

**MINUTES OF THE LONDON TRANSIT COMMISSION
HELD IN THE COMMISSION BOARDROOM AT 5:00 P.M.
ON WEDNESDAY, NOVEMBER 1, 2017**

Those present were

Mrs. Sheryl Rooth	-	Chair
Mr. Dean Sheppard	-	Vice Chair
Mr. Jesse Helmer	-	Commissioner
Mr. Eric Southern	-	Commissioner

Absent with regret

Mr. Phil Squire	-	Commissioner
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Also present were

Mrs. Kelly Paleczny	-	General Manager
Mr. John Ford	-	Director of Transportation & Planning
Mrs. Joanne Galloway	-	Director of Human Resources
Mr. Mike Gregor	-	Director of Finance
Mr. Craig Morneau	-	Director of Fleet & Facilities
Mrs. Katie Burns	-	Manager of Planning Services
Mr. Patrick Cormier	-	Manager of Information Services
Mrs. Caroline Roy	-	Secretary

Meeting to order

The Chair called the meeting to order.

**Completion and
Acceptance of
Agenda**

The Chair called for acceptance of the agenda, Mr. Southern moves, seconded by Mr. Sheppard the acceptance of the agenda. CARRIED.

**Disclosures
of Pecuniary Interest**

The Chair called for disclosures of pecuniary interest with respect to the agenda. There were no conflicts of interest declared.

Minutes

Mr. Southern moves, seconded by Mr. Sheppard, the minutes of the meeting held on September 27, 2017 be APPROVED. CARRIED.

**Letter from S. Rooth re
Autodata and
Employee Transit Pass**

With regard to the letter from S. Rooth re Autodata and Employee Transit Pass, Mr. Southern moves, seconded by Mr. Sheppard, the Commission DIRECT administration reach out to the management at Autodata to offer support and assistance as needed in implementing an employer-subsidized LTC bus pass program.

YEAS: Mrs. Rooth, Mr. Sheppard, Mr. Helmer and Mr. Southern

CARRIED.

**Draft 2018
Conventional Service
Plan**

With regard to the Draft 2018 Conventional Service Plan report, Mr. Sheppard moves, seconded by Mr. Southern, the Commission:

- i) APPROVE, in principle, the draft 2018 conventional service plan;
- ii) DIRECT administration to finalize the 2018 service plan, including, where appropriate, meeting with affected communities regarding the potential changes and forward a copy of the draft service plan report to Members of Council; and

- iii) PRESENT the final 2018 service plan report and recommendations at the Commission's January 31, 2018 meeting.

YEAS: Mrs. Rooth, Mr. Sheppard, Mr. Helmer and Mr. Southern

CARRIED.

Specialized Transit Contract – ESA Amendment Implications

With regard to the Specialized Transit Contract – ESA Amendment Implications report, Mr. Southern moves, seconded by Mr. Helmer, that, should the Employment Standard Act Amendments relating to the increases in minimum wage be adopted as proposed, the Commission APPROVE:

- i) a 10% increase to the hourly rates (from \$42.44 to \$46.68) of the Primary Service Contract effective January 1, 2018, noting the initial five year period of the contract is scheduled to end July 31, 2018 and the contract includes the provision for a two year renewal period at the agreement of the parties; and
- ii) a 10% increase to the hourly rates (from \$41.14 to \$45.25) of the Secondary Service Contract effective January 1, 2018, noting the initial five year period of the contract is scheduled to end August 31, 2019 and the contract includes the provision for a two year renewal period at the agreement of the parties.

YEAS: Mrs. Rooth, Mr. Sheppard, Mr. Helmer and Mr. Southern

CARRIED.

Customer Safety and Security on Conventional Transit Service – Travel Safe Program

With regard to the Customer Safety and Security on Conventional Transit Service – Travel Safe Program report, Mr. Southern moves, seconded by Mr. Helmer, the report be NOTED and FILED.

YEAS: Mrs. Rooth, Mr. Sheppard, Mr. Helmer and Mr. Southern

CARRIED.

City of London Youth Bus Pass Program

With regard to the City of London Youth Bus Pass Program report, Mr. Southern moves, seconded by Mr. Helmer, the report be NOTED and FILED.

YEAS: Mrs. Rooth, Mr. Sheppard, Mr. Helmer and Mr. Southern

CARRIED.

City of London – Adults 18 and Over Income-Related Transit Pass Implementation

With regard to the City of London – Adults 18 and Over Income-Related Transit Pass Implementation report, Mr. Helmer moves, seconded by Mr. Southern, the report be NOTED and FILED.

YEAS: Mrs. Rooth, Mr. Sheppard, Mr. Helmer and Mr. Southern

CARRIED.

Federal Budget – Public Transit Infrastructure Fund

With regard to the Federal Budget – Public Transit Infrastructure Fund report, Mr. Sheppard moves, seconded by Mr. Helmer, the report be NOTED and FILED.

YEAS: Mrs. Rooth, Mr. Sheppard, Mr. Helmer and Mr. Southern

CARRIED.

IT Update

With regard to the IT Update report, Mr. Sheppard moves, seconded by Mr. Southern, the report be NOTED and FILED.

YEAS: Mrs. Rooth, Mr. Sheppard, Mr. Helmer and Mr. Southern

CARRIED.

2017 Work Program – Finance – Third Quarter Update

With regard to the 2017 Work Program – Finance – Third Quarter Update report, Mr. Southern moves, seconded by Mr. Sheppard, the report be NOTED and FILED.

YEAS: Mrs. Rooth, Mr. Sheppard, Mr. Helmer and Mr. Southern

CARRIED.

2017 Work Program – Human Resources – Third Quarter Update

With regard to the 2017 Work Program – Human Resources – Third Quarter Update report, Mr. Southern moves, seconded by Mr. Helmer, the report be NOTED and FILED.

YEAS: Mrs. Rooth, Mr. Sheppard, Mr. Helmer and Mr. Southern

CARRIED.

2017 Work Program – Fleet & Facilities – Third Quarter Update

With regard to the 2017 Work Program – Fleet & Facilities – Third Quarter Update report, Mr. Southern moves, seconded by Mr. Helmer, the report be NOTED and FILED.

YEAS: Mrs. Rooth, Mr. Sheppard, Mr. Helmer and Mr. Southern

CARRIED.

2017 Work Program – Transportation & Planning – Third Quarter Update

With regard to the 2017 Work Program – Transportation & Planning – Third Quarter Update report, Mr. Southern moves, seconded by Mr. Sheppard, the report be NOTED and FILED.

YEAS: Mrs. Rooth, Mr. Sheppard, Mr. Helmer and Mr. Southern

CARRIED.

Financial Update – Conventional Transit Services – Operating Budget – September 30, 2017

With regard to the Financial Update – Conventional Transit Services – Operating Budget – September 30, 2017 report, copy attached, Mr. Sheppard moves, seconded by Mr. Southern, the report be NOTED and FILED.

YEAS: Mrs. Rooth, Mr. Sheppard, Mr. Helmer and Mr. Southern

CARRIED.

Financial Update – Specialized Transit Services – Operating Budget – September 30, 2017

With regard to the Financial Update – Specialized Transit Services – Operating Budget – September 30, 2017 report, copy attached, Mr. Southern moves, seconded by Mr. Sheppard, the report be NOTED and FILED.

YEAS: Mrs. Rooth, Mr. Sheppard, Mr. Helmer and Mr. Southern

CARRIED.

Financial Update – Capital Budget Programs – September 30, 2017

With regard to the Financial Update – Capital Budget Programs – September 30, 2017 report, copy attached, Mr. Helmer moves, seconded by Mr. Sheppard, the report be NOTED and FILED.

YEAS: Mrs. Rooth, Mr. Sheppard, Mr. Helmer and Mr. Southern

CARRIED.

Date of Next Meeting

The Commission confirmed the date of the next meeting as follows:

Wednesday, November 29, 2017 at 5:00 p.m.

Adjournment

Mr. Helmer moves, seconded by Mr. Southern, the meeting be adjourned. CARRIED.
The meeting adjourned at 6:10 p.m.

Sheryl Rooth - Chair

Caroline Roy - Secretary