

**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
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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.

**1<sup>st</sup> Report of the  
Accessible Public  
Transit Advisory  
Committee**

With regard to the 1<sup>st</sup> 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

- (ii) DIRECT the administration present, at a future meeting, the final audited statements.

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

CARRIED.

**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;

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

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.

Description	Source of Investment				Total
	Capital Program Reserve	City of London	Federal and Provincial (ICIP)	Provincial Gas Tax	
Bus replacement	\$ -	\$ 8,260,300	\$ -	\$ 3,323,600	\$ 11,583,900
Bus expansion	-	889,400	2,445,600	-	3,335,000
Facility upgrades	-	603,000	-	-	603,000
Fare processing equip.	-	747,500	-	1,747,500	2,495,000
Information systems	730,000	-	-	-	730,000
Shop & garage equip.	200,000	-	-	-	200,000
Service fleet replacement	50,000	-	-	-	50,000
Stop upgrades	866,900	-	-	-	866,900
Bus stop amenities	-	278,700	766,300	-	1,045,000
Fleet radio replacement	-	312,500	-	312,500	625,000
Smart card program	-	-	-	505,000	505,000
TMP 2030 – BRT strategy	-	-	-	1,500,000	1,500,000
	\$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.

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Jesse Helmer - Chair

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Caroline Roy - Secretary