

**MINUTES OF THE LONDON TRANSIT COMMISSION  
HELD IN THE COMMISSION BOARDROOM AT 5:00 P.M.  
ON WEDNESDAY, AUGUST 30, 2017**

Those present were

Mrs. Sheryl Rooth	-	Chair
Mr. Dean Sheppard	-	Vice Chair
Mr. Jesse Helmer	-	Commissioner
Mr. Phil Squire	-	Commissioner

Absent with regret was

Mr. Eric Southern	-	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
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. 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 June 21, 2017 be APPROVED. CARRIED.

**Potential Subsidized  
Bus Pass for Youth  
Between 13 to 18  
Years of Age**

With regard to the Potential Subsidized Bus Pass for Youth Between 13 to 18 Years of Age verbal update, Mr. Helmer moves, seconded by Mr. Sheppard, the verbal report be NOTED and FILED.

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

CARRIED.

**PTIF Project Contract  
Award – Strategic  
Assessment of LTC  
Facility Needs and  
Path Forward**

With regard to the PTIF Project Contract Award – Strategic Assessment of LTC Facility Needs and Path Forward report, Mr. Helmer moves, seconded by Mr. Sheppard, the Commission ACCEPT the bid submission from IBI Group for the completion of a Strategic Assessment of LTC Facility Needs and Path Forward, as specified in LTC's Request for Proposal (RFP), at a total upset cost of \$61,988 exclusive of applicable taxes.

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

CARRIED.

**PTIF Project Contract Award – AVLC System Upgrade**

With regard to the PTIF Project Contract Award - AVLC System Upgrade report, Mr. Helmer moves, seconded by Mr. Sheppard, the Commission ACCEPT the quote from Trapeze Software Group Inc. for the upgrade of the current Automatic Vehicle Location/Communication system at a total upset cost of \$278,773 exclusive of applicable taxes.

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

CARRIED.

**LTC Fare Program**

With regard to the LTC Fare Program report, Mr. Sheppard moves, seconded by Mr. Helmer, the Commission:

- i) APPROVE the deferral of a fare adjustment in 2017;
- ii) DIRECT administration to identify an alternative source of funding for the revenue shortfall related to the deferral as part of the 2017 year end process; and
- iii) DIRECT administration to issue a request for proposal for the creation of a Ridership Growth Strategy and related Fare Option Assessment for implementation in 2018.

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

CARRIED.

**2018 Operating Budget Program**

With regard to the 2018 Operating Budget Program report, Mr. Helmer moves, seconded by Mr. Sheppard, the Commission CONFIRM the 2018 Operating Budget Submission, as previously approved on August 26, 2015 as part of the multi-year budget submission, noting the 2018 Operating Budget consists of the following:

	Conventional	Specialized	Total
Total Operating Expenditure	\$ 70,048,600	\$ 7,489,400	\$ 77,538,000
Total Operating Revenue	44,343,200	2,281,600	46,624,800
Total City of London Investment	\$ 25,705,400	\$ 5,207,800	\$ 30,913,200

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

CARRIED.

**2018 – 2027 Capital Budget Program**

With regard to the 2018 – 2027 Capital Budget Program report, Mr. Helmer moves, seconded by Mr. Sheppard, the Commission:

- i) APPROVE the 2018 capital budget program of \$7,643,800 comprised of the following programs:

Program	Units	Amount
Bus replacement	8 \$	4,466,400
Bus expansion - existing service area	4	2,400,400
Facility upgrades		300,000
Information system software and hardware		200,000
Shop and garage equipment		200,000
Service fleet replacement		40,000
Stop upgrades		37,000
Total	12 \$	7,643,800
Funding		
Province of Ontario (Provincial gas tax)	\$	1,941,800
LTC capital program reserve fund		477,000
City of London		3,725,000
Federal gas tax program - C/L		1,500,000
Total	\$	7,643,800

noting identified funding from the City of London of \$3,725,000 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 2018 budget approval process;

- ii) DIRECT the administration submit the recommended 2018 capital budget program, and provisional estimates for 2019 to 2027 to civic administration consistent with the City of London's reporting format.

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

CARRIED.

**Contract – Post-Secondary Pass Program**

With regard to the Contract – Post-Secondary Pass Program report, Mr. Sheppard moves, seconded by Mr. Helmer, the Commission APPROVE the establishment of individual three year agreements associated with the tuition-based pass program with each of Western University Students' Council (USC), Western Society of Graduate Students (SOGS), and Fanshawe College Student Union (FSU) noting the respective agreements:

- i) are for the term of September 1, 2018 to August 31, 2021
- ii) provide for annual price increases which include:
  - a. a 1% increase over previous year to support increased service levels; plus
  - b. application of the Ontario Transportation Index (annualized average from previous year), noting should the index be negative, the percentage applied would be zero
  - c. total increase in any one year will be capped at 5%
- iii) include all other terms and conditions as set out in the expiring agreements (i.e. ending August 31, 2018).

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

CARRIED.

**Accessible Public Transit Service Advisory Committee - Application**

With regard to the Accessible Public Transit Service Advisory Committee - Application report, copy attached, Mr. Helmer moves, seconded by Mr. Sheppard, 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. Squire

CARRIED.

**Federal Budget – Public Transit Infrastructure Fund**

With regard to the Federal Budget – Public Transit Infrastructure Fund 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. Squire

CARRIED.

**IT Update**

With regard to the IT Update 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. Squire

CARRIED.

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

With regard to the 2017 Work Program – Finance – Second Quarter Update report, copy attached, Mr. Helmer made a motion, seconded by Mr. Sheppard, the Commission DIRECT administration arrange for a pilot project to make fobs available to Operators for distribution on-board buses to children who don't yet have a fob.

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

CARRIED.

Mr. Sheppard moves, seconded by Mr. Helmer, the remainder of the report be NOTED and FILED.

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

CARRIED.

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

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

CARRIED.

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

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

CARRIED.

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

With regard to the 2017 Work Program – Transportation & Planning – Second Quarter Update 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. Squire

CARRIED.

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

With regard to the Financial Update – Conventional Transit Services – Operating Budget – July 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. Squire

CARRIED.

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

With regard to the Financial Update – Capital Budget Programs – July 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. Squire

CARRIED.

**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:

- 1) personnel matters about identifiable individuals, including municipal or local board employees.

CARRIED.

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

- 1) personnel matters about identifiable individuals, including municipal or local board employees.

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

- 1) personnel matters about identifiable individuals, including municipal or local board employees.

CARRIED.

**Date of Next Meeting**

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

Wednesday, September 27, 2017 at 5:00 p.m.

**Adjournment**

Mr. Helmer moves, seconded by Mr. Sheppard, the meeting be adjourned. CARRIED. The meeting adjourned at 6:30 p.m.

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Sheryl Rooth - Chair

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Caroline Roy - Secretary