

**MINUTES OF THE LONDON TRANSIT COMMISSION
HELD IN THE COMMISSION BOARDROOM AT 5:00PM
ON WEDNESDAY, JUNE 27, 2018**

Those present were

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|-------------------|---|--------------|
| 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 as amended, Mr. Helmer moves, seconded by Mr. Sheppard 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 May 30, 2018 be APPROVED. CARRIED.

2nd Report of the Accessible Public Transit Advisory Committee With regard to the 2nd Report of the Accessible Public Transit Advisory Committee meeting held on June 18, 2018, copy attached, Mr. Southern moves, seconded by Mr. Helmer the report be NOTED and FILED.

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

CARRIED.

Industrial Service Strategy Update With regard to the Industrial Service Strategy Update report, copy attached, Mr. Helmer moves, seconded by Mr. Sheppard, the Commission:

- i) APPROVE Employment Shuttles, TransCab/Dial-a-Ride, and Trippers as the three alternative service delivery models to be considered for pilot programs serving London's Industrial areas;
- ii) DIRECT administration to hold further consultations with industrial area employers to determine the viability of and most appropriate model for each area; and

With respect to item iii) that it BE AMENDED to DIRECT administration present the draft Industrial Service Strategy Report at the September 2018 Commission meeting rather than included as part of the Draft 2019 Service Plan to be presented in October 2018.

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

CARRIED.

2018 – 2019 General Insurance Program Renewal

With regard to the 2018 – 2019 General Insurance Program Renewal report, copy attached, Mr. Helmer moves, seconded by Mr. Sheppard, the Commission APPROVE:

- i) the general insurance program for the period of July 1, 2018 through June 30, 2019 at a total annual cost of \$1,302,751 exclusive of applicable sales tax and deductible costs, the particulars of which are as follows:

| Coverage | Premium | Insurer |
|--------------------------------|----------------|---------------------|
| Automobile | \$ 1,093,707 | Zurich |
| Additional Liability (\$5 mil) | 34,000 | Catlin Canada |
| Property | 134,762 | Zurich |
| Travel Insurance | 750 | Industrial Alliance |
| Boiler & Machinery | 2,241 | Aviva |
| Directors & Officers | 13,800 | AIG |
| Environmental | 23,491 | Chubb |

and;

- ii) broker services for the period of July 1, 2018 through to June 30, 2019 with Marsh Canada at a cost of \$77,250.

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

CARRIED.

Specialized Services Contract Renewal

With regard to the Specialized Services Contract Renewal report, copy attached, Mr. Helmer moves, seconded by Mr. Sheppard, the Commission APPROVE:

- i) exercising the two year renewal option for the Primary Service Contract for the delivery of specialized services with Voyageur Transportation Services for the period of August 1, 2018 – July 31, 2020 inclusive of a 12% increase in hourly rate (from \$46.68 to \$52.28) effective August 1, 2018; and
- ii) a 12% increase to the hourly rate (from \$45.25 to \$50.68) of the Secondary Service Contract effective August 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. Helmer, Mr. Sheppard, Mr. Southern and Mr. Squire.

CARRIED.

2018 Road Construction Update

With regard to the 2018 Road Construction Update report, copy attached, Mr. Helmer moves, seconded by Mr. Sheppard, the report be NOTED and FILED.

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

CARRIED.

Financial Update – Conventional Budget – May 31, 2018

With regard to the Financial Update – Conventional Budget – May 31, 2018 report, copy attached, Mr. Sheppard moves, seconded by Mr. Southern, the report be NOTED and FILED.

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

CARRIED.

**Financial Update –
Specialized Budget –
May 31, 2018**

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

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

CARRIED.

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

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

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

CARRIED.

**Reporting of
Performance
Indicators**

With regard to the Reporting of Performance Indicators, Mr. Sheppard moves, seconded by Mr. Helmer, the verbal update be NOTED and FILED.

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

CARRIED.

**Date of Next
Meeting**

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

Wednesday, August 29, 2018 at 5:00pm

Adjournment

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

Sheryl Rooth - Chair

Caroline Roy - Secretary