

**MINUTES OF THE LONDON TRANSIT COMMISSION  
HELD IN THE COMMISSION BOARDROOM AT 5:00 P.M.  
ON WEDNESDAY, NOVEMBER 29, 2017**

Those present were

Mrs. Sheryl Rooth	-	Chair
Mr. Dean Sheppard	-	Vice Chair
Mr. Jesse Helmer	-	Commissioner
Mr. Phil Squire	-	Commissioner

Absent with regret

Mr. Eric Southern	-	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. 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. Sheppard moves, seconded by Mr. Helmer the acceptance of the agenda. CARRIED.

**Election of Chair  
and Vice-Chair**

The Secretary called for nominations for the position of Chair for the term December 1, 2017 to November 30, 2018.

The following nomination was received:

Mr. Sheppard nominated Mrs. Rooth.

The Secretary asked for further nominations for the position of Chair for the term December 1, 2017 to November 30, 2018. There being no further nominations, Mr. Helmer moves, seconded by Mr. Sheppard, nominations for the position of Chair be closed. CARRIED.

Mrs. Rooth was acclaimed Chair of the Commission for the term December 1, 2017 to November 30, 2018.

The Secretary asked for nominations for the position of Vice Chair for the term December 1, 2017 to November 30, 2018.

The following nomination was received:

Mrs. Rooth nominated Mr. Sheppard.

The Secretary asked for further nominations for the position of Vice Chair for the term December 1, 2017 to November 30, 2018. There being no further nominations, Mr. Helmer moves, seconded by Mrs. Rooth, nominations for the position of Vice Chair be closed. CARRIED.

Mr. Sheppard was acclaimed Vice Chair of the Commission for the term December 1, 2017 to November 30, 2018.

**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. Helmer moves, seconded by Mr. Sheppard, the minutes of the meeting held on November 1, 2017 be APPROVED. CARRIED.
- 2<sup>nd</sup> Report Accessible Public Transit Service Advisory Committee** The Commission received a presentation from Gary Doerr, Vice Chair of the Accessible Public Transit Service Advisory Committee, regarding the 2<sup>nd</sup> Report of the Accessible Public Transit Service Advisory Committee meeting held on November 13, 2017.
- With regard to the presentation and report, copy attached, Mr. Sheppard moves, seconded by Mr. Helmer, the report be NOTED and FILED.
- YEAS: Mrs. Rooth, Mr. Sheppard, Mr. Helmer and Mr. Squire
- CARRIED.
- Letter from S. Rooth re Industrial Service Review** With regard to the letter from S. Rooth re Industrial Service Review, Mr. Sheppard moves, seconded by Mr. Squire, the Commission DIRECT administration incorporate consideration for new and/or improved industrial service into the 2019 Service Plan.
- YEAS: Mrs. Rooth, Mr. Sheppard, Mr. Helmer and Mr. Squire
- CARRIED.
- Letter from C. Saunders re Holding Board and Commission meetings in the Council Chambers** With regard to the letter from C. Saunders re Holding Board and Commission meetings in the Council Chambers, Mr. Sheppard moves, seconded by Mr. Squire, the letter be NOTED and FILED.
- YEAS: Mrs. Rooth, Mr. Sheppard, Mr. Helmer and Mr. Squire
- CARRIED.
- Contract Award – Uniform Clothing** With regard to the Contract Award – Uniform Clothing report, Mr. Helmer moves, seconded by Mr. Sheppard, that the Commission APPROVE the award of a contract with Mark's Commercial for the supply of uniforms for Operators, Inspectors, Dispatchers, Ticket Clerks and Garage employees, noting the contract is to be for a term of four years with a four year renewal option available upon mutual agreement of both parties.
- YEAS: Mrs. Rooth, Mr. Sheppard, Mr. Helmer and Mr. Squire
- CARRIED.
- Contract Award – Uniformed Security Guard Service** With regard to the Contract Award – Uniformed Security Guard Service report, Mr. Helmer moves, seconded by Mr. Sheppard, that the Commission APPROVE the optional two year extension on the contract with Stinson Security Services Limited effective January 1, 2018, and a cost of \$106,144 for 2018 and \$110,956 for 2019.
- YEAS: Mrs. Rooth, Mr. Sheppard, Mr. Helmer and Mr. Squire
- CARRIED.
- City of London Youth Bus Pass Program** With regard to the City of London Youth Bus Pass Program report, Mr. Helmer made a motion, seconded by Mrs. Rooth, the Commission, in regard to the senior fare no longer being accepted beginning January 1, 2018, DIRECT administration allow seniors use previously purchased tickets accompanied by an additional \$0.25 in the farebox.
- Mr. Helmer moves, seconded by Mr. Sheppard, NOTED and FILED the remainder of the report.
- YEAS: Mrs. Rooth, Mr. Sheppard, Mr. Helmer and Mr. Squire
- CARRIED.
- Bill 148, the Fair Workplaces, Better Jobs Act, 2017** With regard to the Bill 148, the Fair Workplaces, Better Jobs Act, 2017 report, Mr. Helmer moves, seconded by Mr. Sheppard, the report be NOTED and FILED.
- YEAS: Mrs. Rooth, Mr. Sheppard, Mr. Helmer and Mr. Squire
- CARRIED.

**Customer Contact  
Response Time  
Process Review**

With regard to the Customer Contact Response Time Process Review report, Mr. Sheppard moves, seconded by Mr. Helmer, the report be NOTED and FILED.

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

CARRIED.

**Financial Update –  
Conventional Transit  
Services – Operating  
Budget – October 31,  
2017**

With regard to the Financial Update – Conventional Transit Services – Operating Budget – October 31, 2017 report, copy attached, Mr. Sheppard moves, seconded by Mr. Helmer, the report be NOTED and FILED.

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

CARRIED.

**Financial Update –  
Specialized Transit  
Services – Operating  
Budget – October 31,  
2017**

With regard to the Financial Update – Specialized Transit Services – Operating Budget – October 31, 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. Squire

CARRIED.

**Financial Update –  
Capital Budget  
Programs – October  
31, 2017**

With regard to the Financial Update – Capital Budget Programs – October 31, 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. Squire

CARRIED.

**2018 Commission  
Meeting Dates**

With regard to the 2018 Commission Meeting Dates report, copy attached, Mr. Helmer moves, seconded by Mr. Sheppard, that the Commission CONFIRM the dates of the 2018 Commission regular meetings as follows, noting the meetings are held on the last Wednesday of the month with a starting time of 5:00 p.m.

Date

January 31, 2018		
February 28, 2018		
March 28, 2018		
April 25, 2018		
May 30, 2018		
June 27, 2018		
July 2018	-	Meeting at the call of the Chair
August 29, 2018		
September 26, 2018		
October 31, 2018		
November 28, 2018		
December 2018	-	Meeting at the call of the Chair

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

CARRIED.

**Retirement of Director  
of Transportation &  
Planning**

The Chair, on behalf of the Commission, expressed appreciation to Mr. John Ford, Director of Transportation & Planning, for his 27 years of service for the London Transit Commission and 37 years in public transit and wished him the very best on his retirement in the coming weeks.

**Date of Next  
Meeting**

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

Wednesday, January 31, 2018 at 5:00 p.m.

**Adjournment**

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

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Sheryl Rooth                    -                    Chair

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Caroline Roy                    -                    Secretary