

**MINUTES OF THE LONDON TRANSIT COMMISSION
HELD IN THE COMMISSION BOARDROOM AT 5:00 P.M.
ON WEDNESDAY MAY 31, 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 as amended, S. Collyer moves, seconded by S. Marentette, 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

S. Collyer moves, seconded by D. Ferreira, the minutes of the meeting held on the April 13, 2023 be APPROVED.

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

ABSTAINED: S. Marentette

CARRIED.

**Letter from S. Rooth re
amending the
composition of the
Commission**

With respect to the letter from S. Rooth dated May 23, 2023 re amending the composition of the Commission, copy attached, D. Ferreira moves, seconded by S. Collyer, that in an effort to provide a more balanced and equitable Commission that will encompass an accessibility lens, the London Transit Commission REQUEST London City Council to amend the current by-law (A-6377-206, Section 3.):

- (i) to add two more voting members of the public to the London Transit Commission using an accessibility lens for the selection of at least one of the members bringing the Commission to seven members; and
- (ii) that consideration that the additional Commissioners be in place for December 1, 2023 to allow time for application, appropriate selection and approvals.

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

CARRIED.

Draft 2022 Annual Report

With respect to the Draft 2022 Annual Report report, copy attached, S. Marentette moves, seconded by S. Collyer, the Commission:

- (i) APPROVE the Draft 2022 Annual Report, attached as Enclosure I; and
- (ii) DIRECT the administration forward the approved 2022 Annual Report to Municipal Council for its review and consideration.

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

CARRIED.

Commission Business Plan Update

With regard to the Commission Business Plan Update, copy attached, S. Collyer moves, seconded by S. Marentette, the Commission:

- (i) APPROVE extending the term of the 2019-2022 Business Plan to cover the period 2019-2023; and
- (ii) DIRECT administration to begin work on the 2024-2027 Business Planning process

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

CARRIED.

2024-2027 Multi-Year Budget

With regard to the 2024-2028 Multi-Year Budget, copy attached, S. Collyer moves, seconded by D. Ferreira, the Commission DIRECT administration to prepare, for budget deliberation purposes, the following growth scenarios for Commission consideration:

- (i) Conventional Transit Service – growth in annual service hours of 22,000, 25,000, 35,000 and 50,000 for each of the years 2024 through 2027;
- (ii) Specialized Transit Service – growth in annual service hours of 8,000, 10,000, 16,000 and 20,000 for each of the years 2024 through 2027

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

CARRIED.

2022 Pension Fund Audit

With regard to the 2022 Pension Fund Audit, copy attached, S. Marentette moves, seconded by D. Ferreira, the Commission:

- (i) APPROVE the draft financial statements, as set out in Enclosure I, relating to the non-insured pension fund as at December 31, 2022 noting the statements have not changed from those presented at the April 13, 2023 meeting; and
- (ii) DIRECT the administration to forward the 2022 Pension Statements to the Financial Services Regulatory Authority as required under the Pension Benefits Act.

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

CARRIED.

Contract Award – Bus Stop Lighting

With regard to Contract Award – Bus Stop Lighting report, copy attached, S. Marentette moves, seconded by S. Collyer, the Commission:

- (i) ACCEPT the bid from Urban Solar for the supply of solar-powered bus stop lighting (150 units); and
- (ii) DIRECT the administration finalize a contract with Urban Solar, the parameters of which are defined by the request for proposal.

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

CARRIED.

Accessible Public Transit Service Advisory Committee Terms of Reference

With regard to the Accessible Public Transit Service Advisory Committee Terms of Reference report, copy attached, S. Collyer moves, seconded by S. Marentette, the Commission:

- i) APPROVE the revised terms of reference for the Accessible Public Transit Service Advisory Committee, expanding the Committee composition to include one member of the Commission who is also a member of Municipal Council; and
- ii) APPOINT J. Pribil to the Accessible Public Transit Service Advisory Committee.

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

CARRIED.

Accessible Public Transit Service Advisory Committee - Application

With regard to the Accessible Public Transit Service Advisory Committee – Application report, copy attached, D. Ferreira moves, seconded by J. Pribil, the Commission ACCEPT the application, as set out in Enclosure I, for a position as a voting member on the Accessible Public Transit Service Advisory Committee for a term ending November 16, 2026.

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

CARRIED.

2023 Road Construction and Special Events Update

With regard to the 2023 Road Construction and Special Events Update report, copy attached, S. Collyer moves, seconded by J. Pribil, the report be NOTED and FILED.

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

CARRIED.

Financial Update – Conventional Transit Services – Operating Budget – April 30, 2023

With regard to the Financial Update – Conventional Transit Service – Operating Services – April 30, 2023 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.

Financial Update – Specialized Transit Services – Operating Budget – April 30, 2023

With regard to the Financial Update – Specialized Transit Service – Operating Services – April 30, 2023 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.

Financial Update – Capital Budget Programs– April 30, 2023

With regard to the Financial Update – Capital Budget Programs - April 30, 2023 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.

Verbal Update – Transit Shelters

With regard to the verbal update – Transit Shelters, S. Marentette moves, seconded by S. Collyer, the verbal report be NOTED and FILED.

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

CARRIED.

**Verbal Update –
Service to Innovation
Park**

With regard to the verbal update – Service to Innovation Park, S. Collyer moves, seconded by S. Marentette, the verbal 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.

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.

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.

CARRIED.

Date of Next Meeting

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

Wednesday June 28, 2023 - 5:00 p.m.

Adjournment

S. Collyer moves, seconded by S. Marentette the meeting be adjourned. CARRIED. The meeting adjourned at 7:50 p.m.

Sheryl Rooth - Chair

Caroline Roy - Secretary