A meeting of the St. John’s Transportation Commission was held on Thursday, September 27, 2018 commencing at 12:00 PM at the Metrobus Transit Centre, 25 Messenger Drive.

Present at the meeting were:

- Wally Collins: Chair/Councillor
- Shawn Skinner: Vice Chair
- Colleen Galgay: Commissioner
- Ian Froude: Commissioner/City Councillor
- Dave Lane: Commissioner/City Councillor (By Telephone)
- Kirsten Morry: Commissioner
- Kevin Breen: City Manager
- Derek Coffey: Deputy City Manager, Financial Management
- Judy Powell: General Manager

Absent with apologies were:

- Linda Ryan: Administrative Assistant
- Paul Walsh: Commissioner

I. PROCEDURAL
- The Chair called the meeting to order.
- In the absence of the Recording Secretary, the General Manager recorded the minutes of the meeting.

II. AGENDA/MINUTES
- Vice Chair Skinner moved that the agenda for this meeting date be approved as circulated; Commissioner Galgay seconded the motion.
- Commissioner Galgay moved that the minutes of the regular business meeting of the Commission held on September 27, 2018 be approved as distributed; Commissioner Froude seconded the motion.

III. BUSINESS ARISING
- There was no business arising from the August 16, 2018 meeting.

IV. NEW BUSINESS
1. Financial Statements
   - The financial statements for July and August, 2018 were tabled and discussed.

2. Executive Summary
   - The Executive Summary for the month of August, 2018 was tabled and reviewed.

3. October, 2018 Meeting
   - The next regular business meeting of the Commission will be held on Wednesday, October 23rd at Noon.

4. Presentation – Route Planning
   - Mark Chancey, Manager, Marketing and Information Services presented.
   - This item was at the request of Commissioner Morry and is attached.
5. Accessible Transit Shelters
   - Non-accessible shelters are being replaced with new accessible shelters.
   - Members asked about the possibility of installing the old shelters that are being removed in other areas of the city to increase the number of shelters throughout the system.
   - The General Manager identified a number of considerations in this respect, including increased maintenance costs, lack of storage, and snow clearing.
   - It has been advertised that all shelters throughout the system will be accessible.

**ACTION:**
The General Manager was asked to preparing a cost estimate with respect to the above for the Commission’s consideration at its October meeting.

V. OTHER (Information/Community)

1. 8th Annual Block-the-Bus Campaign
   - Metrobus provided a bus in support of VOCM Care’s Annual “Block the Bus” for families in need. The event was held at Piper’s, Elizabeth Avenue and a Metrobus was filled with school supplies.
   - All donations were provided to Bridges to Hope for distribution.

2. Annual Metrobus-VOCM Thanksgiving Food Drive
   - The long-running event supports the work of the Community Food Sharing Association by collecting non-perishables to help fill shelves at food banks in our communities in the week leading up to Thanksgiving. This year’s event is being held from October 1-7, 2018.
   - Donations are being collected at schools and accepted on any Metrobus route and at Sobeys Supermarkets in St. John’s, Mount Pearl and Paradise.

3. Employee Years of Service Awards
   - Members were reminded that 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.

4. Congratulations to Commissioner Kirsten Morry
   - Members offered their congratulations to Commissioner Morry who is the first Newfoundlander to appear on the popular quiz show “Jeopardy”.
   - The episode will air on NTV on October 6, 2018.

5. General Manager’s Performance Appraisal
   - The City Manager advised the General Manager that he will meet with her in the next few weeks with respect to her performance appraisal.

VI. ADJOURNMENT
   - There being no further business to discuss at this time, the meeting adjourned at approximately 1:40 PM.

Respectfully submitted,

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Wally Collins                Judy Powell
Chair                        General Manager