

**MINUTES OF THE LONDON TRANSIT COMMISSION
HELD IN THE COMMISSION BOARDROOM AT 5:00 P.M.
ON WEDNESDAY NOVEMBER 29, 2023**

Those present were

Sheryl Rooth	-	Chair
Stephanie Marentette	-	Vice-Chair
Scott Collyer	-	Commissioner
David Ferreira	-	Commissioner
David Little	-	Commissioner
Jacqueline Madden	-	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, S. Collyer moves, seconded by D. Ferreira, 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

S. Collyer moves, seconded by S. Marentette, the minutes of the meeting held on October 25, 2023 be APPROVED.

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

CARRIED.

**Election of Chair
and Vice-Chair**

The Secretary called for nominations for the position of Chair for the term ending November 30, 2024.

The following nominations were received:

Jerry Pribil nominated Sheryl Rooth
Sheryl Rooth nominated Stephanie Marentette

Sheryl Rooth respectively declined.

The Secretary asked for further nominations for the position of Chair for the term ending November 30, 2024. There being no further nominations, S. Collyer moves, seconded by D. Little, nominations for the position of Chair be closed. CARRIED.

Stephanie Marentette was acclaimed Chair of the Commission for the term ending November 30, 2024.

The Secretary asked for nominations for the position of Vice-Chair for the term ending November 30, 2024.

The following nominations were received:

David Little nominated Scott Collyer
Stephanie Marentette nominated Scott Collyer

The Secretary asked for further nominations for the position of Vice-Chair for the term ending November 30, 2024. There being no further nominations, D. Ferreira moves, seconded by G. Pribil, nominations for the position of Vice-Chair be closed. CARRIED.

Scott Collyer was acclaimed Vice-Chair of the Commission for the term ending November 30, 2024.

Letter from City Clerk re Council's request to review and refine the grading criteria for the 2023 Annual Report

With regard to the letter from M. Schulthess, City Clerk dated November 8, 2023 re Council's request to review and refine the grading criteria for the 2023 Annual Report, copy attached, S. Collyer moves, seconded by D. Ferreira the letter be NOTED and FILED.

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

5th Report Accessible Public Transit Service Advisory Committee

With regard to the 5th Report Accessible Public Transit Service Advisory Committee, copy attached, D. Little moves, seconded by S. Collyer the report be NOTED and FILED.

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

Draft 2024 Conventional Transit Service Plan

With regard to the Draft 2024 Conventional Transit Service Plan, copy attached, S. Collyer moves, seconded by S. Marentette, the Commission DIRECT administration to hold discussions with civic administration requesting the following improvements to communications involving construction projects and their impact on transit services:

- (i) Ensure that road closure information provided includes reference to multi-year projects and that any updates or scope change information is shared as soon as it is known.
- (ii) Ensure that Renew London include all construction projects within the city of London.
- (iii) Expand the Core Area Construction Coordination Committee (CAC3) weekly call to include all major projects;
- (iv) Implement the feedback previously provided by the Commission through the Mobility Master Plan feedback process relating to the same topic.

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

S. Marentette moves, seconded by D. Ferreira, the Commission:

- (i) APPROVE, in principle, the Draft 2024 Conventional Transit Service Plan;
- (ii) DIRECT administration to finalize and table the Final 2024 Service Plan report and recommendations to the Commission at the meeting subsequent to final approval of the Multi-Year Budget by Municipal Council; and
- (iii) DIRECT administration to forward a copy of the draft service plan report to Members of Council for their information

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

Contract Award – Consulting Services Re: 2024-2027

With regard to the Contract Award – Consulting Services Re: 2024-2027 Business & Service Plans report, copy attached, S. Collyer moves, seconded by D. Ferreira, the Commission:

Business & Service Plans

- (i) ACCEPT the bid from Dillon Consulting for consulting services relating to the preparation of the 2024-2027 Business Plan and supporting Five Year Service Plans for the Conventional and Specialized services; and
- (ii) DIRECT administration finalize a contract with Dillon Consulting, the parameters of which are defined by the request for proposal.

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

CARRIED.

Communication of Commission Policies

With regard to the Communication of Commission Policies report, copy attached, S. Marentette moves, seconded by D. Little, the report be NOTED and FILED.

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

CARRIED.

Annual Accessibility Plan Update

With regard to the Annual Accessibility Plan Update report, copy attached, D. Little moves, seconded by J. Pribil, the report be NOTED and FILED.

YEAS: S. Rooth, S. Marentette, S. Collyer, D. Ferreira, D. Little 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, S. Collyer moves, seconded by S. Marentette, the report be NOTED and FILED.

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

CARRIED.

2024 Commission Meeting Dates

With regard to the 2024 Commission Meeting Dates report, copy attached, D. Little moves, seconded by S. Collyer, the Commission CONFIRM the dates of the 2024 Commission regular meetings as follows, noting the meetings will be held at the 450 Highbury Ave facility with a starting time of 5:00 p.m.

<u>Date</u>		
January 31, 2024		
February 28, 2024		
March 27, 2024		
April 24, 2024		
May 29, 2024		
June 26, 2024		
July 2024	-	Meeting at the call of the Chair
August 28, 2024		
September 25, 2024		
October 30, 2024		
November 27, 2024		
December 2024	-	Meeting at the call of the Chair

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

CARRIED.

Financial Update – Conventional Transit Services – Operating Budget – October 31, 2023

With regard to the Financial Update – Conventional Transit Service – Operating Services – October 31, 2023 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, D. Little and J. Pribil

CARRIED.

Financial Update – Specialized Transit Services – Operating

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

Budget – October 31, 2023

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

CARRIED.

Financial Update – Capital Budget Programs– October 31, 2023

With regard to the Financial Update – Capital Budget Programs – October 31, 2023 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, D. Little and J. Pribil

CARRIED.

In Camera Session

Consistent with the provision of Section 239 of the Municipal Act, D. Ferreira moves, seconded by S. Collyer, 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) Matters pertaining to litigation or potential litigation including matters before administrative tribunals, affecting the municipality or local board.

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) Matters pertaining to litigation or potential litigation including matters before administrative tribunals, affecting the municipality or local board.

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 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) Matters pertaining to litigation or potential litigation including matters before administrative tribunals, affecting the municipality or local board.

CARRIED.

Date of Next Meeting

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

Wednesday January 31, 2024 - 5:00 p.m.

Adjournment

S. Marentette moves, seconded by S. Collyer the meeting be adjourned. CARRIED. The meeting adjourned at 7:40 p.m.

Sheryl Rooth	-	Chair
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Caroline Roy	-	Secretary
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