

**MINUTES OF THE LONDON TRANSIT COMMISSION
HELD IN THE COMMISSION BOARDROOM AT 5:00 P.M.
ON WEDNESDAY MAY 29, 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
David Butler	-	Manager, Operations Administration
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. Rooth, 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 April 24, 2024 be APPROVED.

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

CARRIED.

**Letter from City
Clerk re: School
Student Transit
Pass Pilot Project**

With regard to the Letter from M. Schulthess, City Clerk, dated April 24, 2024 re Secondary School Student Transit Pass Pilot Project, copy attached, S. Collyer moves, seconded by D. Little, the letter be NOTED and FILED.

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

CARRIED.

**2024 London Transit
Commission Asset
Management Plan
(AMP)**

The Commission received a presentation from Khaled Shahata – City of London re the 2024 London Transit Commission Asset Management Plan (AMP) report.

With respect to the presentation and report, copy attached, S. Rooth moves, seconded by D. Little, the Commission:

- i) APPROVE the 2024 London Transit Commission Asset Management Plan (AMP) as developed collaboratively between the City of London's Capital Asset Management (CAM) team and LTC administration; and
- ii) DIRECT the administration to post the AMP on the Commission's website.

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

CARRIED.

**Contract Award –
Bus Wash System**

With regard to the Contract Award – Bus Wash System report, copy attached, S. Collyer moves, seconded by S. Rooth, the Commission APPROVE the contract with Westmatic Clean and Green relating to the addition of a second bus wash system at the Wonderland Road facility at a cost of \$467,986 exclusive of applicable taxes.

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

CARRIED.

**Draft 2023 Annual
Report**

With regard to the Draft 2023 Annual Report, copy attached, S. Rooth moves, seconded by D. Little, that the Commission:

- i) APPROVE the Draft 2023 Annual Report, attached as Enclosure I; and
- ii) DIRECT the administration forward the approved 2023 Annual Report to Municipal Council for its review and consideration.

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

CARRIED.

Car Free Day 2024

With regard to the Car Free Day 2024 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.

**Secondary School
Student Transit Pass
Pilot Program**

With regard to the Secondary School Student Transit Pass Pilot Program report, copy attached, S. Rooth 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.

**Transit Shelter Glass
Substitute**

With regard to the Transit Shelter Glass Substitute 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.

**2024 Road
Construction Update**

With regard to the 2024 Road Construction Update report, copy attached, D. Little 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 Update –
Conventional Transit
Services – Operating
Budget – April 30,
2024**

With regard to the Financial Update – Conventional Transit Services – Operating Budget – April 30, 2024 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.

**Financial Update –
Specialized Transit
Services – Operating
Budget – April 30,
2024**

With regard to the Financial Update – Specialized Transit Services – Operating Budget – April 30, 2024 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 Update –
Capital Budget
Programs – April 30,
2024**

With regard to the Financial Update – Capital Budget Programs – April 30, 2024 report, copy attached, D. Little 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.

In Camera

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

- i) A position, plan, procedure, criteria, or instruction to be applied to negotiations;
- ii) Personal matters about an identifiable individual, including Municipal or local board employees; and
- iii) An ongoing investigation respecting the municipality ombudsman, or an appointed closed meeting investigator.

CARRIED.

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

- i) A position, plan, procedure, criteria, or instruction to be applied to negotiations;
- ii) Personal matters about an identifiable individual, including Municipal or local board employees; and
- iii) An ongoing investigation respecting the municipality ombudsman, or an appointed closed meeting investigator.

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

- i) A position, plan, procedure, criteria, or instruction to be applied to negotiations;
- ii) Personal matters about an identifiable individual, including Municipal or local board employees; and
- iii) An ongoing investigation respecting the municipality ombudsman, or an appointed closed meeting investigator.

CARRIED.

Date of Next Meeting

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

Wednesday June 26, 2024 - 5:00 P.M.

Adjournment

S. Rooth moves, seconded by D. Little the meeting be adjourned. CARRIED. The meeting adjourned at 8:00 p.m.

Stephanie Marentette - Chair

Caroline Roy - Secretary