



**REGULAR BUSINESS**

**MEETING OF THE  
ST. JOHN'S TRANSPORTATION COMMISSION**

A meeting of the St. John's Transportation Commission was held on Thursday, July 18, 2019 commencing at Noon at the Metrobus Transit Centre, 25 Messenger Drive.

Present at the meeting were:

Wally Collins	Chair/Councillor
Shawn Skinner	Vice Chair
Colleen Galgay	Commissioner
Dave Lane	Commissioner/City Councillor
Ian Froude	Commissioner/City Councillor
Kirsten Morry	Commissioner
Paul Walsh	Commissioner
Kevin Breen	City Manager
Derek Coffey	Deputy City Manager, Financial Management
Judy Powell	General Manager
Heather Hopkins	Manager of Human Resources, Metrobus
Linda Ryan	Administrative Assistant

**I. PROCEDURAL**

- The Chair called the meeting to order.
- L. Ryan recorded the minutes of the meeting.

**II. APPROVAL OF AGENDA/MINUTES**

- Commissioner Walsh moved that the agenda for this meeting date be approved as circulated; Commissioner Morry seconded the motion.
- Commissioner Walsh moved that the minutes of the regular business meeting of the Commission held on June 27, 2019 be approved; Commissioner Froude seconded the motion.

**III. BUSINESS ARISING**

**1. New Transit Shelter – Military Road (The Gathering Place)**

- The Gathering Place is favourable to having a transit shelter installed on its premises.
- A suitable location is being determined, as well as ensuring the shelter is illuminated at night.

**IV. NEW BUSINESS**

**1. Tender for Maintenance, Repair and Operating Supplies**

- The above-noted tender, seeking pricing on 236 items in no certain quantity per year and to be awarded as a whole, closed on June 21, 2019.
- The term is 24 months with the option of an additional 12 months.

**1. Tender for Maintenance, Repair and Operating Supplies (Continued)**

➤ Three (3) bids were received in response to the tender:

		
<b>COMPANY</b>	<b>ANNUAL ESTIMATED VALUE</b>	<b>NOTES</b>
NAPA Auto Parts	\$45,315	Bid on only 76% of items named
BDI Industrial	\$56,129	
Acklands Grainger	\$52,613	Acklands Grainger currently has the MRO contract.

➤ **ACTION:**

- It was moved by K. Breen and seconded by Commissioner Galgay that the tender be awarded to Acklands Grainger at an estimated annual value of \$52,613.

**2. Financial Statements—June, 2019**

➤ The financial statements for month of June, 2019 were tabled and discussed.

**3. Executive Summary—June, 2019**

➤ The Executive Summary for June, 2019 was also tabled and discussed; the following item was noted:

- The Manager of Accessible Transit worked with staff from Tripspark (scheduling software provider) to create a promotional video showcasing our successes with the online booking service for GoBus and automated notifications. The Tripspark software has been in use for over a year and is proving to be more efficient and a less expensive system to run.

**4. Metrobus/GoBus Review**

➤ Public Engagement sessions were held by Dillon Consulting on June 26<sup>th</sup> & 27<sup>th</sup> to obtain public feedback on the recommendations. The public could also provide feedback online on the City's Engagement site.

➤ Dillon Consulting also met with the Metrobus management team on the same date to review the five-year Strategic Plan together with the Operational Plan.

➤ Commissioner Lane suggested that, prior to final recommendations being made in respect of the Dillon Report, members of the ATU Local Union Executive be invited to talk with the Commission directly and offer feedback.

**5. Lack of Benches in Transit Shelters**

➤ Commissioner Morry inquired on behalf of a resident about the current lack of benches in specific transit shelters throughout the system.

➤ The General Manager informed that some benches have been temporarily removed from in preparation for the upgrade to an accessible shelter model. Once the noted shelters are retrofitted, the benches will be re-installed.

**6. New Stroller Policy**

➤ Commissioner Froude noted that on two occasions since introduction of the new stroller policy, he has been asked by the Transit Operator to keep his child in the stroller and felt that this contravenes his understanding of the policy.

➤ It was noted that it is at the Transit Operator's discretion whether or not a stroller has to be folded if it is felt to be blocking the aisle on the bus.

## **V. OTHER (Information/Community)**

### **1. Regatta**

➤ It was suggested that m-cards be made available for sale to Regatta riders and Metrobus consider setting up a booth in 2020.

### **2. August, 2019 Meeting Schedule**

➤ Due to vacations, there will be no meeting in August.\*

## **VI. ADJOURNMENT**

➤ There being no further business to discuss at this time, the meeting adjourned at approximately 12:45 PM.

➤ Regular business meetings of the Commission are normally held on the last Thursday of each month. Special meetings are called as needed.

➤ \*The next regular business meeting of the Commission will be held on Thursday, September 5, 2019 at the Metrobus offices, 25 Messenger Drive.

Respectfully submitted,

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Wally Collins  
Chair

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Linda Ryan  
Administrative Assistant