



REGULAR BUSINESS

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

A meeting of the St. John's Transportation Commission was held on Thursday, September 5, 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
Derek Coffey	Deputy City Manager, Financial Management
Judy Powell	General Manager
Linda Ryan	Administrative Assistant

Absent: Kevin Breen City Manager

I. PROCEDURAL

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

II. APPROVAL OF AGENDA/MINUTES

- Commissioner Lane moved that the agenda for this meeting date be approved as circulated; Commissioner Galgay seconded the motion.
- Commissioner Froude moved that the minutes of the regular business meeting of the Commission held on July 18, 2019 be approved; Vice Chair Skinner seconded the motion.

III. BUSINESS ARISING

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

- Approvals have been obtained and locations determined for the installation of two (2) illuminated, accessible transit shelters on the site of The Gathering Place at Military Road.
- Three (3) quotes are currently being obtained for the installation work.

2. Follow-Up – Quote on Insurance Deductible Increase

- Vice Chair Skinner had inquired previously regarding the possibility of the Commission increasing its insurance deductible in effort to reduce overall costs associated with this expense.
- The Commission's insurer, AVIVA, was contacted to investigate the impact of increasing the current deductible from \$100,000 to \$250,000. To take on the additional \$150,000 in risk, Aviva quoted a savings of \$7,500 annually. It was agreed that it is not worth the financial risk to increase the Commission's deductible.
- The current year's fleet insurance premium is \$221,994.



IV. NEW BUSINESS

1. Tender for Bolts, Fasteners and Fittings

➤ The following three (3) bids were received in response to this tender:

COMPANY	ANNUAL ESTIMATED VALUE	NOTES
Acklands Grainger	\$31,622	Bid 97% of items
Vallen	\$66,417	Bid 99% of items
NL Distributors	\$52,585	Bid 99% of items

➤ As per a memo dated September 4, 2019 from Finance Manager J. Hussey, it was noted that Acklands Grainger is the lowest bidder; however, they did not meet the tender specifications which called for:

- a) the supplier to physically check bin stock on site and top up/replenish where needed
- b) no restriction to purchase bulk quantities

➤ Acklands Grainger will not come in to check stock and top up, and require many of the items listed in the tender to be purchased in minimum quantities.

➤ It is, therefore, recommended that the tender be awarded to the current supplier, NL Distributors.

➤ ACTION:

- It was moved by Commissioner Walsh, seconded by Vice Chair Skinner and unanimously carried that the tender be awarded to NL Distributors at an estimated annual value of \$52,585.

2. Upgrade of Lighting Fixtures

➤ The Maintenance Manager met with representatives from NL Power about the "Take Charge" Program who did a walk-through of the transit facility. Through takeCHARGE's Business Efficiency Program (BEP), businesses can get back up to \$50,000 when investing in energy saving upgrades in heating and cooling, refrigeration, and lighting and controls.

➤ Replacement of T5 and T8 fluorescent light tubes throughout our facility with LED lighting could achieve up to a 40% rebate with the purchase of LED products. Savings on our utility bills are projected to be approximately \$14,000 per year with a payback period of 18 months.

➤ Once the cost of fixtures is confirmed, a decision will be made as to the feasibility of this item.

3. Financial Statements—July and August, 2019

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

➤ Given the early date of this month's meeting, August statements were not available at this time.

➤ The statements for the period ending August 31, 2019 will be available at the September 26th regular business meeting of the Commission.

4. Executive Summaries—July and August, 2019

➤ The Executive Summaries for the months of July, 2019 and August, 2019 were tabled and discussed.

V. OTHER (Information/Community)

1. Impact of Camera System – Update

➤ The General Manager presented a graph demonstrating the positive impact of the cameras in significantly reducing violent incidents against transit operators, particularly verbal abuse.

2. CUTA Conference

- CUTA's annual conference will be taking place at the BMO Centre at the Stampede Grounds in Calgary from November 10 to 13, 2019, with delegates staying at the Hyatt Regency.
- This conference will include the Canadian Transit Show on November 12th.
- Commissioner Froude and Morry expressed interest in attending the conference along with the General Manager and a staff member.

3. Crestline Coach Ltd.—Win A Bus Contest

- Crestline Coach Ltd. is celebrating its 100th bus manufacture with a "Win-A-Bus Contest!"
- Metrobus was invited to send a brief email describing what this organization does, why it is deserving and why it would be the best choice for a free bus.
- The deadline for submissions is September 6th. The winner will be announced on September 24th at the Forest River Product Expo in Elkhart, Indiana.

4. Community

➤ Regatta

- On Regatta Day (August 7th) Metrobus carried 17,303 people to and from the races at Quidi Vidi Lake.
- Promotional postcards were distributed during Regatta Day and delivered via The Telegram flyer program inviting customers to claim a free day pass to use on regular transit service from August 10th to September 30th.
- One hundred and twenty-five (125) day passes have been created to date.

➤ "Stuff the Bus"

- Metrobus supported VOCCM's "Stuff the Bus" promotion by providing a bus on August 17th to collect supplies for children returning to school.

➤ "Pink Days In Bloom"

- Pink Days In Bloom fundraising activities in support of the Canadian Cancer Society and Daffodil Place's "Take A One Night Stand Against Cancer" Campaign are being held at Metrobus throughout September (including a Jeans Day on September 5th, BBQ on September 6th, Bake Sale on September 11th and 50/50 Prize Draw on September 13th.)
- Transit Operators are wearing pink behind the wheel to demonstrate their support of the initiative.
- Pink ribbon decals are being displayed on all transit buses during September and October to raise awareness and indicate our support to the community.

➤ "The Link"

- "The Link" continued to operate throughout the summer. This service will terminate for the season on September 29th.

5. Fall Meeting Schedule

- The fall meeting schedule was distributed, noting upcoming special meetings of the Commission on September 12th with MHAs and September 17th with Danielle Hughes of Mercer to review the preliminary results at December 31, 2018 of the actuarial valuations for the union and non-union plans, in addition to the regular monthly business meeting on September 26th.

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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 26, 2019 at the Metrobus offices, 25 Messenger Drive.

Respectfully submitted,

Wally Collins
Chair

Linda Ryan
Administrative Assistant