

## MINUTES – JANUARY 30, 2025

Meeting of the St. John’s Transportation Commission  
Thursday, January 30, 2024 12:00 PM  
In-Person at 25 Messenger Drive and online via WebEx

### REGULAR

#### In attendance:

James Greey	Chair
Tolulope Akerele	Commissioner
Josh Smee	Commissioner
Derrick Hutchens	Commissioner
Paul Canning	Commissioner
Ron Ellsworth	Commissioner/City Councillor
Maggie Burton	Commissioner/City Councillor
Derek Coffey	Deputy City Manager, Finance & Corporate Services
Judy Powell	General Manager
Donna Power	Administrative Assistant

#### Regrets:

Kevin Breen	City Manager
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### I. PROCEDURAL

The meeting was called to order at approximately 12:00 pm.

Chair Greey welcomes the newly appointed commissioner, Mr. Paul Canning, to the meeting. Mr. Canning introduces himself and expresses his pleasure in being involved with the Commission.

### II. AGENDA

**MOTION:** To approve the agenda, with the addition of “Employee Engagement Survey” to the Business Arising section.

Moved by Commissioner Hutchens; seconded by Commissioner Akerele. Motion carried.

### III. MINUTES

**MOTION:** To approve the minutes of the December 19, 2024, regular meeting as presented.

Moved by Commissioner Hutchens; seconded by Commissioner Akerele. Motion carried.

#### **IV. BUSINESS ARISING**

##### **1. Employee Engagement Survey**

Employees have many avenues to provide feedback to the employer. Surveys are completed regularly, typically focused on one department at a time, and are helpful in identifying trends, opportunities for workplace improvement and highlighting differences between departmental issues. Currently a survey is being drafted for the Operations Department. Once results are received, these will be shared with the Commission.

#### **V. NEW BUSINESS**

##### **1. Ratification of 2024 Budget Surplus Decision**

**MOTION:** To approve the December 19, 2024 in-camera decision to utilize cash from the 2024 surplus to pay for the third hybrid bus in 2024 and apply the remaining surplus to future debt.

Moved by Commissioner Hutchens; seconded by Commissioner Coffey. Motion carried.

##### **2. Committee Membership**

With some change in membership of the Commission, it is an appropriate time to review committee membership. Commissioners are asked to consider which committees they are interested in serving on. Any new or different selections should be communicated to the General Manager in the coming weeks.

Commissioner Canning noted his interest in being part of the Marketing Committee. Chair Greey noted that he will participate in any committee where the previous chair was a member.

##### **3. Reports**

###### **i. General Manager's Report**

Hybrid Buses: It is expected that the two remaining hybrid buses will be ready for delivery in early February, though no firm date has been received.

[Note: Commissioner Smee left the meeting at 12:17pm.]

Maintenance Audit: City staff will spend time on-site to conduct the audit and a report will be prepared once the results are compiled. The report will be presented to the Finance Committee and then brought forward to the Commission. A start date has not yet been decided.

Daffodil Place: Chair Greey expressed congratulations to everyone involved in the fundraising initiatives for Daffodil Place. This donation will undoubtedly have a big impact for people who require the services of Daffodil Place.

**ii. Executive Summary Report**

GoBus: Work is happening to analyze no-show activity and to review the current policy. A monthly total does not give a good snapshot of how many legitimate no-shows occur, compared to how many result from software limitations or staff errors. The policy is meant to address excessive no-shows by customers who don't appropriately cancel their trips but also allow flexibility to accommodate individuals who may genuinely struggle with cancelling through no fault of their own. The new policy is set to take effect March 1<sup>st</sup>.

**VI. OTHER**

The next meeting of the St. John's Transportation Commission will take place on January 30, 2025, at noon.

Commissioner Ellsworth acknowledged the recent passing of Tina Whitten. Both Tina and her husband Cec Whitten were long-time advocates for people with disabilities in the community, Cec having served many years on the Mayor's Advisory Committee on the Status of Persons with Disabilities, as well as the Paratransit Working Group. The Commission expressed their condolences to Cec on his wife's passing and expressed thanks for their commitment to making transit better.

**VII. ADJOURNMENT**

Business concluded at approximately 12:28 PM.

**MOTION:** To adjourn the January 30, 2025, regular business meeting of the St. John's Transportation Commission.

Moved by Commissioner Ellsworth. Meeting adjourned.