

**MINUTES OF THE LONDON TRANSIT COMMISSION  
HELD IN THE COMMISSION BOARDROOM AT 5:00 P.M.  
ON WEDNESDAY AUGUST 28, 2024**

Those present were

Stephanie Marentette	-	Chair
Scott Collyer	-	Vice-Chair
David Little	-	Commissioner
Jacqueline Madden	-	Commissioner
Jerry Pribil	-	Commissioner
Sheryl Rooth	-	Commissioner

Regrets:

David Ferreira	-	Commissioner
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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, S. Collyer moves, seconded by D. Little, 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. Collyer, the minutes of the meeting held on June 26, 2024 be APPROVED.

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

CARRIED.

**Letter from City Clerk re  
responding to the 6<sup>th</sup>  
Report of the Integrated  
Transportation  
Community Advisory  
Committee**

With regard to the letter from M. Schulthess, City Clerk, dated June 26, 2024 re responding to the 6<sup>th</sup> Report of the Integrated Transportation Community Advisory Committee, copy attached, S. Collyer moves, seconded by J. Madden, the letter be NOTED and FILED.

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

CARRIED.

**Letter from City Clerk re  
Secondary School  
Student Transit Pass Pilot  
Program**

With regard to the letter from M. Schulthess, City Clerk, dated August 28, 2024 re Secondary School Student Transit Pass Pilot Program, copy attached, S. Collyer moves, seconded by S. Rooth, the letter be NOTED and FILED.

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

CARRIED.

**Letter from City Clerk re responding to the 8<sup>th</sup> Report of the Integrated Transportation Community Advisory Committee**

With regard to the letter from M. Schulthess, City Clerk, dated June 26, 2024 re responding to the 8<sup>th</sup> Report of the Integrated Transportation Community Advisory Committee, copy attached, S. Collyer moves, seconded by D. Little, the letter be NOTED and FILED.

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

CARRIED.

**2025 Operating Budget Program**

With respect to the 2025 Operating Budget Program report, copy attached, S. Collyer moves, seconded by J. Madden, the Commission:

- i) APPROVE the 2025 Operating Budget Program for public transit services allocated as follows:

<b>Category</b>	<b>Conventional</b>	<b>Specialized</b>	<b>Total</b>
Revenue	\$ 54,089,900	\$ 939,300	\$ 55,029,200
Expenditures	102,026,400	15,973,700	118,000,100
City of London	\$ 47,936,500	\$ 15,034,400	\$ 62,970,900

- ii) DIRECT administration to submit the approved 2025 public transit services operating budget to civic administration consistent with the City of London's reporting format; and
- iii) DIRECT administration to submit a Budget Amendment Case reducing the City of London investment by \$1.495 million for 2025.

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

CARRIED.

**2025-2034 Capital Budget Program**

With regard to the 2025-2034 Capital Budget Program report, copy attached, S. Collyer moves, seconded by D. Little, the Commission:

- i) APPROVE the 2025 capital budget program of \$20,084,900 comprised of the following programs:

<b>Program</b>	<b>Units</b>	<b>Amount</b>
Bus replacement	17	\$ 16,273,900
Facility upgrades		500,000
Highbury Facility Rebuild		2,500,000
Information system software and hardware		500,000
Shop and garage equipment		200,000
Service fleet replacement		65,000
Stop upgrades		46,000
<b>Total</b>	<b>17</b>	<b>\$ 20,084,900</b>

<b>Funding</b>	<b>Amount</b>
Province of Ontario (Provincial gas tax)	\$ 832,100
LTC Capital Program Reserve Fund	811,000
City of London	13,609,300
Federal gas tax program - C/L	3,000,000
Provincial - ICIP Project Funding	832,500
Federal - ICIP Project Funding	1,000,000
<b>Total</b>	<b>\$ 20,084,900</b>

noting identified funding from the City of London of \$13,609,300 and Federal Gas Tax program of \$3,000,000 is subject to the approval of Municipal Council as part of the City of London's 2025 budget approval process;

- ii) DIRECT administration to submit a Budget Amendment to realign funding sources to address the shortfall in the 2025 Bus Replacement program resulting from high than anticipated bus pricing; and

- iii) DIRECT administration to submit the recommended 2025 Capital Budget Program, and provisional estimates for 2026 to 2034 to civic administration consistent with the City of London's reporting format.

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

CARRIED.

**Specialized Services Contract Renewal**

With regard to the Specialized Services Contract Renewal report, S. Rooth moves, seconded by J. Pribil, that the Commission APPROVE exercising the two-year renewal option for the Primary Service Contract for the delivery of specialized services with Voyago for the period of August 1, 2025 – July 31, 2027 noting all terms and conditions remain in force.

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

CARRIED.

**Canadian Permanent Transit Fund**

With regard to the Canadian Permanent Transit Fund report, D. Little moves, seconded by S. Collyer, the report be NOTED and FILED.

YEAS: S. Marentette, S. Collyer, 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, J. Madden moves, seconded by D. Little, the report be NOTED and FILED.

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

CARRIED.

**2024 Work Program – Operations – Second Quarter Update**

With regard to the 2024 Work Program – Operations – Second Quarter Update report, copy attached, S. Collyer moves, seconded by S. Rooth, the report be NOTED and FILED.

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

CARRIED.

**2024 Work Program – Fleet & Facilities – Second Quarter Update**

With regard to the 2024 Work Program – Operations – Second Quarter Update report, copy attached, S. Rooth moves, seconded by J. Pribil, the report be NOTED and FILED.

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

CARRIED.

**2024 Work Program – Planning – Second Quarter Update**

With regard to the 2024 Work Program – Planning – Second Quarter Update report, copy attached, S. Collyer moves, seconded by D. Little, the report be NOTED and FILED.

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

CARRIED.

**2024 Work Program – Finance – Second Quarter Update**

With regard to the 2024 Work Program – Planning – Second Quarter Update report, copy attached, S. Collyer moves, seconded by S. Rooth, the report be NOTED and FILED.

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

CARRIED.

**2024 Work Program – Human Resources – Second Quarter Update**

With regard to the 2024 Work Program – Human Resources – Second Quarter Update report, copy attached, S. Collyer moves, seconded by D. Little, the report be NOTED and FILED.

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

CARRIED.

**2024 Work Program – Specialized Operations – Second Quarter Update**

With regard to the 2024 Work Program – Specialized Operations – Second Quarter Update 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

CARRIED.

**2024 Work Program – Corporate Communications/Information Technology – Second Quarter Update**

With regard to the 2024 Work Program – Corporate Communications/Information Technology – Second Quarter Update report, copy attached, S. Collyer moves, seconded by D. Little, the report be NOTED and FILED.

YEAS: S. Marentette, S. Collyer, 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 J. Pribil, the report be NOTED and FILED.

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

CARRIED.

**Financial Update – Conventional Transit Services – Operating Budget – July 31, 2024**

With regard to the Financial Update – Conventional Transit Services – Operating Budget – July 31, 2024 report, copy attached, S. Collyer moves, seconded by D. Little, the report be NOTED and FILED.

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

CARRIED.

**Financial Update – Specialized Transit Services – Operating Budget – July 31, 2024**

With regard to the Financial Update – Specialized Transit Services – Operating Budget – July 31, 2024 report, copy attached, S. Collyer moves, seconded by D. Little, the report be NOTED and FILED.

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

CARRIED.

**Financial Update – Capital Budget Programs – July 31, 2024**

With regard to the Financial Update – Capital Budget Programs – July 31, 2024 report, copy attached, S. Collyer moves, seconded by D. Little, the report be NOTED and FILED.

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

CARRIED.

**Date of Next Meeting**

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

Wednesday September 25, 2024 - 5:00 P.M.

**Adjournment**

S. Collyer moves, seconded by S. Rooth the meeting be adjourned. CARRIED.  
The meeting adjourned at 7:00 p.m.

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Stephanie Marentette - Chair

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Caroline Roy - Secretary