

**MINUTES OF THE LONDON TRANSIT COMMISSION
HELD IN THE COMMISSION BOARDROOM AT 5:00PM
ON WEDNESDAY, FEBRUARY 28, 2018**

Those present were

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

Also present were

Mrs. Kelly Paleczny	-	General Manager
Mrs. Katie Burns	-	Director of Planning
Mrs. Joanne Galloway	-	Director of Human Resources
Mr. Mike Gregor	-	Director of Finance
Mr. Craig Morneau	-	Director of Fleet & Facilities
Mr. Shawn Wilson	-	Director of Operations
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. Helmer 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. Sheppard moves, seconded by Mr. Helmer, the minutes of the meeting held on January 31, 2018 be APPROVED. CARRIED.

**2018 Commission
Work Program**

With regard to the 2018 Commission Work Program report, Mr. Sheppard moves, seconded by Mr. Helmer, that the Commission APPROVE the 2018 Work Program as set out in Enclosure I noting the program is congruent with the approved 2015-2018 Business Plan and associated 2015–2018 Financial Plan.

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

CARRIED.

**Voice of the
Customer – 2017
Survey**

With regard to the Voice of the Customer – 2017 Survey report, copy attached, Mr. Helmer moves, seconded by Mr. Southern, the report be NOTED and FILED.

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

CARRIED.

2017 Annual Service Performance Report – Conventional Transit Service

With regard to the 2017 Annual Service Performance Report – Conventional Transit Service report, copy attached, Mr. Sheppard moves, seconded by Mr. Helmer, the report be NOTED and FILED.

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

CARRIED.

2017 Attendance and Disability Management Programs

With regard to the 2017 Attendance and Disability Management Programs report, copy attached, Mr. Helmer moves, seconded by Mr. Southern, the report be NOTED and FILED.

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

CARRIED.

IT Update

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

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

CARRIED.

Date of Next Meeting

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

Wednesday, March 28, 2018 at 5:00pm

Adjournment

Mr. Helmer moves, seconded by Mr. Sheppard, the meeting be adjourned. CARRIED. The meeting adjourned at 6:30pm

Sheryl Rooth - Chair

Caroline Roy - Secretary