



## REGULAR BUSINESS

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

A meeting of the St. John's Transportation Commission was held on Thursday, April 26, 2018 commencing at 12:00 PM at the Metrobus Transit Centre, 25 Messenger Drive.

Present at the meeting:

Wally Collins	Chair/Councillor
Colleen Galgay	Commissioner
Shawn Skinner	Commissioner
Dave Lane	Commissioner/City Councillor
Ian Froude	Commissioner/City Councillor
Paul Walsh	Commissioner
Kevin Breen	City Manager
Derek Coffey	Deputy City Manager, Financial Management
Judy Powell	General Manager
Linda Ryan	Administrative Assistant

Absent with apologies:

Kirsten Morry	Commissioner
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#### I. PROCEDURAL

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

#### II. AGENDA/MINUTES

- Commissioner Walsh moved that the Minutes of the Regular Business Meeting of the Commission on March 29, 2018 be approved as distributed; Commissioner Galgay seconded the motion.
- Commissioner Lane moved that the agenda for this meeting date be approved as circulated; Commissioner Froude seconded the motion.

#### III. BUSINESS ARISING

There was no business arising at this time from the March 29, 2018 meeting.

#### IV. NEW BUSINESS

##### 1. Financial Statements – March, 2018

- The financial statements for March, 2018 were tabled and discussed.
- The average price of diesel fuel was \$1.0955 per litre in March compared to the budgeted price of \$1.04.
- Field work on the 2017 audit by Grant Thornton began on March 12<sup>th</sup> and was completed on March 23<sup>rd</sup>. Draft Audited Financial Statements are anticipated for the Commission's review during the May regular meeting.
- This is a monthly review item.

##### 2. Executive Summary– March, 2018

- The Executive Summary for the month of March was tabled and reviewed.
- This is a monthly review item.

##### 3. Transit Priority Signal Lights

- At its meeting of April 9, 2018, City Council approved Metrobus' plans for the installation of Transit Priority technology at select intersections.



**3. Transit Priority Signal Lights (Continued)**

- The technology, similar to that used by the St. John's Regional Fire Department and other transit systems throughout the country, will reduce dwell time at traffic signals for transit vehicles and, if necessary give right-of-way through intersections when a bus is running behind schedule.
- The advanced technology will make the City more accessible and transit more convenient for transit commuters. The installation target date is mid-summer.

**4. Community Bus Funding**

- Approval until December 31, 2018 in the amount of \$100,000 in interim funding has been received from the Province relevant to its Age Friendly Transportation Project, and will allow continuation of Metrobus' Community Bus service for seniors.
- The announcement came in a letter dated March 29, 2018 from Her Honour Lisa Dempster, Minister, Department of Children, Seniors and Social Development, Newfoundland Labrador. Minister Dempster informed in her letter that her Department is developing a new transportation program based on experience of the current Age-Friendly Transportation Project. Metrobus is eligible under the new program and encouraged to apply for 2019.

**Background:**

In June, 2014, Metrobus began operating a fixed route, Community Bus Service primarily for seniors that is convenient, easy to use and helps people remain active in the community. Unlike other public transit routes, the Community Bus provides door-to-door pick-up and drop-off service at a select apartment complexes and residences to major destinations, including shopping malls and recreation facilities. Service is provided using a 27-foot, fully-accessible transit bus that was purchased with a portion of the funding received from the province under the Age Friendly Transportation Program.

**5. Tire Supply and Retreading Tender — #2018002**

- Two acceptable bids were received for the "Tire Supply and Retreading Tender" #2018002.
- The two (2) acceptable bids received were from GCR Tire and quoted two (2) different tire manufacturers for our transit coaches as follows:

 <b>TIRE SUPPLY AND RETREADING TENDER</b> <b>#2018002</b>		
<b>Bid #1</b>		
<b>Tire Supply</b>	<b>Brand</b>	<b>Cost</b>
275/70R/22.5	Bridgestone (Front)	\$648.60
305/70R/22.5	Bridgestone (Front)	\$621.60
385/55R/22.5	Bridgestone (Rear)	\$774.00
305/70R/22.5	Bridgestone (Rear)	\$621.60
<b>Retreading Supply</b>	<b>Brand</b>	<b>Cost</b>
305/70R/22.5	Radial Casings	\$125.00
305/70R/22.5	Ultra Drive Capping	\$236.98
385/55R/22.5	Radial Casings	\$250.00
385/55R/22.5	Gripper Deep Capping	\$293.50
<b>Bid #2</b>		
<b>Tire Supply</b>	<b>Brand</b>	<b>Cost</b>
275/70R/22.5	Firestone (Front)	\$478.26
305/70R/22.5	Aeolus (Front)	\$447.00
385/55R/22.5	Aeolus (Rear)	\$584.00
305/70R/22.5	Aeolus (Rear)	\$447.00
<b>Retreading Supply</b>	<b>Brand</b>	<b>Cost</b>
305/70R/22.5	Radial Casings	\$125.00
305/70R/22.5	Ultra Drive Capping	\$236.98
385/55R/22.5	Radial Casings	\$250.00
385/55R/22.5	Gripper Deep Capping	\$293.50



**5. Tire Supply and Retreading Tender — #2018002 (Continued)**

- A bid for tire supply only was received after the tender closing date and time (April 13, 2018, 4 PM) and, therefore, was not considered.
- The Finance Manager recommended that GCR's Bid #2 for the Supply and Retreading of transit coach tires be accepted.

**ACTION:**

As per the recommendation of the Finance Manager, it was moved by the Vice Chair and seconded by Commissioner Walsh that the above-noted tender be awarded, to GCR for Bid #2.

**6. Mini Van Tender**

- The following bids were received for a new Metrobus van.

 <b>MINI VAN TENDER 2018</b>		
<b>COMPANY</b>	<b>VEHICLE DESCRIPTION</b>	<b>BID/36 MONTHS</b>
Hickman Chrysler	2018 Grand Caravan	\$481.15 + HST
Royal Garage	2018 Grand Caravan	\$501.53 + HST

- This vehicle will replace the company's marked van, the lease for which expires on May 7, 2018.
- The low bidder, Hickman Chrysler, cannot deliver the vehicle in time to meet May 7, 2018 return date. They have, however, agreed to lend a Caravan with more options until the new unit arrives.
- It is recommended awarding a 36-month lease to Hickman Chrysler.

**ACTION:**

- D. Coffey asked the General Manager to first follow up with Rick Squires at the City regarding standing order for purchase of these types of vehicles.
- All things being equal, it was moved by Commissioner Walsh and seconded by Commissioner Galgay that the above-noted tender be awarded to Hickman Chrysler as per the above recommendation of the Finance Manager in his memo dated April 18, 2018.

**7. Metrobus Stroller Policy**

- Commissioner Froude shared his personal experience about not being able to take his young son in his stroller on board a Metrobus. He relayed that he and his partner took the bus to Quidi Vidi Lake last summer with their son in his stroller, unfolding it as required under the current policy. Before the return trip home, his son fell asleep. Rather than wake his son in order to fold up the stroller to board the bus, they walked 45 minutes to home.
- Commissioner Froude opined that people have many reasons for not using transit and Metrobus' current stroller policy is one of them.
- Commissioner Froude further advised that his legislative assistant has researched on his behalf, stroller policies across the country and many transit systems permit infants to remain in strollers on board the bus.
- Under the current Metrobus policy, an adult must remove the child from the stroller, fold up the stroller and carry both the child and stroller onto the bus.
- Commissioner Froude requested that Metrobus change its operational policy concerning strollers and allow strollers to stay intact on board buses with the child strapped in while the bus is moving.

**7. Metrobus Stroller Policy (Continued)**

- Commissioner Froude informed that he has received numerous complaints from constituents that Metrobus' policy on strollers prevents people from taking the bus.
- The Chair advised that in his 13 years serving as a member of the Commission, he has never received any complaints with respect to Metrobus' stroller policy.
- The General Manager indicated that she has not received many complaints or inquiries over the years relevant to the current operational policy. The General Manager further noted that stroller policies vary from system to system across the country and cautioned that Metrobus transit operators are appreciative of the current policy in the event of sudden braking and maneuvering sharp turns, narrow streets, and steep hills throughout the City. In consultation with the City's insurer, liability was considered at the establishment of the policy.
- Commissioner Froude asked that Metrobus' operational policy be revisited. He advocated that strollers not be folded and that children be permitted to remain seated in the stroller provided the stroller meets the required measurements and priority seating at the front of the bus for persons with disability challenges is unoccupied. If persons requiring priority seating board the bus, the last passenger to board the bus with a stroller must move to a regular seat. Strollers must be folded when in the regular seating areas. He felt that this is a small change to make in order to reduce barriers to transit and encourage ridership.
- City Manager K. Breen and Commissioner P. Walsh were in agreement with a change in policy as suggested by Commissioner Froude.
- The Chair was not in agreement.
- Commissioner Galgay indicated that she also is not in agreement with a change in the current policy. As an example, she cited that Disney requires all strollers be folded and not left in the bus aisle where they could pose a safety hazard.
- No motion was made with respect to a change in policy and no vote was taken at this time.

**ACTION:**

- After some discussion, it was agreed that the General Manager again consult with the City's Risk Management Department relevant to a potential policy change and share the opinion with the Commission at its next business meeting.

**V. OTHER (Information/Community)**

**1. 60<sup>th</sup> Anniversary Celebrations**

- Metrobus will celebrate its 60<sup>th</sup> Anniversary on Monday, April 30<sup>th</sup>. A number of special activities have been planned to recognize the occasion.
- Transit customers can ride free throughout the system on April 30<sup>th</sup>.
- Transit Operators will be given a supply of re-useable shopping bags imprinted with the 60<sup>th</sup> anniversary logo to randomly distribute to Metrobus customers.
- A brand new 30-foot bus wrapped to replicate a vintage 1958 bus will be unveiled and on display at the front of the building on April 30<sup>th</sup>. The bus will be introduced into service next day and will feature the celebratory wrap for the remaining year.
- Managers will serve breakfast to employees between 5:30 AM and 9:30 AM in the Transit Operators' Lounge.
- Lunch bags displaying the celebratory logo and filled with snacks will be distributed to all employees.
- A reception for Metrobus retirees will be hosted from 11:00 AM – 1:30 PM. Two (2) of our long-time retirees who will be attending the festivities, former Transit Operators Aiden Hynes and Andrew Churchill, were here on "Day One"—April 30, 1958.
- The Mayor, City Councillors and members of the Commission are invited to attend any and all of the events noted.

**2. Annual Pink Days In Bloom Awareness Event and Fundraiser**

- On Thursday, May 25<sup>th</sup>, Metrobus employees will pay to wear their jeans to work in support of the Canadian Cancer Society to fund breast cancer research and community programs for individuals impacted by breast cancer.
- Transit Operators will wear pink behind the wheel to demonstrate their support and raise awareness in the community, and pink ribbon decals will be displayed on the mirror backs of all buses in the fleet.
- Employees will also host a BBQ on Friday, May 25<sup>th</sup> in support.
- This is the seventh annual Pink Days In Bloom event hosted by Metrobus. Feedback over the years regarding Metrobus' involvement has been very positive.
- Metrobus employees have raised over \$2,400 through their participation in the initiative.
- The Pink Days In Bloom initiative was founded by long-time employee Linda Ryan.
- A total of \$140,000 has been raised to date from Pink Days In Bloom fundraisers held throughout Atlantic Canada in support of the work being done by medical researchers through the Canadian Cancer Society.

**VI. ADJOURNMENT**

- There being no further regular business to discuss at this time, the meeting adjourned at approximately 1:00 PM.
- The next regular business meeting of the Commission will be held on Thursday, May 31, 2018 at Noon in the Board Room of the Metrobus Transit Centre.

Respectfully submitted,

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Wally Collins  
Chair

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Linda Ryan  
Secretary to the Commission