

MINUTES – OCTOBER 31, 2024

Meeting of the St. John’s Transportation Commission
Thursday, October 31, 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
Josh Smee	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

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

II. AGENDA

MOTION: To approve the agenda as presented.

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

III. MINUTES

MOTION: To approve the minutes of the September 26, 2024, regular meeting as presented.

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

IV. BUSINESS ARISING

1. Roles and Responsibilities of Commission and Management

A revised copy of the document was presented for the Commission's review.

MOTION: To approve the revised version of the *Roles and Responsibilities of Commission and Management* document as presented.

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

V. NEW BUSINESS

1. Decision Note – Purchase of Small Tractor

Management is recommending purchasing a small tractor to assist with shelter snow clearing. Three quotes were obtained since the purchase is below the threshold required for public tender. The purchase will be made out of the 2024 budget surplus.

MOTION: To approve the purchase of a Kioti tractor, lowest quoted price meeting all specifications, at a cost of \$54,593 plus HST.

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

2. Decision Note – Purchase of Floor Sweeper/Scrubber

Management is recommending purchasing a new floor sweeper/scrubber to replace the current machine which is at the end of its useful life. Three quotes were obtained since the purchase is below the threshold required for public tender. The purchase will be made out of the 2024 budget surplus.

MOTION: To approve the purchase of a Tennant M20 Floor Sweeper/Scrubber, lowest quoted price meeting all specifications, at a cost of \$99,729.57 plus HST.

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

3. Reports

i. General Manager's Report

Two (2) of the hybrid buses have arrived and a third is on the way. Staff are currently working to install equipment and arrange all necessary training. Buses are expected to be on the road by the end of the November.

The Electrification Plan is being updated to include wireless inductive charging, a new technology on the market. This will impact the design of building modifications.

ii. Executive Summary Report

Staff are working hard and exploring all avenues to recruit mechanics, including trade qualifier programs, relationships with colleges for apprentice positions, incentives to stay, and hiring back retirees.

One challenge in recruiting drivers who are new Canadians is the requirement from our insurance company that all drivers have at least 5 years driving experience before they can be hired. **ACTION:** Management will reach out to the insurance company to ask if that stipulation can be changed.

The Commission requested to see additional details with the On Time Performance report to explain any circumstances that are causing significant variances.

iii. Financial Statements for September 2024

The Commission requested that the budget information related to on board security be separated from Professional Fees and listed explicitly.

VI. OTHER

The next meeting of the St. John's Transportation Commission will take place on November 28, 2024, at 12:00 PM.

VII. ADJOURNMENT

Business concluded at approximately 12:51 PM.

MOTION: To adjourn the October 31, 2024, regular business meeting of the St. John's Transportation Commission.

Moved by Commissioner Akerele. Meeting adjourned.