

**MINUTES OF THE LONDON TRANSIT COMMISSION  
HELD IN THE COMMISSION BOARDROOM AT 5:00PM  
ON WEDNESDAY, NOVEMBER 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. Squire moves, seconded by Mr. Helmer, the minutes of the meeting held on October 31, 2018 be APPROVED. CARRIED.

**Draft Ridership Growth Strategy**                      The Commission received a presentation from Yuval Grinspun and Matt Lattavo, Left Turn Right Turn regarding the Draft Ridership Growth Strategy report, copy attached, Mr. Helmer motioned, seconded by Mr. Sheppard, that initiatives F.41 Implement an employer partner program and F.45 Implement period fare caps on Smart Card accounts, listed in the London Transit Five Year Ridership Growth Strategy report, BE RECONSIDERED in the next steps of the review.

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

CARRIED.

Mr. Sheppard moves, seconded by Mr. Southern, the remainder of the report be NOTED and FILED.

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

CARRIED.

**Contract Award – 2019 Replacement & Expansion Buses**                      With regard to the Contract Award – 2019 Replacement & Expansion Buses report, copy attached, Mr. Southern moves, seconded by Mr. Helmer, the Commission:

- i. APPROVE the early purchase of the 2019 new bus requirements (8 replacement and 1 expansion) from New Flyer Industries, at a total cost of \$5,119,155, exclusive of applicable taxes; and

- ii. DIRECT the administration finalize the appropriate purchase order with New Flyer Industries.

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

CARRIED.

**2019 – 2022  
Business Plan**

With regard to the 2019 – 2022 Business Plan report, copy attached, Mr. Southern moves, seconded by Mr. Squire, the Commission the report be NOTED and FILED.

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

CARRIED.

**Public Transit  
Advocacy**

With regard to the Public Transit Advocacy 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.

**Voice of the  
Customer Update**

With regard to the Voice of the Customer Update report, 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.

**2018 Road  
Construction Update**

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

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

CARRIED.

**Information  
Technology Update**

With regard to the Information Technology Update report, 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

**2018 AODA Annual  
Update**

With regard to the 2018 AODA Annual Update report, copy attached, Mr. Helmer moves, seconded by Mr. Squire, the report be NOTED and FILED.

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

CARRIED.

**Performance  
Feedback and  
Planning Program  
Review**

With regard to the Performance Feedback and Planning Program Review 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  
– October 31, 2018**

With regard to the Financial Update – Conventional Budget – October 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 –  
Specialized Budget –  
October 31, 2018**

With regard to the Financial Update – Specialized Budget – October 31, 2018 report, 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.

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

With regard to the Financial Update – Capital Budget Programs – October 31, 2018 report, copy attached, Mr. Southern 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 date of the next meeting to be confirmed once

**Adjournment**

Mr. Sheppard moves, seconded by Mr. Southern, the meeting be adjourned. CARRIED. The meeting adjourned at 6:50 pm

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Sheryl Rooth                    -                    Chair

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Caroline Roy                    -                    Secretary