



REGULAR BUSINESS

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

A meeting of the St. John's Transportation Commission was held on Thursday, December 14, 2017 commencing 11:00 AM at the Metrobus Transit Centre, 25 Messenger Drive.

Present at the meeting:

| | |
|-------------------------|------------------------------|
| Wally Collins | Chair/Councillor |
| Robert Hayward | Vice Chair |
| Colleen Galgay-Johnston | Commissioner |
| Shawn Skinner | Commissioner |
| Devonne Ryan | Commissioner |
| Dave Lane | Commissioner/City Councillor |
| Ian Froude | Commissioner/City Councillor |
| Judy Powell | General Manager |
| Linda Ryan | Administrative Assistant |

Absent:

| | |
|--------------|---|
| Kevin Breen | City Manager |
| Derek Coffey | Deputy City Manager, Financial Management |

I. PROCEDURAL

- The Chair called the meeting to order. L. Ryan recorded the minutes of the meeting.
- It was noted that this was Commissioners Hayward and Ryan's last meeting as members of the Commission. The Chair and General Manager thanked members for their support and years of dedicate service.

II. AGENDA/MINUTES

- Commissioner Lane moved that the Minutes of the Regular Business Meeting of the Commission on November 30, 2017 be approved as distributed; Commissioner Skinner seconded the motion.
- Commissioner Ryan moved that the agenda for this meeting date be approved as circulated; Commissioner Galgay-Johnson seconded the motion.

III. BUSINESS ARISING

1. The Gathering Place

- Every Christmas, employees choose a worthy charity to support. This holiday season, Metrobus was happy to support the work of The Gathering Place.
- With cash donations collected amongst individuals at Metrobus and the Commission, a hot lunch was sponsored for The Gathering Place through their "Take Care of Lunch" Program.
- The Gathering Place serves over 200 guests per day.
- By paying for a meal, we are helping to fill the plates of hungry and vulnerable people who avail of the services provided by The Gathering Place and helping to make a difference in the lives of people who struggle every day in our own city.



IV. NEW BUSINESS

1. Financial Statements

➤ The financial statements for the period ending November 30, 2017 were reviewed and discussed.

2. Uniforms Tender — 2018-2020

➤ A tender for uniforms was prepared and issued during November with a closing date of December 1, 2017.

➤ The tender is for three (3) years at fixed prices with no escalation.

➤ Three (3) bids were received and are summarized below:

| 2017 METROBUS UNIFORM TENDER | | | | |
|------------------------------|-----------------------|----------------|------------|-------------|
| BID # | NAME | BASE BID PRICE | HST | TOTAL BID |
| 1 | Uniform Works | \$56,300.80 | \$8,445.12 | \$64,745.92 |
| 2 | Professional Uniforms | \$61,686.71 | \$9,253.01 | \$70,939.72 |
| 3 | Martin and Levesque | \$58,115.10 | \$8,717.27 | \$66,832.27 |

➤ It was noted that the lowest bid from Uniform Works came in below that of the current supplier, Martin and Lebesque.

➤ Samples were supplied with the bid by Uniform Works and the quality of the items is satisfactory.

➤ All else being equal, it is recommended that the tender be awarded to Uniform Works for the next three (3) years.

ACTION: It was moved by Commissioner Galgay-Johnson and seconded by Commissioner Ryan that the tender be awarded to Uniform Works as recommended at a total price of \$64,745.92 per year.

3. Facility Tour and Presentation

➤ In anticipation of a Metrobus Review as budgeted by City Council, this item will be scheduled for January, 2018. City Councillors will be invited to attend.

➤ It will be of particular benefit for our newest Commissioner members, Councillors Ian Froude and Dave Lane; and also members Kevin Breen, City Manager and Derek Coffee, Deputy City Manager – Financial Management, who have not yet toured the facility.

➤ Following the tour, a presentation will be made providing an overview of Metrobus operations.

V. OTHER (Information/Community)

1. Charges – Driver Who Purposely Rear-ended a Metrobus

➤ A youth filmed himself with other passengers in his vehicle purposely crashing into the back of a Metrobus parked at a bus stop near the Basilica on Military Road and shared the video on social media.

➤ The video was noticed by an employee and the incident reported by Metrobus management to the Royal Newfoundland Constabulary who tracked down the individual and subsequently charged him with a criminal act (Summary Conviction Offense).

VI. ADJOURNMENT

- There being no further business to discuss at this time, the meeting adjourned at 11:30 am followed by the In Camera Business Meeting and Annual Christmas Luncheon on the first floor.
- The next regular business meeting of the Commission will be held on Thursday, January 25, 2018 at Noon in the Board Room of the Metrobus Transit Centre.
- A 2018 meeting schedule will be forwarded to Commission members.

Respectfully submitted,

Wally Collins
Chair

Judy Powell
General Manager