

MINUTES OF THE LONDON TRANSIT COMMISSION
HELD IN THE COMMISSION BOARDROOM AT 9:14 A.M.
ON FRIDAY MAY 9, 2025

Those present were

- | | | |
|------------------|---|--------------|
| Skylar Franke | - | Chair |
| Corrine Rahman | - | Vice-Chair |
| Anna Hopkins | - | Commissioner |
| Steve Lehman | - | Commissioner |
| Elizabeth Pelozo | - | Commissioner |
| Sam Trosow | - | Commissioner |

- Regrets:
- | | | |
|-------------|---|--------------|
| Josh Morgan | - | Commissioner |
|-------------|---|--------------|

Also present were

- | | | |
|-----------------|---|------------------------------------|
| Kelly Paleczny | - | General Manager |
| David Butler | - | Manager, Operations Administration |
| 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 Chair called the meeting to order.

Completion and The Chair called for acceptance of the agenda as amended, A. Hopkins moves, Acceptance of seconded by S. Lehman, the acceptance of the agenda as amended. CARRIED. Agenda

Disclosures The Chair called for disclosures of pecuniary interest with respect to the agenda as of Pecuniary amended. Interest

S. Franke declared a conflict of interest in Staff Report #9 re 2025 Work Program – Planning – First Quarter Update of the agenda on the basis that her partner is an employee of the Thames Valley District School Board which derives a benefit from the report. C. Rahman, Vice-Chair to preside as Chair during the discussions and voting of this report.

Minutes C. Rahman moves, seconded by E. Pelozo, the minutes of the meeting held on April 16, 2025 be APPROVED.

YEAS: S. Franke, C. Rahman, A. Hopkins, S. Lehman, E. Pelozo and S. Trosow

CARRIED.

Appointments of The Chair called for nominations for two Representatives to the Western Fair Commission Association. Representatives to The following nominations were received: the Western Fair E. Pelozo nominated E. Pelozo Association E. Pelozo nominated S. Franke

The Chair asked for further nominations. There being no further nominations, E. Pelozo moves, seconded by C. Rahman, nominations for two Representatives to the Western Fair Association be closed. CARRIED.

E. Pelozo and S. Franke were acclaimed the Commission Representatives to the Western Fair Association.

Appointment of a Councillor Representative on APTSAC

The Chair called for nominations for a Councillor Representative on the Accessible Public Transit Services Advisory Committee.

The following nomination was received:

E. Peloza nominated S. Trosow

The Chair asked for further nominations. There being no further nominations, E. Peloza moves, seconded by C. Rahman, nominations for a Councilor Representative on the Accessible Public Transit Services Advisory Committee be closed. CARRIED.

S. Trosow was acclaimed the Councillor Representative on the Accessible Public Transit Services Advisory Committee.

2024 Draft Auditors' Report

The Commission received a presentation from Katie denBok and Dania Nabhani, KPMG re the 2024 Draft Auditors' report.

With respect to the presentation and report, copy attached, C. Rahman moves, seconded by A. Hopkins, the Commission:

- a. RECEIVE the delegation and report; and
- b. APPROVE the Draft 2024 Auditors' Report and Financial Statements as set out in Enclosure I.

YEAS: S. Franke, C. Rahman, A. Hopkins, S. Lehman, E. Peloza and S. Trosow

CARRIED.

Letter from Mayor Morgan and Budget Chair Peloza re 2026 Budget

The Commission received a presentation from Budget Chair E. Peloza re the 2026 Budget.

With regard to the Letter from Mayor J. Morgan and Budget Chair E. Peloza re 2026 Budget, copy attached, C. Rahman moves, seconded by S. Lehman, the Commission:

- a. RECEIVE the delegation and letter;
- b. REQUEST administration bring forward a report for the June Commission meeting in order to meet the City of London August budget deadlines, outlining the following:
 - i. Opportunities for savings for 2026 budget
 - ii. Items for joint advocacy with the City of London
 - iii. Opportunities for group procurement
 - iv. Ideas for revenue generation
 - v. Opportunities for delayed capital planning
- c. Administration CONTINUE to work with civic administration to find appropriate assessment growth ask to be submitted at the next available opportunity.

YEAS: S. Franke, C. Rahman, A. Hopkins, S. Lehman, E. Peloza and S. Trosow

CARRIED.

The Chair turned over control of the meeting to the Vice-Chair.

Letter from Chair S. Franke re Commission Governance Going Forward

With regard to the Letter from the Commission Chair S. Franke dated April 28, 2025 re Commission Governance Going Forward, copy attached, S. Franke moves, seconded by S. Lehman, the Commission:

- a. RECEIVE the letter;
- b. ESTABLISH an ad-hoc governance subcommittee of three Commission members to discuss a variety of governance related items including but not limited to:
 - i. Develop and recommend a process for the decomposition of a future Commission;

- ii. Determine the timeline for new Commission members in collaboration with the City Clerk’s office; and
 - iii. Review governance training procedures.
- c. REQUEST the ad-hoc governance subcommittee meet and bring an update to the June Commission meeting.

YEAS: S. Franke, C. Rahman, A. Hopkins, S. Lehman, E. Pelozo and S. Trosow

CARRIED.

The Chair called for three Commission members to form the governance subcommittee. The following members volunteered:

- C. Rahman
- S. Franke
- A. Hopkins

S. Lehman moves, seconded by S. Franke the call for three volunteers for the governance subcommittee be closed. CARRIED

The Vice-Chair turned over control of the meeting to the Chair.

**2025
Commission
Meeting Dates**

With respect to the 2025 Commission Meeting Dates report, copy attached, C. Rahman moves, seconded by A. Hopkins, the Commission CONFIRM the dates of the Commission meetings as follows for the remainder of the year, noting the meetings will be held at the 450 Highbury Ave facility with a starting time of 9:00 a.m. and expected to last no longer than 2.5 hours.

<u>Date</u>	
Monday, June 23, 2025	
Monday, July 21, 2025	- Meeting at the call of the Chair
Wednesday, August 27, 2025	
Monday, September 29, 2025	
Monday, October 27, 2025	
Monday, November 17, 2025	
December 2025	- Meeting at the call of the Chair

YEAS: S. Franke, C. Rahman, A. Hopkins, S. Lehman, E. Pelozo and S. Trosow

CARRIED.

**Commission
Meeting Protocols**

With respect to the Commission Meeting Protocols report, copy attached, C. Rahman moves, seconded by E. Pelozo, the Commission:

- i. AMEND the following clauses:
 - a. item 4.2 to reflect the agenda for regular meetings be distributed five (5) calendar days prior to the scheduled meeting date; and
 - b. item 6.2 reflect the deadline for receipt of material by the Secretary to be included in the regular Commission Agenda be 12:00 PM/noon seven (7) business days prior to the meeting.
- ii. APPROVE the Commission Meeting Protocols as amended.

YEAS: S. Franke, C. Rahman, A. Hopkins, S. Lehman, E. Pelozo and S. Trosow

CARRIED.

**Transfer Window
Extension**

With respect to the Transfer Window Extension report, copy attached, A. Hopkins moves, seconded by E. Pelozo, the Commission APPROVE the extension of the transfer window from 90 minutes to 120 minutes for the months of July and August 2025.

YEAS: S. Franke, C. Rahman, A. Hopkins, S. Lehman, E. Pelozo and S. Trosow

CARRIED.

**Financial Update –
Capital Budget
Programs – March
31, 2025**

With respect to the Financial Update – Capital Budget Programs – March 31, 2025 report, copy attached, C. Rahman moves, seconded by S. Trosow, the Commission:

- a. APPROVE the contract award with Scheidt & Bachmann GmbH to design, build and install replacement onboard validators (smart card readers) on the conventional bus fleet for \$1,851,609; and
- b. RECEIVE the remainder of the report.

YEAS: S. Franke, C. Rahman, A. Hopkins, S. Lehman, E. Pelozo and S. Trosow

CARRIED.

**2025 Work Program
– First Quarter
Update**

With respect to the 2025 Work Program – First Quarter Update report, copy attached, C. Rahman moves, seconded by A. Hopkins, the Commission RECEIVE the report.

YEAS: S. Franke, C. Rahman, A. Hopkins, S. Lehman, E. Pelozo and S. Trosow

CARRIED.

**2025 Work Program
– Conventional
Operations – First
Quarter Update**

With respect to the 2025 Work Program – Conventional Operations - First Quarter Update report, copy attached, C. Rahman moves, seconded by A. Hopkins, the Commission RECEIVE the report.

YEAS: S. Franke, C. Rahman, A. Hopkins, S. Lehman, E. Pelozo and S. Trosow

CARRIED.

**Financial Update –
Specialized Transit
Services –
Operating Budget –
March 31, 2025**

With respect to the Financial Update – Specialized Transit Services – Operating Budget – March 31, 2025 report, copy attached, C. Rahman moves, seconded by A. Hopkins, the Commission RECEIVE the report.

YEAS: S. Franke, C. Rahman, A. Hopkins, S. Lehman and E. Pelozo

NAYS: S. Trosow

CARRIED.

**2025 Work Program
– Specialized
Services – First
Quarter Update**

With respect to the 2025 Work Program – Specialized Services - First Quarter Update report, copy attached, E. Pelozo moves, seconded by C. Rahman, the Commission RECEIVE the report.

YEAS: S. Franke, C. Rahman, A. Hopkins, S. Lehman and E. Pelozo

NAYS: S. Trosow

CARRIED.

The Chair turned over control of the meeting to the Vice-Chair.

**2025 Work Program
– Planning – First
Quarter Update**

With respect to the 2025 Work Program – Planning - First Quarter Update report, copy attached, E. Pelozo moves, seconded by A. Hopkins, the Commission RECEIVE the report.

YEAS: C. Rahman, A. Hopkins, S. Lehman, E. Pelozo and S. Trosow

CARRIED.

The Vice-Chair turned over control of the meeting to the Chair.

**2025 Work Program
– Fleet & Facilities
– First Quarter
Update**

With respect to the 2025 Work Program – Fleet & Facilities - First Quarter Update report, copy attached, E. Pelozo moves, seconded by C. Rahman, the Commission RECEIVE the report.

YEAS: S. Franke, C. Rahman, A. Hopkins, S. Lehman, E. Pelozo and S. Trosow

CARRIED.

2025 Work Program – Finance – First Quarter Update

With respect to the 2025 Work Program – Finance - First Quarter Update report, copy attached, C. Rahman moves, seconded by S. Lehman, the Commission RECEIVE the report.

YEAS: S. Franke, C. Rahman, A. Hopkins, S. Lehman, E. Peloza and S. Trosow

CARRIED.

2025 Work Program – Human Resources – First Quarter Update

With respect to the 2025 Work Program – Human Resources - First Quarter Update report, copy attached, C. Rahman moves, seconded by A. Hopkins, the Commission RECEIVE the report.

YEAS: S. Franke, C. Rahman, A. Hopkins, S. Lehman, E. Peloza and S. Trosow

CARRIED.

2025 Road Construction Update

With regard to the 2025 Road Construction Update report, copy attached, C. Rahman moves, seconded by A. Hopkins, the Commission RECEIVE the report.

YEAS: S. Franke, C. Rahman, A. Hopkins, S. Lehman, E. Peloza and S. Trosow

CARRIED.

Financial Update – Conventional Transit Services – Operating Budget – March 31, 2025

With regard to the Financial Update – Conventional Transit Services – Operating Budget – March 31, 2025 report, copy attached, A. Hopkins moves, seconded by S. Lehman, the Commission RECEIVE the report.

YEAS: S. Franke, C. Rahman, A. Hopkins, S. Lehman, E. Peloza and S. Trosow

CARRIED.

Date of Next Meeting

The Commission confirmed the date of the next meeting as follows:
Monday June 23, 2025 at 9:00 A.M.

Adjournment

S. Lehman moves, seconded by C. Rahman, the meeting be adjourned. CARRIED.
The meeting adjourned at 11:25 A.M.

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Skylar Franke	-	Chair
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Caroline Roy	-	Secretary