

**MINUTES OF THE LONDON TRANSIT COMMISSION  
HELD VIRTUALLY DURING THE COVID-19 EMERGENCY  
AT 5:00 PM ON WEDNESDAY NOVEMBER 24, 2021**

Those present were

Jesse Helmer	-	Chair
Tariq Khan	-	Commissioner
Stephanie Marentette	-	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
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. Rooth moves, seconded by S. Marentette, 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**

T. Khan moves, seconded by S. Rooth, the minutes of the meeting held on the October 27, 2021 be APPROVED.

YEAS: J. Helmer, T. Khan, S. Marentette and S. Rooth

CARRIED.

**2022 Replacement Bus  
Order**

With regard to the 2022 Replacement Bus Order report, copy attached, S. Rooth moves, seconded by S. Marentette, the Commission APPROVE the early purchase of the 2022 replacement bus requirements (15 - 40' buses and two – 60' foot articulated buses) from New Flyer Industries Canada, ULC at a total cost of \$10,913,909, exclusive of applicable taxes.

YEAS: J. Helmer, T. Khan, S. Marentette and S. Rooth

CARRIED.

**2022 Conventional  
Service Plan**

With regard to the 2022 Conventional Service Plan, copy attached, S. Rooth moves, seconded by T. Khan, That the Commission:

- i) APPROVE, the Draft 2022 Conventional Service Plan;
- ii) DIRECT administration to forward a copy of the Draft 2022 Conventional Service Plan report to Members of Council for their information; and
- iii) DIRECT administration to finalize the 2022 Conventional Service Plan and present same at the Commission's March 30, 2022 meeting.

YEAS: J. Helmer, T. Khan, S. Marentette and S. Rooth

CARRIED.

**Provincial Funding Update**

With regard to the Provincial Funding Update report, copy attached, S. Rooth moves, seconded by S. Marentette, the report be NOTED and FILED.

YEAS: J. Helmer, T. Khan, S. Marentette and S. Rooth

CARRIED.

**Annual Accessibility Plan Update**

With regard to the Annual Accessibility Plan Update report, copy attached, S. Rooth moves, seconded by S. Marentette, the report be NOTED and FILED.

YEAS: J. Helmer, T. Khan, S. Marentette and S. Rooth

CARRIED.

**COVID-19 Conventional Service Impacts**

With regard to the COVID-19 Conventional Service Impacts report, copy attached, S. Rooth moves, seconded by T. Khan, the report be NOTED and FILED.

YEAS: J. Helmer, T. Khan, S. Marentette and S. Rooth

CARRIED.

**COVID-19 Ridership Impacts**

With regard to the COVID-19 Ridership Impacts report, copy attached, T. Khan moves, seconded by S. Rooth, the report be NOTED and FILED.

YEAS: J. Helmer, T. Khan, S. Marentette and S. Rooth

CARRIED.

**2022 Commission Meeting Dates**

With regard to the 2022 Commission Meeting Dates report, copy attached, T. Khan moves, seconded by S. Rooth, the Commission CONFIRM the dates of the 2022 Commission regular meetings as follows, noting the meetings are held on the last Wednesday of the month with a starting time of 5:00 p.m.

<u>Date</u>	
January 26, 2022	
February 23, 2022	
March 30, 2022	
April 27, 2022	
May 25, 2022	
June 29, 2022	
July 2022	- Meeting at the call of the Chair
August 31, 2022	
September 28, 2022	
October 26, 2022	
November 30, 2022	
December 2022	- Meeting at the call of the Chair

YEAS: J. Helmer, T. Khan, S. Marentette and S. Rooth

CARRIED.

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

With regard to the Financial Update – Conventional Transit Operating – October 31, 2021 report, copy attached, T. Khan moves, seconded by S. Marentette, the report be NOTED and FILED.

YEAS: J. Helmer, T. Khan, S. Marentette and S. Rooth

CARRIED.

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

With regard to the Financial Update – Specialized Transit Operating – October 31, 2021 report, copy attached, T. Khan moves, seconded by S. Marentette, the report be NOTED and FILED.

YEAS: J. Helmer, T. Khan, S. Marentette and S. Rooth

CARRIED.

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

With regard to the Financial Update – Capital Budget – October 31, 2021 report, copy attached, T. Khan moves, seconded by S. Marentette, the report be NOTED and FILED.

YEAS: J. Helmer, T. Khan, S. Marentette and S. Rooth

CARRIED.

**Contract Award –  
Uniformed Security  
Guard Service**

With regard to the Contract Award – Uniformed Security Guard Service report, copy attached, T. Khan moves, seconded by S. Marentette, the Commission APPROVE and ACCEPT the RFP submission from Stinson Security Services for the supply of Uniformed Security Guard Service for the three year period of January 1, 2022 through December 31, 2024, at a total contract cost of \$312,306.75 (\$100,784 in 2022, \$104,019 in 2023 and \$107,503 in 2024) with a two year renewal option based upon mutual agreement of both parties.

YEAS: J. Helmer, T. Khan, S. Marentette and S. Rooth

CARRIED.

**In Camera Session**

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

- i) A matter pertaining to personnel matters about identifiable individuals, including municipal or local board employees.

CARRIED.

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

- i) A matter pertaining to personnel matters about identifiable individuals, including municipal or local board employees.

**Management Staff  
Policy Statement  
Update**

With regard to the Management Staff Policy Statement Update report, S. Rooth moves, seconded by S. Marentette, that:

- i) the changes to the Management Staff Policy Statement BE APPROVED, as attached; and
- ii) Administration be DIRECTED to take the necessary steps to implement the Management Staff Policy Statement

YEAS: J. Helmer, T. Khan, S. Marentette and S. Rooth

CARRIED.

**Date of Next Meeting**

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

Wednesday January 26, 2022 at 5:00 p.m.

**Adjournment**

S. Rooth moves, seconded by S. Marentette the meeting be adjourned. CARRIED. The meeting adjourned at 5:50 p.m.

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Jesse Helmer - Chair

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Caroline Roy - Secretary