

**MINUTES OF THE LONDON TRANSIT COMMISSION  
HELD IN THE COMMISSION BOARDROOM AT 5:00PM  
ON WEDNESDAY, APRIL 25, 2018**

Those present were

Mrs. Sheryl Rooth	-	Chair
Mr. Dean Sheppard	-	Vice Chair
Mr. Jesse Helmer	-	Commissioner
Mr. Phil Squire	-	Commissioner
Mr. Eric Southern	-	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 as amended, Mr. Southern moves, seconded by Mr. Helmer 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. Southern, the minutes of the meeting held on March 28, 2018 be APPROVED. CARRIED.

**Industrial Service  
Strategy Update**

With regard to the Industrial Service Strategy Update report, copy attached, Mr. Squire moves, seconded by Mr. Southern, the Commission ENDORSE the following service delivery models as options for discussion at the May 15, 2018 meeting with Industrial Service stakeholders:

- Fixed Route
- Trippers
- Branch Route
- Employment/Industrial Shuttle
- On-Demand Service
- Dynamic Service Delivery Options including:
  - First Mile / Last Mile
  - Micro Transit
  - Flex Routes
  - Specialized Integration
  - Guaranteed Ride Home
  - Trip Planning Integration

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

CARRIED.

**2017 Draft Annual Report**

With regard to the 2017 Draft Annual Report, copy attached, Mr. Helmer moves, seconded by Mr. Southern, the Commission:

- (i) APPROVE the Draft 2017 Annual Report, attached as Enclosure I; and
- (ii) DIRECT the administration forward the approved 2017 Annual Report to Municipal Council for its review and consideration.

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

CARRIED.

**2018 Transit Shelter Program**

With regard to the 2018 Transit Shelter Program report, copy attached, Mr. Helmer moves, seconded by Mr. Southern, the Commission:

- i. APPROVE the following list of warranted locations for installation of non-advertising shelters in 2018:
  1. Huron east of Highbury Eastbound
  2. Adelaide at Little Simcoe Northbound
  3. Oxford at Wharnccliffe Eastbound
  4. Oxford at Britannia Eastbound
  5. Wellington at Grand Northbound
  6. Oxford at Gammage Westbound
  7. Wharnccliffe at Wyatt Southbound
  8. Grenfell at Adelaide Eastbound
  9. Adelaide north of Dundas Northbound
  10. Thompson west of Chesterfield Westbound
  11. Hyde Park north of Gainsborough Southbound - Alternate
  12. Wonderland north of Bradley Northbound - Alternate

It being noted that:

- o the sites are subject to approval by the City of London (i.e. sightlines, utility locates, traffic flow and safety); and
- o if required, a signed encroachment agreement with the property owner must be obtained; and
- ii. APPROVE the associated increase in the 2018 capital budget for the Shelter Replacement Program by \$73,000, funded from the Provincial Gas Tax Reserve.

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

CARRIED.

**City of London Youth Bus Pass Program**

With regard to the City of London Youth Bus Pass Program report, copy attached, Mr. Southern moves, seconded by Mr. Helmer, the Commission APPROVE IN PRINCIPLE the discount structure set out below in relation to the new Youth Bus Pass, noting this structure is subject to approval by Municipal Council.

Number of passes sold per month	Discount Applied
500	10.0%
999	12.5%
1,000	15.0%
1,500	20.0%
2,000	25.0%

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

CARRIED.

**Impacts of New Fare Programs – Ridership Analysis**

With regard to the Impacts of New Fare Programs – Ridership Analysis report, copy attached, Mr. Squire moves, seconded by Mr. Southern, the report be NOTED and FILED.

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

CARRIED.

**2018 Work Program – Information Services – First Quarter Update**

With regard to the 2018 Work Program – Information Services – First Quarter Update report, copy attached, Mr. Helmer moves, seconded by Mr. Southern, the report be NOTED and FILED.

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

CARRIED.

**2018 Work Program – Human Resources – First Quarter Update**

With regard to the 2018 Work Program – Human Resources – First Quarter Update report, copy attached, Mr. Helmer moves, seconded by Mr. Southern, the report be NOTED and FILED.

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

CARRIED.

**2018 Work Program – Fleet & Facilities – First Quarter Update**

With regard to the 2018 Work Program – Fleet & Facilities – First Quarter Update report, copy attached, Mr. Helmer moves, seconded by Mr. Southern, the report be NOTED and FILED.

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

CARRIED.

**2018 Work Program – Operations – First Quarter Update**

With regard to the 2018 Work Program – Operations – First Quarter Update report, copy attached, Mr. Southern moves, seconded by Mr. Helmer, the report be NOTED and FILED.

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

CARRIED.

**2018 Work Program – Planning – First Quarter Update**

With regard to the 2018 Work Program – Planning – First Quarter Update report, copy attached, Mr. Southern moves, seconded by Mr. Squire, the report be NOTED and FILED.

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

CARRIED.

**Public Transit Infrastructure Fund Program Update**

With regard to the Public Transit Infrastructure Fund Program Update report, copy attached, Mr. Helmer moves, seconded by Mr. Southern, the report be NOTED and FILED.

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

CARRIED.

**Financial Update – Conventional Transit Services – Operating Budget – March 31, 2018**

With regard to the Financial Update – Conventional Transit Services – Operating Budget – March 31, 2018 report, copy attached, Mr. Helmer moves, seconded by Mr. Southern, the report be NOTED and FILED.

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

CARRIED.

**Financial Update – Specialized Transit Services – Operating Budget – March 31, 2018**

With regard to the Financial Update – Specialized Transit Services – Operating Budget – March 31, 2018 report, copy attached, Mr. Helmer moves, seconded by Mr. Southern, the report be NOTED and FILED.

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

CARRIED.

**Financial Update –  
Capital Budget  
Programs – March 31,  
2018**

With regard to the Financial Update –Capital Budget Programs – March 31, 2018 report, copy attached, Mr. Helmer moves, seconded by Mr. Southern, the report be NOTED and FILED.

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

CARRIED.

**General Manager  
Evaluation Process**

With regard to the General Manager Evaluation Process, Mr. Squire moves, seconded by Mr. Southern, administration PREPARE a report regarding the process for presentation at a future Commission meeting.

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

CARRIED.

**Date of Next  
Meeting**

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

Wednesday, May 30, 2018 at 5:00pm

**In Camera Session**

Consistent with the provision of Section 239 of the Municipal Act, Mr. Southern moves, seconded by Mr. Sheppard, the Commission move In Camera to CONSIDER:

- 1) Personnel matters about identifiable individuals, including municipal or local board employees.

CARRIED.

At the In Camera session, the Commission met to CONSIDER:

- 1) Personnel matters about identifiable individuals, including municipal or local board employees.

**Investigations of any  
Individual Harassment  
and/or Discrimination  
Allegations**

With regard to the Investigations of any Individual Harassment and/or Discrimination Allegations, Mr. Helmer moves, seconded by Mr. Squire, the London Transit Commission utilize a third party to IMPLEMENT a process to:

- i. Conduct an intake of complaints and, where appropriate, conduct investigations of any individual harassment and/or discrimination allegations; and
- ii. Conduct an assessment of our program and practices relating to harassment and discrimination. This includes getting feedback in a variety of ways from employees on their experiences relating to the program and a top to bottom review of our policies.

Giving consideration to utilizing the same third party that has been retained by the City of London.

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

CARRIED.

**Adjournment**

Mr. Helmer moves, seconded by Mr. Sheppard, the meeting be adjourned. CARRIED. The meeting adjourned at 7:30pm

---

Sheryl Rooth - Chair

---

Caroline Roy - Secretary