

**MINUTES OF THE LONDON TRANSIT COMMISSION
HELD IN THE COMMISSION BOARDROOM AT 5:00 P.M.
ON THURSDAY APRIL 13, 2023**

Those present were

Sheryl Rooth	-	Chair
Stephanie Marentette	-	Vice-Chair
Scott Collyer	-	Commissioner
David Ferreira	-	Commissioner
Jerry Pribil	-	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. Collyer 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

S. Collyer moves, seconded by S. Marentette, the minutes of the meeting held on the March 6, 2023 be APPROVED.

YEAS: S. Rooth, S. Marentette, S. Collyer, D. Ferreira and J. Pribil

CARRIED.

**2022 Draft Auditors'
Report**

The Commission received a presentation from Katie denBok and Hoda Chehab, KPMG re the 2022 Draft Auditors' report.

With respect to the presentation and report, copy attached, S. Collyer moves, seconded by S. Marentette, the Commission APPROVE the Draft 2022 Auditors' Report and Financial Statements as set out in Enclosure I.

YEAS: S. Rooth, S. Marentette, S. Collyer, D. Ferreira and J. Pribil

CARRIED.

**2022 Draft Pension
Fund Audit**

The Commission received a presentation from Katie denBok and Hoda Chehab, KPMG re the 2022 Draft Pension Fund Audit report.

With respect to the presentation and report, copy attached, S. Collyer moves, seconded by C. Marentette, 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, 2022 noting the only outstanding audit requirement relates to the receipt of a required outstanding service organization report from Manulife;

- ii) DIRECT 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;
- iii) DIRECT administration to discontinue the annual pension audit consistent with revised pension regulations exempting pension plans with fewer than \$10 million in assets, and further to work with Manulife to complete the necessary annual financial reports required; and
- iv) DIRECT administration to review potential pension enhancements with Manulife and provide a report back to the Commission with recommendations.

YEAS: S. Rooth, S. Marentette, S. Collyer, D. Ferreira and J. Pribil

CARRIED.

Letter from USC dated re Contract Extension with Western University

The Commission received a presentation from Ethan Gardner, USC President and Sunday Ajak, Incoming USC President with respect to their letter dated April 13, 2023 re Contract Extension with Western University.

With respect to the presentation and letter, copy attached, S. Collyer moves, seconded by J. Pribil, the letter be NOTED and FILED.

YEAS: S. Rooth, S. Marentette, S. Collyer, D. Ferreira and J. Pribil

CARRIED.

1st Report Accessible Public Transit Service Advisory Committee

With regard to the 1st Report of the Accessible Public Transit Service Advisory Committee meeting held on September 13, 2022, copy attached, S. Marentette moves, seconded by D. Ferreira, the report be NOTED and FILED.

YEAS: S. Rooth, S. Marentette, S. Collyer, D. Ferreira and J. Pribil

CARRIED.

Letter from M. Schulthess re Specialized Service

With regard to the letter from M. Schulthess, City Clerk, dated March 8, 2023 re Specialized Service, copy attached, S. Marentette moves, seconded by S. Collyer, the letter be NOTED and FILED.

YEAS: S. Rooth, S. Marentette, S. Collyer, D. Ferreira and J. Pribil

CARRIED.

Status of Reserves & Reserve Funds

With regard to the Status of Reserves & Reserve Funds report, copy attached, S. Marentette moves, seconded by J. Pribil, the report be NOTED and FILED.

YEAS: S. Rooth, S. Marentette, S. Collyer, D. Ferreira and J. Pribil

CARRIED.

Tuition-based Pass Contract

With regard to the Tuition-based Pass Contract report, copy attached, S. Marentette moves, seconded by D. Ferreira, the Commission:

- i) DIRECT administration to establish a one-year extension for the 2023/24 academic year to the Tuition-Based Pass Contracts with University Student's Council at Western University, Society of Graduate Students at Western University, and Fanshawe Student Union at Fanshawe College providing for a 0% increase in the annual cost and utilizing the remaining terms and conditions that are currently in place; and

- ii) DIRECT administration to undertake a comprehensive review of the Tuition-Based Pass Program including but not limited to consideration of price, ridership and demand, overall usage rates, price escalation rates, administration of the program, contract terms and conditions, and the impact of the program on other fare categories and report back to the Commission with a recommended path forward.

YEAS: S. Rooth, S. Marentette, S. Collyer, D. Ferreira and J. Pribil

CARRIED.

D. Ferreira moves, seconded by J. Pribil, the Commission DIRECT administration undertake the provision of regular detailed ridership reporting to the representative student bodies at such time as the Commission's new Data Analyst position is established and filled.

YEAS: S. Rooth, S. Marentette, S. Collyer, D. Ferreira and J. Pribil

CARRIED.

Recosted 2023 Operating Budget Program

With regard to the Recosted 2023 Operating Budget Program report, copy attached, S. Collyer moves, seconded by S. Marentette, the Commission APPROVE the recosted 2023 operating expenditure budget for London's public transit services of \$101,873,300 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
Revenue			
Transportation revenue	\$33,964,200	\$ 580,000	\$34,544,200
Operating revenue	2,284,200	-	2,284,200
Transfer from reserves	8,530,200	-	8,530,200
Provincial gas tax funding	8,872,100	1,805,800	10,677,900
Total Revenue	53,650,700	2,385,800	56,036,500
Expenditure			
Personnel cost	58,824,000	1,344,300	60,168,300
Fuel	10,413,900	-	10,413,900
Direct bus maintenance	7,443,600	-	7,443,600
Facility	3,565,100	-	3,565,100
Insurance	4,106,200	-	4,106,200
Contribution to reserves	1,548,100	-	1,548,100
Contracted service costs	-	10,561,500	10,561,500
All other material costs	3,793,000	273,600	4,066,600
Total Expenditures	89,693,900	12,179,400	101,873,300
City of London	\$36,043,200	\$9,793,600	\$45,836,800

YEAS: S. Rooth, S. Marentette, S. Collyer, D. Ferreira and J. Pribil

CARRIED.

Recosted 2023 Capital Budget Program

With regard to the Recosted 2023 Capital Budget Program report, copy attached, S. Collyer moves, seconded by D. Ferreira, the Commission APPROVE the recosted 2023 capital budget of \$22,574,500 as summarized below noting the recosted budget reflects the previously approved 2023 capital budget program, program updates and carry forward amounts relating to deferred or active 2022 capital projects.

2023 Recosted Capital Budget

Description	Source of Investment				Total
	Capital Program Reserve	City of London	Federal and Provincial (ICIP)	Provincial Gas Tax	
Bus replacement	\$ -	\$ 7,585,000	\$ -	\$ 5,263,300	\$ 12,848,300
Facility upgrades	-	751,600	-	-	751,600
Fare processing equip.	-	747,500	-	1,747,500	2,495,000
Information systems	1,054,800	-	-	-	1,054,800
Shop & garage equip.	200,000	-	-	-	200,000
Service fleet replacement	130,000	-	-	-	130,000
Stop upgrades	941,100	-	-	-	941,100
Bus stop amenities	-	154,300	424,400	-	578,700
Fleet radio replacement	-	312,500	-	312,500	625,000
Smart card program	-	-	-	450,000	450,000
Highbury facility rebuild	-	667,500	1,832,500	-	2,500,000
	\$2,325,900	\$10,218,400	2,256,900	\$7,773,300	\$22,574,500

YEAS: S. Rooth, S. Marentette, S. Collyer, D. Ferreira and J. Pribil

CARRIED.

Bench Advertising Contract Renewal

With regard to the Bench Advertising Contract Renewal report, copy attached, S. Collyer moves, seconded by S. Marentette, the Commission:

- i) APPROVE exercising the renewal option for the bench advertising contract with Creative Outdoor Advertising for the period 2023-2027; and
- ii) DIRECT administration finalize the details of the renewal with Creative Outdoor Advertising.

YEAS: S. Rooth, S. Marentette, S. Collyer, D. Ferreira and J. Pribil

CARRIED.

2023 Transit Passenger Shelter Program

With regard to the 2023 Transit Passenger Shelter Program report, copy attached, S. Marentette moves, seconded by J. Pribil, the Commission APPROVE the following list of warranted locations for installation of non-advertising shelters in 2023:

- i) Wharncliffe at Oxford northbound
- ii) Richmond at Central northbound
- iii) Fanshawe at Dalmagarry eastbound
- iv) Richmond at Pall Mall northbound
- v) Adelaide at Little Simcoe northbound
- vi) Western at Elgin Drive northbound
- vii) Dundas at Hewitt eastbound
- viii) Oxford at Gammage westbound
- ix) Richmond at Jacksway southbound
- x) Richmond at Kent northbound
- xi) Adelaide at Oxford southbound
- xii) Oxford at Fernley westbound
- xiii) Richmond at Mill southbound
- xiv) Hyde Park south of Oxford northbound

YEAS: S. Rooth, S. Marentette, S. Collyer, D. Ferreira and J. Pribil

CARRIED.

COVID-19 Vaccination Policy for Commissioners

With regard to the COVID-19 Vaccination Policy for Commissioners report, copy attached, S. Marentette moves, seconded by J. Pribil, the Commission APPROVE lifting COVID-19 Vaccination Policy for Commissioners effective immediately.

YEAS: S. Rooth, S. Marentette, S. Collyer, D. Ferreira and J. Pribil

CARRIED.

Specialized Transit Service Update

With regard to the Specialized Transit Service Update report, copy attached, S. Collyer moves, seconded by D. Ferreira, the Commission RECEIVE the information.

YEAS: S. Rooth, S. Marentette, S. Collyer, D. Ferreira and J. Pribil

CARRIED.

D. Ferreira moves, seconded by J. Pribil, the Commission DIRECT administration staff to explore options and associated costs of increasing service and growth hours of specialized transit in order to improve service of and, to build capacity that sufficiently matches total registered ridership, and provide a report to the commission for consideration. It being noted that the goal of this direction is to improve services and capacity of specialized transit to provide a greater likelihood of same-day specialized transit services that is efficient to individual riders. It being further noted, that the option chosen by the commission to expand paratransit capacity and achieve the goals of this motion, will be submitted as part of the LTC budget request to the City of London and should be ready for consideration with the 2024 through 2027 multi-year budget of the LTC.

YEAS: S. Rooth, S. Collyer, D. Ferreira and J. Pribil

ABSTAINED: S. Marentette

CARRIED.

S. Collyer moves, seconded by D. Ferreira, the Commission DIRECT administration to report back for Commission approval an amended Terms of Reference for the Accessible Public Transit Service Advisory Committee amending the Committee membership to include a Commissioner who is also a member of Council.

YEAS: S. Rooth, S. Marentette, S. Collyer, D. Ferreira and J. Pribil

CARRIED.

2023 Work Program – First Quarter Update

With regard to the 2023 Work Program First Quarter Update report, copy attached, S. Marentette moves, seconded by S. Collyer, the report be NOTED and FILED.

YEAS: S. Rooth, S. Marentette, S. Collyer, D. Ferreira and J. Pribil

CARRIED.

Impact of 2023 Road Construction – Conventional Transit Service

With regard to the Impact of 2023 Road Construction – Conventional Transit Service report, copy attached, S. Marentette moves, seconded by S. Collyer, the report be NOTED and FILED.

YEAS: S. Rooth, S. Marentette, S. Collyer, D. Ferreira and J. Pribil

CARRIED.

In Camera Session

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

- i) A matter pertaining to reports, advice and recommendations of officers and employees of the Commission concerning labour relations and employee negotiations in regard to the Commission’s union, including communications necessary for that purpose and for the purpose of providing instructions and directions to officers and employees of the Commission.

- ii) A matter pertaining to reports, advice and recommendations of officers and employees of the Commission concerning labour relations in regard to the Commission’s union, including communications necessary for that purpose and for the purpose of providing instructions and directions to officers and employees of the Commission.

CARRIED.

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

- i) A matter pertaining to reports, advice and recommendations of officers and employees of the Commission concerning labour relations and employee negotiations in regard to the Commission’s union, including communications necessary for that purpose and for the purpose of providing instructions and directions to officers and employees of the Commission.

- ii) A matter pertaining to reports, advice and recommendations of officers and employees of the Commission concerning labour relations in regard to the Commission’s union, including communications necessary for that purpose and for the purpose of providing instructions and directions to officers and employees of the Commission.

Pursuant to procedural requirement of Section 239 of the Municipal Act the Commission REPORTED PROGRESS on:

- i) A matter pertaining to reports, advice and recommendations of officers and employees of the Commission concerning labour relations and employee negotiations in regard to the Commission’s union, including communications necessary for that purpose and for the purpose of providing instructions and directions to officers and employees of the Commission.

- ii) A matter pertaining to reports, advice and recommendations of officers and employees of the Commission concerning labour relations in regard to the Commission’s union, including communications necessary for that purpose and for the purpose of providing instructions and directions to officers and employees of the Commission.

CARRIED.

Date of Next Meeting

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

Wednesday May 31, 2023 - 5:00 p.m.

Adjournment

S. Collyer moves, seconded by S. Marentette the meeting be adjourned. CARRIED. The meeting adjourned at 7:10 p.m.

Sheryl Rooth - Chair

Caroline Roy - Secretary

