

**MINUTES OF THE LONDON TRANSIT COMMISSION  
HELD IN THE COMMISSION BOARDROOM AT 4:30 P.M.  
ON THURSDAY, DECEMBER 16, 2010**

Those present were

Mr. Frank Berry	-	Chair
Mr. Harold Usher	-	Vice-Chair
Ms. Sandy White	-	Commissioner
Mr. James Wilkinson	-	Commissioner
Mr. Eric Southern	-	Commissioner

Also present were

Mr. L. E. Ducharme	-	General Manager
Mr. D. Anderson	-	Director of Plant & Equipment
Mr. J. D. Ford	-	Director of Transportation & Planning
Mr. A. Hynes	-	Director of Human Resources
Mrs. K. Paleczny	-	Director of Finance & Administration
Mrs. C. Roy	-	Secretary

The general public was also in attendance.

**Commission Meeting  
Protocol**

The General Manager made a presentation regarding Commission Meeting Protocol, Process and Procedures.

**Election of Chair  
and Vice-Chair**

The Secretary took the Chair and called for nominations for the position of Chair for the term December 1, 2010 to November 30, 2011.

The following nomination was received:

Mr. Usher nominated Mr. Berry

The Secretary asked for further nominations for the position of Chair for the term December 1, 2010 to November 30, 2011. There being no further nominations, Mr. Usher moves, seconded by Ms. White, nominations for the position of Chair be closed. CARRIED.

Mr. Berry was acclaimed Chair of the Commission for the term December 1, 2010 to November 30, 2011.

The Secretary asked for nominations for the position of Vice-Chair for the term December 1, 2010 to November 30, 2011.

The following nomination was received:

Mr. Berry nominated Mr. Usher

The Secretary asked for further nominations for the position of Vice-Chair for the term December 1, 2010 to November 30, 2011. There being no further nominations, Mr. Berry moves, seconded by Mr. Usher, nominations for the position of Vice-Chair be closed. CARRIED.

Mr. Usher was acclaimed Vice-Chair of the Commission for the term December 1, 2010 to November 30, 2011.

**Completion and  
Acceptance of  
Agenda**

The Chair called for acceptance of the agenda as amended. Mr. Usher moves, seconded by Mr. Wilkinson, the acceptance of the agenda as presented. CARRIED.

**Disclosures  
of Interest**

The Chair called for disclosures of interest with respect to the agenda. There were no conflicts of interest declared.

**Minutes**

Mr. Berry moves, seconded by Mr. Usher, that the minutes of the meeting held on November 23, 2010 be approved as presented. CARRIED.

**Appointment of a Commission member to the Western Fair Association**

With regard to the appointment of a Commission member to the Western Fair Association, Mr. Southern moves, seconded by Mr. Usher, the Commission appoint Mr. Wilkinson as the Commission's representative on the Western Fair Association. CARRIED.

**Appointment of a Commission member to the Transportation Advisory Committee**

With regard to the appointment of a Commission member to the Transportation Advisory Committee, Ms. White moves, seconded by Mr. Wilkinson, the Commission appoint Mr. Southern as the Commission's representative on the Transportation Advisory Committee. CARRIED.

**LTC Organization and Structure**

With regard to the LTC Organization and Structure report, copy attached, Mr. Usher moves, seconded by Mr. Southern, the report be noted and filed. CARRIED.

**Update – 2007-2010 Business Plan and Annual Work Plan Process**

With regard to the Update – 2007-2010 Business Plan and Annual Work Plan Process report, copy attached, Ms. White moves, seconded by Mr. Usher, the report be noted and filed. CARRIED.

**Update – 2011 Operating and Capital Budget Program**

With regard to the Update – 2011 Operating and Capital Budget Program report, copy attached, Mr. Usher moves, seconded by Mr. Wilkinson, the report be noted and filed. CARRIED.

**Update – Satellite Facility**

With regard to the Update – Satellite Facility report, copy attached, Ms. White moves, seconded by Mr. Wilkinson, the report be noted and filed. CARRIED.

**Update Pilot Project – Realignment of Transit Service in the Downtown**

With regard to the Update Pilot Project – Realignment of Transit Service in the Downtown report, copy attached, Mr. Southern moves, seconded by Ms. White, the report be noted and filed. CARRIED.

**Update – Long Term Growth Strategy – TMP 2030**

With regard to the Update – Long Term Growth Strategy – TMP 2030 report, copy attached, Mr. Usher moves, seconded by Mr. Wilkinson, the report be noted and filed. CARRIED.

**Update - Accessibility for Ontarians with Disability Act (AODA)**

With regard to the Update - Accessibility for Ontarians with Disability Act (AODA) report, copy attached, Ms. White moves, seconded by Mr. Southern, the report be noted and filed. CARRIED.

**Signing Authority**

With regard to the Signing Authority report, copy attached, Mr. Usher moves, seconded by Ms. White, the Commission approve the cheque signing authority set out below.

*Level 1* For cheque amounts up to \$50,000, the machine or handwritten signature of the General Manager or level 2 or 3 signing authorities.

*Level 2* For cheque amounts from \$50,001 up to \$700,000, the machine or handwritten signature of the General Manager, together with the handwritten signature of the Director of Finance & Administration or level 3 signing authorities.

*Level 3* For cheque amounts greater than \$700,000, the handwritten signature of a Commission member (i.e. Chair, Vice-Chair, or one of 3 Commissioners at large) with the handwritten signature of the General Manager or Director of Finance & Administration.

*Payroll Related Payments:* Payroll system generated related payments (i.e. net payroll and statutory remittances) arranged by electronic fund transfers authorized by a blanket letter executed by the General Manager and the Director of Finance & Administration. CARRIED.

**Severe Weather Plan Overview for the Week of December 5, 2010**

With regard to the Severe Weather Plan Overview for the Week of December 5, 2010 verbal report, Mr. Usher moves, seconded by Mr. Wilkinson, the verbal report be noted and filed. CARRIED.

**LTC Technology**

With regard to LTC Technology, Mr. Wilkinson moves, seconded by Mr. Usher, the Commission direct the Administration include in the 2011 Work Plan, the preparation of a technology report relating to Open Data; employing Google Transit (service information) and establishing a secure FTP site for the transmission of confidential information. CARRIED.

**Date of Next Meeting**

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

Wednesday, January 26 - 5:00 p.m.

**In Camera Session**

Consistent with the provision of Section 239 of the Municipal Act, Ms. White moves, seconded by Mr. Wilkinson, the Commission move In Camera to consider:

- (i) personal matters about identifiable individuals including municipal or local board employees.
- CARRIED.

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

- (i) personal matters about identifiable individuals including municipal or local board employees.

Pursuant to procedural requirement of Section 239 of the Municipal Act, Mr. Usher moves, seconded by Mr. Southern, the Commission receive the reports, In Camera and at the public session report same as progress:

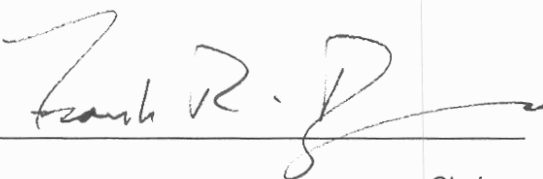
- (i) personal matters about an identifiable individual, including municipal or local board employees.
- CARRIED.

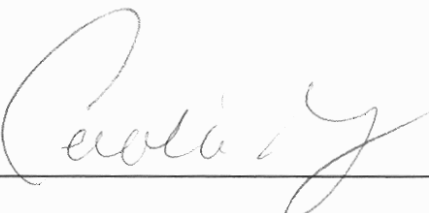
**Letter of Enquiry from Employee**

With regard to a verbal report regarding a Letter of Enquiry from an Employee, Mr. Usher moves, seconded by Mr. Wilkinson, the Commission direct the Administration respond to the employee indicating that the Commission supports the process and procedures established to deal with the issues raised and that the employee should follow such processes. CARRIED.

**Adjournment**

Mr. Usher moves, seconded by Ms. White, the meeting be adjourned. CARRIED. The meeting adjourned at 7:40 p.m.

  
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F. Berry - Chair

  
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C. Roy - Secretary