayor Brodie consented to the nomination.

Ms. Lee called a second and third time for nominations for the Mayors' Council Designate to the TransLink Board.

There being no further nominations, Ms. Lee requested a motion to close nominations.

It was MOVED and SECONDED

That nominations for the Mayors' Council on Regional Transportation Designate to the TransLink Board of Directors be now closed.

CARRIED

Ms. Lee declared Mayor Brodie elected as the Mayors' Council Designate to the TransLink Board by acclamation.

Change in Chair

Mayor West assumed the Chair.

3. PRELIMINARY MATTERS

3.1. Adoption of the Agenda

Draft agenda for the November 17, 2022 Public Meeting of the Mayors' Council on Regional Transportation, version dated November 10, 2022, was provided with the agenda material.

It was MOVED and SECONDED

That the agenda of the November 17, 2022 Public Meeting of the Mayors' Council on Regional Transportation be adopted, as presented.

CARRIED

4. PRESENTATION BY INDIGENOUS REPRESENTATIVES

Chief Rhonda Larrabee, Qayqayt First Nation, shared stories from her personal history and that of the Qayqayt First Nation, who are also known as the New Westminster Indian Band.

Michelle George, Cultural and Technical Specialist, Tsleil-Waututh Nation, shared information about the history and survival of the Tsleil-Waututh Nation and the challenges that continue to this day.

5. REPORT OF TRANSLINK MANAGEMENT

Kevin Quinn, Chief Executive Officer, TransLink, led the review of a presentation and highlighted:

- Ridership recovery has surpassed 76% of pre-pandemic levels
- Ridership trends indicate changes in travel patterns
- 2022 achievements:
 - Transit system and customer service improvements
 - Approval of Transport 2050 (T2050)
 - Approval of T2050: 10-Year Priorities
- Considerations for future planning and development of the 2024 Investment Plan:
 - Bus Rapid Transit (BRT)
 - Advancing climate initiatives
 - Reconciliation.

It was MOVED and SECONDED

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

CARRIED

6. ADJOURNMENT

There being no further business, the November 17, 2022 Public Meeting of the Mayors' Council on Regional Transportation was adjourned at 11:45 a.m.

Certified Correct:

Mayor Brad West, Chair

Carol Lee, Recording Secretary
Mosaic Writing Group

TO: Mayors' Council on Regional Transportation
FROM: Gemma Lawrence, Coordinator, Mayors' Council Secretariat
DATE: December 2, 2022
SUBJECT: **ITEM 2 – Public Delegate Presentations**

RECOMMENDATION:

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

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.

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: Sarah Ross, VP Transportation Planning & Policy

DATE: December 2, 2022

SUBJECT: **ITEM 4.1 – Delivering *Transport 2050: 10-Year Priorities***

RECOMMENDATION(S):

That the Mayors' Council on Regional Transportation receive this report

PURPOSE:

The purpose of this report is to provide the Mayors' Council with an overview of the work currently underway to advance the direction set out in *Transport 2050: 10-Year Priorities for TransLink (10YP)*. We are seeking Mayors' Council feedback and input as a prelude to approving a 10YP workplan and asking staff to develop an investment plan workplan to support the first tranche of 10YP delivery at the next meeting.

BACKGROUND:

In January 2022, the Mayors' Council and TransLink Board of Directors approved [Transport 2050](#) – the region's new 30-year transportation strategy. *Transport 2050* provides a bold vision of Access for Everyone, where every person in Metro Vancouver can easily connect to the opportunities they need to thrive. Where we all have real choices, that we can count on, that we can afford, and that we can safely enjoy for generations to come. *Transport 2050* is a transportation strategy that sets out actions for all public sector partners in our region, including TransLink, Metro Vancouver, local governments, the Government of British Columbia, and the Government of Canada. It also lays out TransLink's commitment to advancing reconciliation, social equity, and resilience in all that we do.

The Mayors' Council and Board agreed that to deliver on the ambitious vision of *Transport 2050* and make real progress on the pressing challenges of our time – the climate emergency, an affordability crisis, increasing traffic congestion, and meaningfully advancing reconciliation and social equity – would require bold and immediate action on a scale unprecedented in our region's history. To that end, in June 2022 [Transport 2050: 10-Year Priorities for TransLink](#) was approved, as a bridge between the 30-year regional strategy and fully funded TransLink Investment Plans as shown in **Figure 1**.

The 10-Year Priorities proposes historic increases in bus service into every corner of the region, new RapidBus lines, nine new bus rapid transit lines, the Burnaby Mountain Gondola, the Millennium Line extension to UBC, new regional & inter-regional Express lines, improved transit passenger facilities, a rapid build out of the walking and bikeway networks, safer roads and streets, investments in technology and resilience to seismic risks and climate change.

Figure 1: TransLink’s strategic planning framework

Region	Regional Transportation Strategy	
	30-Year Strategy (must update every 5 years)	<ul style="list-style-type: none"> Establishes goals, policies, and priorities for the regional transportation system. Must consider regional and provincial objectives. Approved by Mayors’ Council and TransLink Board.
	10-Year Priorities (not legislatively required)	<ul style="list-style-type: none"> Describes which investments in the 30-year strategy will be delivered over the first decade, through future investment plans. Approved by Mayors’ Council and TransLink Board.
TransLink	Investment Plan (must update every 3 years)	<ul style="list-style-type: none"> Allocates new and existing funding to projects and programs. Fully funded, over ten years, by identified secure revenue sources. Must be guided by 30-year transportation strategy. Approved by Mayors’ Council and TransLink Board.
	Annual budgets (must update every year)	<ul style="list-style-type: none"> Authorizes actual operational and capital spending. Must be consistent with 10-year investment plan. Approved by TransLink Board.

Transport 2050: 10-Year Priorities is not a funded plan but rather represents a regional consensus on the initiatives and projects that TransLink should work to advance next. These initiatives would be funded and implemented through a series of future Investment Plans, as illustrated in **Figure 2**.

Investment plans are TransLink’s legislatively required mechanism to approve major projects, programs, and investments, as well as necessary revenues over a 10-year period. Investments plans are fully funded, which means that anticipated revenues must match planned expenditures over the plan period. Although investment plans cover a 10-year period, they are legislatively required to be delivered at least every 3 years, allowing for greater certainty in ridership patterns, fuel tax revenue projections, project scope and cost estimates, which can be incorporated into the new update. In this manner, investment plans follow the roadmap outlined in the 10-Year Priorities. Developing them in a series of investment plans allows TransLink to be nimble to changing economic and social conditions. Therefore, TransLink can expect to prepare 3 or 4 investment plans over the period covered by the 10-Year Priorities.

TransLink’s primary revenue sources are transit fares, property taxes, fuel taxes, and parking taxes. With pandemic-related shifts in travel patterns, slower than expected ridership recovery, and unforeseen economic trends that are increasing costs, TransLink is facing an expected shortfall of over \$400 million by 2025 compared to the estimates in the 2022 Investment Plan. This shortfall is due to the combined effects of lower revenues (e.g. transit, gas tax) and higher capital and operating costs (e.g. interest, fuel).

Figure 2: Illustrative example of how the 10-Year Priorities will be funded through a series of investment plans.

Completing the Transport 2050: 10-Year Priorities is Accomplished Via Investment Plans			REMAINING INVESTMENTS – UNFUNDED		
10-YEAR PRIORITIES INVESTMENTS			Phase One	Phase Two	Phase Three
TRANSIT & SHARED MOBILITY	<ul style="list-style-type: none"> Improve comfort and safety with new weather protection, seating, lighting and escalators. 		PHASING VIA INVESTMENT PLANS TBD		
	Convenient Transit	<ul style="list-style-type: none"> 130% increase in bus service ~40 new service areas 11 new RapidBus lines 10% more Expo & Millennium Line service 65% more Canada Line service 25% more SeaBus service 5 WCE trains and study capacity expansion 60% more HandyDART trips available 			
	Reliable & Fast Transit	<ul style="list-style-type: none"> Up to 9 Bus Rapid Transit lines North Shore Rapid Transit connection Burnaby Mountain Gondola UBC extension of Millennium Line Up to 8 new express bus lines Additional major planning studies 			
STREETS	<ul style="list-style-type: none"> Expand Major Road Network lane-km by 10% Up to 66% of missing sidewalks near frequent transit Up to 75% of 2050 Major Bikeway Network 				
INFRASTRUCTURE RESILIENCE	<ul style="list-style-type: none"> Reduce state of good repair backlog Climate and seismic upgrades 				
TECHNOLOGY	<ul style="list-style-type: none"> Investments in electric, connected, automated mobility Investments in digitalization 				

Note: list is not comprehensive of all investments in 10-Year Priorities

Based on direction from the Mayors’ Council and Board in July 2022, the next investment plan will focus on TransLink’s post-pandemic financial recovery to ensure TransLink is able to maintain an appropriate level of service and a system in a state of good repair, and begin delivering the first phase of 10YP.

DISCUSSION:

2023 Work Program to Advance the 10-Year Priorities

TransLink’s 10-Year Priorities were approved by the Mayors’ Council in June 2022. Since then, staff have begun to advance work to ensure that key investments are ready to be included in upcoming investment plans. This work includes clarifying project and program definition, confirming operational feasibilities, and advancing design sufficiently to develop business cases (see Figure 3 for Business Case Framework). Key elements of the work program in 2023 to advance the 10-Year Priorities include:

1. Advance sustainable funding strategy

A fundamental priority to advancing the 10YP is to ensure that TransLink’s operations are sustainably funded. This includes first funding current service levels and maintaining the existing transportation system in a state of good repair, and only then layering on expansion investments identified in the 10-Year Priorities. The funding levels for current operations and this proposed system expansion will require a new funding model that is more resilient to changing economic conditions, is affordable for households, and avoids overreliance on transit fares.

To address this funding challenge, TransLink staff have been working with the provincial government to identify sustainable funding sources. In 2020, TransLink and the Province of British Columbia signed a Memorandum of Understanding where they agreed to work together to solve TransLink’s short- and long-term funding challenges, in particular from pandemic-related ridership loss.

TransLink is continuing to work with the province to ensure that any future funding sources are financially stable and sustainable, contribute to regional and provincial objectives, and are affordable for Metro Vancouver households.

2. Determine implementation path to delivering record-level bus service expansion

Recognizing the critical role that local bus service plays as the foundation of the transit network, the 10-Year Priorities included a proposal to more than double bus service over current levels by 2035, equating to the largest increase in the region's history and one of the largest increases in bus service proposed in Canada or the U.S. The proposed bus service increases would reduce wait times and overcrowding and significantly increase those in our region within walking distance of 15 minutes or better bus service. It also includes around 40 new service areas, and extended service through the night with ~1/3 of routes running 24 hours and most other routes operating until midnight or later.

The 10-Year Priorities acknowledges that fully implementing this service increase would require a massive investment in new bus exchanges and depots (particularly to support the already-planned transition to a zero-emission fleet), as well as hiring of operators, supervisors, maintenance staff, administrators, and other essential staff. As a starting point, staff are working to identify the maximum amount of new bus service hours that are operationally feasible to deliver in the near-term, as well as what additional resources would be needed to grow bus service by approximately 30% in the first phase of 10YP, between 2025 and 2027, to remain on track to delivering the bus service expansion envisioned in the 10YP by 2035. This analysis also includes determining how much expansion can be peak vs. off-peak based on our existing and planned facilities.

3. Initiate BRT Action Plan

The 10-Year Priorities identified investing in up to 9 Bus Rapid Transit (BRT) lines and up to 11 RapidBus lines. While both BRT and RapidBus deliver fast and reliable service through increased frequencies and bus speed and reliability infrastructure, new BRT lines are expected to be fully traffic separated, with signal priority and improved customer amenities.

The BRT Action Plan will develop a strategy for the delivery of BRT and RapidBus projects within the 10-Year Priorities, including defining BRT design for the region, coordinating with local partners and First Nations, evaluating and prioritizing corridors, and advancing project definition for each alignment. The process will take place in coordination with future investment plan efforts over the next two to three years. In coordination with the next stage of Investment Plans, we will develop a target of BRT projects for project development and implementation.

4. Corporate Climate Action

In 2021, TransLink committed to achieve net-zero greenhouse gas emissions (GHGs) by 2050 within its own operations, with an interim reduction of 45% by 2030 from 2010 levels. It is also committed to ensure its infrastructure and operations are resilient to the impacts of climate change. The [Corporate Climate Action Strategy](#) (January 2022) and Climate Action Plan (December 2022) sets out seven key strategies and supporting actions over the next three years to achieve these goals.

5. Confirm preferred pathway to achieve light-duty vehicle emissions reduction target

TransLink is partnering with Metro Vancouver to identify the regulatory and supportive policies that will be required to achieve a 65% reduction in GHG emissions from light duty vehicles by 2030.

Through its planning and regulatory responsibilities associated with regional air quality and climate action, the Metro Vancouver Regional District Board of Directors committed to reduce regional greenhouse gas (GHG) emissions by 45% by 2030, relative to 2010 levels. Through initial modelling and analysis, Metro Vancouver also determined that the light duty vehicles (LDVs) sector has greater potential to more quickly reduce emissions than other sectors to support the achievement of the overall regional 2030 GHG target. Metro Vancouver's recently approved Clean Air Plan and Climate 2050 Transportation Roadmap include a sub target to reduce GHG emissions from LDVs by 65% by 2030, relative to 2010 levels. TransLink also adopted this sub-target as a headline target for Goal 5, Carbon-Free Choices in Transport 2050.

In February 2022, Metro Vancouver staff received approval from the Metro Vancouver Regional District Board of Directors to undertake a project through the Sustainability Innovation Fund (SIF). The objective of the project is to develop a recommended package of regulatory and supportive policies to drive deep emission reductions from LDVs in the Metro Vancouver region in ways that are fair, equitable, and affordable. In June 2022, TransLink staff received approval from the Mayors' Council and TransLink Board to partner with Metro Vancouver on the project.

In 2023, TransLink staff will develop a Zero-Emission Fleet Transition Plan that will supersede the Low Carbon Fleet Strategy (2020) in order to meet or exceed the 45% by 2030 target, eliminate diesel buses by 2040 (or sooner), and achieve net-zero by 2050. It will also determine which zero-emissions technologies should be used for BRT and other system expansions under the 10-Year Priorities. This plan will apply a regional equity, resilience and reconciliation lens to determine where and when future investments in clean, zero-emissions fleet and facilities will be made across the region.

In 2023 TransLink staff will begin a series of climate risk assessments of key infrastructure assets, work with regional partners, and integrate climate resilience into projects investment and asset management decision-making. This work will ensure investments under the 10-Year Priorities proactively reduce the risks posed to customers, staff, and communities due to climate change.

Both of these key streams of work will provide critical inputs to TransLink's next Investment Plan, as well ensure that zero-emissions and infrastructure resilience is integrated into projects under the 10-Year Priorities.

6. Advance preliminary business case for North Shore Rapid Transit

In recognition of the acute congestion challenges facing the North Shore, 10YP commits to delivering a traffic-separated rapid transit connection between Park Royal and Metrotown as soon as possible. Work is underway to plan and implement a BRT option so that construction of rapid transit can begin within years 0-5 of 10YP.

In parallel, study work will advance to confirm whether the ultimate technology for this rapid transit connection will be Bus Rapid Transit, Light Rail Transit, or SkyTrain (or a combination), and to confirm the associated alignment, terminus locations, and degree of grade separation including options for a dedicated transit crossing of Burrard Inlet. While this planning and implementation proceeds, the first phase of 10YP will deliver increased bus service and transit priority measures, as feasible, between Park Royal and Metrotown to improve bus travel times, operating costs, and grow ridership in advance of more permanent rapid transit investment.

7. Advance full business case for Burnaby Mountain Gondola

The 10-Year Priorities includes the build out of the Burnaby Mountain Gondola, from Production Way-University Station to the Simon Fraser University campus on Burnaby Mountain. This unique form of urban transportation can deliver reliable and fast transit connections at a relatively low capital costs, while also avoiding challenges currently faced by buses travelling to Burnaby Mountain in inclement weather.

Throughout 2022 staff developed the scope of the Full Business Case and the technical analysis to deliver it. These inputs are informed by the interests and needs of partners, stakeholders, First Nations, the general public, and TransLink system needs. These include affordable housing, transit-oriented development, active transportation, environmental and neighbourhood considerations, GHG emissions reductions, transit customer and system needs, and reconciliation.

Development of an interim business case is now underway. Most of the technical work will occur in 2023, including conceptual design, costing, and funding and delivery model assessments. Engagement with First Nations will continue to develop a Full Business Case process, with public engagement anticipated in 2023. The Full Business Case is targeted for implementation (funding, design and construction) in the first phase of 10YP.

8. Development of Major Bikeway Network Action Plan

Transport 2050 aims to make active transportation the most convenient choice for shorter trips by rapidly completing a network of bikeways in all Urban Centres and areas of high cycling potential across the region and building out a Regional Cycling Network – comprised of a Major Bikeway Network that connects Urban Centres across the region and a Regional Greenways Network that provides access to parks and nature. The 10-Year Priorities proposes increasing the amount of funding TransLink directs to cycling by a factor of almost 5 times in order to rapidly build out bike networks in all Urban Centres in the region, and to complete up to 75% of the proposed 2050 Major Bikeway Network, roughly 450km of new bike facilities.

TransLink will work to develop a prioritization framework to help TransLink and local government partners to establish an action plan for catalyzing implementation of key Major Bikeway Network corridors and Urban Centre bikeway networks. This will enable turning the Major Bikeway Network from a planning concept into a useable, useful network to support people using active travel and micromobility options between Urban Centres and communities across the region. This work will be direct input into development of the next Investment Plan to identify and prioritize funding to implement specific MBN corridors and Urban Centre bikeway networks, similar to how past investment plans identified specific RapidBus corridors for implementation.

9. Define and scope Regional and Interregional Express Transit services

The 10-Year Priorities commits to studying and implementing express transit service that travels both within Metro Vancouver, and to the neighbouring Sea to Sky region and the Fraser Valley. These new corridors intend to make transit more convenient and reliable than driving for longer trips across the region and beyond.

TransLink will develop a working definition of what Express Transit service is, including drawing a clearer distinction between bus rapid transit, RapidBus, and Express services. This work will help set expectations for partners regarding service characteristics (e.g. service frequency and span, stop

spacing), transit priority infrastructure, and customer amenities. This work will also include an assessment of Express corridors to define current conditions and support next steps related to prioritization and implementation.

10. Define scope of new technology investments

Transport 2050 highlights the convergence of automation, digital connectivity, electrification and shared-use mobility as a major inflection point in the history of transportation and cities. The 10-Year Priorities identify a need for TransLink to start making more significant investments and asserting a more proactive role in this space in ways that advance Transport 2050 goals. Work underway in 2023, described below, will help inform the type and scale of additional technology and new mobility investments that TransLink could fund in the next Investment Plan.

TransLink is partnering with BC Hydro and Metro Vancouver to develop a strategy to deliver widespread electric vehicle charging across the region.

TransLink is expanding efforts on Mobility-as-A-Service in 2023 with a larger Shared Mobility Compass Card pilot that includes transit, car-share and bike-share services; and continuing to play regional coordinating functions with respect to ride-hailing, shared micromobility, and urban freight - including building the associated data and analytics capacity needed to effectively manage these services.

TransLink is continuing to map out the technology platforms, processes and people required to support digital transformation of our business as well as ensuring that the maintenance and security needs of our existing technology assets are well understood and kept in a state of good repair.

11. Support UBC Extension project development led by the Province

The Millennium Line UBC Extension is proposed to be delivered in the later years of the 10-Year Priorities after the BRT Action Plan has already begun implementation. This 4-station extension would bring the Millennium Line from Arbutus Station to the University of British Columbia.

In April 2022 the Mayors' Council advanced a resolution on the horizontal and station location elements of the Regional Base Scope for the extension.

The next stage of work includes advancing a Concept Plan and Business Case.

These initiatives are in addition to ongoing work to advance projects that have been approved in previous investment plans, including preparing for rail expansion on the Millennium Line in advance of the Surrey-Langley SkyTrain, implementing bus speed and reliability improvements, ongoing state of good repair, and shifting to battery electric buses in line with the Low Carbon Fleet Strategy.

Workplan for the next investment plan

The 10-Year Priorities includes a very preliminary estimate of over \$20 billion (in 2022 dollars) in new capital investments and an increase of roughly \$1.2B in annual operating costs, a 50% increase over current annual operating costs. The estimated cost of the 10-Year Priorities is substantially more than what can be reasonably funded within one investment plan. Implementing these investments, in addition to funding for ongoing operations, will require a new funding model with substantially expanded funding from senior governments and new stable regional revenue tools that remain

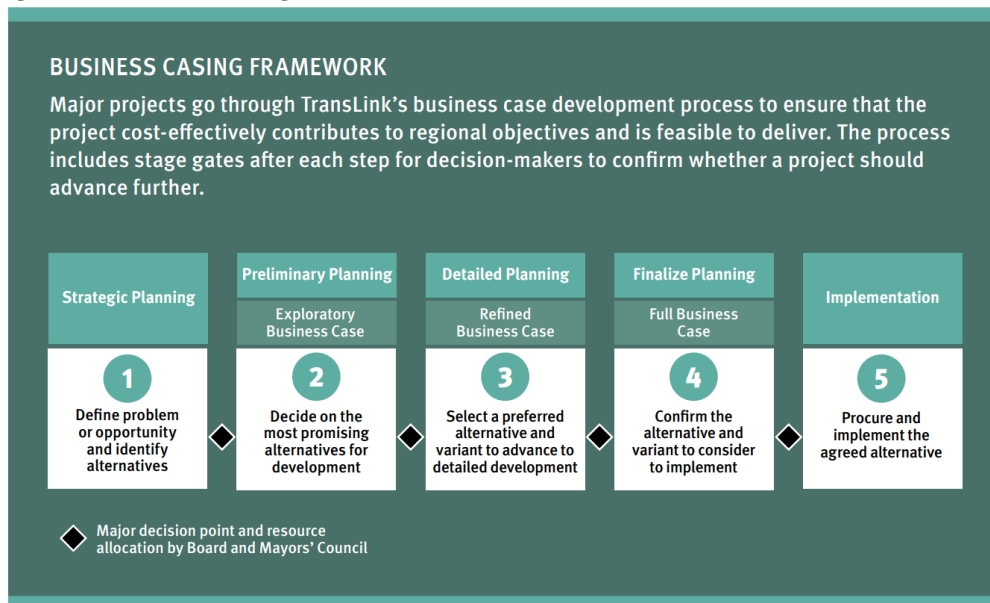
affordable to households. Such a big investment in transportation infrastructure is necessary to respond to the ongoing crises of affordability, climate change, population growth and congestion.

Many investments will require further study or definition before they are ready to be funded and implemented, per the 2023 work program described above.

Given both the scale of the funding need and ongoing preparation work required, the work of the next investment plan will be to determine which of the *T2050: 10-Year Priorities* investments are ready for funding and can be affordably delivered in the subsequent three years. The next investment plan will need to identify funding for these investments, in addition to funding for existing operations.

Investments in the 10-Year Priorities that are not included in the next investment plan will be considered in subsequent investment plans. Major projects such as many rapid transit corridors identified in the 10-Year Priorities will follow the TransLink Business Casing Framework (**Figure 3**) to ensure the project cost-effectively contributes to regional objectives and is feasible to deliver. Taking this step-wise approach allows policymakers to approve funding in response to more detailed business casing. This could mean that the preliminary planning for a given project could be funded in one investment plan, and the detailed planning or implementation could be funded in a subsequent investment plan or plans.

Figure 3: Business Casing Framework



Timing for the next investment plan

While the next investment plan is not legislatively required until May 2025 (3 years after the approval of the current investment plan), in summer 2022 the Mayors' Council asked staff to prepare the next Investment Plan for the earliest possible approval date – which is mid-2024. An investment plan in 2024 may also be required to alleviate the considerable financial pressures TransLink is facing, due to lower revenues and higher costs that have materialized since the financial assumptions were developed for the 2022 Investment Plan. Therefore, in January 2023 staff will be seeking direction from the Mayors' Council to bring forward a workplan for the next investment plan, to complete TransLink's post-pandemic financial recovery and to ensure the region can deliver on its urgently needed transportation priorities by advancing the 10-Year Priorities towards implementation.

CONCLUSION:

The *T2050: 10-Year Priorities* represents regional consensus on the next ambitious transportation investment priorities for Metro Vancouver to deliver on our affordability, congestion, and greenhouse gas emissions targets. Work is already underway to advance these investments, including developing business cases for a number of major projects, and identifying sustainable funding sources with the Province. To be implemented, the 10-Year Priorities investments need to be phased, funded and approved through a series of several investment plans, with the next one as early as mid-2024.

ATTACHMENTS

- **Annex 1** – Staff presentation slides

Mayors' Council Meeting Delivery of TransLink's 10-Year Priorities

December 8, 2022



BACKGROUND & CONTEXT: TRANSLINK'S 10-YEAR PRIORITIES



T2050: 10-Year Priorities

Regional consensus on the initiatives/projects that TransLink should work to advance next

- SCBCTA Act requires TransLink to develop:
 - 30-year transport strategy for the region (Transport 2050)
 - 10-year Investment Plan for TransLink
- Mayors' Council and Board have chosen to develop: 10-Year Priorities:
 - 10-Year Priorities as a bridge between the above 2 plans.
 - Of the actions assigned to TransLink in the 30-year strategy, this document confirms which should be the first priorities in future Investment Plans.



10-Year Priorities outlines which of the investments in **Transport 2050** TransLink will focus on delivering over the first decade.

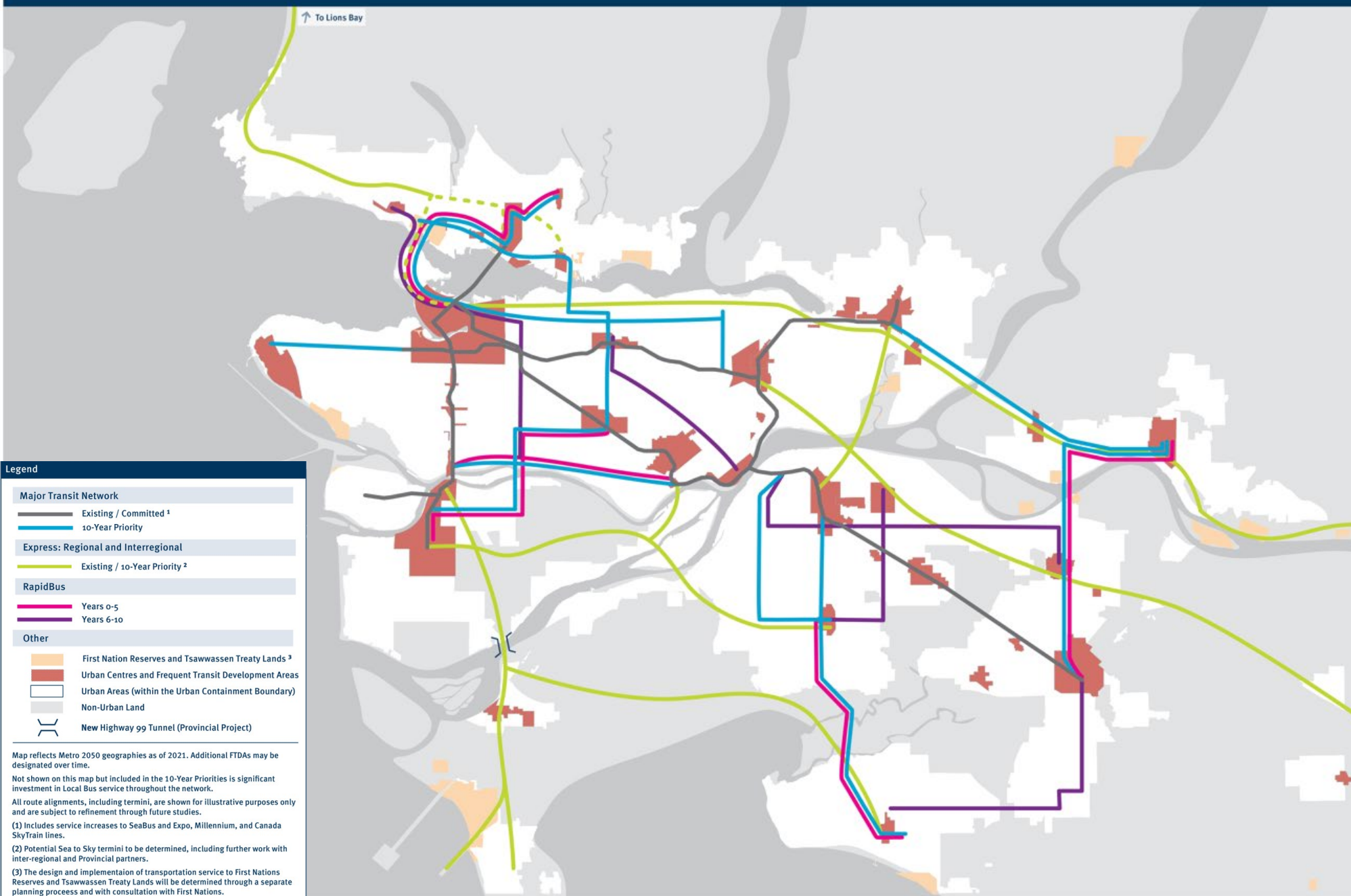


Transit and Shared Mobility

Safer Streets, Walking, Biking

Major Transit Network

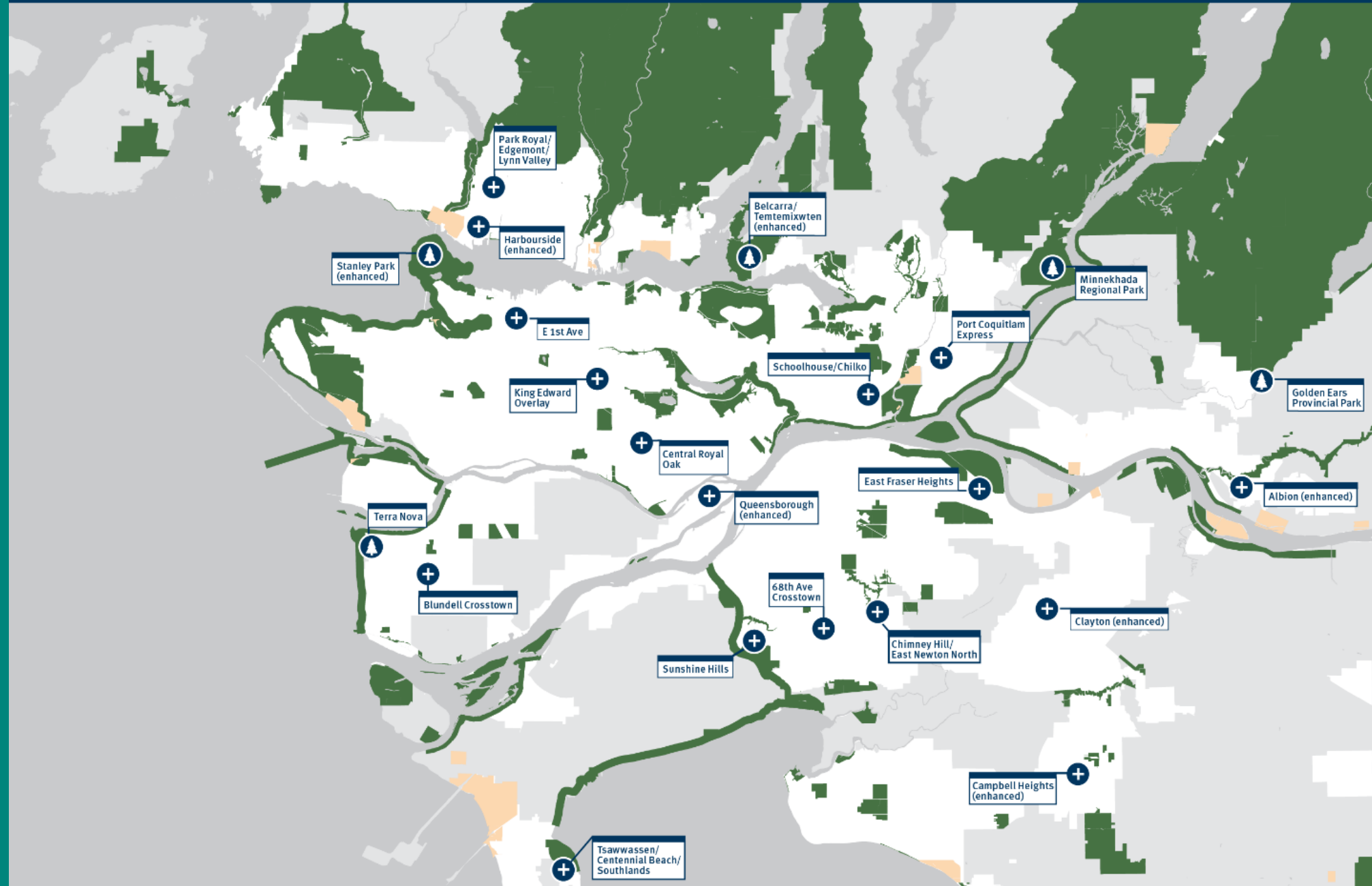
Transport 2050: 10-Year Priorities (Transit)



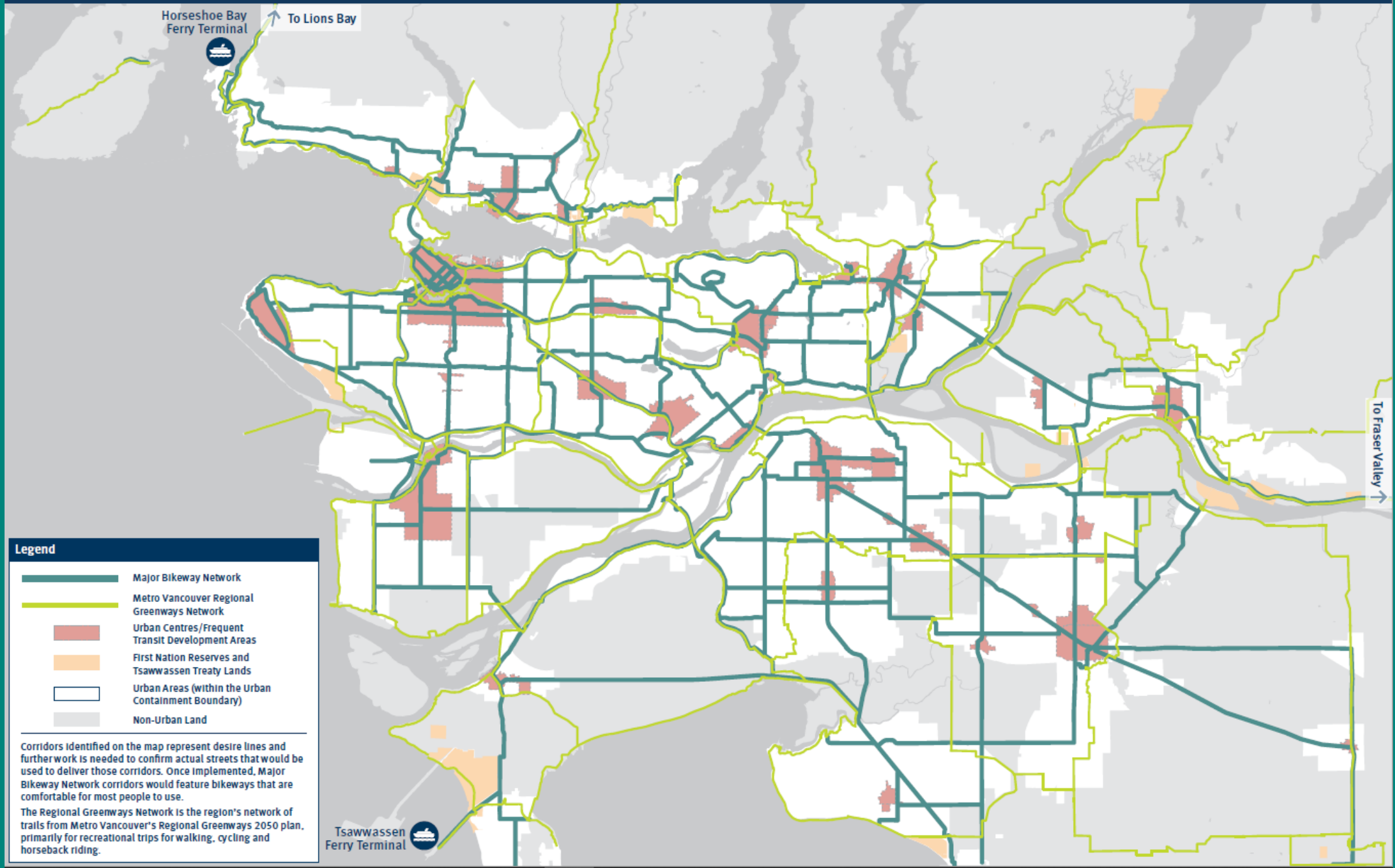
170 km of new rapid transit:

- Burnaby Mountain Gondola
- Hastings Street
- King George Blvd
- Langley – Haney Place
- Lougheed Highway
- Lynn Valley – Downtown/Lonsdale
- Marine Dr Station – 22nd St Station
- Metrotown to Park Royal
- Millennium Line UBC Extension
- Richmond Centre – Metrotown
- Scott Road

10-Year Priorities: New Service Areas and Access to Nature



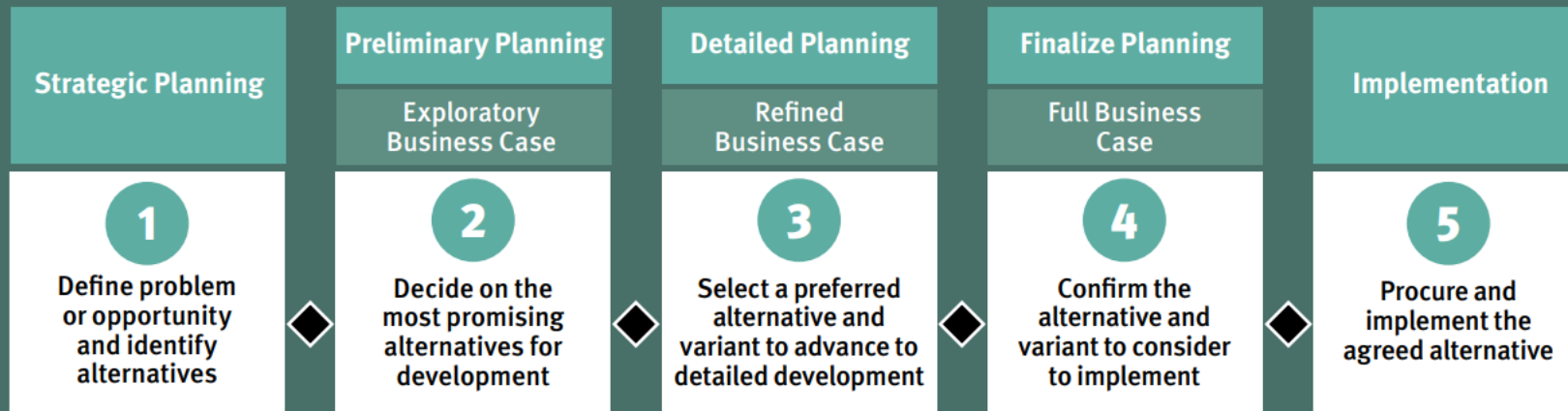
Transport 2050: Regional Cycling Network



Major projects will advance through TransLink's business casing framework prior to implementation, usually through a series of investment plans

BUSINESS CASING FRAMEWORK

Major projects go through TransLink's business case development process to ensure that the project cost-effectively contributes to regional objectives and is feasible to deliver. The process includes stage gates after each step for decision-makers to confirm whether a project should advance further.



◆ Major decision point and resource allocation by Board and Mayors' Council

2023 WORK PROGRAM TO ADVANCE THE 10-YEAR PRIORITIES

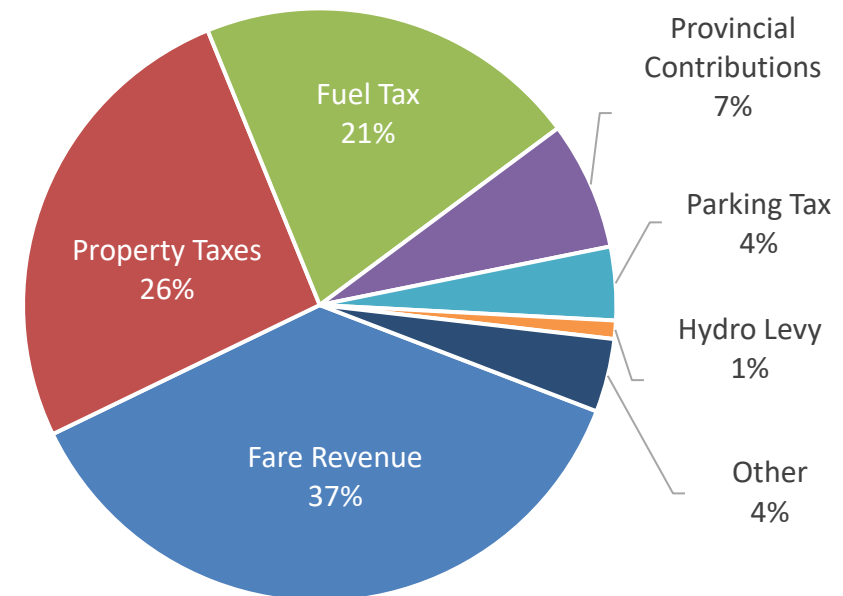


1. Sustainable Funding Strategy

10YP: Develop and implement stable revenue tools to fund ongoing operations before expansion can occur

2023 workplan

- Identify and assess options to ensure TransLink has sustainable funding to support current operations and investments in the 10YP.

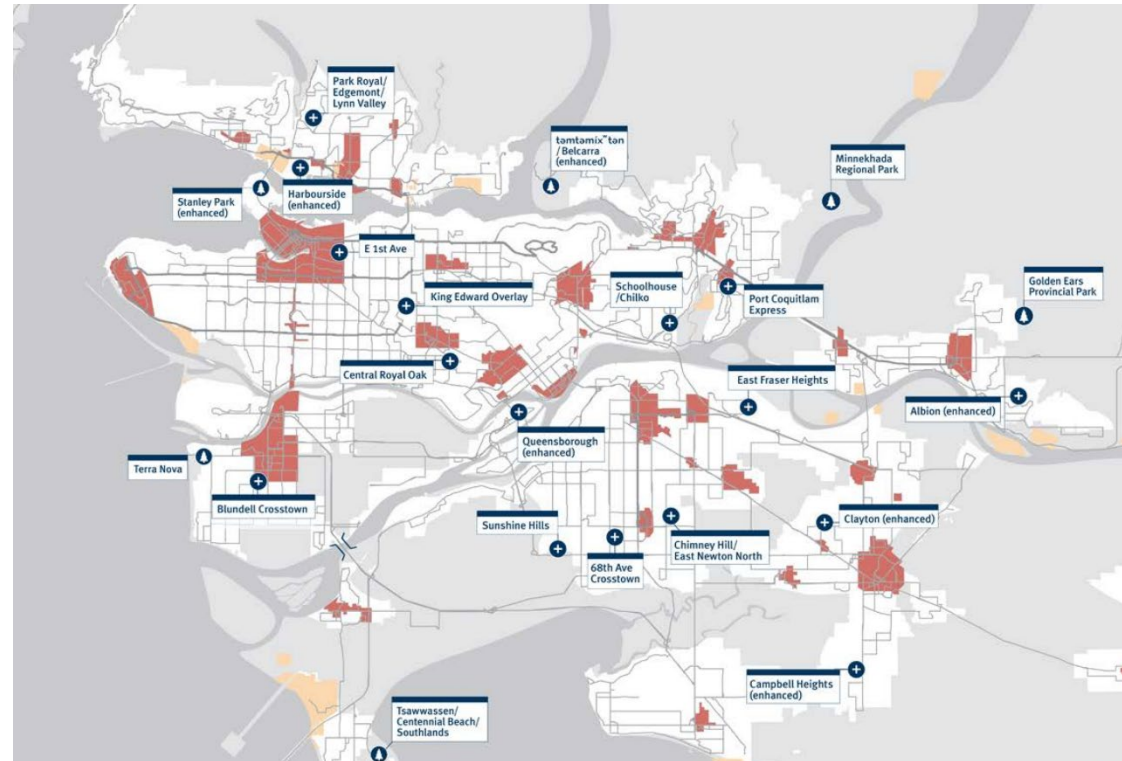


2. Implementation Path to Double Bus Service

10YP: More than double bus service, including new service areas, longer span and higher frequency

2023 workplan

- Identify the maximum expansion that is operationally feasible by 2027
- Identify what resources (exchanges, depots, fleet, and staff) are needed to stay on track to 2035 service levels (including the investments needed to support the transition to a zero-emissions fleet).



Map of proposed new service areas

3. Initiate BRT Action Plan

10YP: Invest in up to 9 Bus Rapid Transit (BRT) lines and 11 RapidBus lines

2023 workplan

- Initiate BRT Action Plan to:
 - Define BRT design
 - Begin coordinating with local partners
 - Evaluate and prioritize corridors for further business case and implementation

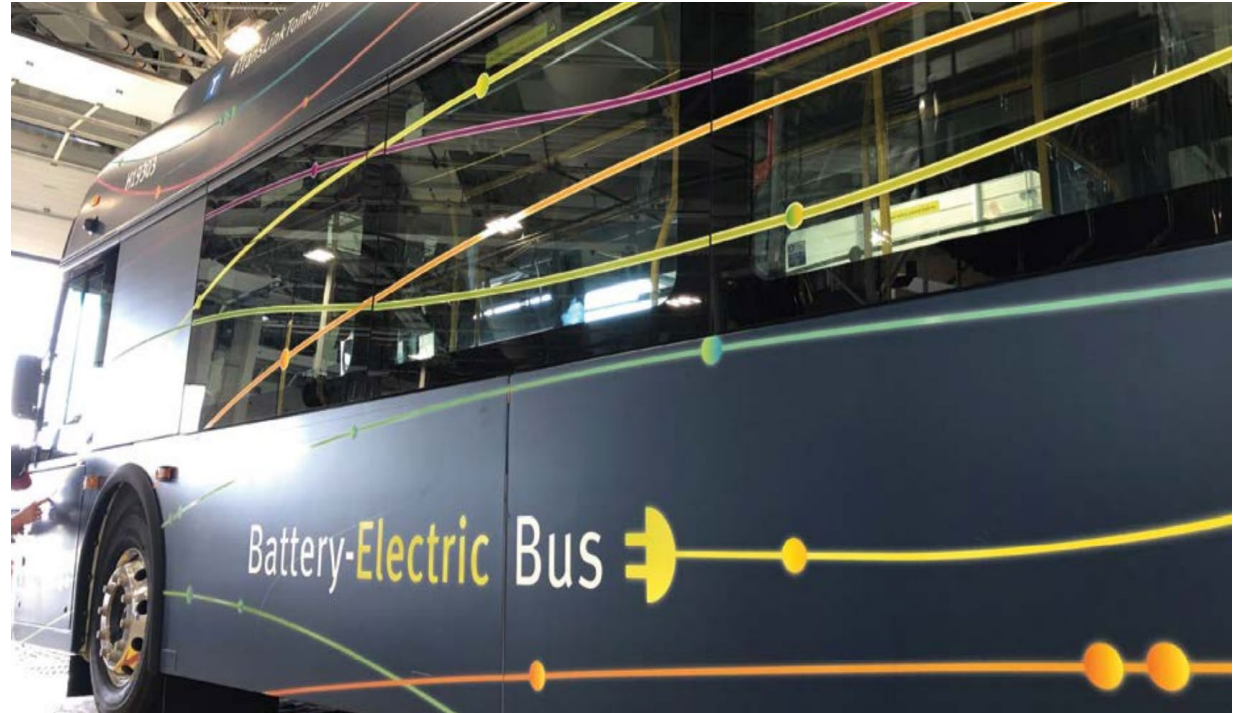


4. Corporate Climate Action Plan

10YP: Advance T2050 Goal 5: Carbon-Free Choices

2023 workplan:

- Develop Zero-Emission Fleet Transition Plan to achieve:
 - 45% reduction in GHGs by 2030
 - Net-zero GHGs by 2050
- Conduct Risk, Hazard and Vulnerability studies and develop Service Response Strategies for key assets
- Proactive climate resilience planning with regional partners
- Continued aggressive electrification of bus fleet, facilities w. charging infrastructure

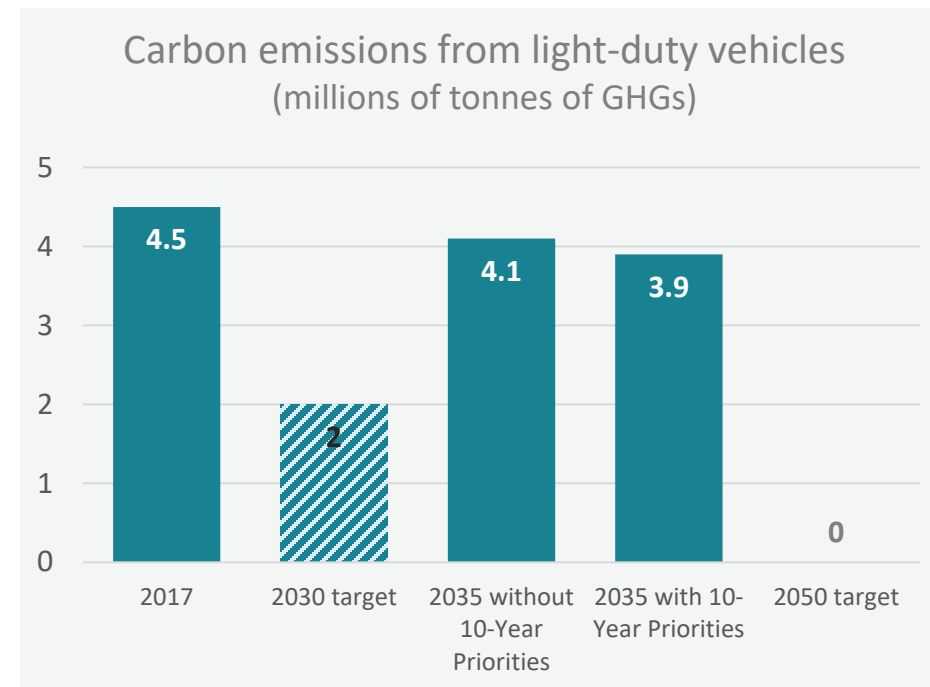


5. Pathway to Light-duty Vehicle GHG Reductions

10YP: Advance T2050 Goal 5: Carbon-Free Choices

2023 workplan

- Continue working with Metro Vancouver to identify regulatory and supportive policies required to meet regional target of 65% reduction in GHG emissions from light duty vehicles by 2030



6. North Shore Rapid Transit Business Case

10YP: Deliver a traffic-separated rapid transit connection between Park Royal and Metrotown, with interim improvements to bus service

2023 workplan

- Begin planning a BRT so that construction can begin as soon as possible
- In parallel, advance work on longer-term options (BRT, LRT, SkyTrain or a combination)
- Deliver increased bus service and transit priority measures, as feasible, between Park Royal and Metrotown as an interim measure



7. Burnaby Mountain Gondola Business Case

10YP: Build the Burnaby Mountain Gondola in years 0-5

2023 workplan

- Develop the full business case for the Burnaby Mountain Gondola, including conceptual design, costing, delivery model assessments, and engagement

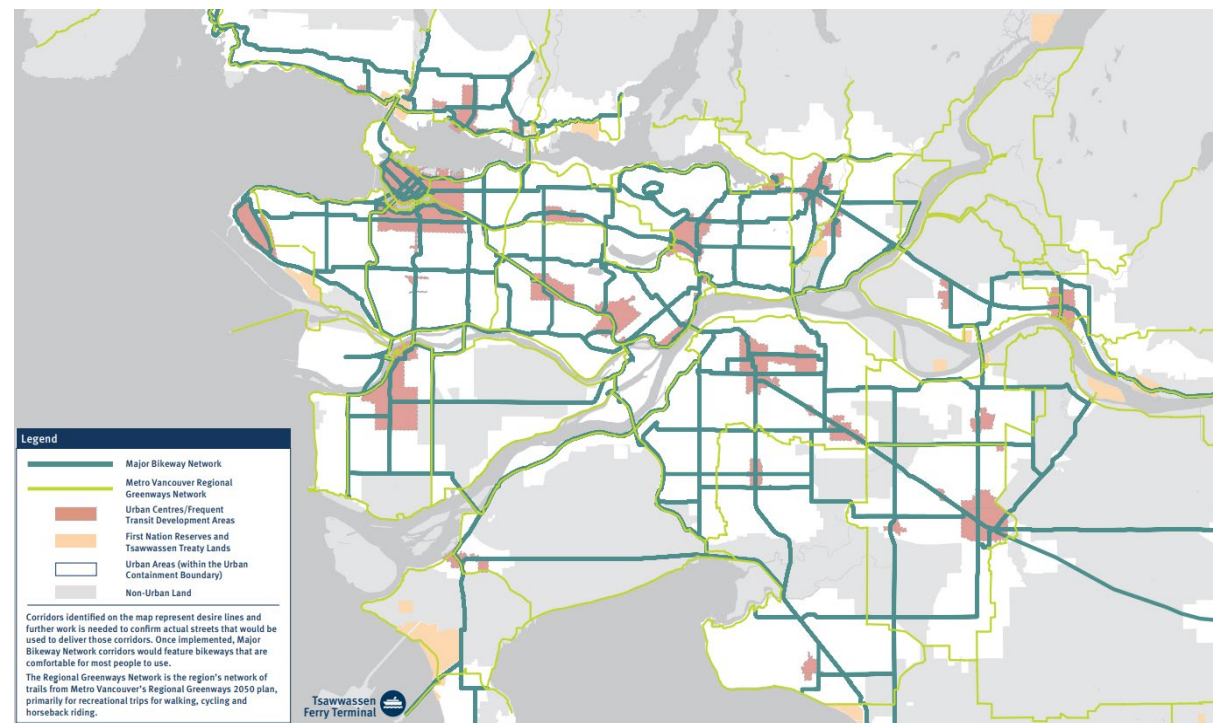


8. Major Bikeway Network Action Plan

10YP: Rapidly complete up to 75% (450km) of traffic-separated Major Bikeway Network, and bikeway networks in all Urban Centres

2023 workplan

- Develop a prioritization framework to guide TransLink and local governments on what corridors and Urban Centres to prioritize for implementation



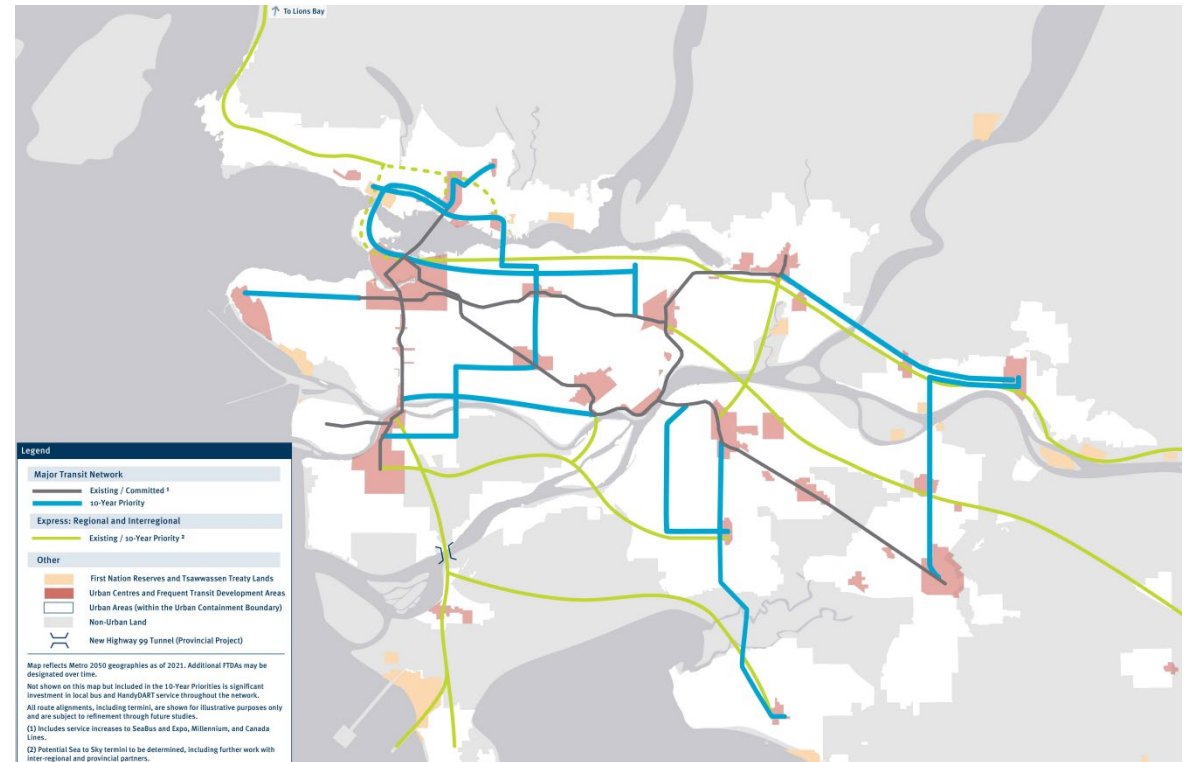
Map of proposed 2050 Major Bikeway Network

9. Scope of Express Transit Services

10YP: studying and implementing express transit service within the region, and to Fraser Valley and Sea to Sky regions

2023 workplan

- Develop a working definition of express transit (how frequent, how far apart are stops, customer amenities)
- Assessment of express corridors to define current conditions
- Prioritization of corridors for implementation



Existing and proposed express transit corridors

9. Scoping Investments in New Technology

10YP: Invest in electric, connected and shared transportation technologies

2023 workplan

- Work with regional partners to develop EV charging strategy
- Expand Shared Mobility Compass Card pilot
- Build data and analytics capacity needed to manage ride hailing and multi-mobility services
- Explore digital transformation of TransLink's operations

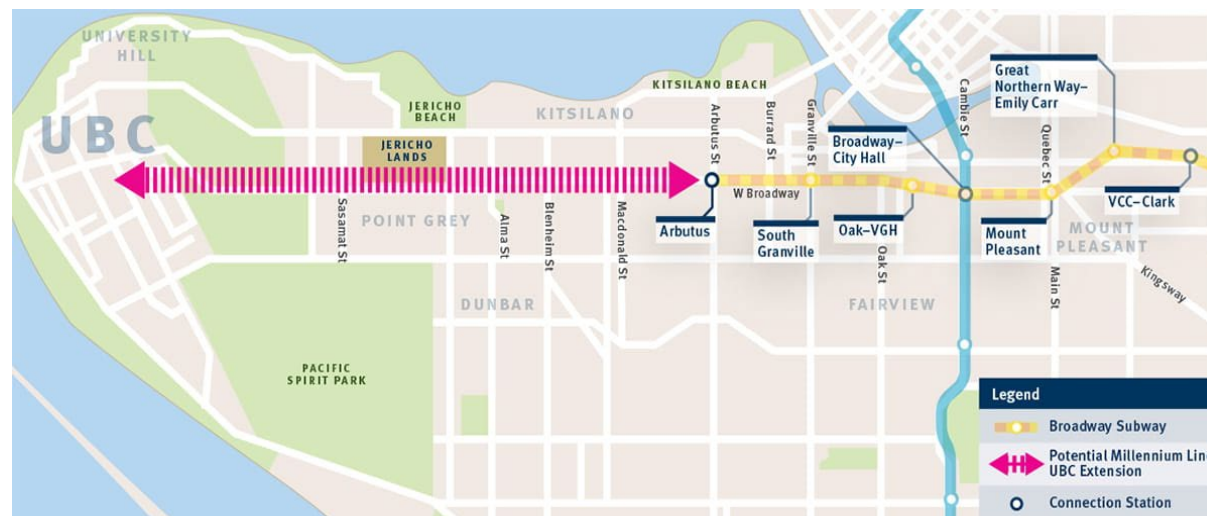


10. Support UBC Extension Project Development

10YP: Extend Millennium Line from Arbutus to UBC in years 6-10, and after the BRT Action Plan has begun implementation

2023 workplan

- Work with partners to advance the next stages of project development
- Identify Operating and Maintenance Centre requirements and assess location options



The next investment plan will identify what investments from 10YP are ready and affordable for 2024.

- 10YP will be funded and implemented through a *series* of future investment plans—*not all in one investment plan*.
- Next investment plan anticipated for approval by mid-2024.
- The 2024 investment plan will need to return TransLink to financial sustainability and fund 10YP expansion

TO: Mayors' Council on Regional Transportation
FROM: Mike Buda, Executive Director, Mayors' Council Secretariat
DATE: December 1, 2022
SUBJECT: **ITEM 5.1 – 2023 Meeting Policy**

STAFF RECOMMENDATIONS:

That the Mayors' Council on Regional Transportation:

1. Adopt the 2023 Meeting Policy as proposed below that includes organizing:
 - a. At least four regular monthly meetings of the Mayors' Council in-person; and,
 - b. All remaining regular monthly meetings of the Mayors' Council plus all committee meetings via videoconference; and,
 2. Receive this report.
-

PURPOSE:

To propose a format for meetings of the Mayors' Council and its committees in 2023 for consideration.

BACKGROUND

Beginning on April 2, 2020, at the onset of the pandemic, and using Section 4.5 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. This interim decision was extended several times through to the end of 2021 at Mayors' Council meetings on July 30, 2020, December 3, 2020 and June 24, 2021 and October 22, 2021. The Mayors' Council approved guidelines for participating in electronic meetings at its December 3, 2020 meeting (available in Item 5.1 at [this link](#)).

In considering when and how to return to in-person meetings, members noted concerns and uncertainty around future public health restrictions, and that virtual meetings have proven to be an efficient and effective alternative for facilitating good decision-making at the same time as being more accessible to the public. Given these considerations, some members commented that any plan to return to in-person meetings should include a "hybrid" opportunity to participate electronically for those who are not attending in-person. It was also noted that hybrid meetings must be organized in a manner which provide similar quality of participation regardless of whether a member is attending in-person or virtually.

At its April 22, 2022 meeting, the Mayors' Council adopted the following resolutions related to its meeting policy for in-person vs. videoconference-based meetings:

1. Delay consideration of returning to in-person Mayors' Council and committee meetings until the adoption of a 2023 Meeting Policy by the new Mayors' Council on December 8, 2022;
2. Ask TransLink to report back on the necessary technical and staff capacity to enable hybrid meetings of the Mayors' Council at TransLink's offices as part of the 2023 Meeting Policy;

3. Plan for an in-person Inaugural Meeting of the Mayors' Council on November 17, 2022, with hybrid videoconferencing capability if required; and

The November 17, 2022 Inaugural Meeting was organized in-person, with "hybrid" videoconferencing capability.

DISCUSSION

Many of the same questions about returning full-time to in-person meetings raised by members in October 2021 and April 2022 remain:

- Uncertainty over future public health restrictions.
- The relative effectiveness of in-person versus virtual meetings for facilitating good decision-making and public accessibility and transparency.
- The readiness of on-premise facilities at TransLink to accommodate full-featured hybrid meetings, and cost associated with providing this capability using external service providers.

To guide the development of the 2023 meeting policy, the following was considered:

- **Hybrid meetings:** Hybrid meetings, with some members in-person and some members virtual is not recommended: participants and observers report that it can be more difficult to follow the flow of discussion in a hybrid meeting; and, the technology required to organize hybrid meetings will need to be outsourced at some cost and complexity due to technical and logistical limitations of TransLink's meeting facilities.
- **In-person meetings:** The public and media expect bodies like the Mayors' Council to be accessible in person, especially when consequential decisions are being considered. Not all members of the public have online access. Finally, interpersonal dynamics are improved in an in-person setting. Accordingly, it is recommended that a portion of the 10 regularly scheduled public meetings of the Mayors' Council should be delivered in-person.
- **Videoconference meetings:** Videoconferencing can improve the accessibility of public meetings given the elimination of travel time and cost by the public intending to watch or participate as a delegate. Members report that videoconference meetings delivered over the past 2.5 years have been effective means to manage the Mayors' Council agendas.
- **Committee meetings:** Committee meetings have been delivered effectively by videoconference and save members significant time and cost in travelling to an in-person meetings.
- **Workshops:** Depending on the number of participants and nature of the items under discussion, workshops may be more effective when organized in-person.
- **Flexibility:** An annual calendar of in-person and videoconference meetings provide certainty for members, staff and the public when planning for upcoming meetings. However, issues may arise, either the nature of an upcoming agenda item, or because of external factors, that may suggest the meeting format planned for an upcoming meeting should be changed.

PROPOSED 2023 MEETING POLICY:

1. **Attendance:** The Mayors' Council and its committees may organize meetings in person or electronically; hybrid meetings, with some members online and some in-person, are not generally permitted but will be organized at the discretion of the Chair and Vice-Chair in consultation with members.
2. **Calendar:** The 2023 Meeting Calendar will note the format (in-person or electronic) for each scheduled meeting. It is proposed that 4 meetings in 2023 be designated as in-person (March, June, September, December).
3. **Changes:** Any changes to the format of an upcoming meeting must be made at least 3 weeks prior to the meeting by the Chair of the meeting in consultation with participants.
4. **Required in-person meetings:** Approval of long-term plans like the Regional Transportation Strategy, Investment Plans and the Vision, as well as inaugural meetings and the election of Chair and Vice-Chair will occur at in-person meetings, with the remainder delivered electronically unless otherwise directed in the annual calendar as per Item #2 or by the Chair as per item #3 above.
5. **Committees:** All committee meetings will be delivered by videoconference, unless otherwise directed by the Committee Chair as per item #3 above.
6. **Workshops:** Workshops may be organized in-person or electronically based on participant numbers, agenda items and external factors, as directed by the Chair as per Item #3 above.
7. **Public participation:** All public meetings of the Mayors' Council will accommodate attendance by members of the public in the relevant format of each meeting (in-person or by videoconference).
8. **Unsafe conditions:** Notwithstanding the above, in the case where an unsafe circumstance exists with the potential to cause risk to the health and or safety of an in-person meeting, the Chair will maintain the flexibility to change the meeting format to electronic.
9. **Rules:** The Mayors' Council's [Rules of Procedure for the Conduct of Meetings](#) and the [Public Delegates Policy](#) apply to all meetings. The [Guidelines for Participation in Electronic Mayors' Council Meetings](#) also applies to electronic meetings.

The 2023 meeting calendar, with the format of each meeting noted, is presented in Annex 1 below.

Alternatives

1. **All in-person meetings and committees:** Organize all 2023 meetings of the Mayors' Council and its committees in-person.
2. **Mayors' Council meetings in-person; committees by videoconference:** Organize all 2023 meetings and workshops of the Mayors' Council in person, and all committee meetings by videoconference.
3. **Adopt hybrid meeting capability:** All in-person meetings of the Mayors' Council or committees should include a videoconferencing capability to accommodate those members unable to attend in-person.
4. **Delay return to in-person meetings:** Continue to organize all meetings and workshops of the Mayors' Council and its committees by videoconference until the end of 2023 at which time plans for 2024 meetings can be adjusted if desired.

ANALYSIS AND STAFF RECOMMENDATIONS

Staff recommends the 2023 Meeting Policy as proposed above be adopted, with the policy applied to the 2023 Meeting Calendar as shown in Annex 1 below.

Alternative #1 and 2 are not recommended because of the high cost in time and travel associated with attending in-person meetings, especially given that the benefits of these alternatives can be delivered with greater flexibility by the recommended 2023 Meeting Policy. Alternative #3 is not recommended because of the limitations of TransLink's meeting facilities and the cost associated with providing hybrid technology using external service providers. Alternative #4 is not recommended given the benefits of in-person meetings and workshops to facilitate discussion and engagement by members and provide in-person access to members by the public.

Regardless of the final decision on the 2023 Meeting Policy, it is recommended that the approach to the Meeting Policy for 2024 be revisited in November 2023 to review and assess the strengths and drawbacks of the adopted policy.

ANNEX 1

2023 MAYORS' COUNCIL SCHEDULE

Updated: November 22, 2022

Unless stated otherwise all meetings are scheduled for 3.5 hours. See calendar requests to confirm times and locations (most meetings will continue to be held via videoconference; some meetings to be organized in-person).

Mayors' Council Meetings (9:00 a.m. to 12:30 p.m.)

- | | |
|--------------------------|----------------------------|
| 1. Thursday, January 26 | 7. Thursday, July 27 |
| 2. Thursday, February 23 | 8. Thursday, September 28* |
| 3. Thursday, March 30* | 9. Thursday, November 2 |
| 4. Thursday, April 27 | 10. Thursday, December 7* |
| 5. Thursday, June 1 | |
| 6. Thursday, June 29* | |

** Indicates an in-person meeting, to be held at TransLink's office in New Westminster.*