

**MINUTES OF THE LONDON TRANSIT COMMISSION  
HELD IN THE COMMISSION BOARDROOM AT 5:00 P.M.  
ON WEDNESDAY JANUARY 31, 2024**

Those present were

Stephanie Marentette	-	Chair
Scott Collyer	-	Vice-Chair
David Ferreira	-	Commissioner
David Little	-	Commissioner
Jacqueline Madden	-	Commissioner
Jerry Pribil	-	Commissioner
Sheryl Rooth	-	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. Rooth moves, seconded by S. Collyer, 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. Little, the minutes of the meeting held on November 29, 2023 be APPROVED.

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

CARRIED.

**Commission Work  
Programs – 2023  
(status) and 2024  
(draft)**

With regard to the Commission Work Programs – 2023 (status) and 2024 (draft) report, copy attached, J. Madden moves, seconded by D. Ferreira, that with respect to the Smart Card software development administration BE DIRECTED to inform the contractor that the Commission has expressed concern about the implementation of this program and is keen to see the June 2024 timeline be met.

YEAS: D. Ferreira and J. Madden

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

LOST.

S. Collyer moves, seconded by D. Ferreira, the Commission APPROVE IN PRINCIPLE the direction of the Draft 2024 Work Program as set out in Enclosure I.

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

CARRIED.

**Occupational Health & Safety Work Programs – 2023 (status) and 2024**

With regard to the Occupational Health & Safety Work Programs – 2023 (status) and 2024 report, copy attached, S. Rooth moves, seconded by D. Little, the report be NOTED and FILED.

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

CARRIED.

**Voice of the Customer – 2023 Survey**

With regard to the Voice of the Customer – 2023 Survey report, copy attached, S. Collyer moves, seconded by S. Rooth, the report be NOTED and FILED.

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

CARRIED.

**Specialized Service Update Re: New Vehicles**

With regard to the Specialized Service Update Re: New Vehicles report, copy attached, D. Little moves, seconded by S. Collyer, the report be NOTED and FILED.

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

CARRIED.

**AODA Update Report**

With regard to the AODA Update Report, copy attached, S. Collyer moves, seconded by S. Rooth, the report be NOTED and FILED.

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

CARRIED.

**Service Request Update – Conventional Transit**

With regard to the Service Request Update – Conventional Transit report, copy attached, D. Ferreira moves, seconded by S. Collyer, the report be NOTED and FILED.

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

CARRIED.

**Update – New Year’s Eve Service (2023)**

With regard to the Service Request Update – Conventional Transit report, copy attached, D. Ferreira moves, seconded by S. Collyer, the report be NOTED and FILED.

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

CARRIED.

**Multi-Year Budget**

With regard to the Multi-Year Budget verbal report, S. Marentette moves, seconded by S. Rooth, the Commission DIRECT Administration table an amended budget request calling for 18,000 hours a year for four years for the Conventional Transit Service.

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

CARRIED.

**In Camera Session**

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

- i) The security of the property of the Commission; and
- ii) Personal matters about an identifiable individual, including Municipal or local board employees; and
- iii) A position, plan, procedure, criteria, or instructions to be applied to negotiations with respect to the Specialized Service Booking System; and
- iv) Educating or training members of the council, a local board or committee.

CARRIED.

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

- i) The security of the property of the Commission; and
- ii) Personal matters about an identifiable individual, including Municipal or local board employees; and
- iii) A position, plan, procedure, criteria, or instructions to be applied to negotiations with respect to the Specialized Service Booking System; and
- iv) Educating or training members of the council, a local board or committee.

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

- i) The security of the property of the Commission; and
- ii) Personal matters about an identifiable individual, including Municipal or local board employees; and
- iii) A position, plan, procedure, criteria, or instructions to be applied to negotiations with respect to the Specialized Service Booking System; and
- iv) Educating or training members of the council, a local board or committee.

CARRIED.

**Date of Next Meeting**

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

Wednesday February 28, 2024 - 5:00 P.M.

**Adjournment**

J. Pribil moves, seconded by S. Collyer the meeting be adjourned. CARRIED. The meeting adjourned at 8:10 p.m.

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Stephanie Marentette - Chair

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Caroline Roy - Secretary