

**MINUTES OF THE LONDON TRANSIT COMMISSION  
HELD IN THE COMMISSION BOARDROOM AT 5:00 P.M.  
ON WEDNESDAY, APRIL 26, 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. Sheppard moves, seconded by Mr. Helmer, the minutes of the meeting held on March 29, 2017 be APPROVED. CARRIED.

**Federal Budget –  
Public Transit  
Infrastructure Fund  
(PTIF)**

With regard to the Federal Budget – Public Transit Infrastructure Fund (PTIF) report, copy attached, Mr. Helmer moves, seconded by Mr. Sheppard, the Commission APPROVE the revised budget associated with the approved Public Transit Infrastructure Funding Program as set out in the following table.

<b>Total Project Budget</b>	<b>Federal Funding</b>	<b>Provincial Gas Tax</b>	<b>LTC Capital Program Reserve</b>	<b>City of London</b>
\$24,473,000	\$12,236,500	\$9,145,000	\$791,500	\$2,300,000

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

CARRIED.

**PTIF Project Contract  
Award – Automatic  
Passenger Counters  
for Remaining Fleet**

With regard to the PTIF Project Contract Award – Automatic Passenger Counters for Remaining Fleet report, copy attached, Mr. Helmer moves, seconded by Mr. Sheppard, the Commission CONFIRM the administration's award of a purchase order with Trapeze for the supply of automatic passenger counters for the remaining 70 buses in the fleet, at a cost of \$413,394 exclusive of applicable taxes.

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

CARRIED.

**PTIF Project Contract Award – Asphalt Repairs**

With regard to the PTIF Project Contract Award – Asphalt Repairs report, Mr. Helmer moves, seconded by Mr. Sheppard, the Commission CONFIRM the administration's award of a contract with Dufferin Construction relating to asphalt repairs at both the Highbury Avenue and Wonderland Road facilities at a cost of \$386,000 exclusive of applicable taxes.

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

CARRIED.

**PTIF Project Contract Award – Fuel Cardlock System**

With regard to the PTIF Project Contract Award – Fuel Cardlock System report, Mr. Helmer moves, seconded by Mr. Sheppard, the Commission CONFIRM the administration's award of a contract with Phoenix Petroleum relating to the replacement of the Fuel Cardlock System at the Highbury Avenue facility to be consistent with the one in use at the Wonderland Facility at a cost of \$48,079 inclusive of applicable taxes.

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

CARRIED.

**PTIF Project Contract Award – Hoist Replacement**

With regard to the PTIF Project Contract Award – Hoist Replacement report, Mr. Helmer moves, seconded by Mr. Sheppard, the Commission CONFIRM the administration's award of a contract with Phoenix Petroleum relating to the replacement of hoists at the Highbury Avenue facility, at a cost of \$348,221 exclusive of applicable taxes.

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

CARRIED.

**PTIF Project Contract Award – LED Lighting Upgrades**

With regard to the PTIF Project Contract Award – LED Lighting Upgrades report, Mr. Helmer moves, seconded by Mr. Sheppard, the Commission CONFIRM the administration's award of a contract with Gerrie Electric relating to LED Lighting Upgrades at the Wonderland Road facility at a cost of \$42,277 exclusive of applicable taxes.

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

CARRIED.

**PTIF Project Contract Award – Security Gate Replacement**

With regard to the PTIF Project Contract Award – Security Gate Replacement report, Mr. Helmer moves, seconded by Mr. Sheppard, the Commission CONFIRM the administration's award of a contract with Ontario Parking Systems relating to the replacement of security gates and supporting infrastructure at the Highbury Avenue facility, at a cost of \$60,250 exclusive of applicable taxes.

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

CARRIED.

**PTIF Project Contract Award – Bus Wash Replacement**

With regard to the PTIF Project Contract Award – Bus Wash Replacement report, Mr. Helmer moves, seconded by Mr. Sheppard, the Commission CONFIRM the administration's award of a contract with Westmatic Clean and Green relating to the replacement of the bus washes at the Highbury Avenue facility at a cost of \$689,187 exclusive of applicable taxes.

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

CARRIED.

**2017 Shelter Program**

With regard to the 2017 Shelter Program report, copy attached, Mr. Sheppard moves, seconded by Mr. Southern, the Commission APPROVE the following list of warranted locations for installation of non-advertising shelters in 2017:

1. Eastbound Oxford St East of Britannia Ave
2. Eastbound Southdale Rd West of Koru Crt
3. Southbound Hyde Park Rd North of Gainsborough Rd
4. Eastbound Beaverbrook Ave West of Wonderland Rd (alternate)

It being noted that:

- the sites are subject to approval by the City of London (i.e. sightlines, utility locates,

traffic flow and safety); and

- if required, a signed encroachment agreement with the property owner must be obtained.

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

CARRIED.

**2016 Draft Annual Report**

With regard to the 2016 Draft Annual Report report, copy attached, Mr. Southern moves, seconded by Mr. Helmer, the Commission:

- APPROVE the Draft 2016 Annual Report, attached as Enclosure I; and
- DIRECT the administration forward the approved 2016 Annual Report to Municipal Council for its review and consideration.

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

CARRIED.

**IT Project Update**

With regard to the IT Project Update report, copy attached, Mr. Helmer moves, seconded by Mr. Southern, the report be NOTED and FILED.

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

CARRIED.

**2017 Work Program – Finance – First Quarter Update**

With regard to the 2017 Work Program – Finance – First Quarter Update 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.

**2017 Work Program – Human Resources – First Quarter Update**

With regard to the 2017 Work Program – Human Resources – First Quarter Update 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.

**2017 Work Program – Fleet & Facilities – First Quarter Update**

With regard to the 2017 Work Program – Fleet & Facilities – First Quarter Update 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.

**2017 Work Program – Transportation & Planning – First Quarter Update**

With regard to the 2017 Work Program – Transportation & Planning – First Quarter Update 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 – Conventional Transit Services – Operating Budget – March 31, 2017**

With regard to the Financial Update – Conventional Transit Services – Operating Budget – March 31, 2017 report, copy attached, Mr. Sheppard 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 – March 31,  
2017**

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

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

CARRIED.

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

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

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

CARRIED.

**Rapid Transit  
Corridors**

With regard to the Rapid Transit Corridors verbal update, Mr. Helmer moves, seconded by Mr. Southern, the verbal update be NOTED and FILED.

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, May 31, 2017 at 5:00 p.m.

**Adjournment**

Mr. Helmer moves, seconded by Mr. Southern, the meeting be adjourned. CARRIED.  
The meeting adjourned at 6:00 p.m.

---

Sheryl Rooth - Chair

---

Caroline Roy - Secretary