



REGULAR BUSINESS

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

A regular business meeting of the St. John's Transportation Commission was held at the Metrobus Transit Centre, 25 Messenger Drive on Thursday, August 30, 2017 commencing 12:30 PM.

Present at the meeting:

Wally Collins	Chair/Councillor
Robert Hayward	Vice Chair
Colleen Galgay-Johnston	Commissioner
Shawn Skinner	Commissioner
Devonne Ryan	Commissioner
Ron Ellsworth	Commissioner/Councillor
Bruce Tilley	Commissioner/Councillor
Derek Coffey	Deputy City Manager, Financial Management
Kevin Breen	City Manager
Judy Powell	General Manager
Linda Ryan	Administrative Assistant

I. PROCEDURAL

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

II. APPROVAL OF MINUTES/AGENDA

- Commissioner Tilley moved that the Minutes of June 21, 2017 be approved as distributed; the Vice Chair seconded the motion.
- Commissioner Tilley moved that the agenda for the meeting of this date be accepted; Commissioner Galgay-Johnston seconded the motion.

III. BUSINESS ARISING

1. Public Transit Infrastructure Fund (PTIF)

- Mercer's Paving and Infinity Construction are continuing with accessible bus shelter pad replacement and sidewalk installations throughout the system; completion is expected by October, 2017.
- Historically, transit shelters are delivered, on average, within six (6) weeks from the date of order. With federal monies for transit available across the country through PTIF, however, product demand is high. Accessible shelters are not expected to arrive from the manufacturer, DayTech Limited, until April, 2017.
- Once work is completed to retrofit the shelter pads for accessibility, the old shelters will be put back in place for winter while waiting for the new shelters to arrive in spring.
- The General Manager is preparing application for an IT project under this program and which includes the purchase of a virtualized and SAN management system. Virtualization of the network will meet future expansion requirements, increase efficiencies, reduce future hardware costs and prevent major system failures that could negatively impact operations.
- All systems, including the Metrobus app, website, fuelling system, payroll system, TimeTrack (real-time customer route information) and maintenance information system, are currently vulnerable when a server fails.

1. Public Transit Infrastructure Fund (PTIF) (Continued)

- The General Manager noted that she recently became aware that the City of St. John's is also planning a project submission under the PTIF Program, which, if the application is approved, could consequently consume any remaining funds under the program.
- Subsequently, the General Manager discussed with Garrett Donaher, Manager of Transportation Engineering, the City's project application. Mr. Donaher informed that said project pertains to the development of bicycle lanes within the City and agreed that Metrobus' IT project application take priority.
- The PTIF Phase II template is currently being negotiated at the federal level. It is expected that this third phase of the program will require a minimum of 33% provincial funding for eligibility. This stipulation would be potentially problematic for Metrobus. While most public transit systems in Canada receive provincial monies, Metrobus does not.
- Conversely, Metrobus is required to submit to the province annually over \$675,000 in fees and taxes (*Bus Licensing \$49,000 plus Provincial Road Tax on Diesel \$350,000 and Non-rebatable PST of 4.28% at \$275,000*).
- A more creative and strengthened approach will be necessary to secure any provincial investment targeted for eligible PTIF projects moving forward.

IV. NEW BUSINESS

1. Monthly Reports - June, 2017 and July, 2017

- The financial statements for the period June 1-30, 2017 and July 1-31, 2017 were reviewed and discussed. The following items were noted:

Fuel Ridership

- The average price of diesel fuel was \$0.872 per litre in July compared to the budgeted price of \$1.04.
- Commissioner Skinner inquired if fuel costs are being impacted by Hurricane Harvey which forced many refineries on the Texas Gulf Coast to shut down. The General Manager advised that wholesale gasoline prices are predicted to rise this week as a result but there is nothing solid at this point.

Ridership

- Ridership of 230,028 was down 3.3% in June from the same month in 2016 (237,772). This June had the same number of weekdays as 2016.
- Ridership of 217,931 was down 2.7% in July from the same month in 2016 (223,924). This July had one (1) extra weekday than July 2016.

2. Quarterly Pension Report

- The Quarterly Investment Review pertaining to asset allocation, performance and portfolio summary of the St. John's Transportation Commission's Pension Plans for the period ending June 30, 2017 as prepared by Global Investments Canada Limited was reviewed and discussed.

V. GoBus

- This item was previously discussed at the in-camera meeting held on this date.

VI. OTHER (Information/Community)

1. Block the Bus Campaign

- Metrobus again partnered with the **VOCM for the eighth annual "Block the Bus"** campaign in support of Bridges to Hope.

St. John's Transportation Commission

August 30, 2017

REGULAR BUSINESS

Page 3



1. Block the Bus Campaign (Continued)

- On August 11th, donations of school supplies were collected for families in need to fill a Metrobus located at Piper's on Elizabeth Avenue.
- Drop-off donations for "Block the Bus" were located at all Pipers stores (O'Leary Avenue, Mount Pearl Plaza, Kelligrews Plaza, Fall River Plaza, Topsail Road and Elizabeth Avenue).
- The campaign was so successful this year that everyone who registered for the program received backpacks and supplies for school.

2. September, 2017 Business Meeting

- The General Manager will be away September 21st – 26th.
- L. Ryan will be away September 20th – October 10th.
- It was agreed that a meeting be held in September on the regular meeting date (Thursday, 28th) at Noon at the Metrobus Transit Centre.
- A GoBus presentation will be made by Donna Power, Manager, Accessible Transit at the September meeting.
- Any additional business requiring attention at that time will also be included on the agenda.

3. Employee Years of Service Awards Luncheon – October 18, 2017



- The Commission will honour its long-term Metrobus employees during a special luncheon on Wednesday, October 18, 2017, 12:30 PM at The Bowring Park Bungalow.
- A bus will leave the Metrobus depot on Messenger Drive at Noon on the day of the luncheon to take attendees to The Bungalow.

PLEASE NOTE: Those who choose to take their own vehicle to Bowring Park will need the security code to gain access to the park. Members were asked to call L. Ryan prior to the event in order to obtain the access code to The Bungalow premises parking lot situated on park grounds.

VII. ADJOURNMENT

- There being no further business to discuss, the meeting adjourned at approximately 1:30 PM.

PLEASE NOTE:

Regular business meetings of the Commission are normally held on the last Thursday of each month commencing at Noon. Special meetings are called as needed.

Respectfully submitted,

Wally Collins
Chair

Linda Ryan
Secretary to the Commission