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Communication #2  
June 23, 2025  
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June 11, 2025

Dear Commissioners,

On May 22<sup>nd</sup> 2025, the LTC Governance Subcommittee met to develop and recommend a process for LTC's governance on a go forward basis. As you may be aware, we are awaiting the Council-directed consultant report that will include recommendations on governance and structure etc., the anticipated timeline is Q1 2026. The Subcommittee has also been tasked with determining the timeline for new Commission members in collaboration with the Clerk's office.

To facilitate next steps and discussion, the Subcommittee is recommending the following actions:

City Bylaw updates:

- To establish the complement for LTC as four Councillors and three Citizen appointees.
- Similar to other Boards and Commissions, the Commission would like the bylaw updated to reflect that interviews of Citizen appointees shall be conducted by the Commission. The recommended slate will be forwarded to SPPC.

Selection criteria:

- The vacancies posting for the LTC include that we are looking for expertise, in Legal/HR, Finance/Accounting, Engineering, Transportation Planning and/or IT. Preference will be given to a conventional and/or specialized transit rider with the requisite expertise.

LTC Terms of Reference for a conventional ridership advisory group:

- That staff be DIRECTED to draw up terms of reference for a conventional ridership advisory committee.
- Continue the work of repopulating the Accessible Public Transit Service Advisory Committee.

**Request a communication for the July SPPC:**

As an outcome of today's meeting, we would recommend a letter to be sent to SPPC outlining the above request for a bylaw update, including a selection process for new Commissioners; interviewed and recommended by the Commission. We'd request support from the Clerk's office to post the openings in order to have our selected candidates in place for September 30<sup>th</sup> 2025 (see enclosure for timeline). At the time of appointment of new members, that the Council complement be repopulated with four members of Council.

We are a few months into our term on LTC. We would also like to thank you for your willingness to serve on the Commission.

Sincerely,

Commissioner Corrine Rahman  
LTC Governance Subcommittee

Commissioner Skylar Franke

Commissioner Anna Hopkins

Enclosure

**Commission Timeline for Selecting  
Three New Citizen Appointees**

June 23	Commission Meeting
July 7	SPPC Deadline (by 9am)
July 17	SPPC Meeting
July 22	Council Meeting
July 24	Post Recruitment on CoL & LTC website and other media outlets
August 21	Close Applications
August 25 to September 4	Selection Sub-Committee Interviews and Special Commission Meeting TBD
September 8	SPPC Deadline (by 9am)
September 23	Council Meeting
September 29	New Commission Meeting