

## MINUTES – MARCH 27, 2025

Meeting of the St. John's Transportation Commission  
Thursday, March 27, 2025 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                                      |
| Ron Ellsworth    | Commissioner/City Councillor                      |
| Kevin Breen      | City Manager                                      |
| Derek Coffey     | Deputy City Manager, Finance & Corporate Services |
| Judy Powell      | General Manager                                   |
| Donna Power      | Administrative Assistant                          |

#### Regrets:

|               |                              |
|---------------|------------------------------|
| Paul Canning  | Commissioner                 |
| Maggie Burton | Commissioner/City Councillor |

### I. PROCEDURAL

At the request of Chair Greey, Commissioner Ellsworth chaired today's meeting. The meeting was called to order at 12:06 pm.

### II. AGENDA

**MOTION:** To approve the agenda as presented.

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

### III. MINUTES

**MOTION:** To approve the minutes of the January 30, 2025 regular meeting as presented.

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

### IV. BUSINESS ARISING

#### 1. Updated Committee List

An updated list of committees and members is included with the meeting package.

**MOTION:** To approve the list of committees and membership for this year as presented.

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

## **V. NEW BUSINESS**

### **1. 2024 Audit**

Staff from BDO are currently working on the 2024 financial audit. They should be finished their onsite work by next week and the final report will be presented to the Finance Committee on April 22, 2025.

### **2. Reports**

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

The IT pen test is currently underway. A report will be received in a couple of weeks outlining any recommendations for change, then retesting will take place. Testing should be concluded within a month.

#### **ii. Executive Summary Report**

Ridership: Compared to last year's record-high levels, ridership was down this February. There was also some downtime due to snowstorms. **ACTION:** The commission requested a report on ridership per route for February 2025 and February 2024.

On Time Performance: Variances in percentages can be attributable to several factors, such as the number of data points and route layouts. Routes that have fewer data points, such as Route 20, are subject to more variable results.

#### **iii. Financial Statements for February 2025**

The Commission wished to recognize the great work of the marketing team and Sales Manager for the high revenue in transit advertising in February.

## **VI. OTHER**

The next meeting of the St. John's Transportation Commission will take place on April 24, 2025, at noon.

## **VII. ADJOURNMENT**

Business concluded at approximately 12:23 PM.

**MOTION:** To adjourn the March 27, 2025, regular business meeting of the St. John's Transportation Commission.

Moved by Commissioner Smee. Meeting adjourned.