

**MINUTES OF THE LONDON TRANSIT COMMISSION  
HELD VIRTUALLY DURING THE COVID-19 EMERGENCY  
AT 5:00 PM ON WEDNESDAY AUGUST 25, 2021**

Those present were

Mr. Phil Squire	-	Chair
Mrs. Tanya Park	-	Vice Chair
Mr. Jesse Helmer	-	Commissioner
Mr. Tariq Khan	-	Commissioner
Mrs. Sheryl Rooth	-	Commissioner

Also present were

Mrs. Kelly Paleczny	-	General Manager
Mrs. Katie Burns	-	Director of Planning
Mrs. Joanne Galloway	-	Director of Human Resources
Mr. Mike Gregor	-	Director of Finance
Mr. Craig Morneau	-	Director of Fleet & Facilities
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 as amended, Mrs. Park moves, seconded by Mr. Khan, 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 Mrs. Rooth, the minutes of the meeting held on the June 30, 2021 be APPROVED.

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

CARRIED.

**Tanya Park -  
Resignation from the  
Commission**

With regard to the email from Tanya Park dated August 1, 2021 re Resignation from the Commission, copy attached, Mr. Helmer moves, seconded by Mrs. Rooth, the Commission RECOMMEND to Council that the vacancy be filled for the remainder of the Commission's term (ending November 2022).

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

CARRIED.

**Cycling Infrastructure  
Update**

Mr. Doug MacRae, Director Transportation and Mobility - City of London was present to answer questions with regard to the Cycling Infrastructure Update 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.

**Implementation of PHI  
Cell Technology on  
LTC Fleet**

The Commission received a presentation from Raymond Melleady, Executive Vice President, Seating and Technology – United Safety and Survivability re the Implementation of PHI Cell Technology on LTC Fleet report, copy attached, Mrs. Rooth moves, seconded by Mrs. Park, the Commission:

- i) APPROVE the supply and installation of the United Safety and Survivability Corporation (USSC) Active Air Purification System onboard the conventional transit fleet at a cost of \$880,285 exclusive of applicable taxes; and
- ii) DIRECT administration to finalize contract particulars with USSC as required.

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

CARRIED.

#### **Zero-Emission Bus Implementation Strategy Update**

With regard to the Zero-Emission Bus Implementation Strategy Update report, copy attached, Mr. Khan moves, seconded by Mrs. Rooth, the Commission:

- i) DIRECT administration to work with civic administration to create a Business Case for the initial zero-emission bus implementation of 10 40' battery electric buses and seven chargers (three overhead and four plug in), including the identification of potential sources for funding for the initiative, which will be forwarded to Municipal Council as part of the 2022 Budget deliberation process; and
- ii) DIRECT administration to continue discussions with CUTRIC with respect to London's participation in a Zero-Emission Bus (ZEB) turn-key joint procurement initiative which will assist transit agencies and operators in leveraging the economies of scale associated with ZEBs and allied charging/fueling infrastructure.

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

CARRIED.

#### **2022 Operating Budget Program**

With regard to the 2022 Operating Budget Program report, copy attached, Mr. Helmer moves, seconded by Mrs. Rooth, the Commission:

- i) APPROVE the 2022 base operating budget program for public transit services allocated as follows:

<b>Category</b>	<b>Conventional</b>	<b>Specialized</b>	<b>Total</b>
Revenue	\$ 47,672,700	\$ 2,365,700	\$ 50,038,400
Expenditures	83,607,300	11,625,400	95,232,700
City of London	\$ 33,197,500	\$ 9,223,900	\$ 42,421,400
Budget Shortfall	\$ 2,737,100	\$ 35,800	\$ 2,772,900

- ii) DIRECT administration to report back on options to mitigate the base budget shortfall at the March 2022 meeting;
- iii) APPROVE the 2022 growth operating budget (revenue and expenditure investment) as summarized in Enclosure I, for London's public transit services of \$ 997,400, noting this would be funded through assessment growth and is allocated as follows:

- Conventional transit \$ 805,800
- Specialized transit \$ 191,600

- iv) DIRECT administration to submit the approved 2022 public transit services operating budget to the civic administration consistent with the City of London's reporting format.

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

CARRIED.

#### **2022 – 2031 Capital Budget Program**

With regard to the 2022 – 2031 Capital Budget Program report, copy attached, Mr. Helmer moves, seconded by Mrs. Rooth, the Commission:

- i) APPROVE the 2022 capital budget program of \$16,362,200 comprised of the following programs:

<b>Program</b>	<b>Units</b>	<b>Amount</b>
Bus replacement	17	\$ 10,874,500
Bus expansion	5	4,064,500
Facility upgrades		500,000
Information system software and hardware		550,000
Shop and garage equipment		200,000
Service fleet replacement		50,000
Stop upgrades		123,200
<b>Total</b>	<b>22</b>	<b>\$16,362,200</b>

<b>Funding</b>	<b>Amount</b>
Province of Ontario (Provincial gas tax)	\$ 2,614,200
LTC capital program reserve fund	923,200
Development charges - City of London	433,600
City of London	6,544,700
Federal gas tax program - C/L	2,866,000
Provincial - ICIP Project Funding	1,354,700
Federal ICIP Project Funding	1,625,800
<b>Total</b>	<b>\$16,362,200</b>

noting identified funding from the City of London of \$6,544,700 and Federal Gas Tax program of \$2,866,000 is subject to the approval of Municipal Council as part of the City of London's 2022 budget approval process; and

- ii) DIRECT the administration submit the recommended 2022 capital budget program, and provisional estimates for 2023 to 2031 to civic administration consistent with the City of London's reporting format.

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

CARRIED.

**2021 Conventional Service Plan Update**

With regard to the 2021 Conventional Service Plan Update report, copy attached, Mr. Khan moves, seconded by Mrs. Rooth, the report be NOTED and FILED.

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

CARRIED.

**COVID-19 Ridership Impact**

With regard to the COVID-19 Ridership Impact report, copy attached, Mrs. Park moves, seconded by Mr. Helmer, the report be NOTED and FILED.

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

CARRIED.

**Financial Update – Conventional Transit Operating – July 31, 2021**

With regard to the Financial Update – Conventional Transit Operating – July 31, 2021 report, copy attached, Mrs. Rooth moves, seconded by Mr. Khan, the report be NOTED and FILED.

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

CARRIED.

**Financial Update – Specialized Transit Operating – July 31, 2021**

With regard to the Financial Update – Specialized Transit Operating – July 31, 2021 report, copy attached, Mrs. Rooth moves, seconded by Mr. Khan, the report be NOTED and FILED.

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

CARRIED.

**Financial Update –  
Capital Budget – July  
31, 2021**

With regard to the Financial Update – Capital Budget – July 31, 2021 report, copy attached, Mrs. Rooth moves, seconded by Mr. Khan, the report be NOTED and FILED.

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

CARRIED.

**Administrative  
Vaccine Policy**

With regard to the Administrative Vaccine Policy verbal report, Mr. Khan moves, seconded by Mrs. Rooth, the verbal report be NOTED and FILED.

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

CARRIED.

**Date of Next Meeting**

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

Wednesday September 29, 2021 at 5:00 p.m.

**Adjournment**

Mrs. Rooth moves, seconded by Mr. Helmer the meeting be adjourned. CARRIED.  
The meeting adjourned at 6:20 p.m.

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Phil Squire - Chair

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Caroline Roy - Secretary