



**REGULAR**

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

A meeting of the St. John's Transportation Commission was held on Thursday, November 30, 2017 commencing Noon at the Metrobus Transit Centre, 25 Messenger Drive.

Present at the meeting:

Wally Collins	Chair/Councillor
Ian Froude	Councillor
Dave Lane	Councillor
Derek Coffey	Deputy City Manager, Financial Management
Kevin Breen	City Manager
Colleen Galgay-Johnston	Commissioner
Shawn Skinner	Commissioner
Devonne Ryan	Commissioner
Judy Powell	General Manager
Jason Hussey	Finance Manager
Donna Power	Manager of Accessible Transit Services
Linda Ryan	Administrative Assistant

Absent:

Robert Hayward	Vice Chair
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### **I. PROCEDURAL**

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

### **II. MINUTES**

➤ Commissioner Froude moved that the Minutes of the Regular Business Meetings of the Commission on September 28, 2017 and October 26, 2017 be approved as distributed; Commissioner Skinner seconded the motion.

### **III. BUSINESS ARISING**

#### **1. Terms of Commissioners**

➤ Appointment terms for Vice Chair Hayward and Commissioner Ryan will expire at the end of the year.

➤ It is Council's wish to advertise for replacements for both these positions.

### **IV. NEW BUSINESS**

#### **1. Financial Statements**

➤ Financials for the periods ending September 30, 2017 and October 31, 2017 were tabled and reviewed.

#### **2. New Website**

➤ Design and development of a new Metrobus website was completed in November and will be launched on December 1, 2017.

➤ The page design features and tools are accessible for those with a diversity of abilities and resembles the app.

#### **3. Quarterly Report – Pension**

➤ The Quarterly Investment Review by Mercer Investments Global Canada for the third quarter of 2017 relevant to the Commission's employee pension plans was tabled for members' information.

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**4. Ventilation Upgrade\***

➤ NOTE: This item is referenced under the following section: "Update – Public Transit Infrastructure Fund (PTIF)".

**5. Update – Public Transit Infrastructure Fund (PTIF)**

➤ The General Manager presented a status report to reflect Phase 1 of the PTIF Funding as of November 28, 2017 totaling \$4,787,102.

PUBLIC TRANSIT INFRASTRUCTURE FUND SUBMITTED JULY 4 <sup>TH</sup> , 2016 APPROVALS RECEIVED				
ITEM	FINAL COST	STATUS	ESTIMATED COST	NOTES
Improved accessibility		Complete	\$1,000,000	<ul style="list-style-type: none"> <li>➤The tender has been awarded to Mercer's Paving and Infinity Construction to replace remaining shelter pads through-out the City for wheelchair accessibility. Work has been completed.</li> <li>➤The tender has been awarded by the City to install sidewalks in six (6) areas along our wheelchair accessible routes. Work has been completed.</li> </ul>
On-Board Camera Surveillance System	\$314,233	Installation Complete	\$515,000	➤The tender was awarded to Hi-Tech and the project has been completed.
Three (3) 30-foot buses		In Progress	\$1,200,000	<ul style="list-style-type: none"> <li>➤The tender was awarded to Grande West Transportation.</li> <li>➤Delivery is on schedule for December, 2017</li> </ul>
Filter Cleaning Unit	\$100,000	Complete	\$113,986	➤This item has been installed and is in use.
Transit Priority		In Progress	\$350,000	➤Garrett Donaher, Manager, Transportation Engineering with the City, is preparing a recommendation to Council regarding this item.
Digital Signs			\$100,000	➤Options are currently being evaluated.
SUBMITTED OCTOBER 5 <sup>TH</sup> , 2016 APPROVAL RECEIVED				
*Coppertree Analytics Pilot Project (Ventilation Upgrade)	\$13,754	In Progress	\$14,000	➤This project is currently ongoing. Recommendations are being made for changes to the Geothermal System to correct continuing heating/cooling issues.
SUBMITTED OCTOBER 7, 2016 APPROVAL RECEIVED				
Eighteen (18) 21-22 foot buses for Accessible Transit	\$1,700,000	Complete	\$1,622,312	<ul style="list-style-type: none"> <li>➤The tender was awarded to Crestline.</li> <li>➤These buses have been delivered and are in service.</li> </ul>

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**5. Update – Public Transit Infrastructure Fund (PTIF) (Continued)**

<b>PUBLIC TRANSIT INFRASTRUCTURE FUND SUBMITTED DECEMBER 9<sup>TH</sup>, 2016 APPROVALS RECEIVED</b>				
<b>ITEM</b>	<b>FINAL COST</b>	<b>STATUS</b>	<b>ESTIMATED COST</b>	<b>NOTES</b>
29 Wheelchair Accessible Shelters	\$410,378	Ordered	\$410,500	Approval has been received. The tender was awarded to Daytech Manufacturing. Delivery is scheduled for April, 2018 due to high demand across the country resultant of federal funding for transit.
On Board Video Surveillance System – GoBus	\$94,886	Complete	\$150,000	The tender was awarded to Hi-Tech for Phase II of this project. Installation is complete.
Small Articulated Wheel Loader	\$0	Denied	\$150,000	Approval for this item was denied. It is viewed as a maintenance issue.
<b>SUBMITTED JANUARY 5, 2017 APPROVAL RECEIVED</b>				
Upgrade of On-Demand Scheduling System – Go Bus	\$575,919	In Progress	\$600,000	The contract was awarded to TripSpark (Trapeze) and implementation has begun. The expected completion is January 31, 2018. <b>NOTE:</b> This item includes a notification piece to serve as a customer reminder of their pending trip and subsequently reduce no-shows. Already being seen are communications improvements, as well as improved performance schedules.
<b>SUBMITTED MAY 29<sup>TH</sup>, 2017 APPROVALS PENDING</b>				
31 Wheelchair Accessible Shelters		Pending	\$500,000	
Tire Balancing Machine		Pending	\$35,000	
Five-Ton Truck with Snow/Ice Control Attachments		Denied	\$275,000	
<b>SUBMITTED SEPTEMBER 15, 2017 APPROVAL PENDING</b>				
Purchase and Installation of a Virtual Network and Storage Area Network (SAN)		Pending	\$100,000	
			<b>Total Project Costs</b>	\$6,774,300
				x 50%
			<b>City Funded Amount</b>	<b>\$3,387,150</b>

**5. Update – Public Transit Infrastructure Fund (PTIF) (Continued)**

- As noted above, this project is currently ongoing. Recommendations are being made for changes to the Geothermal System in order to correct continuing heating and cooling issues in the building.
- Significant utility cost savings have already been realized in the amount of \$16,000 since the beginning of the project, and further savings in utility bills are expected, as well as improved comfort for employees in the office area.
- A piping issue has since been determined and the out-of-pocket cost of modifications to Metrobus is to be determined (a possible estimate is approximately \$40,000).
- Based on the recommendations provided by Stantech and Gord Tucker of the City, it is expected that savings realized will be significant.

**ACTION:**

- It was moved by D. Coffey and seconded by Commissioner Galgay-Johnson that this item be approved.
- Maintenance Manager Mike Dinn will present an overview of the benefits of the project's benefits to the Commission in early 2018.

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

**1. Metrobus-VOCM Cares Coats for Kids Campaign**

- Metrobus partnered again this year with VOCI and other community groups in the annual Coats for Kids Campaign, providing low-income families with warm winter clothing at no cost to them. Items, including coats, boots, hats, scarves, etc., are collected through donations from the community, primarily in conjunction with local businesses and schools.
- Metrobus supports the campaign by providing the opportunity for a travelling depot, filling a bus with winter items and visiting areas of the St. John's metro area, which may have families and children who cannot visit the free depot. Families can come on board the bus and take what they need free of charge.

**2. The Gathering Place "Take Care of Lunch" Program**

- Every Christmas Metrobus employees choose to support a worthy cause in the community. This holiday season, we are happy to participate in The Gathering Place's "Take Care of Lunch" Program.
- The Gathering Place serves over 200 guests a day. By paying for a meal, we are filling the plates of the hungry and vulnerable people who avail of the services provided by The Gathering Place and are truly making a difference in the lives of those who struggle right here in our own city.

**3. Polar Plunge for Special Olympics**

- Congratulations to the Metrobus Team who participated in this year's Polar Plunge in support of Special Olympics. They braved the icy waters of the Rotary Sunshine Park and earned first place for most monies raised, over \$2,000.

**4. Facility Tour and Presentation**

- Early in the new year, a tour of the Metrobus garage and offices, together with a presentation on the operations over the past year, will be provided to members of Council, including the City Manager and Deputy City Manager, Financial Management who have not yet had an opportunity to tour the building.
- This will be of particular benefit to newly elected members of Council.

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#### 5. December, 2017 Business Meeting

➤The next regular business meeting of the Commission will be held on Thursday, December 14, 2017.

**NOTE:** Members were asked to note the earlier meeting time of 11AM. This will be the last meeting of the year.

#### VI. ADJOURNMENT

There being no further business to discuss at this time, the meeting adjourned at approximately 1:00 PM.

Respectfully submitted,

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Wally Collins  
Chair

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Judy Powell  
General Manager