



**REGULAR BUSINESS**

**MEETING OF THE  
ST. JOHN'S TRANSPORTATION COMMISSION**

A meeting of the St. John's Transportation Commission was held on Thursday, September 5, 2019 commencing at Noon at the Metrobus Transit Centre, 25 Messenger Drive.

Present at the meeting were:

Wally Collins	Chair/Councillor
Shawn Skinner	Vice Chair
Colleen Galgay	Commissioner
Dave Lane	Commissioner/City Councillor
Ian Froude	Commissioner/City Councillor
Kirsten Morry	Commissioner
Paul Walsh	Commissioner
Derek Coffey	Deputy City Manager, Financial Management
Judy Powell	General Manager
Linda Ryan	Administrative Assistant

Absent: Kevin Breen City Manager

**I. PROCEDURAL**

- The Chair called the meeting to order.
- L. Ryan recorded the minutes of the meeting.

**II. APPROVAL OF AGENDA/MINUTES**

- Commissioner Lane moved that the agenda for this meeting date be approved as circulated; Commissioner Galgay seconded the motion.
- Commissioner Froude moved that the minutes of the regular business meeting of the Commission held on July 18, 2019 be approved; Vice Chair Skinner seconded the motion.

**III. BUSINESS ARISING**

**1. New Transit Shelter – Military Road (The Gathering Place)**

- Approvals have been obtained and locations determined for the installation of two (2) illuminated, accessible transit shelters on the site of The Gathering Place at Military Road.
- Three (3) quotes are currently being obtained for the installation work.

**2. Follow-Up – Quote on Insurance Deductible Increase**

- Vice Chair Skinner had inquired previously regarding the possibility of the Commission increasing its insurance deductible in effort to reduce overall costs associated with this expense.
- The Commission's insurer, AVIVA, was contacted to investigate the impact of increasing the current deductible from \$100,000 to \$250,000. To take on the additional \$150,000 in risk, Aviva quoted a savings of \$7,500 annually. It was agreed that it is not worth the financial risk to increase the Commission's deductible.
- The current year's fleet insurance premium is \$221,994.

#### **IV. NEW BUSINESS**

##### **1. Tender for Bolts, Fasteners and Fittings**

➤ The following three (3) bids were received in response to this tender:

		
<b>COMPANY</b>	<b>ANNUAL ESTIMATED VALUE</b>	<b>NOTES</b>
Acklands Grainger	\$31,622	Bid 97% of items
Vallen	\$66,417	Bid 99% of items
NL Distributors	\$52,585	Bid 99% of items

➤ As per a memo dated September 4, 2019 from Finance Manager J. Hussey, it was noted that Acklands Grainger is the lowest bidder; however, they did not meet the tender specifications which called for:

- a) the supplier to physically check bin stock on site and top up/replenish where needed
- b) no restriction to purchase bulk quantities

➤ Acklands Grainger will not come in to check stock and top up, and require many of the items listed in the tender to be purchased in minimum quantities.

➤ It is, therefore, recommended that the tender be awarded to the current supplier, NL Distributors.

➤ **ACTION:**

- It was moved by Commissioner Walsh, seconded by Vice Chair Skinner and unanimously carried that the tender be awarded to NL Distributors at an estimated annual value of \$52,585.

##### **2. Upgrade of Lighting Fixtures**

➤ The Maintenance Manager met with representatives from NL Power about the "Take Charge" Program who did a walk-through of the transit facility. Through takeCHARGE's Business Efficiency Program (BEP), businesses can get back up to \$50,000 when investing in energy saving upgrades in heating and cooling, refrigeration, and lighting and controls.

➤ Replacement of T5 and T8 fluorescent light tubes throughout our facility with LED lighting could achieve up to a 40% rebate with the purchase of LED products. Savings on our utility bills are projected to be approximately \$14,000 per year with a payback period of 18 months.

➤ Once the cost of fixtures is confirmed, a decision will be made as to the feasibility of this item.

##### **3. Financial Statements—July and August, 2019**

➤ The financial statements for month of July, 2019 were tabled and discussed.

➤ Given the early date of this month's meeting, August statements were not available at this time.

➤ The statements for the period ending August 31, 2019 will be available at the September 26<sup>th</sup> regular business meeting of the Commission.

##### **4. Executive Summaries—July and August, 2019**

➤ The Executive Summaries for the months of July, 2019 and August, 2019 were tabled and discussed.

#### **V. OTHER (Information/Community)**

##### **1. Impact of Camera System – Update**

➤ The General Manager presented a graph demonstrating the positive impact of the cameras in significantly reducing violent incidents against transit operators, particularly verbal abuse.

## **2. CUTA Conference**

- CUTA's annual conference will be taking place at the BMO Centre at the Stampede Grounds in Calgary from November 10 to 13, 2019, with delegates staying at the Hyatt Regency.
- This conference will include the Canadian Transit Show on November 12<sup>th</sup>.
- Commissioner Froude and Morry expressed interest in attending the conference along with the General Manager and a staff member.

## **3. Crestline Coach Ltd.—Win A Bus Contest**

- Crestline Coach Ltd. is celebrating its 100<sup>th</sup> bus manufacture with a "Win-A-Bus Contest!"
- Metrobus was invited to send a brief email describing what this organization does, why it is deserving and why it would be the best choice for a free bus.
- The deadline for submissions is September 6<sup>th</sup>. The winner will be announced on September 24<sup>th</sup> at the Forest River Product Expo in Elkhart, Indiana.

## **4. Community**

### **➤ Regatta**

- On Regatta Day (August 7<sup>th</sup>) Metrobus carried 17,303 people to and from the races at Quidi Vidi Lake.
- Promotional postcards were distributed during Regatta Day and delivered via The Telegram flyer program inviting customers to claim a free day pass to use on regular transit service from August 10<sup>th</sup> to September 30<sup>th</sup>.
- One hundred and twenty-five (125) day passes have been created to date.

### **➤ "Stuff the Bus"**

- Metrobus supported VOCCM's "Stuff the Bus" promotion by providing a bus on August 17<sup>th</sup> to collect supplies for children returning to school.

### **➤ "Pink Days In Bloom"**

- Pink Days In Bloom fundraising activities in support of the Canadian Cancer Society and Daffodil Place's "Take A One Night Stand Against Cancer" Campaign are being held at Metrobus throughout September (including a Jeans Day on September 5<sup>th</sup>, BBQ on September 6<sup>th</sup>, Bake Sale on September 11<sup>th</sup> and 50/50 Prize Draw on September 13<sup>th</sup>.)
- Transit Operators are wearing pink behind the wheel to demonstrate their support of the initiative.
- Pink ribbon decals are being displayed on all transit buses during September and October to raise awareness and indicate our support to the community.

### **➤ "The Link"**

- "The Link" continued to operate throughout the summer. This service will terminate for the season on September 29<sup>th</sup>.

## **5. Fall Meeting Schedule**

- The fall meeting schedule was distributed, noting upcoming special meetings of the Commission on September 12<sup>th</sup> with MHAs and September 17<sup>th</sup> with Danielle Hughes of Mercer to review the preliminary results at December 31, 2018 of the actuarial valuations for the union and non-union plans, in addition to the regular monthly business meeting on September 26<sup>th</sup>.

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**Regular Business**

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### VI. ADJOURNMENT

- There being no further business to discuss at this time, the meeting adjourned at approximately 12:45 PM.
- Regular business meetings of the Commission are normally held on the last Thursday of each month. Special meetings are called as needed.
- \*The next regular business meeting of the Commission will be held on Thursday, September 26, 2019 at the Metrobus offices, 25 Messenger Drive.

Respectfully submitted,

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Wally Collins  
Chair

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Linda Ryan  
Administrative Assistant