

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

Those present were

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

Absent with regret was

Mr. Phil Squire	-	Commissioner
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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
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 as amended, Mr. Helmer moves, seconded by Mr. Southern the acceptance of the agenda as amended. CARRIED.

Disclosures of Pecuniary Interest

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

Minutes

Mr. Helmer moves, seconded by Mr. Sheppard, the minutes of the meeting held on February 28, 2018 be APPROVED. CARRIED.

1st 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 1st Report of the Accessible Public Transit Service Advisory Committee meeting held on March 12, 2018.

With regard to the presentation and report, copy attached, Mr. Helmer moves, seconded by Mr. Southern, the report be NOTED and FILED.

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

CARRIED.

2017 Draft Auditor's Report

The Commission received a presentation from Katie denBok and Eric Mallory of KPMG, regarding the 2017 audit and related financial statements.

With regard to the presentation and 2017 Draft Auditor's Report, copy attached, Mr. Helmer moves, seconded by Mr. Sheppard, the Commission APPROVE the 2017 Draft Auditor's Report and Financial Statements, as per Enclosure I.

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

CARRIED.

**2017 Draft
Pension
Fund Audit**

With regard to the 2017 Draft Pension Fund Audit report, copy attached, Mr. Helmer moves, seconded by Mr. Sheppard, the Commission:

- (i) TABLE the draft financial statements, as set out in Enclosure I, relating to the non-insured pension fund as at December 31, 2017 noting the only outstanding audit requirement relates to the receipt of a required outstanding verification report from Manulife; and
- (ii) DIRECT the administration to present, at a future meeting, the final audited statements noting the final statements are to be forwarded to the Financial Services Commission of Ontario as required under the Pension Benefits Act.

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

CARRIED.

**Status of
Reserves and
Reserve Funds
– December 31,
2017**

With regard to the Status of Reserves and Reserve Funds – December 31, 2017 report, copy attached, Mr. Southern moves, seconded by Mr. Sheppard, the report be NOTED and FILED.

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

CARRIED.

**Recosted 2018
Operating
Budget
Program**

With regard to the Recosted 2018 Operating Budget Program report, copy attached, Mr. Sheppard moves, seconded by Mr. Southern, the Commission:

- i) APPROVE the recosted 2018 operating expenditure budget for London's public transit services of \$78,321,600 as summarized on the following table;

Description	Conventional Transit	Specialized Transit	Total
Revenue			
Transportation revenue	\$ 34,374,700	\$ 644,900	\$ 35,019,600
Operating revenue	1,383,700	-	1,383,700
Transfer from reserves	780,000	-	780,000
Provincial funding	7,832,600	2,110,500	9,943,100
Total Revenue	44,371,000	2,755,400	47,126,400
Expenditure			
Personnel cost	48,271,100	924,600	49,195,700
Fuel	7,089,100	-	7,089,100
Direct bus maintenance	5,783,100	-	5,783,100
Facility	3,080,500	-	3,080,500
Insurance	1,995,000	-	1,995,000
Contribution to reserves	1,455,400	-	1,455,400
Contracted service costs	-	6,903,900	6,903,900
All other material costs	2,684,200	134,700	2,818,900
Total Expenditures	70,358,400	7,963,200	78,321,600
City of London	\$ 25,987,400	\$ 5,207,800	\$ 31,195,200

noting the recosted budget:

- reflects the impact of emergent issues/trends arising since the 2018 operating budget was first prepared and approved including consideration of actual to budget 2017 operating performance results;
- includes a placeholder amount relating to the 2017 fare increase deferral as well as the 2018 fare increase which was included in the multi-year budget totaling \$1,783,800; and
- maintains the 2018 City of London operating investment as initially approved by the Commission at \$30,913,200 and approved by Municipal Council with an additional \$282,000 associated with Municipal Council's prior approval of the Business Case relating to the Dundas Place project and the removal of buses off Dundas Street.

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

CARRIED.

**Recosted 2018
Capital Budget
Program**

With regard to the Recosted 2018 Operating Budget Program report, copy attached, Mr. Sheppard moves, seconded by Mr. Helmer, that the Commission APPROVE the recosted 2018 capital budget of \$12,341,200 as summarized below noting the recosted budget reflects the previously approved 2018 capital budget program (Staff Report #5, August 30, 2017), updated pricing for 2018 bus replacement/expansion programs and carry forward amounts relating to deferred or active 2017 capital projects.

2018 Recosted Capital Budget

Description	Source of Investment				Total
	Capital Program Reserve	City of London	Federal Gas Tax	Provincial Gas Tax	
Stop Upgrades	\$ 37,000	\$ -	\$ -	\$ -	\$ 37,000
Service Fleet	40,000	-	-	-	40,000
Shop Equipment	200,000	-	-	-	200,000
Software and Hardware	350,000	-	-	250,000	600,000
Facility Upgrades	-	300,000	-	-	300,000
Bus Replacements (8)	-	2,224,800	1,500,000	836,000	4,560,800
Bus Expansion (4)	-	1,200,200	-	1,178,200	2,378,400
Fleet Radio Replacement	-	312,500	-	312,500	625,000
TMP 2030 - BRT Strategy	-	-	-	1,500,000	1,500,000
Fare Processing Equipment	-	747,500	-	747,500	1,495,000
Smart Card Program	-	-	-	605,000	605,000
	\$ 627,000	\$ 4,785,000	\$ 1,500,000	\$ 5,429,200	\$ 12,341,200

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

CARRIED.

**Contract Award –
Leasing of
Transit Radial
Tires**

With regard to the Contract Award – Leasing of Transit Radial Tires report, copy attached, Mr. Helmer moves, seconded by Mr. Southern, the Commission APPROVE the optional five year contract extension with Bridgestone Canada effective April 1, 2018, for the supply of transit radial tires, noting year one rates have been reduced by 9.3% with subsequent increases of 5% in year two and three and 4% in year four and five.

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

CARRIED.

**Investing in
Canada
Infrastructure
Plan – Public
Transit Stream**

With regard to the Investing in Canada Infrastructure Plan – Public Transit Stream report, copy attached, Mr. Sheppard moves, seconded by Mr. Southern, the report be NOTED & FILED.

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

CARRIED.

**Buses off
Dundas Street
– Update**

With regard to the Buses off Dundas Street – Update report, copy attached, Mr. Southern moves, seconded by Mr. Sheppard, the report be NOTED & FILED.

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

CARRIED.

**Industrial
Service
Strategy
Update**

With regard to the Industrial Service Strategy Update report, copy attached, Mr. Sheppard moves, seconded by Mr. Helmer, the report be NOTED & FILED.

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

CARRIED.

Impact of 2018 Road Construction – Conventional Transit Service

With regard to the Impact of 2018 Road Construction – Conventional Transit Service report, copy attached, Mr. Sheppard moves, seconded by Mr. Helmer, administration PREPARE for the April 25, 2018 Commission meeting, a communication plan for sharing transit service impact related to the 2018 Road Construction.

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

CARRIED.

Mr. Helmer moves, seconded by M. Sheppard, the report be NOTED & FILED.

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

CARRIED.

Organizational Structure Update

With regard to the Organizational Structure Update report, copy attached, Mr. Sheppard moves, seconded by Mr. Helmer, the report be NOTED & FILED.

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

CARRIED.

Verbal InfoWeb Update

With regard to the verbal InfoWeb Update, Mr. Sheppard moves, seconded by Mr. Helmer, the verbal report be NOTED & FILED.

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

CARRIED.

Verbal Smart Card – Stored Value Update

With regard to the verbal Smart Card – Stored Value Update, Mr. Sheppard moves, seconded by Mr. Helmer, the verbal report be NOTED & FILED.

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

CARRIED.

Date of Next Meeting

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

Wednesday, April 25, 2018 at 5:00pm

Adjournment

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

Sheryl Rooth - Chair

Caroline Roy - Secretary