

**MINUTES OF THE LONDON TRANSIT COMMISSION
HELD IN THE COMMISSION BOARDROOM AT 5:00PM
ON WEDNESDAY JUNE 24, 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. Khan moves, seconded by Mrs. Park, 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 May 27, 2020 be APPROVED.

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

CARRIED.

**Letter from S. Rooth re
Recognition Award**

With regard to the Letter from S. Rooth, Commissioner, dated June 5, 2020 re Recognition Ceremony, copy attached, Mrs. Rooth moves, seconded by Mr. Khan, that administration IMPLEMENT the Diane Chenier Trailblazer Award, consistent with the criteria set out in the letter, as part of its yearly recognition ceremony beginning in 2021.

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

CARRIED

**2020 – 2021 General
Insurance Program
Renewal**

With regard to the 2020 – 2021 General Insurance Program Renewal report, copy attached, Mr. Helmer moves, seconded by Mrs. Rooth, the Commission:

- i) APPROVE the general insurance program for the period of July 1, 2020 through to June 30, 2021 at a total annual cost of \$2,683,297 exclusive of applicable sales tax and deductible costs, the particulars of which are as follows:

Coverage	Premium	Insurer
Automobile	\$ 1,924,597	Zurich
Additional Liability (\$10 mil)	465,000	Catlin Canada / QBE
Property	243,907	Zurich
Travel Insurance	750	Industrial Alliance
Boiler & Machinery	2,742	RSA / XL Catlin
Directors & Officers	19,000	AIG
Environmental	27,301	Chubb

- ii) APPROVE the broker services for the period of July 1, 2020 through to June 30, 2021 with Marsh Canada at a cost of \$77,250; and
- iii) DIRECT administration to include a review of the insurance program in the 2021 Work Program.

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

CARRIED

COVID-19 Financial Impacts

With regard to the COVID-19 Financial Impacts report, copy attached, Mr. Helmer moves, seconded by Mrs. Rooth, the Commission:

- i) DIRECT administration to extend rear-door boarding and free fares for the period of July 1 to July 31, 2020 with the exception that anyone requiring accessibility features would continue to be allowed to board at the front doors without payment required;
- ii) DIRECT administration to continue working with the Province, public health and other transit systems in an effort to identify the steps required to return to front door boarding and fare collection to ensure safety for Operators and riders and implement same as soon as possible; and
- iii) DIRECT administration to continue to share financial projections relating to COVID-19 budget impacts with civic administration, noting that additional operating budget support from the City of London will be required if services continue to operate and no funding relief is provided by the Provincial or Federal levels of government.

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

CARRIED.

COVID-19 Pandemic Response

With regard to the COVID-19 Pandemic Response report, copy attached, Mr. Khan moves, seconded by Mrs. Rooth, the report be NOTED and FILED.

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

CARRIED.

COVID-19 Service and Ridership Impacts

With regard to the COVID-19 Service and Ridership Impacts report, copy attached, Mrs. Rooth moves, seconded by Mr. Khan, the report be NOTED and FILED.

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

CARRIED.

2020 Road Construction Update

With regard to the 2020 Road Construction Update report, 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.

Financial Update – Conventional Transit Operating – May 31, 2020

With regard to the Financial Update – Conventional Transit Operating – May 31, 2020 report, copy attached, Mrs. Park moves, seconded by Mrs. Rooth, the report be NOTED and FILED.

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

CARRIED.

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

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

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

CARRIED.

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

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

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

CARRIED.

In Camera Session

Consistent with the provision of Section 239 of the Municipal Act, Mrs. Rooth moves, seconded by Mr. Khan, the Commission move In Camera to CONSIDER:

- i) A matter pertaining to reports, advice and recommendations of officers and employees of the Commission, including communications necessary for that purpose and for the purpose of providing instructions and directions to officers and employees of the Commission concerning the tuition-based pass contracts.

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, including communications necessary for that purpose and for the purpose of providing instructions and directions to officers and employees of the Commission concerning the tuition-based pass contracts.

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

- i) A matter pertaining to reports, advice and recommendations of officers and employees of the Commission, including communications necessary for that purpose and for the purpose of providing instructions and directions to officers and employees of the Commission concerning the tuition-based pass contracts.

Date of Next Meeting

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

Wednesday July 29, 2020 at 5:00 p.m.

Adjournment

Mr. Khan moves, seconded by Mrs. Park, the meeting be adjourned. CARRIED. The meeting adjourned at 6:10 p.m.

Phil Squire - Chair

Caroline Roy - Secretary