

**MINUTES OF THE LONDON TRANSIT COMMISSION
HELD IN THE COMMISSION BOARDROOM AT 5:00PM
ON WEDNESDAY APRIL 29, 2020**

Those present were

Mr. Phil Squire	-	Chair
Mr. Tariq Khan	-	Vice Chair (via video conference)
Mr. Jesse Helmer	-	Commissioner (via video conference)
Mrs. Tanya Park	-	Commissioner (via video conference)
Mrs. Sheryl Rooth	-	Commissioner (via video conference)

Also present were

Mrs. Kelly Paleczny	-	General Manager (via video conference)
Mrs. Katie Burns	-	Director of Planning (via video conference)
Mrs. Joanne Galloway	-	Director of Human Resources (via video conference)
Mr. Mike Gregor	-	Director of Finance (via video conference)
Mr. Craig Morneau	-	Director of Fleet & Facilities (via video conference)
Mr. Shawn Wilson	-	Director of Operations (via video conference)
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, Mr. Kahn 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

Mrs. Park moves, seconded by Mrs. Rooth, the minutes of the meetings held on the following dates be APPROVED:

February 26, 2020
March 19, 2020
April 2, 2020
April 17, 2020

YEAS: Mr. Squire, Mr. Khan, Mr. Helmer, Mrs. Park and Mrs. Rooth

CARRIED.

**2019 Draft Auditors'
Report**

The Commission received a presentation from Katie denBok and Dania Nabhani, KPMG via video conference re the 2019 Draft Auditors' report, copy attached, Mr. Helmer moves, seconded by Mr. Khan, the Commission APPROVE the Draft 2019 Auditor's Report and Financial Statements as set out in Enclosure I.

YEAS: Mr. Squire, Mr. Khan, Mr. Helmer, Mrs. Park and Mrs. Rooth

CARRIED.

2019 Draft Pension Fund Audit

The Commission received a presentation from Katie denBok and Dania Nabhani, KPMG via video conference re the 2019 Draft Pension Fund Audit report, copy attached, Mr. Helmer moves, seconded by Mr. Khan, the Commission:

- i) APPROVE the draft financial statements, as set out in Enclosure I, relating to the non-insured pension fund as at December 31, 2019; and
- ii) DIRECT administration to forward the 2019 Pension Statements to the Financial Services Regulatory Authority (formerly administered by the Financial Services Commission of Ontario) as required under the Pension Benefits Act.

YEAS: Mr. Squire, Mr. Khan, Mr. Helmer, Mrs. Park and Mrs. Rooth

CARRIED.

1st Report of the Accessible Public Transit Advisory Committee

With regard to the 1st Report of the Accessible Public Transit Service Advisory Committee meeting held on March 19, 2020, copy attached, Mr. Helmer moves, seconded by Mrs. Park, the report be NOTED and FILED

YEAS: Mr. Squire, Mr. Khan, Mr. Helmer, Mrs. Park and Mrs. Rooth

CARRIED.

Letter from City Clerk re 2020-2023 Multi-Year Budget business cases

With regard to the letter from C. Saunders, City Clerk, dated March 3, 2020 re 2020-2023 Multi-Year Budget business cases, copy attached, Mr. Helmer moves, seconded by Mrs. Park, the letter be NOTED and FILED.

YEAS: Mr. Squire, Mr. Khan, Mr. Helmer, Mrs. Park and Mrs. Rooth

CARRIED.

Letter from City Clerk re 2020-2023 Multi-Year Operating Budget specific to Transportation Services

With regard to the letter from C. Saunders, City Clerk, dated March 3, 2020 re 2020-2023 Multi-Year Operating Budget specific to Transportation Services, copy attached, Mr. Helmer moves, seconded by Mrs. Park, the letter be NOTED and FILED.

YEAS: Mr. Squire, Mr. Khan, Mr. Helmer, Mrs. Park and Mrs. Rooth

CARRIED.

Letter from City Clerk re Implementation of the Area Speed Limit Program

With regard to the letter from C. Saunders, City Clerk, dated March 25, 2020 re Implementation of the Area Speed Limit Program, copy attached, Mr. Helmer moves, seconded by Mrs. Park, the letter be NOTED and FILED.

YEAS: Mr. Squire, Mr. Khan, Mr. Helmer, Mrs. Park and Mrs. Rooth

CARRIED.

**Status of Reserves
and Reserve Funds –
December 31, 2019**

With regard to the Status of Reserves and Reserve Funds – December 31, 2019 report, copy attached, Mrs. Rooth moves, seconded by Mr. Khan, the report be NOTED and FILED.

YEAS: Mrs. Rooth, Mr. Squire, Mr. Helmer, Mr. Khan and Mrs. Park

CARRIED

**2020 Service Plan –
Conventional Transit**

With regard to the 2020 Service Plan – Conventional Transit report, copy attached, Mr. Khan moves, seconded by Mrs. Rooth, the Commission APPROVE the deferral of the 2020 Conventional Transit Service Plan for consideration in 2021.

YEAS: Mr. Squire, Mr. Khan, Mr. Helmer, Mrs. Park and Mrs. Rooth

CARRIED.

**2020 Service Plan –
Specialized Transit**

With regard to the 2020 Service Plan – Specialized Transit report, copy attached, Mr. Khan moves, seconded by Mrs. Rooth, the Commission APPROVE the deferral of the 2020 Specialized Transit Service Plan for consideration in 2021.

YEAS: Mr. Squire, Mr. Khan, Mr. Helmer, Mrs. Park and Mrs. Rooth

CARRIED.

**Recosted 2020
Operating Budget
Program**

With regard to the Recosted 2020 Operating Budget Program report, copy attached, Mrs. Park moves, seconded by Mrs. Rooth, the Commission:

- i) APPROVE the recosted 2020 operating expenditure budget for London's public transit services of \$87,005,700 as summarized on the following table;

Description	Conventional Transit	Specialized Transit	Total
Revenue			
Transportation revenue	\$37,334,200	\$ 621,100	\$37,955,300
Operating revenue	1,337,200	-	1,337,200
Transfer from reserves	621,600	-	621,600
Provincial funding	7,500,700	1,731,100	9,231,800
Total Revenue	46,793,700	2,352,200	49,145,900
Expenditure			
Personnel cost	52,684,400	1,180,400	54,044,800
Fuel	7,296,400	-	7,296,400
Direct bus maintenance	6,516,100	-	6,516,100
Facility	3,285,300	-	3,285,300
Insurance	2,526,300	-	2,526,300
Contribution to reserves	1,038,400	-	1,038,400
Contracted service costs	-	8,820,000	8,820,000
All other material costs	3,223,700	254,700	3,478,400
Total Expenditures	76,750,600	10,255,100	87,005,700
City of London	\$29,956,900	\$7,902,900	\$37,859,800

noting the recosted budget:

- reflects the impact of removing the 2020 service growth included in the original budget and submitted to the City of London as an Assessment Growth business case during the 2020-2023 multi-year budget process; and
- maintains the 2020 City of London operating investment as approved by Municipal Council as London Transit's base budget during the 2020-2023 multi-year budget process.

YEAS: Mr. Squire, Mr. Khan, Mr. Helmer, Mrs. Park and Mrs. Rooth

CARRIED.

Recosted 2020 Capital Budget Program

With regard to the Recosted 2020 Capital Budget Program report, copy attached, Mr. Helmer moves, seconded by Mrs. Park, the Commission APPROVE the recosted 2020 capital budget of \$17,686,500 as summarized below noting the recosted budget reflects the previously approved 2020 capital budget program, Operator Safety Barrier program funding update, deferral of 2020 expansion buses, and carry forward amounts relating to deferred or active 2020 capital projects.

2020 Recosted Capital Budget

Description	Source of Investment				Total
	Capital Program Reserve	City of London	Federal and Provincial (ICIP)	Provincial Gas Tax	
Stop Upgrades	\$ 240,700	\$ -	\$ -	\$ -	\$ 240,700
Service Fleet	130,000	-	-	-	130,000
Shop Equipment	236,200	-	-	-	236,200
Software and Hardware	490,000	-	-	210,000	700,000
Facility Upgrades	-	560,600	-	-	560,600
Bus Replacements (16)	-	6,867,700	-	2,620,300	9,488,000
Bus Expansion (4)	-	-	-	-	-
Bus Stop Amenities	-	146,700	403,300	-	550,000
Operator Barriers	200,000	-	-	1,268,900	1,468,900
Fleet Radio Replacement	-	312,500	-	312,500	625,000
TMP 2030 - BRT Strategy	-	-	-	1,500,000	1,500,000
Fare Processing Equipment	-	747,500	-	1,114,600	1,862,100
Smart Card Program	-	-	-	325,000	325,000
	\$1,296,900	\$8,635,000	\$ 403,300	\$7,351,300	\$17,686,500

YEAS: Mr. Squire, Mr. Khan, Mr. Helmer, Mrs. Park and Mrs. Rooth

CARRIED.

COVID-19 Financial Impacts

With regard to the COVID-19 Financial Impacts report, copy attached, Mr. Helmer moves, seconded by Mrs. Park, the Commission DIRECT administration extend rear-door boarding and free fares for the period of May 1 to May 31, 2020 with the exception that anyone requiring the ramp would continue to be allowed to board at the front doors without payment required.

YEAS: Mrs. Rooth, Mr. Squire, Mr. Helmer, Mr. Khan and Mrs. Park

CARRIED.

2020 Commission Work Program Update

With regard to the 2020 Commission Work Program Update report, copy attached, Mr. Helmer moves, seconded by Mr. Khan, the report be NOTED and FILED.

YEAS: Mrs. Rooth, Mr. Squire, Mr. Helmer, Mr. Khan and Mrs. Park

CARRIED.

Financial Update – Conventional Transit Services – Operating Budget – March 31, 2020

With regard to the Financial Update – Conventional Transit Services – Operating Budget – March 31, 2020 report, copy attached, Mrs. Rooth moves, seconded by Mr. Helmer, the report be NOTED and FILED.

YEAS: Mrs. Rooth, Mr. Squire, Mr. Helmer, Mr. Khan and Mrs. Park

CARRIED.

**Financial Update –
Specialized Transit
Services – Operating
Budget – March 31,
2020**

With regard to the Financial Update – Specialized Transit Services – Operating Budget – March 31, 2020 report, copy attached, Mrs. Rooth moves, seconded by Mr. Helmer, the report be NOTED and FILED.

YEAS: Mrs. Rooth, Mr. Squire, Mr. Helmer, Mr. Khan and Mrs. Park

CARRIED.

**Financial Update –
Capital Budget
Programs – March 31,
2020**

With regard to the Financial Update – Capital Budget Programs – March 31, 2020 report, copy attached, Mrs. Rooth moves, seconded by Mr. Helmer, the report be NOTED and FILED.

YEAS: Mrs. Rooth, Mr. Squire, Mr. Helmer, Mr. Khan and Mrs. Park

CARRIED.

In Camera Session

Consistent with the provision of Section 239 of the Municipal Act, Mr. Helmer moves, seconded by Mrs. Park, 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 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.
- ii) Personal matters about an identifiable individual, including municipal or local board employees; and
- iii) Personal matters about an identifiable individual, including municipal or local board employees.

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 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.
- ii) Personal matters about an identifiable individual, including municipal or local board employees; and
- iii) Personal matters about an identifiable individual, including municipal or local board employees.

**Administrative
Support Staff Policy
Statement - 2019**

With regard to the Administrative Support Staff Policy Statement – 2019 report, Mr. Helmer moves, seconded by Mrs. Rooth, that the changes to the Administrative Support Staff Policy Statement for the period of April 1, 2019, to March 31, 2023, BE APPROVED as attached.

YEAS: Mrs. Rooth, Mr. Squire, Mr. Helmer, Mr. Khan and Mrs. Park

CARRIED.

**Management Staff
Policy Statement -
2019**

With regard to the Management Staff Policy Statement – 2019 report, copy attached, Mr. Helmer moves, seconded by Mrs. Rooth, that:

- i) the changes to the Management Staff Policy Statement for the period of April 1, 2019 to December 31, 2021 BE APPROVED, as attached; and
- ii) Administration be DIRECTED to report back in 2021 with recommendations for a revised Management Staff Policy Statement

YEAS: Mrs. Rooth, Mr. Squire, Mr. Helmer, Mr. Khan and Mrs. Park

CARRIED.

Date of Next Meeting

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

Wednesday May 27, 2020 at 5:00PM

Adjournment

Mrs. Rooth moves, seconded by Mr. Helmer, the meeting be adjourned. CARRIED.
The meeting adjourned at 6:20 p.m.

Phil Squire - Chair

Caroline Roy - Secretary