

**MINUTES OF THE LONDON TRANSIT COMMISSION
HELD IN THE COMMISSION BOARDROOM AT 5:00 P.M.
ON WEDNESDAY, AUGUST 31, 2016**

Those present were

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

A delegation and general public were 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. Helmer 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. Helmer moves, seconded by Mr. Sheppard, the minutes of the meeting held on June 29, 2016 be APPROVED. CARRIED.

**Transit Network -
Rapid Transit
Integration
Framework**

The Commission received a presentation from Dennis Kar, Dillon Consulting, regarding the Transit Network - Rapid Transit Integration Framework report.

Mr. Helmer moves, seconded by Mr. Sheppard, the Commission amend the projected Route 20 – Cherryhill routing laid out in the report to:

- i. Re-align the route between Talbot Street and Adelaide Street to travel on King and Queens through the downtown and on York Street east of the downtown (instead of Dundas Street); and
- ii. On Dundas Street, between Adelaide Street and Quebec Street, route to operate on Dundas Street.

There being four objections, Mrs. Rooth, Mr. Southern, Mr. Sheppard and Mr. Squire, the motion was DEFEATED.

With regard to the presentation and report, copy attached, Mrs. Rooth moves, seconded by Mr. Squire, the Commission;

- i. APPROVE the Transit Network - Rapid Transit Integration Framework as the framework for progressive development of the overall service including the Rapid Transit corridors;
- ii. APPROVE the Financial Plan Summary – noting same will be used in the development of the Commission's overall Financial Plan, the City's multiyear operating and capital

program specific to public transit operations and rapid transit; and

- iii. DIRECT administration to forward the Transit Network - Rapid Transit Integration Framework to the LTC Long Term Working Group of Council for information purposes.

There being one objection, Mr. Helmer, the motion CARRIED.

Letter from Sheryl Rooth re LTC's Transecure Program

With regard to the letter from Sheryl Rooth, Chair – London Transit Commission, re LTC's Transecure Program, copy attached, Mr. Helmer moves, seconded by Mr. Sheppard, the Commission DIRECT administration report back at its November meeting on the Transecure program and any recommended changes going forward.

CARRIED.

Fare Program

With regard to the Fare Program report, copy attached, Mr. Helmer moves, seconded by Mr. Southern, the Commission APPROVE the deferral of a fare adjustment in 2016 notwithstanding it was included in the approved 2016 operating budget.

CARRIED.

2017 Operating Budget Program

With regard to the 2017 Operating Budget Program report, copy attached, Mr. Sheppard moves, seconded by Mr. Squire, the Commission CONFIRM the 2017 Operating Budget Submission, as previously approved on August 26, 2015 as part of the multi-year budget submission, noting the 2017 Operating Budget consists of the following:

	Conventional	Specialized	Total
Total Operating Expenditure	\$ 66,013,500	\$ 7,001,600	\$ 73,015,100
Total Operating Revenue	41,680,500	2,033,600	43,714,100
Total City of London Investment	\$ 24,333,000	\$ 4,968,000	\$ 29,301,000

CARRIED.

2017 – 2026 Capital Budget Program

With regard to the 2017 – 2026 Capital Budget Program report, copy attached, Mr. Sheppard moves, seconded by Mr. Helmer, the Commission:

- i) APPROVE the 2017 capital budget program of \$12,774,400 comprised of the following programs:

Program	Units	Amount
Bus replacement	14	\$ 7,586,600
Bus expansion - existing service area	4	2,200,800
Facility upgrades		500,000
Fleet radio replacement		125,000
Fare Processing Equipment		1,495,000
Information system software and hardware		200,000
Shop and garage equipment		200,000
Service fleet replacement		40,000
Stop upgrades		427,000
Total	18	\$ 12,774,400

Funding	Amount
Province of Ontario (Provincial gas tax)	\$ 4,256,000
LTC capital program reserve fund	516,000
City of London	6,502,400
Federal gas tax program - C/L	1,500,000
Total	\$ 12,774,400

noting identified funding from the City of London of \$6,502,400 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 2017 budget approval process;

- ii) DIRECT the Administration submit the recommended 2017 capital budget program, and provisional estimates for 2018 to 2026 to civic administration consistent with the City of London's reporting format.

CARRIED.

**Federal Budget –
Public Transit
Infrastructure Fund**

With regard to the Federal Budget – Public Transit Infrastructure Fund report, copy attached, Mr. Southern moves, seconded by Mr. Sheppard, the Commission:

- i) APPROVE the projects set out in the report, totaling \$22.146 million for inclusion in the application for funding under the Federal Public Transit Infrastructure Fund;
- ii) APPROVE the use of Provincial Gas Tax totaling \$11.073 to fund the remaining 50% of each of the projects; and
- iii) DIRECT administration to work with civic administration on the coordinated submission of application for funding under the Federal Public Transit Infrastructure Fund.

CARRIED.

**Draft Amended
Commission Policy
on Human Rights and
Diversity and
Compliance
Requirements for Bill
132**

With regard to the Draft Amended Commission Policy on Human Rights and Diversity and Compliance Requirements for Bill 132 report, copy attached, Mr. Southern moves, seconded by Mr. Sheppard, the Commission APPROVE the amended Draft Human Rights and Diversity (Anti-Harassment, Anti-Sexual Harassment and Anti-Discrimination) Policy, as set out in Enclosure I.

CARRIED.

**2016 Transit Shelter
Program – Additional
Alternate Locations**

With regard to the 2016 Transit Shelter Program – Additional Alternate Locations report, copy attached, Mr. Helmer moves, seconded by Mr. Squire, the Commission APPROVE the following list of alternate shelter locations for possible installation of non-advertising shelters in 2016:

1. Southbound Platts Lane at Oxford (89)
2. Eastbound Sarnia at Western Rd. (86)
3. Eastbound Cherryhill Place at Cherryhill Circle (farside) (82)
4. Eastbound Cherryhill Place at Platts Lane (82)
5. Eastbound Southdale west of Koru Crt. (77)

It being noted that:

- the sites are subject to approval by the City of London (i.e. sight lines, utility locates, traffic flow and safety); and
- if required, a signed encroachment agreement by the property owner must be obtained.

CARRIED.

**Automatic Vehicle
Location/
Communication –
Maintenance
Agreement**

With regard to the Automatic Vehicle Location/Communication – Maintenance Agreement report, copy attached, Mr. Helmer moves, seconded by Mr. Sheppard, the Commission APPROVE a five year maintenance/service agreement for the Automatic Vehicle Location/Communication system, commencing September 2016 with Trapeze Software Group at a total cost of \$1,490,424 (US funds) for the period.

CARRIED.

**2016 Service Plan –
Conventional Transit
Update**

With regard to the 2016 Service Plan – Conventional Transit Update report, copy attached, Mr. Sheppard moves, seconded by Mr. Helmer, the report be NOTED and FILED.

CARRIED.

**2016 Work Program –
Information
Technology – Second
Quarter Update**

With regard to the 2016 Work Program – Information Technology – Second Quarter report, copy attached, Mr. Squire moves, seconded by Mr. Southern, the report be NOTED and FILED.

CARRIED.

2016 Work Program – Finance – Second Quarter Update With regard to the 2016 Work Program – Finance – Second Quarter report, copy attached, Mr. Helmer moves, seconded by Mr. Sheppard, the report be NOTED and FILED.
CARRIED.

2016 Work Program – Human Resources – Second Quarter Update With regard to the 2016 Work Program – Human Resources – Second Quarter report, copy attached, Mr. Helmer moves, seconded by Mr. Sheppard, the report be NOTED and FILED.
CARRIED.

2016 Work Program – Fleet & Facilities – Second Quarter Update With regard to the 2016 Work Program – Fleet & Facilities – Second Quarter report, copy attached, Mr. Helmer moves, seconded by Mr. Sheppard, the report be NOTED and FILED.
CARRIED.

2016 Work Program – Transportation & Planning – Second Quarter Update With regard to the 2016 Work Program – Transportation & Planning – Second Quarter report, copy attached, Mr. Helmer moves, seconded by Mr. Sheppard, the report be NOTED and FILED.
CARRIED.

Financial Update – Conventional Transit Services – Operating Budget – July 31, 2016 With regard to the Financial Update – Conventional Transit Services – Operating Budget – July 31, 2016 report, Mr. Sheppard moves, seconded by Mr. Helmer, the report be NOTED and FILED.
CARRIED.

Financial Update – Specialized Transit Services – Operating Budget – July 31, 2016 With regard to the Financial Update – Specialized Transit Services – Operating Budget – July 31, 2016 report, Mr. Sheppard moves, seconded by Mr. Helmer, the report be NOTED and FILED.
CARRIED.

Financial Update – Capital Budget Programs – July 31, 2016 With regard to the Financial Update – Capital Budget Programs – July 31, 2016 report, Mr. Sheppard moves, seconded by Mr. Helmer, the report be NOTED and FILED.
CARRIED.

In Camera Session Consistent with the provision of Section 239 of the Municipal Act, Mr. Helmer 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 concerning labour relations and employee negotiations in regard to the Commission's union, including communications necessary for that purpose and for the purpose of providing instructions and directions to officers and employees of the Commission; and
- ii) A matter pertaining to litigation or potential litigation affecting the Commission, including communications necessary for that purpose.

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 concerning labour relations and employee negotiations in regard to the Commission's union, including communications necessary for that purpose and for the purpose of providing instructions and directions to officers and employees of the Commission; and

- ii) A matter pertaining to litigation or potential litigation affecting the Commission, including communications necessary for that purpose.

Pursuant to procedural requirement of Section 239 of the Municipal Act, Mr. Sheppard moves, seconded by Mr. Southern that the Commission REPORT PROGRESS on:

- i) A matter pertaining to reports, advice and recommendations of officers and employees of the Commission concerning labour relations and employee negotiations in regard to the Commission's union, including communications necessary for that purpose and for the purpose of providing instructions and directions to officers and employees of the Commission; and
- ii) A matter pertaining to litigation or potential litigation affecting the Commission, including communications necessary for that purpose.

CARRIED.

Date of Next Meeting

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

Wednesday, September 28, 2016 at 5:00 p.m.

Adjournment

Mr. Southern moves, seconded by Mr. Helmer, the meeting be adjourned. CARRIED. The meeting adjourned at 7:40 p.m.

Sheryl Rooth - Chair

Caroline Roy - Secretary