

MINUTES – APRIL 25, 2024

Meeting of the St. John’s Transportation Commission
Thursday, April 25, 2024 12:00 PM
In-Person at 25 Messenger Drive and online via WebEx

REGULAR

In attendance:

Lynn Zurel	Chairperson
Tolulope Akerele	Commissioner
James Greey	Commissioner
Josh Smee	Commissioner
Derrick Hutchens	Commissioner
Ron Ellsworth	Commissioner/City Councillor
Derek Coffey	Deputy City Manager, Finance & Corporate Services
Kevin Breen	City Manager
Judy Powell	General Manager
Donna Power	Administrative Assistant
Jason Hussey	Manager, Finance

Regrets:

Maggie Burton	Commissioner/City Councillor
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I. PROCEDURAL

Chair Zurel called the meeting to order at 12:07 PM.

II. AGENDA

MOTION: To approve the agenda as presented.

Moved by Commissioner Ellsworth; seconded by Commissioner Akerele. Motion carried.

III. MINUTES

MOTION: To approve the minutes of the March 28, 2024, regular meeting as presented.

Moved by Commissioner Coffey; seconded by Commissioner Ellsworth. Motion carried.

IV. BUSINESS ARISING

V. NEW BUSINESS

1. 2023 Audit Report Presentation

Finance Manager, Jason Hussey, presented a summary of the audited financial statements for 2023. Compared to 2022, revenue increased by 14% and expenses increased by 4%. The year finished with a surplus of \$3,629,290.

BDO presented their report on the 2023 Audit to the Finance Committee on April 23rd. Overall, it was another clean audit, with no significant issues or concerns, and no adjustments required. The Finance Committee has recommended that the Commission vote to approve the audited financial statements for 2023 as presented.

The Commission expressed appreciation to the Finance team for all their efforts to ensure the Commission's fiscal situation is well in order.

MOTION: To approve the audited financial statements for 2023 as recommended by the Finance Committee.

Moved by Commissioner Ellsworth; seconded by Commissioner Smee. Motion carried.

2. Accessibility Plan Presentation

Donna Power delivered a presentation on the elements of the City's Accessibility Plan that are relevant to public transit and the Commission.

Highlights:

- The Plan is meant to formalize and convey the Commission's commitment to enhancing accessibility of public transit, to identify what resources are already available, recognize existing barriers and ascertain how to address them, as well as to outline strategies to evaluate the impact of those actions.
- Barriers and actions defined in the plan are based on input from people with disabilities who use public transit (through surveys and engagement sessions), the Metrobus Accessibility Advisory Committee, as well as management and senior staff.
- For 2024, actions will include:
 - Implement stop announcements & Blind Square app (Fall)
 - Upgrade Route 10 to be wheelchair accessible

- Priority seating awareness campaign
- Restore accessible parking signage
- Install shelters at 6 new locations
- Identify resources and/or training needs to support staff in considering accessibility
- Reintroduce disability training by COD-NL as part of Operator training program (already underway)
- Introduce text option for customers to connect with ISRs
- Implement a Travel Training Program
- Develop contract management plan for paratransit
- Enhance iCabbi to allow customer notifications in real-time for all taxi trips
- Work with Tok Transit to implement a formal contract with taxi company, including driver training

Discussion:

- A suggestion was offered to identify accessible routes as part of the main system map on Metrobus' website.
- It will be important to keep this initiative at the forefront of discussions as work progresses.
- Many of the actions outlined for 2024 will commence upon arrival of various assets (such as buses, shelters, technology/systems). The Accessibility Plan is a living document and will evolve over time. Implementation dates will be considerate of customer feedback, available resources, development of provincial regulations, procurement, and other factors.
- There would be value in connecting with the accessibility teams at the City and St. John's Sports & Entertainment for consistency and cohesiveness.
- The Commission expressed their appreciation for the work that has gone into this plan, acknowledging its importance and the impact this work will have on the lives of people with disabilities in St. John's.

3. Reports

i. General Manager's Report

No discussion.

ii. Executive Summary Report

Some routes attained a less-than-desirable on-time performance report in March, largely due to weather and road conditions. Buses were off the road for two days. Improvements are already being seen in April.

The Commission inquired about the successfulness of the recent Google Ads advertising for the on demand service. The General Manager will consult with the marketing team for an update.

iii. Financial Statements for March 2024

No discussion.

VI. OTHER

The next meeting of the St. John's Transportation Commission will take place on May 30, 2024, at 12:00 PM.

VII. ADJOURNMENT

Business concluded at approximately 1:07 PM.

MOTION: To adjourn the April 25, 2024, regular business meeting of the St. John's Transportation Commission.

Moved by Commissioner Akerele. Meeting adjourned.