

**MINUTES OF THE LONDON TRANSIT COMMISSION
HELD IN THE COMMISSION BOARDROOM AT 5:00PM
ON WEDNESDAY AUGUST 28, 2019**

Those present were

Mrs. Sheryl Rooth	-	Chair
Mr. Phil Squire	-	Vice Chair
Mr. Jesse Helmer	-	Commissioner
Mr. Tariq Khan	-	Commissioner

With regret:

Mrs. Tanya Park	-	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
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. Khan 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. Khan moves, seconded by Mr. Squire, the minutes of the meeting held on June 26, 2019 be APPROVED. CARRIED.

**Email Cllr S. Lewis re
Route 35 Changes**

With regard to the email from Councillor Shawn Lewis dated July 15, 2019 re Route 35 Changes, copy attached, Mr. Helmer moves, seconded by Mr. Squire, the email be NOTED and FILED.

YEAS: Mrs. Rooth, Mr. Helmer, Mr. Khan and Mr. Squire.
NEAS: Mr. Khan

CARRIED.

**Request from
Commissioner T. Park
re Priority Seating
Policy**

With regard to the request from Tanya Park, Commissioner, re for administration to providing a verbal overview of London Transit's Priority Seating Policy, Mr. Helmer moves, seconded by Mr. Khan, the verbal overview be NOTED and FILED:

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

CARRIED.

**Contract Award –
Primary Service
Provider – Specialized
Service**

With regard to the Contract Award – Primary Service Provider – Specialized Service report, copy attached, Mr. Squire motioned, seconded by Mr. Helmer, the Commission DIRECT administration undertake a review of service delivery models for specialized transit services and report back to the Commission prior to this Commission's end of term (November 2022).

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

CARRIED.

Mr. Khan moves, seconded by Mr. Helmer, the Commission:

- i) ACCEPT the bid from Voyageur Transportation Services to operate as the primary service provider for the delivery of the specialized transit service for the five-year period (August 2020 to July 2025), with an option to extend the contract for a period of two years; and
- ii) DIRECT the administration finalize a contract with Voyageur Transportation Services, the parameters of which are defined by the request for proposal.

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

CARRIED.

**Contract Award –
Wayside Signs**

With regard to the Contract Award – Wayside Signs report, copy attached, Mr. Helmer moves, seconded by Mr. Khan, the Commission:

- i) ACCEPT the bid from Luminator Technology Group for the supply of wayside signs (10 8-line signs and 35 2-line signs); and
- ii) DIRECT the administration finalize a contract with Luminator Technology Group, the parameters of which are defined by the request for proposal.

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

CARRIED.

**2020-2023 Operating
Budget Program**

With regard to the 2020-2023 Operating Budget Program report, copy attached, Mr. Helmer motioned, seconded by Mr. Khan, the Commission DIRECT administration to work with civic administration to identify opportunities to smooth the 2020 base operating budget impact to City of London funding requirements.

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

CARRIED.

Mr. Helmer moves, seconded by Mr. Khan, the Commission:

- i) APPROVE the 2020 operating expenditure investment program for public transit services as set out in Enclosure I attached, of \$88,248,700 allocated as follows:

• conventional transit	\$77,740,500
• specialized transit	\$10,508,200
- ii) APPROVE the 2020 operating budget revenue program, comprised of transportation, operating revenues and transfers from reserves including Provincial Gas Tax for public transit services of \$49,293,600 allocated as follows:

• conventional transit	\$46,927,200
• specialized transit	\$ 2,366,400
- iii) APPROVE a request for City of London investment in support of the 2020 operating budget program for transit services of \$38,955,100 allocated as follows:

• conventional transit	\$30,813,300
• specialized transit	\$ 8,141,800

- iv) APPROVE the 2021-2023 operating budget estimates (revenue and expenditure investment) as summarized in Enclosure I, for London's public transit services noting they exclude consideration of implementing the rapid transit strategy;
- v) DIRECT administration to submit the approved 2020 public transit services operating budget and the approved provisional operating estimates for 2021-2023 to the civic administration consistent with the City of London's reporting format; and
- vi) CONFIRM the revision of the administrative guideline for the Provincial Gas Tax Reserve to provide for its depletion by 2024, moving toward utilization of the total annual Provincial Gas Tax allocation in the same budget year.

YEAS: Mrs. Rooth, Mr. Helmer and Mr. Khan
NEAS: Mr. Squire.

CARRIED.

2020-2029 Capital Budget Program

With regard to the 2020-2029 Capital Budget Program report, copy attached, Mr. Khan moves, seconded by Mr. Helmer, the Commission:

- i) APPROVE the 2020 capital budget program of \$16,360,300 comprised of the following programs:

Program	Units	Amount
Bus replacement	16	\$ 9,488,000
Bus expansion	4	3,251,600
Facility upgrades		500,000
Information system software and hardware		200,000
Shop and garage equipment		200,000
Service fleet replacement		130,000
Stop upgrades		440,700
Bus stop amenities		550,000
Operator barriers		1,100,000
Fare processing equipment		500,000
Total	20	\$16,360,300

Funding	Amount
Province of Ontario (Provincial gas tax)	\$ 3,120,300
LTC capital program reserve fund	970,700
Development charges - City of London	411,000
City of London	6,471,600
Federal gas tax program - C/L	1,500,000
Provincial - ICIP Project Funding	1,266,100
Federal ICIP Project Funding	1,520,600
Unfunded	1,100,000
Total	\$16,360,300

noting identified funding from the City of London of \$6,471,600 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 2020 budget approval process;

- ii) DIRECT the administration submit the recommended 2020 capital budget program, and provisional estimates for 2021 to 2029 to civic administration consistent with the City of London's reporting format.

YEAS: Mrs. Rooth, Mr. Helmer, Mr. Khan 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 motioned, seconded by Mr. Squire, the Commission DIRECT administration report back on the Rubin Thomlinson Summary Report Recommendations at the September 25, 2019 meeting.

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

CARRIED.

2019 Road Construction/Detour Update

With regard to the 2019 Road Construction/Detour Update report, copy attached, Mr. Helmer moves, seconded by Mr. Khan, the report be NOTED and FILED.

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

CARRIED.

2019 Work Program – Information Services – Second Quarter Update

With regard to the 2019 Work Program – Information Services – Second Quarter Update report, copy attached, Mr. Squire moves, seconded by Mr. Khan, the report be NOTED and FILED.

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

CARRIED.

2019 Work Program – Planning – Second Quarter Update

With regard to the 2019 Work Program – Planning – Second Quarter Update report, copy attached, Mr. Khan moves, seconded by Mr. Helmer, the report be NOTED and FILED.

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

CARRIED.

2019 Work Program – Operations – Second Quarter Update

With regard to the 2019 Work Program – Operations – Second Quarter Update report, copy attached, Mr. Helmer moves, seconded by Mr. Khan, the report be NOTED and FILED.

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

CARRIED.

2019 Work Program – Human Resources – Second Quarter Update

With regard to the 2019 Work Program – Human Resources – Second Quarter Update report, copy attached, Mr. Khan moves, seconded by Mr. Helmer, the report be NOTED and FILED.

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

CARRIED.

2019 Work Program – Fleet & Facilities – Second Quarter Update

With regard to the 2019 Work Program – Fleet & Facilities – Second Quarter Update report, copy attached, Mr. Helmer moves, seconded by Mr. Khan, the report be NOTED and FILED.

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

CARRIED.

2019 Work Program – Corporate Communications – Second Quarter Update

With regard to the 2019 Work Program – Corporate Communications – Second Quarter Update report, copy attached, Mr. Helmer moves, seconded by Mr. Khan, the report be NOTED and FILED.

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

CARRIED.

Financial Update – Conventional Transit Services – Operating Budget – July 31, 2019

With regard to the Financial Update – Conventional Transit Services – Operating Budget – July 31, 2019 report, copy attached, Mr. Squire moves, seconded by Mr. Khan, the report be NOTED and FILED.

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

CARRIED.

**Financial Update –
Specialized Transit
Services – Operating
Budget – July 31, 2019**

With regard to the Financial Update – Specialized Transit Services – Operating Budget – July 31, 2019 report, copy attached, Mr. Squire moves, seconded by Mr. Khan, the report be NOTED and FILED.

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

CARRIED.

**Financial Update –
Capital Budget
Programs – July 31,
2019**

With regard to the Financial Update – Capital Budget Programs – July 31, 2019 - report, copy attached, Mr. Squire moves, seconded by Mr. Khan, the report be NOTED and FILED.

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

CARRIED.

Date of Next Meeting

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

Wednesday September 25, 2019

Adjournment

Mr. Squire moves, seconded by Mr. Khan, the meeting be adjourned. CARRIED.
The meeting adjourned at 6:30PM.

Sheryl Rooth - Chair

Caroline Roy - Secretary