

**MINUTES OF THE LONDON TRANSIT COMMISSION
HELD IN THE COMMISSION BOARDROOM AT 5:05 P.M.
ON WEDNESDAY, JUNE 21, 2017**

Those present were

Mrs. Sheryl Rooth - Chair
Mr. Dean Sheppard - Vice Chair
Mr. Jesse Helmer - Commissioner
Mr. Eric Southern - Commissioner

Absent with regret was

Mr. Phil Squire - Commissioner

Also present were

Mrs. Kelly Paleczny - General Manager
Mr. John Ford - Director of Transportation & Planning
Mrs. Joanne Galloway - Director of Human Resources
Mr. Mike Gregor - Director of Finance
Mr. Craig Morneau - Director of Fleet & Facilities
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 31, 2017 be APPROVED. CARRIED.

**2017-2018 General
Insurance Program
Renewal**

With regard to the 2017-2018 General Insurance Program Renewal report, Mr. Helmer moves, seconded by Mr. Southern, the Commission APPROVE:

- i) the general insurance program for the period of July 1, 2017 through June 30, 2018 at a total annual cost of \$1,263,592 exclusive of applicable sales tax and deductible costs, the particulars of which are as follows:

Coverage	Premium	Insurer
Automobile	\$ 1,056,417	Zurich
Additional Liability (\$5 mil)	33,000	Catlin Canada
Property	133,893	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, 2017 through to June 30, 2018 with Marsh Canada at a cost of \$77,250.

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

CARRIED.

2016 Pension Fund Audit

With regard to the 2016 Pension Fund Audit report, Mr. Helmer moves, seconded by Mr. Southern, the Commission:

- i) APPROVE the financial statements, as set out in Enclosure I, relating to the non-insured pension fund as at December 31, 2016 noting the statements have not changed from those presented in the Draft version at the March 29, 2017 meeting; and
- ii) DIRECT the administration to forward the 2016 Pension Statements to the Financial Services Commission of Ontario as required under the Pension Benefits Act.

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

CARRIED.

Accessible Public Transit Service Advisory Committee - Application

With regard to the Accessible Public Transit Service Advisory Committee - Application report, Mr. Southern moves, seconded by Mr. Helmer, the Commission ACCEPT the application, as set out in Enclosure I, for a position as a voting member on the Accessible Public Transit Service Advisory Committee for a term ending November 30, 2018.

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

CARRIED.

Bill 148, the Fair Workplaces, Better Jobs Act, 2017

With regard to the Bill 148, the Fair Workplaces, Better Jobs Act, 2017 report, Mr. Helmer moves, seconded by Mr. Sheppard, the report be NOTED and FILED.

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

CARRIED.

Customer Safety and Security on Conventional Transit Service

With regard to the Customer Safety and Security on Conventional Transit Service report, Mr. Helmer made a motion, seconded by Mr. Sheppard, the Commission DIRECT administration investigate implementing an online system for reporting harassment onboard transit buses and report back on same at a future Commission meeting.

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

CARRIED.

Mr. Southern moves, seconded by Mr. Helmer, the report be NOTED and FILED.

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

CARRIED.

IT Update

With regard to the IT Update report, Mr. Southern moves, seconded by Mr. Sheppard, the report be NOTED and FILED.

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

CARRIED.

Semi-Express Service – Stop Warrant Guideline

With regard to the Semi-Express Service – Stop Warrant Guideline report, Mr. Sheppard made a motion, seconded by Mr. Southern, the Commission DIRECT administration evaluate the semi-express service in comparison to the service guidelines of these routes and report back on same as part of the Draft 2018 Conventional Service Plan report.

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

CARRIED.

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

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

CARRIED.

**Financial Update –
Conventional Transit
Services – Operating
Budget – May 31, 2017**

With regard to the Financial Update – Conventional Transit Services – Operating Budget – May 31, 2017 report, copy attached, Mr. Southern moves, seconded by Mr. Helmer, the report be NOTED and FILED.

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

CARRIED.

**Financial Update –
Specialized Transit
Services – Operating
Budget – May 31, 2017**

With regard to the Financial Update – Specialized Transit Services – Operating Budget – May 31, 2017 report, copy attached, Mr. Helmer moves, seconded by Mr. Sheppard, the report be NOTED and FILED.

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

CARRIED.

**Financial Update –
Capital Budget
Programs – May 31,
2017**

With regard to the Financial Update – Capital Budget Programs – May 31, 2017 report, copy attached, Mr. Helmer moves, seconded by Sheppard, the report be NOTED and FILED.

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

CARRIED.

**PTIF Project Contract
Award – 2018
Replacement Buses**

With regard to the PTIF Project Contract Award – 2018 Replacement Buses report, Mr. Sheppard moves, seconded by Mr. Southern, the Commission:

- i. APPROVE the early purchase of the 2018 new bus requirements (8 replacement for 2018, 4 expansion for 2018, and 7 replacement for 2019) from New Flyer Industries, at a total cost of \$10,369,630, exclusive of applicable taxes; and
- ii. DIRECT the administration finalize the appropriate purchase order with New Flyer Industries.

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

CARRIED.

**Date of Next
Meeting**

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

Wednesday, August 30, 2017 at 5:00 p.m.

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:

- i. A matter pertaining to reports, advice and recommendations of officers and employees of the Commission, including communications necessary for that purpose and for the purpose of providing instructions and directions to officers and employees of the Commission concerning contractual negotiations with post-secondary institutions, the disclosure of which could reasonably be expected to interfere with those negotiations.

CARRIED.

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

- i. A matter pertaining to reports, advice and recommendations of officers and employees of the Commission, including communications necessary for that purpose and for the purpose of providing instructions and directions to officers and employees of the Commission concerning contractual negotiations with post-secondary institutions, the disclosure of which could reasonably be expected to interfere with those negotiations.

Pursuant to procedural requirement of Section 239 of the Municipal Act the Commission REPORTED PROGRESS on:

- i. A matter pertaining to reports, advice and recommendations of officers and employees of the Commission, including communications necessary for that purpose and for the purpose of providing instructions and directions to officers and employees of the Commission concerning contractual negotiations with post-secondary institutions, the disclosure of which could reasonably be expected to interfere with those negotiations.

CARRIED.

Adjournment

Mr. Helmer moves, seconded by Mr. Sheppard, the meeting be adjourned. CARRIED.
The meeting adjourned at 6:35 p.m.

Sheryl Rooth - Chair

Caroline Roy - Secretary