

**MINUTES OF THE LONDON TRANSIT COMMISSION
HELD IN THE COMMISSION BOARDROOM AT 5:00 P.M.
ON WEDNESDAY, MARCH 30, 2016**

Those present were

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

Regrets

Mr. Phil Squire	-	Commissioner
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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

There were two delegations and the general public was also in attendance.

Meeting to order

The Chair called the meeting to order.

**Completion and
Acceptance of
Agenda**

The Chair called for acceptance of the agenda, Mr. Southern 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. Sheppard moves, seconded by Mr. Southern, the minutes of the meetings held on March 2, 2016 and March 23, 2016 be APPROVED. CARRIED.

**1st Report
Accessible Public
Transit Service
Advisory Committee**

The Commission received a presentation from Bonnie Quesnel, Chair of the Accessible Public Transit Service Advisory Committee, regarding the 1st Report of the Accessible Public Transit Service Advisory Committee meeting held on March 1, 2016.

With regard to the presentation and report, copy attached, Mr. Sheppard moves, seconded by Mr. Southern, the report be NOTED and FILED.

CARRIED.

**2015 Draft Auditor's
Report**

The Commission received a presentation from Ian Jeffreys and Eric Mallory of KPMG, regarding the 2015 audit and related financial statements.

With regard to the presentation and 2015 Draft Auditor's Report, copy attached, Mr. Sheppard moves, seconded by Mr. Southern, the Commission APPROVE the 2015 Draft Auditor's Report and Financial Statements, as per Enclosure I.

CARRIED.

2015 Draft Pension Fund Audit

With regard to the 2015 Draft Pension Fund Audit report, copy attached, Mr. Sheppard moves, seconded by Mr. Helmer, the Commission:

- (i) TABLE the draft financial statements, as set out in Enclosure I, relating to the non-insured pension fund as at December 31, 2015 noting the only outstanding audit requirement relates to the receipt of a required outstanding verification report from Standard Life; and
- (ii) DIRECT the administration to present, at a future meeting, the final audited statements noting the final statements are to be forwarded to the Financial Services Commission of Ontario as required under the Pension Benefits Act.

CARRIED.

Letter from City Clerk Re 2016-2019 Multi-Year Operating

With regard to the letter from Cathy Saunders, City Clerk, re 2016-2019 Multi-Year Operating, copy attached, Mr. Sheppard moves, seconded by Mr. Southern, the letter be NOTED and FILED.

CARRIED.

Letter from City Clerk Re Strategic Investments

With regard to the letter from Cathy Saunders, City Clerk, re Strategic Investments, copy attached, Mr. Sheppard moves, seconded by Mr. Southern, the letter be NOTED and FILED.

CARRIED.

Status of Reserves and Reserve Funds – December 31, 2015

With regard to the Status of Reserves and Reserve Funds – December 31, 2015 report, copy attached, Mr. Southern moves, seconded by Mr. Sheppard, the report be NOTED and FILED.

CARRIED.

Route Review – Post-2019 Conventional Operating Requirements

With regard to the Route Review – Post-2019 Conventional Operating Requirements report, copy attached, Mr. Helmer moves, seconded by Mr. Sheppard, the Commission APPROVE the change in scope for Dillon Consulting with respect to the Route Review at a cost ranging from \$20,000 to \$35,000, noting the change in scope will require an additional two months to complete the project.

CARRIED.

Contract Award – Specialized Transit Scheduling/ Dispatching System

With regard to the Contract Award – Specialized Transit Scheduling/ Dispatching System report, copy attached, Mr. Southern moves, seconded by Mr. Sheppard, the Commission:

- i) ACCEPT the bid submission from RouteMatch Software for the supply and installation of a Specialized Transit Scheduling/Dispatching system, as specified in LTC's Request for Proposal (RFP), at an upset cost for the system (software and hardware) of \$682,800 exclusive of applicable taxes;
- ii) APPROVE the amendment to the capital budget program relating to this project, increasing the total budget to \$850,000, with the additional \$350,000 in funding being allocated from the Provincial Gas Tax Reserve; and
- iii) DIRECT administration finalize contract details with RouteMatch Software in consultation with the IBI Group and the Commission's legal counsel, noting the contract will be in keeping with the RFP related bid submission and clarification of same.

CARRIED.

Recosted 2016 Operating Budget Program

With regard to the Recosted 2016 Operating Budget Program, copy attached, Mr. Sheppard moves, seconded by Mr. Southern, the Commission:

- i) APPROVE the recosted 2016 operating expenditure budget for London's public transit services of \$69,767,100 as summarized on the following table,

Description	Conventional	Specialized	Total
	Transit	Transit	
Revenue			
Transportation revenue	\$ 31,906,500	\$ 582,600	\$ 32,489,100
Operating revenue	1,453,700		1,453,700
Transfer from reserves	780,000		780,000
Provincial funding	5,464,400	1,290,000	6,754,400
Total Revenue	\$ 39,604,600	\$ 1,872,600	\$ 41,477,200
Expenditure			
Personnel cost	\$ 43,317,200	\$ 827,500	\$ 44,144,700
Fuel	6,337,800		6,337,800
Direct bus maintenance and servicing	4,789,700		4,789,700
Facility	2,812,500		2,812,500
Insurance	1,868,100		1,868,100
Contribution to reserves	1,495,400		1,495,400
Contracted service costs	-	5,597,000	5,597,000
All other material costs	2,597,500	124,400	2,721,900
Total Expenditures	\$ 63,218,200	\$ 6,548,900	\$ 69,767,100
City of London	\$ 23,613,600	\$ 4,676,300	\$ 28,289,900

noting the recosted budget:

- reflects the impact of emergent issues/trends arising since the 2016 operating budget was first prepared and approved including consideration of actual to budget 2015 operating performance results; and
- maintains the 2016 City of London operating investment as initially approved by the Commission at \$28,289,900 and approved by Municipal Council on March 10, 2016.

CARRIED.

Recosted 2016 Capital Budget Program

With regard to the Recosted 2016 Capital Budget Program report, copy attached, Mr. Sheppard moves, seconded by Mr. Southern, the Commission APPROVE the recosted 2016 capital budget of \$13,936,700 as summarized below noting the recosted budget reflects the previously approved 2016 capital budget program (Staff Report #2, August 26, 2015), 2016 capital budget update (Staff Report #1, November 25, 2015) and carry forward amounts relating to active (in progress) 2015 capital projects.

Description	Source of Investment				Total
	Capital Program Reserve	City of London	Federal Gas Tax	Provincial Gas Tax	
Stop Upgrades	\$ 76,000	\$ -	\$ -	\$ 351,000	\$ 427,000
Service Fleet	80,000	-	-	-	80,000
Shop & Garage Equip and Small Tools	200,000	-	-	-	200,000
Information System Software and Hardware	475,000	-	-	500,000	975,000
Facility Upgrades	-	300,000	-	350,000	650,000
Bus replacement - 14 replacement buses	-	4,292,000	1,500,000	2,279,200	8,071,200
Bus expansion - 1 - existing serv. area	-	275,100	-	308,400	583,500
Fleet Radio Replacement	-	250,000	-	250,000	500,000
TMP 2030 - BRT Strategy	-	-	-	1,500,000	1,500,000
Smart Card Program	-	-	-	950,000	950,000
	\$ 831,000	\$ 5,117,100	\$ 1,500,000	\$ 6,488,600	\$ 13,936,700

CARRIED.

2015 Draft Annual Report

With regard to the 2015 Draft Annual Report, copy attached, Mr. Sheppard moves, seconded by Mr. Helmer, the Commission:

- APPROVE the Draft 2015 Annual Report, attached as Enclosure I; and
- DIRECT the administration forward the approved 2015 Annual Report to Municipal Council for its review and consideration.

CARRIED.

**Financial Update –
Conventional Transit
Services – Operating
Budget – February 29,
2016**

With regard to the Financial Update – Conventional Transit Services – Operating Budget – February 29, 2016 report, Mr. Sheppard moves, seconded by Mr. Helmer, the report be NOTED and FILED.

CARRIED.

**Financial Update –
Specialized Transit
Services – Operating
Budget – February 29,
2016**

With regard to the Financial Update – Specialized Transit Services – Operating Budget – February 29, 2016 report, Mr. Sheppard moves, seconded by Mr. Southern, the report be NOTED and FILED.

CARRIED.

**Financial Update –
Capital Budget
Programs – February
29, 2016**

With regard to the Financial Update – Capital Budget Programs – February 29, 2016 report, Mr. Sheppard moves, seconded by Mr. Helmer, the report be NOTED and FILED.

CARRIED.

**Date of Next
Meeting**

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

Wednesday, April 27, 2016 at 5:00 p.m.

Adjournment

Mr. Sheppard moves, seconded by Mr. Southern, the meeting be adjourned. CARRIED. The meeting adjourned at 6:05 p.m.

Sheryl Rooth - Chair

Caroline Roy - Secretary