



## REGULAR MEETING MINUTES

Meeting of the St. John's Transportation Commission  
Thursday, September 29, 2022 12:00pm  
In-Person at 25 Messenger Drive and via Webex

### In attendance:

Paul Walsh	Chair
Kirsten Morry	Commissioner
Tolulope Akerele	Commissioner
Derek Coffey	Deputy City Manager, Finance and Administration
Ron Ellsworth	Commissioner/City Councillor
Maggie Burton	Commissioner/City Councillor
Jason Hussey	Manager, Finance
Donna Power	Administrative Assistant

### Regrets:

Lynn Zurel	Commissioner
Kevin Breen	City Manager
Ian Froude	Vice-Chair/City Councillor
Judy Powell	General Manager

### I. PROCEDURAL

The Chair called the meeting to order at 12:04 PM. Jason Hussey is attending in the absence of the General Manager.

### II. AGENDA

**MOTION:** To approve the agenda as presented.

Moved by Commissioner Burton; seconded by Commissioner Morry. Motion Carried.

### III. MINUTES

**MOTION:** To approve the minutes of the August 18, 2022 regular meeting as presented.

Discussion:

Commissioner Akerele, in reference to paragraph 1 of item 4. *CUTA Conference & CUTA 2022 Transit Policy Forum*, noted that Commissioner Ellsworth did express interest in attending the conference. The amended minute now reads as follows:

*4. CUTA Conference & CUTA 2022 Transit Policy Forum*

*The General Manager informed the Commission that CUTA's annual conference and trade show is taking place in Montreal on October 22-26, 2022 and requested that any Commissioners who wish to attend please let her know. Commissioner Ellsworth expressed his interest in attending.*

Commissioner Akerele also noted that, in reference to paragraph 2 of item 5. *Planning – Transfer Terminal*, Vice Chair Froude's request for a business plan was to further understand the rationale for the visit to Halifax. The amended minute now reads as follows:

*5. Planning – Transfer Terminal*

*... Vice Chair Froude requested to see a business plan related to transfer terminals, as a rationale for the visit to Halifax Transit, before the end of the year. The General Manager agreed to this timeline and noted that without first acquiring the space to develop terminals, the work cannot happen.*

Moved by Commissioner Akerele; seconded by D. Coffey. Motion Carried.

**IV. BUSINESS ARISING**

**1. Shelter – Gathering Place**

Chair asked Commissioner Burton to provide a brief update on the discussion with the Executive Director of The Gathering Place, as was actioned in the August 2022 Commission meeting. Commissioner Burton reported that both herself and Vice Chair Froude met with Mr. Paul Davis and other staff. They suggested a follow-up meeting between Mr. Davis and the General Manager would be appropriate. Staff at The Gathering Place have included both Metrobus shelters as part of their guest services/maintenance. Commissioner Burton commented that she has noticed an improvement in the situation.

**V. NEW BUSINESS**

**1. Fare Collection System Replacement**

J. Hussey reported that the current coin farebox system which was purchased over 20 years ago is beginning to experience mechanical issues recently and will require replacement. The new fare collection system will also feature a bill collection compartment. Total project cost will be \$1.8 million.

**Motion:** To move forward with an application to ICIP for funding to replace the existing fare collection system.

Moved by Commissioner Burton; seconded by D. Coffey. Motion carried unanimously.

## 2. Onboard mCard Validators Upgrade

J. Hussey reported that the validators on buses, used to verify fares paid by mCards, are experiencing issues and need to be upgraded. Upgrading the validators will also allow for new features such as mobile device “tap”. Total project cost will be \$800,000.

**Motion:** To move forward with an application to ICIP for funding to upgrade the existing mCard validators on buses.

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

J. Hussey informed that the overall deadline for funding applications through ICIP is October 28, 2022 (for approval of the provincial portion) and March 31, 2023 (for approval of the federal portion).

**Action:** A meeting of the Finance Committee will be scheduled within the coming weeks to discuss other projects that may require applications for funding. Any that require the Commission’s approval will be brought forward in advance of the October 28<sup>th</sup> deadline.

## 3. General Manager’s Report

### GoBus RFP update:

J. Hussey noted that contract negotiations with the first-place bidder (PW Transit) had not been successful, and they have withdrawn their bid. Currently, negotiations are ongoing with the second-place bidder (TOK Transit). As of today’s date, a final proposal has been provided to TOK for their consideration. A response is expected within the coming days.

### Ad – New Commissioners:

Commissioner Akerele noted that she did confirm her interest with the General Manager to continue into a second term.

### Accessible Routes:

Commissioner Morry inquired as to the status of plans to make more routes accessible. J. Hussey noted that he has not been involved in these conversations and would not be able to comment at this time. The inquiry will be referred to the General Manager.

## 4. Executive Summary Report

The Executive Summary Report for July 2022 was tabled for members' information. There was no discussion on the report.

#### **5. Financial Statements for July 2022**

J. Hussey noted that Commissioner Zurel forwarded some questions by email in advance of today's meeting that were answered by the General Manager. There was no further discussion on the financial report.

#### **VI. OTHER**

The next meeting of the St. John's Transportation Commission is scheduled for October 27, 2022 at 12 PM.

#### **VII. ADJOURNMENT**

Business concluded at approximately 12:20 PM.

**MOTION:** To adjourn the September 29, 2022 business meeting of the St. John's Transportation Commission.

Moved by Commissioner Ellsworth. Meeting adjourned.