



REGULAR MEETING MINUTES

Meeting of the St. John's Transportation Commission
Thursday, April 27, 2023 12:00 PM
In-Person at 25 Messenger Drive and via Webex

In attendance:

Lynn Zurel	Chairperson
James Greey	Commissioner
Tolulope Akerele	Commissioner
Ron Ellsworth	Commissioner/City Councillor
Ian Froude	Vice Chairperson/City Councillor
Maggie Burton	Commissioner/City Councillor
Kevin Breen	City Manager
Derek Coffey	Deputy City Manager, Finance and Administration
Judy Powell	General Manager
Jason Hussey	Finance Manager
Adam Fitzpatrick	Engagement Partner, BDO
Donna Power	Administrative Assistant

I. PROCEDURAL

The Chair called the meeting to order at 12:09 PM.

II. AGENDA

MOTION: To approve the agenda as presented.

Moved by Vice Chair Froude; seconded by Commissioner Akerele. Motion Carried.

III. MINUTES

MOTION: To approve the minutes of the February 23, 2023 regular meeting as presented.

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

IV. BUSINESS ARISING

The issue of Tok Transit not having an after-hours option for GoBus customers to leave telephone messages has been sorted. That option is currently available.

V. NEW BUSINESS

1. 2022 Audit Report

On April 27, 2023, the Finance Committee met with Adam Fitzpatrick from BDO to review the audit report and audited financial statements for 2022. There were no significant issues or concerns stemming from the report and the Finance Committee recommended that the report be brought forward to the Commission for approval.

MOTION: To approve the 2022 Audit Report and financial statements as recommended.

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

2. RFP – Community Bus

A single bid was received but it included an incomplete document. The City's procurement department has reached out to the bidder and will provide further direction when they know more.

3. General Manager's Report

The General Manager's Report was tabled for the Commission's consideration. Discussion:

- A recommendation on a new commissioner has been forwarded to Council but has not yet been decided.
- The newly developed Metrobus Accessibility Advisory Committee will be a standing committee which will be engaged for annual reviews and to ensure compliance with future provincial regulations.

4. Executive Summary Report

The Executive Summary Report was tabled for the Commission's consideration.

Discussion:

- The interest rate noted in the Finance section is applicable to capital debt and adjusted monthly.
- Eligibility assessments for paratransit are being conducted in a timely manner and keeping pace with incoming applications.

5. Financial Statements for March 2023

The Financial Statements for January were tabled for the Commission's consideration.

Discussion:

- Transit advertising has been challenging in recent years, with digital billboards capturing the market more so than traditional advertising. Ads are posted on buses and/or shelters based on a contractual timeline, and as space allows.

VI. OTHER

The next meeting of the St. John's Transportation Commission will take place on May 25th, 2023, at noon.

VII. ADJOURNMENT

Business concluded at approximately 12:44 PM.

MOTION: To adjourn the April 27, 2023 regular business meeting of the St. John's Transportation Commission.

Moved by Commissioner Ellsworth. Meeting adjourned.