MINUTES OF THE LONDON TRANSIT COMMISSION
HELD VIRTUALLY DURING THE COVID-19 EMERGENCY
AT 6:30 PM ON WEDNESDAY MARCH 30, 2022

Those present were
Jesse Helmer - Chair
Sheryl Rooth - Vice-Chair
Tariq Khan - Commissioner
Stephanie Marentette - Commissioner

With regrets was
Anna Hopkins - 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. Marentette moves, seconded by T. Khan, 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. Marentette, the minutes of the meeting held on the February 23, 2022 be APPROVED.
YEAS: J. Helmer, S. Rooth, T. Khan and S. Marentette
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 15, 2022, copy attached, S. Marentette moves, seconded by S. Rooth, the report be NOTED and FILED
YEAS: J. Helmer, S. Rooth, T. Khan and S. Marentette
CARRIED.

Status of Reserves and Reserve Funds – December 31, 2021
With regard to the Status of Reserves and Reserve Funds – December 31, 2021 report, copy attached, T. Khan moves, seconded by S. Rooth, the report be NOTED and FILED.
YEAS: J. Helmer, S. Rooth, T. Khan and S. Marentette
CARRIED

2021 Draft Auditors’ Report
The Commission received a presentation from Katie denBok and Dania Nabhani, KPMG via video conference re the 2021 Draft Auditors’ report, copy attached, S. Marentette moves, seconded by T. Khan, the Commission:

(i) TABLE the draft financial statements, as set out in Enclosure I, noting the only outstanding audit requirement relates to the finalization of an Actuarial Report pertaining to Non-Pension Post-Retirement and Post-Employment Benefit Plans by Mercer; and
2021 Draft Pension Fund Audit

The Commission received a presentation from Katie denBok and Dania Nabhani, KPMG via video conference re the 2021 Draft Pension Fund Audit report, copy attached, S. Marentette moves, seconded by T. 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, 2021 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: J. Helmer, S. Rooth, T. Khan and S. Marentette
CARRIED.

Recosted 2022 Operating Budget Program

With regard to the Recosted 2022 Operating Budget Program report, copy attached, T. Khan moves, seconded by S. Marentette, the Commission APPROVE the recosted 2022 operating expenditure budget for London’s public transit services of $96,073,300 as summarized on the following table noting the recosting has not resulted in any changes to the City of London funding:

<table>
<thead>
<tr>
<th>Description</th>
<th>Conventional Transit</th>
<th>Specialized Transit</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transportation revenue</td>
<td>$33,239,200</td>
<td>$567,800</td>
<td>$33,807,000</td>
</tr>
<tr>
<td>Operating revenue</td>
<td>1,167,900</td>
<td>-</td>
<td>1,167,900</td>
</tr>
<tr>
<td>Transfer from reserves</td>
<td>2,659,100</td>
<td>-</td>
<td>2,659,100</td>
</tr>
<tr>
<td>Provincial gas tax funding</td>
<td>9,585,200</td>
<td>1,768,600</td>
<td>11,353,800</td>
</tr>
<tr>
<td>Total Revenue</td>
<td>46,651,400</td>
<td>2,336,400</td>
<td>48,987,800</td>
</tr>
<tr>
<td>Expenditure</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel cost</td>
<td>56,724,200</td>
<td>1,223,000</td>
<td>57,947,200</td>
</tr>
<tr>
<td>Fuel</td>
<td>9,148,300</td>
<td>-</td>
<td>9,148,300</td>
</tr>
<tr>
<td>Direct bus maintenance</td>
<td>7,244,800</td>
<td>-</td>
<td>7,244,800</td>
</tr>
<tr>
<td>Facility</td>
<td>3,322,700</td>
<td>-</td>
<td>3,322,700</td>
</tr>
<tr>
<td>Insurance</td>
<td>3,877,400</td>
<td>-</td>
<td>3,877,400</td>
</tr>
<tr>
<td>Contribution to reserves</td>
<td>945,100</td>
<td>-</td>
<td>945,100</td>
</tr>
<tr>
<td>Contracted service costs</td>
<td>-</td>
<td>9,582,900</td>
<td>9,582,900</td>
</tr>
<tr>
<td>All other material costs</td>
<td>3,743,800</td>
<td>261,100</td>
<td>4,004,900</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>85,006,300</td>
<td>11,067,000</td>
<td>96,073,300</td>
</tr>
<tr>
<td>Safe Restart Program</td>
<td>4,476,300</td>
<td>(670,700)</td>
<td>3,805,600</td>
</tr>
<tr>
<td>City of London</td>
<td>$33,878,600</td>
<td>$9,401,300</td>
<td>$43,279,900</td>
</tr>
</tbody>
</table>

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

Recosted 2022 Capital Budget Program

With regard to the Recosted 2022 Capital Budget Program report, copy attached, T. Khan moves, seconded by S. Marentette, the Commission APPROVE the recosted 2022 capital budget of $23,538,800 as summarized below noting the recosted budget reflects the previously approved 2022 capital budget program, program updates and carry forward amounts relating to deferred or active 2021 capital projects.

<table>
<thead>
<tr>
<th>Description</th>
<th>Conventional Transit</th>
<th>Specialized Transit</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safe Restart Program</td>
<td>4,476,300</td>
<td>(670,700)</td>
<td>3,805,600</td>
</tr>
<tr>
<td>City of London</td>
<td>$33,878,600</td>
<td>$9,401,300</td>
<td>$43,279,900</td>
</tr>
<tr>
<td>Description</td>
<td>City of London</td>
<td>Federal and Provincial (ICIP)</td>
<td>Provincial Gas Tax</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>----------------</td>
<td>-------------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Bus replacement Bus</td>
<td>$8,260,300</td>
<td>$3,323,600</td>
<td>$11,583,900</td>
</tr>
<tr>
<td>Bus expansion</td>
<td>889,400</td>
<td>2,445,600</td>
<td>3,335,000</td>
</tr>
<tr>
<td>Facility upgrades</td>
<td>603,000</td>
<td></td>
<td>603,000</td>
</tr>
<tr>
<td>Fare processing equip.</td>
<td>747,500</td>
<td>1,747,500</td>
<td>2,495,000</td>
</tr>
<tr>
<td>Information systems</td>
<td>730,000</td>
<td></td>
<td>730,000</td>
</tr>
<tr>
<td>Shop &amp; garage equip.</td>
<td>200,000</td>
<td></td>
<td>200,000</td>
</tr>
<tr>
<td>Service fleet replacement</td>
<td>50,000</td>
<td></td>
<td>50,000</td>
</tr>
<tr>
<td>Stop upgrades</td>
<td>866,900</td>
<td></td>
<td>866,900</td>
</tr>
<tr>
<td>Bus stop amenities</td>
<td>278,700</td>
<td>766,300</td>
<td>1,045,000</td>
</tr>
<tr>
<td>Fleet radio replacement</td>
<td>312,500</td>
<td>312,500</td>
<td>625,000</td>
</tr>
<tr>
<td>Smart card program</td>
<td></td>
<td>505,000</td>
<td>505,000</td>
</tr>
<tr>
<td>TMP 2030 – BRT strategy</td>
<td></td>
<td>1,500,000</td>
<td>1,500,000</td>
</tr>
</tbody>
</table>

$1,846,900 $11,091,400 $3,211,900 $7,388,600 $23,538,800

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

2022 Service Plan – Conventional Transit

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

I. APPROVE the 2022 Conventional Transit Service Plan as set out below noting the recommended changes represent approximately 17,500 additional service hours:

a. Route 2: Weekday- Increase round trip time from 120 minutes to 135 minutes between 4pm and 6pm

b. Route 16: Weekday- Increase round trip time from 80 minutes to 90 minutes and increase frequency from 17 minutes to 15 minutes between 9am and 2pm

c. Route 20: Weekday- Increase frequency from 20 minutes to 15 minutes between 9am and 12pm

d. Route 24

i. Weekday- Increase frequency from 40 minutes to 30 minutes between 6am and 9pm

ii. Saturday- Introduce service between 6am and 10am on a 40 minute frequency

iii. Saturday- Introduce service between 5pm and 9pm on a 40 minute frequency

e. Route 25

i. Weekday- Increase frequency from 30 minutes to 20 minutes between 7am and 9am

ii. Weekday- Increase frequency from 30 minutes to 20 minutes between 9am and 12pm

iii. Weekday- Increase frequency from 30 minutes to 20 minutes between 12pm and 2pm

iv. Weekday- Increase frequency from 30 minutes to 20 minutes between 6pm and 9pm
f. Route 36  
   i. Weekday- Introduce an A and B Routing with Route 36A serving the Airport and the current Industrial area south of Oxford and Route 36B serving the airport and the Industrial area north of Oxford along Huron and Robin’s Hill Road  
   ii. Weekday- Increase frequency from 30 minutes to 15 minutes between 6am and 6pm  
   iii. Weekday- Extend service to 7:30 pm on a 15 minute frequency  

g. Route 93  
   i. Saturday- Increase frequency from 36 minutes to 25 minutes between 8am and 10am  
   ii. Saturday- Increase frequency from 38 minutes to 25 minutes between 5pm and 9pm  
   iii. Saturday- Increase frequency from 36 minutes to 25 minutes between 9pm and 12am  

h. Route 102  
   i. Weekday- Increase frequency from 20 minutes to 15 minutes between 6pm and 9pm  
   ii. Weekday- Increase frequency from 35 minutes to 20 minutes between 9pm and 12am  

II. DIRECT administration to order the five expansion buses required for the 2022 Service Plan.  
YEAS: J. Helmer, S. Rooth, T. Khan and S. Marentette  
CARRIED.  

Impact of 2022 Road Construction – Conventional Transit Service  

With regard to the Impact of 2022 Road Construction – Conventional Transit Service report, copy attached, S. Rooth moves, seconded by S. Marentette, the report be NOTED and FILED.  
YEAS: J. Helmer, S. Rooth, T. Khan and S. Marentette  
CARRIED.  

COVID-19 Ridership & Service Impacts  

With regard to the COVID-19 Ridership & Service Impacts report, copy attached, S. Rooth moves, seconded by S. Marentette, the report be NOTED and FILED.  
YEAS: J. Helmer, S. Rooth, T. Khan and S. Marentette  
CARRIED.  

Date of Next Meeting  
The Commission confirmed the date of the next meeting as follows:  
Wednesday April 27, 2022 at 5:00 p.m.  

Adjournment  
S. Marentette moves, seconded by T. Khan the meeting be adjourned. CARRIED.  
The meeting adjourned at 7:00 p.m.  

__________________________________________  
Caroline Roy - Secretary