

**MINUTES OF THE LONDON TRANSIT COMMISSION
HELD IN THE COMMISSION BOARDROOM AT 5:00PM
ON WEDNESDAY MARCH 31, 2021**

Those present were

| | | |
|-------------------|---|-------------------------------------|
| Mr. Phil Squire | - | Chair |
| Mrs. Tanya Park | - | Vice Chair (via video conference) |
| Mr. Jesse Helmer | - | Commissioner (via video conference) |
| Mr. Tariq Khan | - | 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. Khan moves, seconded by Mrs. Rooth, 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 meeting held on the February 24, 2021 be APPROVED.

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

CARRIED.

Electric Bus Update

With regard to the verbal Electric Bus Update, Mr. Khan moves, seconded by Mrs. Park, the verbal update be RECEIVED.

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

CARRIED.

**2020 Draft Auditors'
Report**

The Commission received a presentation from Katie denBok and Dania Nabhani, KPMG via video conference re the 2020 Draft Auditors' report, copy attached, Mrs. Rooth moves, seconded by Mr. Khan, the Commission APPROVE the Draft 2020 Auditor's Report and Financial Statements as set out in Enclosure I.

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

CARRIED.

**2020 Draft Pension
Fund Audit**

The Commission received a presentation from Katie denBok and Dania Nabhani, KPMG via video conference re the 2020 Draft Pension Fund Audit report, copy attached, Mrs. Rooth moves, seconded by Mr. Khan, the Commission:

- (i) TABLE the draft financial statements, as set out in Enclosure I, relating to the non-insured pension fund as at December 31, 2020 noting the only outstanding audit requirement relates to the receipt of a required outstanding service organization report from Manulife; and
- (ii) DIRECT the administration present, at a future meeting, the final audited statements noting the final statements are to be forwarded to the Financial Services Regulatory Authority as required under the Pension Benefits Act.

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

CARRIED.

1st Report of the Accessible Public Transit Advisory Committee

With regard to the 1st Report of the Accessible Public Transit Service Advisory Committee meeting held on March 8, 2021, copy attached, Mrs. Park moves, seconded by Mr. Khan, the report be NOTED and FILED

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

CARRIED.

Status of Reserves and Reserve Funds – December 31, 2020

With regard to the Status of Reserves and Reserve Funds – December 31, 2020 report, copy attached, Mrs. Park moves, seconded by Mr. Helmer, the report be NOTED and FILED.

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

CARRIED

Recosted 2021 Operating Budget Program

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

- i) APPROVE the recosted 2021 operating expenditure budget for London's public transit services of \$90,601,700 as summarized on the following table:

| Description | Conventional Transit | Specialized Transit | Total |
|-----------------------------|----------------------|---------------------|---------------------|
| Revenue | | | |
| Transportation revenue | \$25,587,700 | \$ 387,000 | \$25,974,700 |
| Operating revenue | 1,089,400 | - | 1,089,400 |
| Transfer from reserves | 1,121,600 | - | 1,121,600 |
| Provincial gas tax funding | 9,540,400 | 1,705,800 | 11,246,200 |
| Total Revenue | 37,339,100 | 2,092,800 | 39,431,900 |
| Expenditure | | | |
| Personnel cost | 55,071,300 | 1,190,700 | 56,262,000 |
| Fuel | 6,811,000 | - | 6,811,000 |
| Direct bus maintenance | 6,647,000 | - | 6,647,000 |
| Facility | 3,244,200 | - | 3,244,200 |
| Insurance | 3,830,600 | - | 3,830,600 |
| Contribution to reserves | 945,100 | - | 945,100 |
| Contracted service costs | - | 8,500,100 | 8,500,100 |
| All other material costs | 4,103,300 | 258,400 | 4,361,700 |
| Total Expenditures | 80,652,500 | 9,949,200 | 90,601,700 |
| Safe Restart Program | 11,335,600 | (998,000) | 10,337,600 |
| City of London | \$31,977,800 | \$8,854,400 | \$40,832,200 |

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

CARRIED.

Recosted 2021 Capital Budget Program

With regard to the Recosted 2021 Capital Budget Program report, copy attached, Mr. Helmer moves, seconded by Mr. Khan, the Commission APPROVE the recosted 2021 capital budget of \$20,109,000 as summarized below noting the recosted budget reflects the previously approved 2021 capital budget program, program updates and carry forward amounts relating to deferred or active 2020 capital projects.

2021 Recosted Capital Budget

| Description | Source of Investment | | | | Total |
|-------------------------|-------------------------|----------------|-------------------------------|--------------------|--------------|
| | Capital Program Reserve | City of London | Federal and Provincial (ICIP) | Provincial Gas Tax | |
| Stop Upgrades | \$ 743,700 | \$ - | \$ - | \$ - | \$ 743,700 |
| Service Fleet | 50,000 | - | - | - | 50,000 |
| Shop Equipment | 200,000 | - | - | - | 200,000 |
| Software and Hardware | 470,000 | - | - | 210,000 | 680,000 |
| Facility Upgrades | - | 500,000 | - | - | 500,000 |
| Bus Replacements | - | 8,069,200 | - | 2,550,700 | 10,619,900 |
| Bus Expansion | - | 346,800 | 953,600 | - | 1,300,400 |
| Bus Stop Amenities | - | 293,400 | 806,600 | - | 1,100,000 |
| Fleet Radio Replacement | - | 312,500 | - | 312,500 | 625,000 |
| TMP 2030 - BRT Strategy | - | - | - | 1,500,000 | 1,500,000 |
| Fare Processing Eqpmt | - | 747,500 | - | 1,747,500 | 2,495,000 |
| Smart Card Program | - | - | - | 295,000 | 295,000 |
| | \$1,463,700 | \$10,269,400 | \$ 1,760,200 | \$6,615,700 | \$20,109,000 |

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

CARRIED.

COVID-19 Funding Update

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

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

CARRIED

Impact of 2021 Road Construction

With regard to the Impact of 2021 Road Construction report, copy attached, Mr. Khan moves, seconded by Mrs. Rooth, the report be NOTED and FILED.

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

CARRIED

Date of Next Meeting

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

Wednesday April 28, 2021 at 5:00 p.m.

Adjournment

Mrs. Park moves, seconded by Mr. Helmer the meeting be adjourned. CARRIED. The meeting adjourned at 5:35 p.m.

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| Phil Squire | - | Chair |
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| Caroline Roy | - | Secretary |
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