

**MINUTES OF THE LONDON TRANSIT COMMISSION
HELD IN THE COMMISSION BOARDROOM AT 9:04 A.M.
ON MONDAY JULY 21, 2025**

Those present were

Skylar Franke	-	Chair
Corrine Rahman	-	Vice-Chair
Anna Hopkins	-	Commissioner
Steve Lehman	-	Commissioner
Josh Morgan	-	Commissioner
Elizabeth Pelozo	-	Commissioner - virtually
Sam Trosow	-	Commissioner
Kelly Paleczny	-	General Manager
David Butler	-	Manager, Operations Administration
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 Acceptance of Agenda The Chair called for the acceptance of the agenda, A. Hopkins moves, seconded by S. Lehman, 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 A. Hopkins moves, seconded by S. Lehman, the minutes of the meeting held on June 23, 2025 be APPROVED.

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

CARRIED.

Letter from Commission Chair and Vice Chair re Communication and Engagement Strategy With regard to the Communication and Engagement Strategy, copy attached, S. Franke moves, seconded by C. Rahman, the Commission DIRECT administration to report back, at the November meeting, on a comprehensive plan with the recommended approaches on items listed below.

- Enhanced social media communications
- Broader community engagement and partnership
- Accessible communication processes
- Direct outreach opportunities

The plan to include quick start actions that can be implemented in the short term and long to medium term strategies, as well as any financial implications and potential timelines.

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

CARRIED.

Primary Service Provider for Specialized Service – Request for Proposal With regard to the Primary Service Provided for Specialized Service – Request for Proposal report, copy attached, C. Rahman moves, seconded by A. Hopkins, the Commission RECEIVE the report.

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

CARRIED.

**Financial Update –
Conventional Transit
Services – Operating
Budget – May 31,
2025**

With respect to the Financial Update – Conventional Transit Services – Operating Budget – May 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, J. Morgan, E. Pelozza and S. Trosow
CARRIED.

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

With respect to the Financial Update – Specialized Transit Services – Operating Budget – May 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, J. Morgan, E. Pelozza and S. Trosow
CARRIED.

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

With respect to the Financial Update – Capital Budget Programs – May 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, J. Morgan, E. Pelozza and S. Trosow
CARRIED.

**Specialized Service
Scheduling System
Implementation
Update**

With respect to the Specialized Service Scheduling System Implementation 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, J. Morgan, E. Pelozza and S. Trosow
CARRIED.

**Commission Meeting
Start Time**

With respect to the Commission Meeting Start Time, S. Lehman moves, seconded by S. Trosow, the start time for future Commission meetings be ADJUSTED to 9:30 A.M. and that the Commission DIRECT administration to oversee the communication of the new start time for the remainder of the year.

YEAS: S. Franke, C. Rahman, A. Hopkins, S. Lehman, J. Morgan, E. Pelozza and S. Trosow
CARRIED.

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

Wednesday August 27, 2025 at 9:30 A.M.

Adjournment

C. Rahman moves, seconded by A. Hopkins, the meeting be adjourned. CARRIED. The meeting adjourned at 10:05 A.M.

Skylar Franke - Chair

Caroline Roy - Secretary