

**MINUTES OF THE LONDON TRANSIT COMMISSION  
HELD IN THE COMMISSION BOARDROOM AT 5:00 P.M.  
ON WEDNESDAY MARCH 27, 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. Rooth moves, seconded by S. Collyer, 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**                                      D. Little moves, seconded by J. Madden, the minutes of the meeting held on February 28, 2024 be APPROVED.

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

**2<sup>nd</sup> Report Accessible Public Transit Service Advisory Committee**                      With regard to the 2<sup>nd</sup> Report Accessible Public Transit Service Advisory Committee report, copy attached, D. Little 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 Draft Auditors' Report**                      The Commission received a presentation from Katie denBok, KPMG re the 2023 Draft Auditors' report.

With respect to the presentation and report, copy attached, S. Collyer moves, seconded by D. Little, the Commission APPROVE the Draft 2023 Auditors' Report and Financial Statements as set out in Enclosure I.

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

**2023 Pension Fund Audit and Plan Enhancements**                      With regard to the 2023 Pension Fund Audit and Plan Enhancements 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.

**Status of Reserve & Reserve Funds – December 31, 2023**

With regard to the Status of Reserve & Reserve Funds – December 31, 2023 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.

**Financial and Operational Performance Review**

With regard to the Financial and Operational Performance Review report, copy attached, S. Collyer moves, seconded by J. Madden, the report be NOTED and FILED.

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

NAYS: D. Ferreira

CARRIED.

**Service Implementation Update – New Express Route 95**

With regard to the Service Implementation Update – New Express Route 95 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.

**2024 Service Plan – Conventional Transit**

With regard to the 2024 Service Plan – Conventional Transit report, copy attached, S. Rooth moves, seconded by D. Little, the Commission APPROVE the 2024 Conventional Transit Service Plan as set out below noting the recommended changes represent approximately 18,000 additional service hours:

- a. Route 5: Weekday- Increase frequency from 60 minutes to 30 minutes between 6pm and 12am
- b. Route 10
  - i. Weekday - Increase early AM frequency from 30 minutes to 20 minutes between 6am and 7am
  - ii. Weekday - Increase peak period frequency from 20 minutes to 16 minutes between 7am and 9am and 2pm and 6pm
  - iii. Sunday - Increase frequency from 60 minutes to 30 minutes between 6pm and 11pm
- c. Route 17B: Weekday- Modify routing to operate along Riverbend to Oxford
- d. Route 19
  - i. Weekday - Add an additional bus to increase the round trip time all day
  - ii. Saturday - Add an additional bus to increase the round trip time all day
- e. Route 20 - Extend service to Oakcrossing during all operating periods

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

CARRIED.

**Contract Extension – Diesel**

With regard to the Contract Extension - Diesel report, copy attached, S. Collyer moves, seconded by J. Madden, the Commission:

- (i) ACCEPT the rates and two-year contract extension presented by Suncor for the supply and delivery of diesel fuel for the period May 1, 2024 through April 30, 2026; and
- (ii) DIRECT administration to finalize contract extension details with Suncor.

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

CARRIED.

**Recosted 2024 Operating Budget Program**

With regard to the Recosted 2024 Operating Budget Program report, copy attached, S. Collyer moves, seconded by J. Madden, the Commission APPROVE the recosted 2024 operating expenditure budget for London's public transit services of \$111,800,400 as summarized on the following table noting the recosting includes updates for the recently approved 2024 growth in addition to the original base budget.

Description	Conventional Transit	Specialized Transit	Total
<b>Revenue</b>			
Transportation revenue	\$ 39,093,300	\$ 839,100	\$ 39,932,400
Operating revenue	1,990,600	-	1,990,600
Transfer from reserves	1,661,400	-	1,661,400
Provincial gas tax funding	11,200,000	-	11,200,000
<b>Total Revenue</b>	53,945,300	839,100	54,784,400
<b>Expenditure</b>			
Personnel cost	64,474,400	1,519,200	65,993,600
Fuel	10,635,000	-	10,635,200
Direct bus maintenance	9,049,300	-	9,049,300
Facility	3,439,900	-	3,439,900
Insurance	4,516,100	-	4,516,100
Contribution to reserves	1,398,800	-	1,398,800
Contracted service costs	-	12,791,400	12,791,400
All other material costs	3,624,900	351,200	3,976,100
<b>Total Expenditures</b>	97,138,600	14,661,800	111,800,400
<b>City of London</b>	\$ 43,193,300	\$ 13,822,700	\$ 57,016,000

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

CARRIED.

**Recosted 2024  
Capital Budget  
Program**

With regard to the Recosted 2024 Capital Budget Program report, copy attached, S. Collyer moves, seconded by S. Rooth, the Commission APPROVE the recosted 2024 capital budget of \$70,288,500 as summarized below noting the recosted budget reflects the previously approved 2024 capital budget program, program updates and carry forward amounts relating to deferred or active 2023 capital projects.

**2024 Recosted Capital Budget**

Description	Source of Investment				Total
	Capital Program Reserve	City of London	Federal and Provincial	Provincial Gas Tax	
Bus replacement	\$ -	\$ 21,832,800	\$ -	\$ 5,263,300	\$ 27,096,100
Bus expansion	-	2,268,200	6,226,800	-	8,495,000
Facility upgrades	-	801,800	-	-	801,800
Fare processing equip.	-	747,500	-	1,747,500	2,495,000
Information systems	1,188,000	-	-	-	1,188,000
Shop & garage equip.	240,000	-	-	-	240,000
Service fleet replacement	155,000	-	-	-	155,000
Stop upgrades	100,000	-	-	-	100,000
Bus stop amenities	-	59,900	164,700	-	224,600
Fleet radio replacement	-	312,500	-	312,500	625,000
Smart card program	-	-	-	408,000	408,000
Highbury facility rebuild	-	667,500	1,832,500	-	2,500,000
Zero Emission Bus Pilot	-	12,980,000	12,980,000	-	25,960,000
	\$1,683,000	\$39,670,200	\$ 21,204,000	\$7,731,300	\$ 70,288,500

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

CARRIED.

**2024 Transit  
Passenger Shelter  
Program**

With regard to the 2024 Transit Passenger Shelter Program report, copy attached, S. Collyer moves, seconded by D. Little, the Commission APPROVE the following list of warranted locations for installation of non-advertising shelters in 2024:

- i. Fanshawe at Dalmagarry WB
- ii. Fanshawe at Wonderland eastbound
- iii. Hyde Park at North Routledge Park 1 southbound
- iv. Sarnia at Beaverbrook eastbound
- v. Highbury at Edgevalley southbound
- vi. Highbury at Kilally southbound
- vii. Adelaide at Lorne northbound
- viii. Culver at Third westbound
- ix. Hyde Park south of Oxford northbound
- x. Highbury at Godfrey southbound
- xi. Fanshawe at Wonderland WB

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. Collyer 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.

**Virtual/Recorded  
Commission Meeting  
Options**

With regard to the Virtual/Recorded Commission Meeting Options report, copy attached, J. Madden moves, seconded by D. Ferreira, the Commission DIRECT administration:

- i. Purchase the table-top video recording system at an upset maximum of \$5,000;and
- ii. Arrange for the monthly meetings to be live-streamed through this device, or at the very least, that the recordings be posted on the corporate website.

YEAS: D. Ferreira and J. Madden

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

MOTION FAILED

J. Pribil moves, seconded by S. Collyer, the Commission DIRECT administration

- i. Purchase the table-top video recording system at an upset maximum of \$5,000;and
- ii. Explore the cost of posting the recordings on the Corporate website and report back on same at a future meeting.

YEAS: S. Collyer and S. Marentette

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

MOTION FAILED

J. Madden moves, seconded by D. Ferreira, the Commission DIRECT administration

- i. Purchase the table-top video recording system at an upset maximum of \$5,000;
- ii. Post the monthly recordings on the Corporate website; and
- ii. Explore the cost of live-streaming the monthly meetings and report back on same at a future meeting.

YEAS: D. Little and J. Madden

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

MOTION FAILED.

S. Collyer moves, seconded by D. Little, the Commission DIRECT administration

- i. Purchase the table-top video recording system at an upset maximum of \$5,000 for internal purposes only; and
- ii. Explore the cost associated with posting the recordings on the corporate website.

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

CARRIED.

**2024 Road Construction Update**

With regard to the 2024 Road Construction Update report, copy attached, S. Collyer 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.

**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) Personal matters about an identifiable individual, including Municipal or local board employees.

CARRIED.

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

- i) Personal matters about an identifiable individual, including Municipal or local board employees.

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

- i) Personal matters about an identifiable individual, including Municipal or local board employees.

CARRIED.

**Date of Next Meeting**

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

Wednesday April 24, 2024 - 5:00 P.M.

**Adjournment**

S. Rooth moves, seconded by D. Little the meeting be adjourned. CARRIED. The meeting adjourned at 6:45 p.m.

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Stephanie Marentette - Chair

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Caroline Roy - Secretary