



## REGULAR BUSINESS

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

A meeting of the St. John's Transportation Commission was held on Thursday, May 31, 2018 commencing at 12:00 PM at the Metrobus Transit Centre, 25 Messenger Drive.

Present at the meeting:

Wally Collins	Chair/Councillor
Shawn Skinner	Vice Chair
Colleen Galgay	Commissioner
Ian Froude	Commissioner/City Councillor
Paul Walsh	Commissioner
Kirsten Morry	Commissioner
Derek Coffey	Deputy City Manager, Financial Management
Judy Powell	General Manager
Jason Hussey	Finance Manager
Linda Ryan	Administrative Assistant

Absent with apologies:

Dave Lane	Commissioner/City Councillor
Kevin Breen	City Manager

#### I. PROCEDURAL

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

#### II. AGENDA/MINUTES

- Vice Chair Skinner moved that the Minutes of the Regular Business Meeting of the Commission on April 26, 2018 be approved as distributed; Commissioner Galgay seconded the motion.
- Vice Chair Skinner moved that the agenda for this meeting date be approved as circulated; Commissioner Froude seconded the motion.

#### III. BUSINESS ARISING

##### 1. Operational Policy—Strollers

- 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 had requested at the April 26<sup>th</sup> business meeting of the Commission 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.
- L. Ryan, Secretary to the Commission requested that since an operational matter has never come before the Commission and no motion was made, or no vote was taken, with respect to this item at the April business meeting, that an official vote be taken with respect to a potential change regarding the current stroller policy.
- A vote was subsequently taken regarding a policy change, as previously requested by Commissioner Froude, to permit children to remain in their strollers on board Metrobuses. Voting in favour of a policy change were:

- Deputy City Manager of Finance Derek Coffey
- Commissioner Paul Walsh
- Vice Chair Shawn Skinner
- Commissioner Ian Froude
- Commissioner Kirsten Morry

- Voting against a change in the current policy were:

- Chair Wally Collins
- Commissioner Colleen Galgay

**1. Operational Policy—Strollers (Continued)**

- **NOTE:** Commissioner Lane and City Manager Kevin Breen were absent from the meeting.
- The General Manager and Secretary to the Commission have no vote.

**ACTION:**

- As a result of the vote (five (5) to two (2)) in favour of removing the current prohibition with respect to open strollers on public buses, Metrobus will change its policy to allow children to remain in strollers on board Metrobuses.

- Parents and caregivers are responsible for their children's safety throughout the ride and should abide by Metrobus' guidelines for travelling with open strollers on buses.
- The move reflects overall efforts to create a public transit system that is more accessible, convenient and user-friendly for all, including families with young children.

**2. Transit Priority System—Update**

- The equipment for the new Transit Priority System installation has been ordered and a list of five (5) high-traffic intersections has been forwarded to the Traffic Division at the City to install the equipment.
- Eleven (11) intersections have already been equipped as per the St. John's Regional Fire Department for a total of sixteen (16) intersections throughout the city.
- The installation target date is mid-summer.

**3. Community Bus— Update**

- The Community Bus routes were reviewed and changes were made to the Tuesday East Route to add service to Wigmore Court commencing with the summer schedule.
- Cambridge Estates were notified that service will be discontinued to their facility due to low interest.
- Changes to this fixed route service will commence Monday, June 25, 2018.

**IV. NEW BUSINESS**

**1. Audited Financial Statements—2018**

Finance Manager J. Hussey provided an overview of the draft audited financial statements for the fiscal year ending December 31, 2017 as approved by the Finance Committee for review and approval by the full Commission.

**ACTION:** It was moved by D. Coffey and seconded by the Vice Chair that the audited financial statements as prepared by Grant Thornton be approved for submission to the City of St. John's.

**2. Financial Statements —April, 2018**

- The financial statements for April, 2018 were tabled and discussed.
- The average price of diesel fuel was \$1.1231 per litre in April compared to the budgeted price of \$1.04.
- Ridership of 234,164 was up 7.7% from the same month in 2017 (217,414) and was 5.8% ahead of budget.
- The City of St. John's internal auditor began a routine engagement in April on cash handling policies and procedures at Metrobus.

**3. Executive Summary—April, 2018**

- The Executive Summary for the month of April was tabled and reviewed.

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

**1. Seventh Annual Metrobus Pink Days In Bloom FUNdRaiser—May 24-25, 2018**

- A total of \$1,200 was raised by Metrobus employees in support of Pink Days In Bloom and the Canadian Cancer Society– Newfoundland and Labrador, specifically for breast cancer research and community programs for those who have received a breast cancer diagnosis.
- Transit Operators wore pink behind the wheel and pink ribbon decals were displayed on transit buses to raise awareness.

**2. Seniors' Day—June 6, 2018**

- Metrobus participated in the Annual Seniors' Day on June 6<sup>th</sup> hosted by the City of St. John's at City Hall.
- Seniors' Day consists of presentations on topics pertinent to seniors' interests and provides them with information to enhance their quality of life and encourage active living.
- This year's theme was "Safety, Savings and Seniors" and included presentations by the Royal Newfoundland Constabulary and Take Charge NL.
- Metrobus Staff were on hand to distribute information relevant to transit and available to answer any questions seniors might have about the services offered.
- Seniors ride Metrobus free on Seniors' Day.

**3. Pink Tree Day, Daffodil Place—June 21, 2018**

- On June 21, 2018, the Canadian Cancer Society-NL will host Pink Days In Bloom's "Pink Tree Day" in the Husky Energy Healing Garden at Daffodil Place, 70 Ropewalk Lane.
- "The Pink Tree Project" founded by Metrobus employee Linda Ryan raises awareness and funds for breast cancer research.
- The event is open to the public and members of the Commission were invited.
- The Chair and Commissioner Galgay will attend in support on behalf of the Commission, together with the General Manager, several management staff and Transit Operators G. Kelland and T. Pope.

**4. PR Opportunities**

Commissioner Froude suggested that Metrobus consider promotion of transit services, particularly highlighting education regarding bicycle racks on Metrobuses and the new Bell Smart Kiosks, at the following events:

- St. John's Farmers' Market Grand Opening, July 21, 2018
- Bike Festival, September (Date TBD)

**VI. ADJOURNMENT**

- There being no further regular business to discuss at this time, the meeting adjourned at approximately 1:30 PM.
- The next regular business meeting of the Commission will be held on Thursday, June 28, 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