

**MINUTES OF THE LONDON TRANSIT COMMISSION
HELD IN THE COMMISSION BOARDROOM AT 5:00 P.M.
ON WEDNESDAY FEBRUARY 28, 2024**

Those present were

Stephanie Marentette	-	Chair
Scott Collyer	-	Vice-Chair
David Ferreira	-	Commissioner
David Little	-	Commissioner
Jacqueline Madden	-	Commissioner
Jerry Pribil	-	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
Shawn Wilson	-	Director of Operations
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 D. Ferreira, 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 D. Little moves, seconded by S. Rooth, the minutes of the meeting held on January 31, 2024 be APPROVED.

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

1st Report Accessible Public Transit Service Advisory Committee With regard to the 1st Report Accessible Public Transit Service Advisory Committee report, copy attached, S. Rooth moves, seconded by S. Collyer, the report be NOTED and FILED.

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

Specialized Service Scheduling System Update With regard to the Specialized Service Scheduling System Update report, copy attached, S. Rooth moves, seconded by S. Collyer, the Commission:

- i) APPROVE proceeding with the upgrade to the specialized service scheduling software to utilize TripSpark software at an upset limit cost of \$500,000 which is inclusive of the software migration, licenses, services, onsite training, and the first year of software maintenance and hosting fees and exclusive of applicable taxes; and
- ii) DIRECT administration to finalize the upgrade implementation schedule and report back on same at the March 27, 2024 meeting.

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

**2024 – 2027
Business Plan
Update**

With regard to the 2024 – 2027 Business Plan Update report, copy attached, S. Collyer moves, seconded by S. Rooth, the report be NOTED and FILED.

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

CARRIED.

**2023 Mutual Respect
/ Human Rights
Summary Report**

With regard to the 2023 Mutual Respect / Human Rights Summary report, copy attached, S. Collyer moves, seconded by J. Pribil, the report be NOTED and FILED.

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

CARRIED.

**2023 Attendance and
Disability
Management
Programs**

With regard to the 2023 Attendance and Disability Management Programs report, copy attached, S. Collyer moves, seconded by S. Rooth, the report be NOTED and FILED.

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

CARRIED.

**2023 Conventional
Transit Service
Performance Report**

With regard to the 2023 Conventional Transit Service Performance report, copy attached, S. Rooth moves, seconded by D. Little, the report be NOTED and FILED.

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

CARRIED.

**2023 Specialized
Transit Service
Performance Report**

With regard to the 2023 Specialized Transit Service Performance report, copy attached, D. Ferreira moves, seconded by D. Little, the report be NOTED and FILED.

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

CARRIED.

**2024 Road
Construction Update**

With regard to the 2024 Road Construction Update report, copy attached, S. Collyer moves, seconded by J. Madden, the report be NOTED and FILED.

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

CARRIED.

In Camera

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

- i) Matters pertaining to litigation or potential litigation including matters before administrative tribunals, affecting the municipality or local board;
- ii) Personal matters about an identifiable individual, including Municipal or local board employees; and
- iii) A position, plan, procedure, criteria, or instructions to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

CARRIED.

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

- i) Matters pertaining to litigation or potential litigation including matters before administrative tribunals, affecting the municipality or local board;
- ii) Personal matters about an identifiable individual, including Municipal or local board employees; and
- iii) A position, plan, procedure, criteria, or instructions to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

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

- i) Matters pertaining to litigation or potential litigation including matters before administrative tribunals, affecting the municipality or local board; and
- ii) A position, plan, procedure, criteria, or instructions to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

CARRIED.

Commission Meeting Protocols

With regard to the Commission Meeting Protocols verbal report, J. Madden moves, seconded by D. Ferreira, that the Commission DIRECT administration to schedule an educational session for Commission members with Principles Integrity, Janice Atwood and Jeffrey Abrams, on or before April 24, 2024.

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

FAILED.

J. Madden moves, seconded by S. Collyer, that the Commission DIRECT administration to report back to the Commission on March 27, 2024 regarding cost and viability of initiating virtual/recorded London Transit Commission meetings with plans for implementation for the April 24, 2024 meeting.

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

CARRIED.

Date of Next Meeting

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

Wednesday March 27, 2024 - 5:00 P.M.

Adjournment

S. Collyer moves, seconded by D. Little the meeting be adjourned. CARRIED. The meeting adjourned at 7:20 p.m.

Stephanie Marentette - Chair

Caroline Roy - Secretary