



## REGULAR BUSINESS

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

A meeting of the St. John's Transportation Commission was held on Thursday, May 30, 2019 commencing at Noon at the Metrobus Transit Centre, 25 Messenger Drive.

Present at the meeting were:

Wally Collins	Chair/Councillor
Shawn Skinner	Vice Chair
Colleen Galgay	Commissioner
Dave Lane	Commissioner/City Councillor
Ian Froude	Commissioner/City Councillor
Kirsten Morry	Commissioner
Paul Walsh	Commissioner
Derek Coffey	Deputy City Manager, Financial Management
Kevin Breen	City Manager
Judy Powell	General Manager
Heather Hopkins	Manager of Human Resources, Metrobus
Linda Ryan	Administrative Assistant

#### I. PROCEDURAL

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

#### II. APPROVAL OF AGENDA/MINUTES

- Vice Chair Skinner moved that the agenda for this meeting date be approved as circulated; Commissioner Walsh seconded the motion.
- Commissioner Galgay moved that the minutes of the regular business meeting of the Commission held on April 25, 2019 be approved as distributed; Commissioner Walsh seconded the motion.

#### III. BUSINESS ARISING

##### 1. GoBus/Metrobus Review—Update

- The General Manager and Donna Power, Manager, Accessible Transit Services met with Coalition of Persons with Disabilities (COD-NL) on May 17<sup>th</sup> and Canadian National Institute for the Blind (CNIB) on May 22<sup>nd</sup> to discuss requirements for the orientation of the successful bidder who will be completing third party assessments.
- On May 29<sup>th</sup>, the (GoBus) RFP Evaluation Committee met to review the proposals received in response to the RFP for third party assessment services for para-transit eligibility.
- A special meeting of the Commission will be scheduled to review the draft recommendations to be presented by Dillon Consulting to residents during public consultations during the last week in June.

#### IV. NEW BUSINESS

##### 1. Audited Financial Statements—2018

- The Finance Committee met on May 27<sup>th</sup> with the Commission's new auditors, BDO Canada, to review and approve the Draft Audited Financial Statements for the fiscal year ending December 31, 2018.

### **1. Audited Financial Statements—2018 (Continued)**

- Previous to the Finance Committee meeting, BDO Canada had provided some suggested changes to the financial statement notes for 2018. These have been incorporated and an overview of the final audited financial statements were presented by the Finance Manager for review and approval by the Commission.
- Vice Chair Skinner noted to members that during the Finance Committee meeting held previously with the Auditors, they had thanked J. Hussey, Manager of Finance, and his team for their excellent cooperation and commented that it was one of the cleanest and most cooperative audits they had experienced.
- The Finance Manager thanked the Commission for this acknowledgement and, in turn, credited Accountant D. Gulliver with much of the preparatory work and cleanliness of the audit.

**ACTION:** It was moved by Vice Chair Skinner and seconded by Commissioner Galgay that the audited financial statements as prepared by BDO Canada be approved for submission to the City of St. John's.

### **2. Financial Statements—April, 2019**

- Financials for the period April 1—30, 2019 were tabled and discussed; the following item was noted:
  - Commissioner Galgay inquired regarding a variance of \$23,000 in salaries for the Operations Department during April.
  - It was noted that the variance is primarily due to a timing issue. Additionally, more employees used vacation time outside the normal vacation period and more overtime was needed than budgeted. This amount generally evens out over the year.
  - Attempts are being made to improve evaluation and forecasting of this item for the next budget year.

### **3. Executive Summary—April, 2019 (Regular)**

- The Executive Summary for the period April 1, 2019 to April 30, 2019 was tabled and reviewed, and the following items were noted:
  - The average price of diesel fuel was \$1.1236 per litre in April compared to the budgeted price of \$1.16.
  - Ridership of 253,668 was up 8.3% from the same month in 2018 (234,164) and was 8.5% ahead of budget. This is the tenth consecutive month of 5+% increase in ridership.
  - Vice Chair Skinner inquired when the updated Marketing Plan would be available to the Commission. The General Manager informed that the Marketing Committee had recently met and reviewed this item. Commissioner Froude opined that it was a strong discussion and that it is coming together quite well and moving in the right direction. The Marketing Plan will be presented to Commissioners for their information in the near future.

### **4. Kiosk at St. John's Convention Centre**

- On May 3<sup>rd</sup>, the General Manager and Mark Chancey, Manager, Marketing & Information Services, met with representatives of St. John's Sports & Entertainment (SJSE) and Linda Bishop, Senior Solicitor with the City, to discuss installation of the fifth kiosk at the Convention Centre.
- SJSE brought forward new information regarding problems with the current bus shelter, particularly at night.
- After much consideration, it was decided that the existing shelter which is incorporated into the building be removed and a glass shelter re-installed onsite.
- As a result, a kiosk will not be installed at the Convention Centre at this time and a new location with fibre op capabilities will be found for the fifth kiosk.
- At this point, Commissioner Morry commented that the information screen at the University Centre is confusing and, therefore, unhelpful. She noted that she had asked M. Chancey, Manager of Marketing and Information Systems, to have it corrected or removed and was advised that it would be rectified within two (2) weeks and that was over a month ago. The General Manager explained that the schedule currently displayed is an advertisement introducing the service that is coming and the screen is expected to be live soon.

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

**1. CUTA Conference Update**

- Over 170 delegates from across the country attended the CUTA 2019 "Technology in Transit Symposium" hosted by Metrobus on May 14<sup>th</sup>—16<sup>th</sup> at the St. John's Convention Centre.
- Feedback regarding the Spring Symposium was positive in all respects, namely the venue, educational content, networking opportunities, technical tour of our Metrobus facility, hotel accommodations and social events.

**VI. ADJOURNMENT**

- The meeting adjourned at approximately 12:45 PM, immediately followed by the in camera business meeting of the Commission.
- The next meeting regular meeting of the St. John's Transportation Commission will be held on Thursday, June 27, 2019 at the Metrobus offices.

Respectfully submitted,

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Wally Collins  
Chair

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Linda Ryan  
Administrative