

London Transit Commission - 2019 Provisional Work Program

Program	Priority	Strategic Outcome	Integrated, Affordable Mobility Engaged, Diverse Workplace Fiscal Accountability	Open, Transparent & Understood Effectively Utilized Infrastructure	Time Frame												Lead	Internal Support			External Resource	Program Category
					J	F	M	A	M	J	J	A	S	O	N	D		1	2	3		
1 Service Planning and Development (mid to long term)																						
1-1	Reviews/assessment Medium to long term service planning and development	1A	■	■																Carry Fwd		
	(a) Participate on Shift Steering Committee																			KP KB		
	(b) Participate on Rapid Transit Implementation Working Group																			KP KB		
1-2	Participation - My Dundas Place Program - COL initiative	1A & 1B	■																	KB		
1-3	Identification of Stops - Visually Impaired	1A & 1B																		TBS KB KP		
1-4	Continued Assessment of Transit in Industrial Areas	1A																		KB		
1-5	Rapid Transit Branding	1A																		KP SMT		
1-6	Finalize Ridership Growth Strategy	1A & 1B	■																	KP SMT		
1-7	Finalize 5 Year Conventional Transit Service Plan (2020-2024)	1A																		KB SMT		
1-8	Finalize 5 Year Specialized Transit Service Plan (2020-2024)	1A & 2B	■																	KP SMT		
2 Service Planning and Development (short term)																						
2-1	2019 Service Plan- Conventional Transit	1A & 1B	■																	KB SW		
	(a) Assessment, development, recommendation																					
	(b) Implementation																					
2-2	2019 Stop/Shelter program (accessibility upgrades, new shelter locations)	1B	■																	KB PG		
	(a) Assessment																					
	(b) Implementation																			A		
	(c) Shelter replacement program																					
2-3	2019 Service Plan - Specialized Service	1A & 1B	■																	KP CM		
	(a) Assessment, development, approval																			B/C		
	(b) Implementation																					
2-4	Integration of Specialized and Conventional Services	1A	■																	KP SW CM		
	(a) Assessment & Implementation																			KP SW CM		
2-5	2020 Service Plan - Conventional Transit																					
	(a) Assessment, development, recommendation	1A & 1B	■																	KB SW		
3 Education, Awareness and Advocacy Program																						
3-1	Ontario Public Transit Association	3																		KP		
3-2	CUTA Ontario Regional Committee	3																		KP		
3-3	CUTRIC Membership	3																		KP		
	(a) Electric Bus Pilot Program																			KP SW CM		
3-4	Drop-in Sessions - Commission	3																		Comm SMT		
3-5	Participation - City of London Diversity Working Group	2B																		JH		
3-6	AODA - Integrated Accessibility Standard - ongoing Implementation	2A	■																	KP SMT A		
3-7	AODA - Annual Status Report	2A	■																	KP SMT		

London Transit Commission - 2019 Provisional Work Program

Program	Priority	Strategic Outcome	Integrated, Affordable Mobility Engaged, Diverse Workplace Fiscal Accountability	Open, Transparent & Understood Effectively Utilized Infrastructure	Time Frame												Lead	Internal Support			External Resource	Program Category
					J	F	M	A	M	J	J	A	S	O	N	D		1	2	3		
3-8 AODA - Participation on Accessibility Standards Advisory Council	2A															KP	SMT				Annual	
3-9 AODA - Update of Accessibility Plan (5-year Plan)																KP	SMT					
3-10 Participation on City of London Age Friendly London Network	2B															TC	SMT				Annual	
4 Health, Safety and Emergency Preparedness																						
4-1 2018 Health & Safety Work Program - review and final report	2A & 2B															JG	H&S	SMT			Annual	
4-2 2019 Health & Safety Work Program (**)	2A & 2B															JG	H&S	SMT			Annual	
(a) Development and Approval																						
(b) Implementation																						
4-3 Participation on City of London EOCG	2A & 2B															TC	SW				Annual	
4-4 Mental Health/Wellness Strategy Implementation(**)	1A															JG	KP	SMT	H&S		Annual	
5 Asset Management Programs																						
5-1 2019 Bus Replacement/Expansion - order, delivery, PDI	2C															CM	KP				Annual	
5-2 Facility Upgrades	1A & 1B															CM					Annual	
5-3 Shop/Garage Equipment	2C															CM					Annual	
5-4 Service Fleet Replacement Program	2C															CM					Annual	
5-5 Upgrade/Maintenance of Information System Hardware/Platform	2C															PC	A		A		Annual	
5-6 Implementation of Technology Plan	2C															PC					Carry Fwd	
5-7 Federal Transit Infrastructure Projects(**)	2C															CM	SMT		TBD		Carry Fwd	
6 Financial Plan Development, Implementation and Management																						
2018 Fiscal Year																						
6-1 Corporate 2018 audit and related audit report	2A															TG	A	MG	B		Annual	
6-2 Pension Plan 2018 audit - pre-1989 pension plan	2A															MG	DB				Annual	
6-3 CUTA 2018 annual return - specialized and conventional	2A															MG					Annual	
6-4 Annual assessment report - 2018 reserve and reserve funds	2A															MG	KP				Annual	
6-5 Provincial gas tax annual report - 2018	2A															MG					Annual	
6-6 Annual Report 2018 (incl service report) - preparation, approval and distribution	2A															KP	SMT				Annual	
2019 Fiscal Year																						
6-7 2019 capital & operating budget approval process - City of London	2A															KP	MG				Annual	
6-8 Post-approval, recosting & implementation of 2019 budget program	2A															KP	SMT				Annual	
6-9 2019 operating & capital budget management & reporting	2A															MG	A				Annual	
6-10 Performance Management	2A															KP	A				Annual	
(a) Updating/development 2016-19 Performance Measures/Targets																						
(b) Quarterly operational performance review																						

London Transit Commission - 2019 Provisional Work Program

Program	Priority	Strategic Outcome	Integrated, Affordable Mobility Engaged, Diverse Workplace Fiscal Accountability Open, Transparent & Understood Effectively Utilized Infrastructure	Time Frame												Lead	Internal Support			External Resource	Program Category
				J	F	M	A	M	J	J	A	S	O	N	D		1	2	3		
2020-2024 Fiscal Years (budgets and provisional estimates)																					
6-11 Development/approval multi-year operating budget estimates	2A															MG	A				Annual
6-12 Development/approval 2020 capital budget and 2021-2029 estimates	2A															MG	A				Annual
6-13 2020-2024 Multi-Year City of London budget approval process	2A															KP	MG				Annual
Other Financial Management Programs																					
6-14 Smart card system development & phased implementation	2A																				Carry Fwd
(a) development/implementation communication strategy																CR	PC	KP			
(b) phased implementation of full system and fare media																PC	MG	KP			
6-15 Subsidized Transit Pilot Program Assessment	2A															MG					Carry Fwd
(a) Free transit for children 12 and under																					
(b) Income-related subsidized monthly pass																					
(c) Discounted Youth pass																					
7 Business Plan Implementation																					
7-1 Finalize 2019-2022 Business Plan																KP	SMT				
7-2 Finalize Ridership Growth Strategy																KP	SMT				
8 Human Resources Development																					
8-1 Annual performance report - Grievances 2015-2018	2A & 2B															JG	JH				Annual
8-2 Annual performance report - Mutual Respect/Human Rights 2015-2018	2A & 2B															JG	JH				Annual
8-3 Annual performance report - Attendance Management 2015-2018	2A & 2B															JG	JH				Annual
8-4 Annual performance report & audit - Bus Security Camera System	2A & 2B															MG	JG				Annual
8-5 Annual performance report - Corporate Training	2A & 2B															JG	KD				Annual
8-6 Driver Certification Program - Compliance Audit	2A															JG	KD		A		Annual
8-7 Organizational structure migration/development	1A															KP	SMT				Annual
8-8 2019 Contract Negotiations	2A															JG	SMT				New
8-9 Annual Review - Legislative Compliance	2A															JG	SMT				Annual
9 Process Review/Information System Management																					
9-1 Review of Time Tracker System	2B															MG	SW				Carry Fwd
9-2 Organizational Impact from Smart Card program	2B															MG	KP				Carry Fwd

