

**MINUTES OF THE LONDON TRANSIT COMMISSION  
HELD IN THE COMMISSION BOARDROOM AT 5:00 P.M.  
ON WEDNESDAY AUGUST 30, 2023**

Those present were

Sheryl Rooth	-	Chair
Stephanie Marentette	-	Vice-Chair
Scott Collyer	-	Commissioner
David Ferreira	-	Commissioner
Jerry Pribil	-	Commissioner

Also present were

Kelly Paleczny	-	General Manager
Katie Burns	-	Director of Planning
Joanne Galloway	-	Director of Human Resources
Mike Gregor	-	Director of Finance
Craig Morneau	-	Director of Fleet & Facilities
Shawn Wilson	-	Director of Operations
Caroline Roy	-	Secretary

**Meeting to order**                      The meeting was called to order.

**Completion and Acceptance of Agenda**                      The Chair called for acceptance of the agenda as amended, S. Collyer moves, seconded by S. Marentette, 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**                      S. Collyer moves, seconded by D. Ferreira, the minutes of the meeting held on June 28 and July 27, 2023 be APPROVED.

YEAS: S. Rooth, S. Marentette, S. Collyer, D. Ferreira and J. Pribil  
CARRIED.

**3<sup>rd</sup> Report Accessible Public Transit Service Advisory Committee**                      With regard to the 3<sup>rd</sup> Report of the Accessible Public Transit Service Advisory Committee meeting held on August 8, 2023, copy attached, S. Collyer moves, seconded by D. Ferreira, the report be NOTED and FILED.

YEAS: S. Rooth, S. Marentette, S. Collyer, D. Ferreira and J. Pribil  
CARRIED.

**Letter from City Clerk re Amending the current by-law A-6377-206 to change the composition of the Commission members**                      With regard to the letter from the City Clerk re Amending the current by-law A-6377-206 to change the composition of the Commission members, copy attached, D. Ferreira moves, seconded by S. Marentette, the letter be NOTED and FILED.

YEAS: S. Rooth, S. Marentette, S. Collyer, D. Ferreira and J. Pribil  
CARRIED.

**Letter from City Clerk re London Transit's 2022 Annual Report**                      With regard to the letter from the City Clerk re London Transit's 2022 Annual Report, copy attached, S. Marentette moves, seconded by D. Ferreira, the Commission DIRECT administration to prepare a communication requesting delegation status at a future Civic Works Committee meeting to discuss the referral back to the Commission.

YEAS: S. Rooth, S. Marentette, S. Collyer, D. Ferreira and J. Pribil  
CARRIED.

**Letter from City Clerk re Master Mobility Plan Update on Strategies, Mode Share, Target Options and Project Evaluation Frameworks**

With regard to the letter from the City Clerk re Master Mobility Plan Update on Strategies, Mode Share, Target Options and Project Evaluation Frameworks, copy attached, S. Collyer moves, seconded by D. Ferreira, the Commission DIRECT administration to:

- i) REPORT BACK at the September 27, 2023 meeting with a draft of the report that will be presented to the Strategic Priorities and Policy Committee with respect to item c) i) and ii); and
- ii) work with the City Clerk to IDENTIFY the appropriate meeting dates for the semi-annual reporting to the Strategic Priorities and Policy Committee beginning in 2024 and going forward; and ensure that the materials will BE PRESENTED to the Commission in advance of the presentations to the Strategic Priorities and Policy Committee.
- iii) NOTE AND FILE the remainder of the communication.

YEAS: S. Rooth, S. Marentette, S. Collyer, D. Ferreira and J. Pribil

CARRIED.

**In Camera Session**

Consistent with the provision of Section 239 of the Municipal Act, S. Collyer moves, seconded by D. Ferreira, the Commission move In Camera to CONSIDER:

- i) Matters pertaining to litigation or potential litigation including matters before administrative tribunals, affecting the municipality or local board; and,
- ii) Personal matters about an identifiable individual, including municipal or local board employees.

CARRIED.

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

- i) Matters pertaining to litigation or potential litigation including matters before administrative tribunals, affecting the municipality or local board; and,
- ii) Personal matters about an identifiable individual, including municipal or local board employees.

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

- i) Matters pertaining to litigation or potential litigation including matters before administrative tribunals, affecting the municipality or local board; and,
- ii) Personal matters about an identifiable individual, including municipal or local board employees.

CARRIED.

**2024-2027 Status Quo Operating Budget Program**

With regard to the 2024-2027 Status Quo Operating Budget Program report, copy attached, S. Marentette moves, seconded by D. Ferreira, the Commission:

- i) APPROVE the 2024 operating expenditure investment program for status quo public transit services as set out in Enclosure I, of \$109,889,500 allocated as follows:
  - conventional transit \$ 95,667,800
  - specialized transit \$ 14,221,800
- ii) APPROVE the 2024 operating budget revenue program, comprised of transportation, operating revenues and transfers from reserves including Provincial Gas Tax for public transit services of \$11,200,000 allocated as follows:
  - conventional transit \$ 53,201,400
  - specialized transit \$ 778,400

iii) APPROVE a request for City of London investment in support of the 2024 operating budget program for transit services of \$55,909,800 allocated as follows:

- conventional transit \$ 42,466,400
- specialized transit \$ 13,443,400

iv) APPROVE the 2025-2027 operating budget estimates (revenue and expenditure investment) as summarized in Enclosure I, for London’s public transit services noting they exclude consideration of any growth in service levels; and

v) DIRECT administration to submit the approved 2024 status quo public transit services operating budget and the approved provisional operating estimates for 2025-2027 to civic administration consistent with the City of London’s reporting format.

YEAS: S. Rooth, S. Marentette, S. Collyer, D. Ferreira and J. Pribil

CARRIED.

**2024-2027 Growth Operating Budget Program**

With regard to the 2024-2027 Growth Operating Budget Program report, copy attached, S. Collyer moves, seconded by D. Ferreira, the Commission:

i) APPROVE the 2024 operating expenditure investment program for the annualized value of the growth budget business case of \$4,818,000 allocated as follows:

- conventional transit \$ 3,044,000
- specialized transit \$ 1,774,000

ii) APPROVE the 2024 operating budget revenue program for public transit services for the annualized value of the growth budget business case of \$492,200 allocated as follows:

- conventional transit \$ 400,500
- specialized transit \$ 91,700

iii) APPROVE a request for City of London investment in support of the annualized value of the 2024 growth business case for public transit services of \$4,325,800 allocated as follows:

- conventional transit \$ 2,643,500
- specialized transit \$ 1,682,300

iv) APPROVE the 2025-2027 annualized growth operating budget estimates (revenue and expenditure investment) as summarized below, for London’s public transit services; and

<b>Conventional Service</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
Transportation Revenue	420,500	441,600	463,600
City of London Investment	2,855,300	2,440,300	2,398,400
<b>Expenditures</b>	<b>3,275,800</b>	<b>2,881,900</b>	<b>2,862,000</b>
<b>Specialized Service</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
Transportation Revenue	91,700	46,000	36,700
City of London Investment	1,759,200	865,400	744,100
<b>Expenditures</b>	<b>1,850,900</b>	<b>911,400</b>	<b>780,800</b>

v) DIRECT administration to prepare and submit the approved 2024 growth public transit services business case and the approved provisional operating estimates for 2025-2027 growth to civic administration consistent with the City of London’s reporting format.

YEAS: S. Collyer, D. Ferreira and J. Pribil

NAYS: S. Rooth and S. Marentette

CARRIED.

**2024 – 2033 Capital Budget Program**

With regard to the 2024 – 2033 Capital Budget Program amended report, copy attached, S. Marentette moves, seconded by D. Ferreira, the Commission:

- i) APPROVE the 2024 capital budget program of \$59,967,300 comprised of the following programs:

<b>Program</b>	<b>Units</b>	<b>Amount</b>
Bus replacement	17	\$ 14,918,300
ZEB Fleet Transition		6,783,000
Bus expansion	10	8,495,000
Electric Bus Trial Program	10	25,960,000
Facility upgrades		500,000
Highbury Facility Rebuild		2,500,000
Information system software and hardware		500,000
Shop and garage equipment		200,000
Service fleet replacement		65,000
Stop upgrades		46,000
<b>Total</b>	<b>37</b>	<b>\$ 59,967,300</b>

<b>Funding</b>	<b>Amount</b>
Province of Ontario (Provincial gas tax)	\$ 0
LTC Capital Program Reserve Fund	811,000
Development charges - City of London	909,000
City of London	26,425,000
Federal gas tax program - C/L	4,000,000
Provincial - ICIP Project Funding	3,661,300
Federal ICIP Project Funding	4,398,000
Federal Government (Zero Emission Transit Fund)	12,980,000
Funding TBD	6,783,000
<b>Total</b>	<b>\$ 59,967,300</b>

noting identified funding from the City of London of \$26,425,000 and Federal Gas Tax program of \$4,000,000 is subject to the approval of Municipal Council as part of the City of London's multi-year budget approval process;

- ii) DIRECT the administration submit the recommended 2024 capital budget program, and provisional estimates for 2025 to 2033 to civic administration consistent with the City of London's reporting format.

YEAS: S. Rooth, S. Marentette, S. Collyer, D. Ferreira and J. Pribil

CARRIED.

**Specialized Service Contract Addendum**

With regard to the Specialized Service Contract Addendum report, copy attached, S. Marentette moves, seconded by S. Collyer, the Commission CONFIRM the addendum to the Specialized Service contract allowing for the procurement of a vehicle not specified in the initial contract.

YEAS: S. Rooth, S. Marentette, S. Collyer, D. Ferreira and J. Pribil

CARRIED.

**Transit Advertising Shelter Contract**

With regard to the Transit Advertising Shelter Contract report, copy attached, S. Collyer moves, seconded by D. Ferreira, the Commission:

- i. APPROVE the renewal of the existing advertising shelter contract with OUTFRONT Media with modified terms as follows:
- Extend the contract to cover the period of January 1, 2024 through December 31, 2028;
  - Implement a cap of 120 glass panels per year that OUTFRONT Media will be responsible for replacing (LTC would be required to pay for any additional replacements); and
  - Decrease the annual revenue guarantees for the five year period from \$175,000 to \$122,500

- ii. DIRECT administration finalize the contract with OUTFRONT Media based on the above;
- iii. DIRECT administration to include \$107,900 in annual operating costs associated with the enhanced cleaning of shelters in the growth budget submission for 2024 for Municipal Council consideration noting should this request be approved, administration will arrange for the appropriate contract amendment.

YEAS: S. Rooth, S. Marentette, S. Collyer, D. Ferreira and J. Pribil

CARRIED.

**Service Improvement Implementation Update**

With regard to the Service Improvement Implementation Update report, copy attached, S. Collyer moves, seconded by D. Ferreira, the report be NOTED and FILED.

YEAS: S. Rooth, S. Marentette, S. Collyer, D. Ferreira and J. Pribil

CARRIED.

**2023 Work Program – Operations – Second Quarter Update**

With regard to the 2023 Work Program – Operations – Second Quarter Update report, copy attached, J. Pribil moves, seconded by S. Marentette, the report be NOTED and FILED.

YEAS: S. Rooth, S. Marentette, S. Collyer, D. Ferreira and J. Pribil

CARRIED.

**2023 Work Program – Fleet & Facilities – Second Quarter Update**

With regard to the 2023 Work Program – Fleet & Facilities – Second Quarter Update report, copy attached, S. Collyer moves, seconded by D. Ferreira, the report be NOTED and FILED.

YEAS: S. Rooth, S. Marentette, S. Collyer, D. Ferreira and J. Pribil

CARRIED.

**2023 Work Program – Human Resources – Second Quarter Update**

With regard to the 2023 Work Program – Human Resources – Second Quarter Update report, copy attached, S. Marentette moves, seconded by S. Collyer, the report be NOTED and FILED.

YEAS: S. Rooth, S. Marentette, S. Collyer, D. Ferreira and J. Pribil

CARRIED.

**2023 Road Construction and Special Events Update**

With regard to the 2023 Road Construction and Special Events Update report, copy attached, J. Pribil moves, seconded by D. Ferreira, the report be NOTED and FILED.

YEAS: S. Rooth, S. Marentette, S. Collyer, D. Ferreira and J. Pribil

CARRIED.

**Financial Update – Conventional Transit Services – Operating Budget – July 31, 2023**

With regard to the Financial Update – Conventional Transit Service – Operating Services – July 31, 2023 report, copy attached, S. Marentette moves, seconded by J. Pribil, the report be NOTED and FILED.

YEAS: S. Rooth, S. Marentette, S. Collyer, D. Ferreira and J. Pribil

CARRIED.

**Financial Update –  
Specialized Transit  
Services – Operating  
Budget – July 31,  
2023**

With regard to the Financial Update – Specialized Transit Service – Operating Services – July 31, 2023 report, copy attached, S. Marentette moves, seconded by J. Pribil, the report be NOTED and FILED.

YEAS: S. Rooth, S. Marentette, S. Collyer, D. Ferreira and J. Pribil

CARRIED.

**Financial Update –  
Capital Budget  
Programs– July 31,  
2023**

With regard to the Financial Update – Capital Budget Programs – July 31, 2023 report, copy attached, S. Marentette moves, seconded by J. Pribil, the report be NOTED and FILED.

YEAS: S. Rooth, S. Marentette, S. Collyer, D. Ferreira and J. Pribil

CARRIED.

**Date of Next Meeting**

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

Wednesday September 27, 2023 - 5:00 p.m.

**Adjournment**

S. Collyer moves, seconded by S. Marentette the meeting be adjourned. CARRIED.  
The meeting adjourned at 9:15 p.m.

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Sheryl Rooth - Chair

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Caroline Roy - Secretary