



REGULAR BUSINESS

MEETING OF THE ST. JOHN'S TRANSPORTATION COMMISSION

A meeting of the St. John's Transportation Commission was held on Thursday, August 16, 2018 commencing at 12:00 PM at the Metrobus Transit Centre, 25 Messenger Drive.

Present at the meeting were:

Wally Collins	Chair/Councillor
Colleen Galgay	Commissioner
Ian Froude	Commissioner/City Councillor
Dave Lane	Commissioner/City Councillor
Kirsten Morry	Commissioner
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 were:

Shawn Skinner	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

- K. Breen moved that the minutes of the regular business meeting of the Commission held on June 28, 2018 be approved as distributed; Commissioner Morry seconded the motion.
- Commissioner Lane moved that the agenda for this meeting date be approved as circulated; Commissioner Galgay seconded the motion.

III. BUSINESS ARISING

- There was no business arising from the June 28, 2018 meeting.

IV. NEW BUSINESS

1. Financial Statements — June, 2018

- The financial statements for June, 2018 were tabled and discussed.

2. Executive Summary—June, 2018

- The Executive Summary for the month of June was tabled and reviewed. The following items were noted:

➤ Fuel

- The average price of diesel fuel was \$1.1582 per litre in June compared to the budgeted price of \$1.04.
- The fuel burn rate of 55.9 L/100KM was down 0.6 L/100KM from last June. The Vicinity buses are helping this rate. They collectively have a burn rate of 40.6 L/100KM since their introduction to the fleet.

2. Executive Summary—June, 2018 (Continued)

➤ **Ridership**

- Ridership of 231,941 was up 0.8% from the same month in 2017 (230,028) and was 2.3% ahead of budget.

➤ **Electricity Costs**

- Electricity bills have been higher than anticipated. Subsequent to changes recommended by Coppertree Analytics, a decrease was anticipated.
- Equipment tests were performed by NL Power which identified several power spikes.
- A boiler programming issue was identified and the problem is being resolved. Lower electricity rates are expected as a result.

➤ **Respectful Workplace**

- Training for all employees has been completed.

➤ **Smart-City Kiosks**

- The first of five (5) Bell Smart-City Kiosks was launched in early June at an event covered by local media.
- St. John's is the first city in Canada to introduce the Smart Kiosk for use by residents and visitors.
- Additional locations for kiosk installations are currently being explored and training from a programming perspective is to be completed.
- It was noted that 2018 has been a particularly challenging year for advertising sales across the industry. Metrobus' advertising revenues are down by \$45,000 year to date. However, several advertising contracts were recently signed and it is hoped that the new kiosks will generate new and exciting revenue opportunities for Metrobus.
- The General Manager and Mark Chancey, Manager, Marketing & Information Services have met with City staff at the new Bell Smart City kiosk on Torbay Road. The City is considering using the kiosks as part of their tourism strategy.

3. September 2018 Meeting

- The next meeting will be held on Thursday, September 27th at Noon.
- It will not be a regular business meeting; rather, several presentations will be made including the Pension Plan Valuation Report, an overview of Metrobus' marketing strategy, and a summary relevant to transit route planning/design of bus routes as per Commissioner Morry's request.

4. Tender- Virtual Network

- Two bids were received in response to the recent tender for this item, which closed August 3, 2018. Bidders were GBS Technologies and Open Storage Solutions.
- Upon review, GBS was contacted for clarification on details of their bid. As a result, GBS realized the solution they were providing did not meet the tender specifications and consequently withdrew their bid.
- The one bid remaining from Open Storage Solutions was compliant with the tender specifications at a cost of \$73,029 + HST. This bid meets the approved budget of \$100,000 under the Public Transit Infrastructure fund.
- The General Manager recommended that the contract be awarded to Open Storage Solutions at a cost of \$73,029 (plus HST).
- D. Coffey, Deputy City Manager, Financial Management asked that the General Manager consult with the City's current technology provider and obtain a bid under their standing offer for this item and compare cost quotes. Members agreed.

ACTION:

It was moved by D. Coffey and seconded by Commissioner Morry that the bid by Open Storage Solutions' be accepted pending the condition previously noted (i.e. subject to checking with the City to ensure that this item cannot be provided at a lower price under the City's standing offer contract with another supplier.) If this item cannot be provided at a lower price as per the tender specifications, Open Storage Solutions will be notified as the successful bidder.

- The virtual network will replace the physical servers and reduce downtime.

5. Sunday Service to the Airport

- Route 14 service to the airport, extended to include Sunday service, is performing at a rate average of 7.3 riders per hour.
- The route was newly introduced effective with the 2018 summer schedule.
- Route 14 service is currently being advertised on board buses, on line and at the airport.
- The route will be reviewed in the fall, along with other routes in the system.

6. Community Bus Service to Wigmore Court - Update

- Community Bus routes were recently reviewed and changes were made to the Tuesday East Route accommodating service to Wigmore Court commencing with the summer schedule on June 25, 2018.
- On the first day serving Wigmore Court, two (2) residents used the service. Since then, no Wigmore Court residents have utilized the Community Bus service despite the demand for service by the residents.
- The service will continue to be monitored.

V. OTHER (Information/Community)

1. BikeFest

- BikeFest, a downtown street festival to promote cycling and active transportation, is scheduled for Sunday, September 16th between 10:00 AM and 2:00 PM on Water Street between Beck's Cove and Bishop's Cove.
- Metrobus will have a bus on site during BikeFest and demonstrate how to use bicycle racks on transit buses.

2. Regatta Day

- Regatta Day was a huge success again this year. The weather was the hottest it has ever been and people were out much earlier in the day heading to Quidi Vidi Lake in celebration of the 200th Anniversary of the Royal St. John's Regatta.
- There were record crowds and Metrobus carried 22,135 rides — the biggest year yet.
- More people depend on Metrobus each year to get them to and from lakeside. Providing a dependable service for community events like these encourages and supports spontaneous trip-making, which is important in getting people on board who do not regularly use the service, introducing them to transit and making it attractive to potential new customers.
- Regatta shuttles are a cost-effective and efficient way to the lake for regatta-goers and, where crowds and traffic are significant, help to minimize inconvenience and serve everyone in the community.

3. Employee Years of Service Awards

- The Commission's long-term employees will be recognized at a special luncheon in their honour on Tuesday, October 23rd at the Bowring Park Bungalow.
- Awards will be presented for 10, 15, 20, 25, 30 and 35 years of service.
- All members were encouraged to attend.

4. GoBus Training

- Expression of interest was received for Metrobus travel training from Empower NL.
- Fifteen (15) GoBus customers have signed up to participate in the training program.
- Five (5) to six (6) persons can be accommodated per session and each session can be completed in three (3) hours.
- Metrobus Driver-Trainer Brian Fitzpatrick will facilitate the program along with Donna Power, Manager of Accessible Services, and Operations Manager Ray Lawlor.
- The first/pilot training session is tentatively planned for late August.

5. Snow Clearing – Shelters and Stops

- Clarification was requested with respect to responsibility for the snow clearing of Metrobus stops and transit shelters.
- The General Manager informed that the City of St. John's is responsible for snow clearing of all Metrobus stops throughout the City.
- Metrobus is responsible for clearing shelters. Snow clearing of shelters, however, can only be done once Metrobus stops are cleared. On occasion, when there is a particularly high amount of snow and plows are out all day, transit shelters that are snow cleared earlier in the day by Metrobus workers are plowed in again later the same day by City workers. Metrobus works with the City each year to improve snow clearing of stops and shelters within the system.
- In Mount Pearl and Paradise, the respective municipalities are responsible for clearing the stops.

VI. ADJOURNMENT

- There was no further regular business to discuss at this time.
- The regular business meeting of the Commission adjourned at approximately 12:40 PM.

Respectfully submitted,

Wally Collins
Chair

Linda Ryan
Secretary to the Commission