

**MINUTES OF THE LONDON TRANSIT COMMISSION
HELD IN THE COMMISSION BOARDROOM AT 5:00PM
ON WEDNESDAY, AUGUST 29, 2018**

Those present were

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

With regret:

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, 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. Helmer moves, seconded by Mr. Sheppard, the minutes of the meeting held on June 27, 2018 be APPROVED. CARRIED.

**2019 Operating
Budget Program**

With regard to the 2019 Operating Budget Program report, copy attached, Mr. Helmer moves, seconded by Mr. Sheppard, the Commission CONFIRMED the 2019 Operating Budget Submission, as previously approved on August 26, 2015 as part of the multi-year budget submission, noting the 2019 Operating Budget consists of the following:

	Conventional	Specialized	Total
Total Operating Expenditure	\$ 74,688,400	\$ 9,281,800	\$ 83,970,200
Total Operating Revenue	47,332,600	3,763,400	51,096,000
Total City of London Investment	\$ 27,355,800	\$ 5,518,400	\$ 32,874,200

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

CARRIED.

2019 – 2028 Capital Budget Program

With regard to the 2019 – 2028 Capital Budget Program report, copy attached, Mr. Helmer moves, seconded by Mr. Sheppard, the Commission:

- i) APPROVE the 2019 Capital Budget Program of \$6,137,900 comprised of the following programs:

Program	Units	Amount
Bus replacement	8 \$	4,560,800
Bus expansion - existing service area	1	600,100
Facility upgrades		500,000
Information system software and hardware		200,000
Shop and garage equipment		200,000
Service fleet replacement		40,000
Stop upgrades		37,000
Total	9 \$	6,137,900

Funding		
Province of Ontario (Provincial gas tax)	\$	1,136,100
LTC capital program reserve fund		477,000
City of London		3,024,800
Federal gas tax program - C/L		1,500,000
Total	\$	6,137,900

noting identified funding from the City of London of \$3,024,800 and Federal Gas Tax program of \$1,500,000 is subject to the approval of Municipal Council as part of the City of London's 2019 budget approval process;

- ii) DIRECT the administration submit the recommended 2019 capital budget program, and provisional estimates for 2020 to 2028 to civic administration consistent with the City of London's reporting format.

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

CARRIED.

2018 Transit Shelter Program – Additional Alternate Locations

With regard to the 2018 Transit Shelter Program – Additional Alternate Locations report, copy attached, Mr. Helmer moves, seconded by Mr. Sheppard, the Commission APPROVE the following list of alternate shelter locations for possible installation of non-advertising shelters in 2018:

- i. Hyde Park south of Oxford southbound
- ii. Oxford east of Fanshawe College Blvd westbound
- iii. Culver east of Third westbound
- iv. Fanshawe College Blvd north of Fleming northbound
- v. Stanton south of Fanshawe Park Road southbound
- vi. Aldersbrook south of Brunswick southbound
- vii. Dundas west of Lyle eastbound
- viii. Highbury at Godfrey southbound
- ix. Dundas west of Elizabeth westbound

It being noted that:

- the sites are subject to approval by the City of London (i.e. sightlines, utility locates, traffic flow and safety); and
- if required, a signed encroachment agreement by the property owner must be obtained.

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

CARRIED.

September Service Update

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

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

CARRIED.

Key Performance Indicators – Customer Experience

With regard to the Key Performance Indicators – Customer Experience report, copy attached, Mr. Sheppard moves, seconded by Mr. Helmer, the report be NOTED and FILED.

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

CARRIED.

2018 Work Program – Corporate – Second Quarter Update

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

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

CARRIED.

Information Technology Update

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

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

CARRIED.

2018 Work Program – Human Resources – Second Quarter Update

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

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

CARRIED.

2018 Work Program – Planning – Second Quarter Update

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

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

CARRIED.

2018 Work Program – Operations – Second Quarter Update

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

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

CARRIED.

2018 Work Program – Finance – Second Quarter Update

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

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

CARRIED.

2018 Work Program – Fleet & Facilities – Second Quarter Update

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

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

CARRIED.

Harassment and Discrimination – Third Party Review Update

With regard to the Harassment and Discrimination – Third Party Review Update report, copy attached, Mr. Helmer moves, seconded by Mr. Sheppard, the report be NOTED and FILED.

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

CARRIED.

Financial Update – Conventional Budget – July 31, 2018

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

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

CARRIED.

Financial Update – Specialized Budget – July 31, 2018

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

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

CARRIED.

Financial Update – Capital Budget Programs – July 31, 2018

With regard to the Financial Update – Capital Budget Programs – July 31, 2018 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.

Date of Next Meeting

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

Wednesday, September 26, 2018 at 5:00pm

Adjournment

Mr. Helmer moves, seconded by Mr. Sheppard, the meeting be adjourned. CARRIED. The meeting adjourned at 6:45pm

Sheryl Rooth - Chair

Caroline Roy - Secretary