

**MINUTES OF THE LONDON TRANSIT COMMISSION  
HELD IN THE COMMISSION BOARDROOM AT 5:00PM  
ON WEDNESDAY AUGUST 26, 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)

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

Absent with regret

Mrs. Sheryl Rooth	-	Commissioner
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**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. Khan, 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. Khan moves, seconded by Mr. Helmer, the minutes of the meetings held on the July 29, 2020 be APPROVED.

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

CARRIED.

**In Camera Session**

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

- i) A matter pertaining to litigation or potential litigation affecting the Commission concerning an advertising contract, including communications necessary for that purpose and for the purpose of providing instructions and directions to officers and employees of the Commission.
- ii) 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.
- iii) A personal matter about an identifiable individual, including municipal or local board employee.

CARRIED.

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

- i) A matter pertaining to litigation or potential litigation affecting the Commission concerning an advertising contract, including communications necessary for that purpose and for the purpose of providing instructions and directions to officers and employees of the Commission.
- ii) 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.
- iii) A personal matter about an identifiable individual, including municipal or local board employee.

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

- i) A matter pertaining to litigation or potential litigation affecting the Commission concerning an advertising contract, including communications necessary for that purpose and for the purpose of providing instructions and directions to officers and employees of the Commission.
- ii) 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.
- iii) A personal matter about an identifiable individual, including municipal or local board employee.

#### Advocacy Update

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

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

CARRIED

#### 2020 Operating Budget Forecast

With regard to the 2020 Operating Budget Forecast report, copy attached, Mr. Helmer moves, seconded by Mr. Khan, the report be NOTED and FILED.

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

CARRIED.

#### 2021 Operating Budget Program

With regard to the 2021 Operating Budget Program report, copy attached, Mr. Helmer moves, seconded by Mr. Khan, the Commission:

- i) APPROVE the 2021 base operating budget program for public transit services allocated as follows:

Category	Conventional	Specialized	Total
Revenue	\$ 39,848,800	\$ 2,338,700	\$ 42,187,500
Expenditures	80,986,100	11,019,400	92,005,500
City of London	\$ 29,820,100	\$ 8,680,700	\$ 38,500,800
Budget Shortfall	\$ 11,317,200		\$ 11,317,200

- ii) DIRECT administration to report back on options to mitigate the base budget shortfall at the March 2021 meeting;
- iii) APPROVE the 2021 growth operating budget (revenue and expenditure investment) as summarized in Enclosure I, for London's public transit services of \$1,236,400, noting this would be funded through assessment growth and is allocated as follows:

- Conventional transit \$1,191,800
- Specialized transit \$ 187,900; and

- iv) DIRECT administration to submit the approved 2021 public transit services operating budget to the civic administration consistent with the City of London's reporting format

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

CARRIED.

**2021 – 2030 Capital Budget Program**

With regard to the 2021 – 2030 Capital Budget Program report, copy attached, Mr. Helmer moves, seconded by Mr. Khan, the Commission:

- i) APPROVE the 2021 capital budget program of \$16,448,500 comprised of the following programs:

<b>Program</b>	<b>Units</b>	<b>Amount</b>
Bus replacement	17	\$ 10,081,000
Bus expansion	5	4,064,500
Facility upgrades		500,000
Information system software and hardware		200,000
Shop and garage equipment		200,000
Service fleet replacement		50,000
Stop upgrades		303,000
Bus stop amenities		550,000
Fare processing equipment		500,000
<b>Total</b>	<b>22</b>	<b>\$16,448,500</b>

<b>Funding</b>	<b>Amount</b>
Province of Ontario (Provincial gas tax)	\$ 2,511,800
LTC capital program reserve fund	753,000
Development charges - City of London	433,600
City of London	6,500,300
Federal gas tax program - C/L	2,866,000
Provincial - ICIP Project Funding	1,538,000
Federal ICIP Project Funding	1,845,800
<b>Total</b>	<b>\$16,448,500</b>

noting identified funding from the City of London of \$6,500,300 and Federal Gas Tax program of \$2,866,000 is subject to the approval of Municipal Council as part of the City of London's 2021 budget approval process; and

- ii) DIRECT the administration submit the recommended 2021 capital budget program, and provisional estimates for 2022 to 2030 to civic administration consistent with the City of London's reporting format.

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

CARRIED.

**COVID-19 Pandemic Response Update**

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

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

CARRIED.

**COVID-19 Service and Ridership Impacts**

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

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

CARRIED.

**2020 Road Construction Update**

With regard to the 2020 Road Construction Update report, copy attached, Mr. Khan moves, seconded by Mrs. Park, the report be NOTED and FILED.

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

CARRIED.

**Financial Update – Conventional Transit Operating – July 31, 2020**

With regard to the Financial Update – Conventional Transit Operating – July 31, 2020 report, copy attached, Mr. Khan moves, seconded by Mr. Helmer, the report be NOTED and FILED.

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

CARRIED.

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

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

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

CARRIED.

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

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

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

CARRIED.

**Date of Next Meeting**

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

Wednesday September 30, 2020 at 5:00 p.m.

**Adjournment**

Mrs. Park moves, seconded by Mr, Helmer the meeting be adjourned. CARRIED. The meeting adjourned at 6:05 p.m.

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Phil Squire - Chair

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Caroline Roy - Secretary