

**MINUTES OF THE LONDON TRANSIT COMMISSION  
HELD IN THE COMMISSION BOARDROOM AT 5:00PM  
ON WEDNESDAY SEPTEMBER 30, 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. Helmer moves, seconded by Mr. Khan, 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. Khan moves, seconded by Mr. Helmer, the minutes of the meeting held on the August 26, 2020 be APPROVED.

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

CARRIED.

**Contract Award – Roof  
Repair at Highbury  
Facility**

With regard to the Contract Award – Roof Repair at Highbury Facility report, copy attached, Mr. Helmer moves, seconded by Mrs. Park, the Commission:

- i. ACCEPT the bid submission from Thomas Roofing London Ltd for the full roof replacement over the administrative offices at 450 Highbury at a cost of \$292,302 exclusive of applicable taxes and;
- ii. DIRECT the administration finalize the appropriate contract with Thomas Roofing London Ltd.

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

CARRIED.

**COVID-19 Pandemic  
Response Update**

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

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

CARRIED.

**Advocacy Update**

With regard to the Advocacy Update 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.

**2020 Road Construction Update**

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

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

CARRIED.

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

With regard to the Financial Update – Conventional Transit Operating – August 31, 2020 report, copy attached, Mrs. Park moves, seconded by Mr. Kahn, 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 – August 31, 2020**

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

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

CARRIED.

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

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

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

CARRIED.

**Date of Next Meeting**

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

Wednesday October 28, 2020 at 5:00 p.m.

**Adjournment**

Mr. Kahn moves, seconded by Mr. Helmer the meeting be adjourned. CARRIED.  
The meeting adjourned at 5:20 p.m.

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Phil Squire                      -                      Chair

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Caroline Roy                      -                      Secretary