

## MINUTES – SEPTEMBER 26, 2024

Meeting of the St. John’s Transportation Commission  
Thursday, September 26, 2024 12:00 PM  
In-Person at 25 Messenger Drive and online via WebEx

### REGULAR

#### In attendance:

Lynn Zurel	Chairperson
Tolulope Akerele	Commissioner
James Greey	Commissioner
Derrick Hutchens	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:

Josh Smee	Commissioner
Kevin Breen	City Manager

### I. PROCEDURAL

Chair Zurel called the meeting to order at approximately 12:00 pm.

### II. AGENDA

One item was requested for addition to the agenda:

- i) Thanksgiving Food Drive (Other business)

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

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

### III. MINUTES

**MOTION:** To approve the minutes of the August 29, 2024, regular meeting as presented.

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

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

##### **1. Safety Plan Update**

This is the sixth week of onboard security and we've been receiving positive feedback from both drivers and customers. There has also been a noticeable decline in the number of incidents. Staff will meet with ISS (security firm) next week to discuss how best to proceed in the coming weeks.

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

##### **1. Ratification of E-Poll – Pension Valuation Reports**

An e-poll was conducted on September 10, 2024, to vote on acceptance of the Pension Valuation Reports for the union and non-union pension plans. The motion to approve acceptance of the reports was carried.

Commissioner Hutchens was accidentally left off the e-poll and hence did not vote. He wished to note that was the only reason he didn't vote and that, as a member of the pension committee, he did vote in favour at that meeting.

**MOTION:** To ratify the September 10, 2024, e-poll as described above.

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

##### **2. Roles and Responsibilities of Commission and Management**

The latest revised version of the document has been provided for the Commission's review.

Discussion:

- A suggestion was made to include a timeframe. It was noted that whether done all at once or over the course of 90 days, removal of 3 or more stops would be brought to the commission as it would be considered significant.
- Another suggestion was made to include wording that considers the likelihood that a change will generate significant public reaction. It was noted that, as part of our guiding principles, any matter that management believes will generate significant public reaction will be brought to the Commission.
- It will not be possible to fully define what a "significant" change is and therefore it will be necessary to rely on management's expertise as it relates to service changes.

Review of the document will continue.

### **3. Reports**

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

The community bus will utilize its ramp to assist people boarding in lieu of an additional step. This means extra wear and tear on the ramp. The Driver Trainer is reviewing stops to identify those where the ramp is required versus those where it will not be necessary. Customers may request the ramp be lowered at any of the community bus stops.

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

Operations: The goal for average OTP is 90%, which is typical within the industry. Currently, adding more time to each route is not being considered, but staff are continuing to monitor and evaluate each route's performance. Staff are also working to develop a report that will identify more specifics related to lateness.

Human Resources: It is becoming more common lately that offers made to prospective employees are being countered by their current employers, leading to declined offers.

#### **iii. Financial Statements for August 2024**

Fuel burn rates are higher because the buses are carrying heavier passenger loads. This rate will be considered within upcoming budget discussions.

Transit Advertising remains consistently below budget. This will also be considered within upcoming budget discussions.

### **VI. OTHER**

This year's Thanksgiving Food Drive runs from Oct 1 – 15, 2024. This is our 35<sup>th</sup> year partnering with VOCM Cares Foundation and Community Food Sharing Association. Bins will be placed in participating Sobeys locations and on buses, and donations will be collected from participating schools. Last year, 18,000 pounds of food was collected, which has a big impact on the community.

The next meeting of the St. John's Transportation Commission will take place on October 31, 2024, at 12:00 PM.

**VII. ADJOURNMENT**

Business concluded at approximately 12:32 PM.

**MOTION:** To adjourn the September 26, 2024, regular business meeting of the St. John's Transportation Commission.

Moved by Commissioner Hutchens. Meeting adjourned.