



REGULAR MEETING MINUTES

Meeting of the St. John's Transportation Commission
Thursday, November 30, 2023 12:00 PM
In-Person at 25 Messenger Drive and online via WebEx

In attendance:

Lynn Zurel	Chairperson
James Greey	Commissioner
Tolulope Akerele	Commissioner
Barry Fleming	Commissioner
Ron Ellsworth	Commissioner/City Councillor
Maggie Burton	Commissioner/City Councillor
Derek Coffey	Deputy City Manager, Finance & Corporate Services
Judy Powell	General Manager
Donna Power	Administrative Assistant

Regrets:

Ian Froude	Vice Chairperson/City Councillor
Kevin Breen	City Manager

I. PROCEDURAL

Commissioner Ellsworth chaired the meeting. The meeting was called to order at 12:10 PM.

II. AGENDA

Commissioner Coffey requested to defer item 2.i. under New Business "2023 Surplus".

MOTION: To approve the agenda as amended.

Moved by Commissioner Burton; seconded by Commissioner Greey. Motion carried.

III. MINUTES

MOTION: To approve the minutes of the October 26, 2023, regular meeting as presented.

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

IV. BUSINESS ARISING

V. NEW BUSINESS

1. Ratification of E-Polls

i. Janitorial Services Tender 2023190

MOTION: To accept the e-poll conducted on November 8, 2023 awarding the janitorial services contract to Philrobben Janitorial Ltd for a period of one (1) year.

Moved by Commissioner Fleming; seconded by Commissioner Greey.
Motion carried.

2. Decision Notes

i. Uniform Tender

Per the enclosed Decision Note, management recommends approval to award the contract to Uniform Works for the estimated annual value of \$64,629.70 for a period of two years.

MOTION: To approve award of the Uniform tender as described.

Moved by Commissioner Burton; seconded by Commissioner Fleming.
Motion carried.

3. Presentation – *Building Inclusive Transit Systems for Immigrants in Canada's Small and Mid-sized Cities*

Commissioner Akerele presented her research project which looked at how transit systems can incorporate the needs of immigrants into their planning and become more inclusive. Data was collection from a variety of stakeholders in both St. John's and Halifax. The data yielded some key lessons for transit systems:

- Immigration patterns in Canadian cities have a direct impact on transit.
- Partnerships are essential, such as with educational institutions.
- Engagement with immigrants is key to understanding and overcoming barriers.
- The experiences of immigrants can help transform a city's transit culture.
- Sustaining transit use will require strategic planning and policies that enable long-term usage.

- Transit systems face challenges related to funding and have competing priorities for limited resources.
- Regional strategies offer more opportunity to enhance inclusivity.
- Composition of transit operators should reflect the diversity of the city.

Commissioner Akerele highlighted the importance of developing a good relationship with immigrants through open engagement, clear information/communication, and barrier removal.

The Commission thanked Commissioner Akerele for her presentation today and at the CUTA conference and congratulated her on a successful research project.

4. Reports

i. Q3 Status Report – 2023 Goals

A report to summarize progress to date has been provided for the Commissions consideration. Most projects are nearing completion.

Stop Announcements: The automated stop announcement system is behind schedule. Additional community engagement is required to inform the RFP that is expected to be completed by the end of February 2024. Funding has already been approved through ICIP for this project.

Growth Plan: The market research/survey report should be completed by the end of January 2024. A subcommittee of Commission will be formed to help guide the development of the growth plan.

ii. General Manager's Report

No discussion.

iii. Executive Summary Report

iCabbi software: In the past week, Tok has garnered the ability to input GoBus trip data themselves (rather than forwarding to Newfound Cabs for input). The collaboration between Tok and the taxi company throughout the introduction of iCabbi has been going well.

On Demand Service: Most demand is still coming from Signal Hill campus. There has not yet been a lot of interest from residents in the Forest Road area. The next phase of the project is expected to roll out mid-January.

5. Financial Statements for October 2023

No discussion.

VI. OTHER

1. The next meeting of the St. John's Transportation Commission will take place on December 14, 2023, at 11am.

VII. ADJOURNMENT

Business concluded at approximately 1:00 PM.

MOTION: To adjourn the November 30, 2023, regular business meeting of the St. John's Transportation Commission.

Moved by Commissioner Fleming. Meeting adjourned.