

**Ottawa Student Transportation Authority (OSTA)  
Meeting of the Board of Directors**

---

**Held on  
Monday, November 13, 2017, 5:30 p.m.  
Ottawa Student Transportation Authority  
1645 Woodroffe Avenue, Ottawa (Nepean) – 1<sup>st</sup> Floor, Room 100**

**REGULAR SESSION MINUTES**

**ATTENDANCE**

**President/Chairperson:** Lynn Scott

**Directors:** Michael Carson  
Jennifer Adams  
Joanne MacEwan  
David Leach  
Tom D'Amico (for Denise Andre)  
Jeremy Wittet (for Brian Coburn)

**Absent:** Donna Blackburn, Denise Andre, Brian Coburn

**General Manager/C.A.O.:** Vicky Kyriaco

**Other:** Philippe Renaud, Marcil Lavallée.

**Recording:** Jeff Redmond, Controller

1. Call to Order

The meeting was called to order at 5:33 p.m. with Lynn Scott in the Chair.

2. Declarations of Conflict of Interest

None.

3. Approval of Regular Session Agenda

**Moved by: Joanne MacEwan**

**Seconded by: Michael Carson**

**THAT the Regular Session agenda be approved.**

**Carried**

4. Resolve In Camera

**Moved by: David Leach**

**Seconded by: Michael Carson**

**THAT the committee resolves In Camera.**

**Carried**

Return to Regular Session at 6:15 p.m.

**Public Delegations**

Chair Lynn Scott welcomed the audience. There were no public delegations registered for the meeting.

**Regular Session Action Items**

5. (a) Confirmation of Regular Session Minutes, October 23<sup>rd</sup>, 2017

**Moved by: David Leach**

**Seconded by: Michael Carson**

**THAT the Regular Session minutes of October 23<sup>rd</sup>, 2017 be approved.**

**Carried**

(b) Business Arising from the Regular Session Minutes, October 23<sup>rd</sup>, 2017

None.

6. Draft 2017/2018 Financial Reports

Chair Lynn Scott welcomed Philippe Renaud, Partner of Marcil Lavallée. Mr. Renaud was pleased to present the audited financial statement to the Board for the period ending August 31, 2017. Management responsibilities were reviewed, along with the Auditors' role. For the 2016/17 fiscal year, the audit has resulted in an unqualified opinion on the financial statements. Mr. Renaud reviewed the Draft Audited Statements with the Board. Provided as supplementary information to the audited statements was a variance report, previously reported on by management.

**Moved by: David Leach**  
**Seconded by: Brian Coburn**

**THAT the Ottawa Student Transportation Authority Financial Statements for the year ended August 31, 2017 as audited and reported upon by Marcil Lavallée, Chartered Professional Accountants, be approved.**

**Carried**

7. Annual Workplace Harassment, Violence & Occupational Health and Safety Policy

For annual review, Vicky Kyriaco brought forward policies H13 Occupational Health and Safety, H14 Respectful Workplace, H16 Workplace Harassment and H17 Violence in the Workplace. The policies were reviewed by OSTA's HR Consultant, the OH&S Committee, OSSTF and the GM/CAO. There were no policy changes recommended at this time, however there were a number of changes to procedure including a definition of "workplace" and cyberbullying.

**Moved by: Jennifer Adams**  
**Seconded by: Jeremy Wittet**

**THAT the OSTA Board of Directors re-approve H14 Respectful Workplace, H17 Violence in the Workplace, H16 Workplace Harassment and H13 Occupational Health & Safety Policies, as presented**

**Carried**

8. Bell Time Management Policy

OSTA staff proposed updating the Bell Time Management policy to include references to new schools, consolidated schools and other varying circumstances. Those circumstances included balancing student needs, school operations and transportation efficiency within each school community. Responsibility for setting bell times rests solely with OSTA's Board of Directors, and there is a need to ensure a collaborative approach between the member organizations to review all elements considered along with potential solutions, before OSTA makes any recommendation to its Board of Directors. Questions and answers were discussed.

**Moved by: David Leach**  
**Seconded by: Jennifer Adams**

**THAT the OSTA Board of Directors approve revisions to the T19 Bell Time Management Policy, as presented.**

**Carried**

### **Regular Session Information Items**

#### **9. Transportation Eligibility Policy Revision**

Recent discussions at the school boards regarding parity of services and opportunities to reduce, or at least control, small vehicle costs has prompted another review of eligibility criteria. Currently, OSTA provides transportation without application of distance criteria for students attending a designated school and who, for physical, mental or emotional reasons require specialized transportation. OSTA staff are recommending establishing a minimum distance of 800m which would prompt a review of a student's capabilities to walk to school. Consultation with member board staff and SEAC was favorable to support some of these students by promoting life skills and healthy exercise, where possible. It is important to maintain a focus on the abilities of this particular group of children.

Next, provision of bus passes for cross-boundary students has been occurring with OCSB students in accordance with OSTA policy. After discussion with OCSB representatives, it was suggested this provision should only be in effect if the transfer was initiated by the school board, which is in accordance with the OCSB's policy. Any students on elective transfers are told they are ineligible for transportation by OCSB staff. Currently, approximately 75 OCSB students are provided Presto cards under the OSTA cross-boundary eligibility policy. It is unknown how many of these students are on an elective transfer. OSTA will require information on which students are board directed on applicable forms. Any students who would no longer be receiving bus passes as of September 2018 would need to be so advised, or grand-fathered through a Board motion.

#### **10. Small Vehicle Costs**

Vicky Kyriaco presented a detailed report reviewing cost increases occurring in the small vehicle contracts and identifying the drivers for those costs. KPI's included vehicle capacity, routing efficiencies and cost per student. Overall costs have increased due to operator rate increases, increased numbers of special needs students, and increased single rider requests amongst others. There are students living less than 100m from school receiving specialized transportation. Cost per student has decreased by approximately 17% since 2011/2012. It was requested the overall increase of student numbers be verified against increased costs.

Strategies to remediate costs were also discussed, including increased communication and training for first riders, modification of day schedules to remove either an am or pm component of a run allowing transition to yellow bus services where possible, revisions to current eligibility policies, provision of transportation assistance to parents and making improvements to data tracking.

Currently, the OCDSB Learning Support Services is implementing software to streamline and track elements for special needs students, which includes transportation. Questions and answers were discussed amongst the group.

#### 11. Procurement – Transportation Services

The OSTA Board formally announced its intent to procure 13% of its expiring yellow bus contracts and all of the small vehicle services by entering into negotiations with affected operators, with direction to staff to conduct competitive procurement for subsequent contracts. A detailed report was presented by Vicky Kyriaco outlining needs to mitigate driver shortages, ensuring provision of safe services to students, maintaining cost control/ability to pay for the member boards, addressing Ministry and legislative requirements as well as preserving consistency of approach for all Operators by promoting fairness and transparency. Current driver shortages, changes to the public procurement landscape, experience of other transportation consortia, litigation and both the Campbell and Ombudsman reports were reviewed. Multiple procurement options were examined in order to provide the best option for students at this time.

#### 12. School Active Transportation Report

Vicky Kyriaco updated the Board that Green Communities was receiving \$3 million in grant funding for active transportation from the Province. Ottawa may potentially be a candidate on the list for support of its active transportation programs from this funding. In addition, the City of Ottawa will again be allocating funds for the walking school bus programs to OSTA. There are currently 12 walking school bus routes in the District, and the ratio of paid leaders to children has been adjusted from 2 leaders per 20 children to 30 this year. There are 7 routes with double leaders. It was also noted that Envirocentre has taken over the agreement previously held with Green Communities.

Joanne MacEwan noted the annual Envirocentre Awards are scheduled for November 30, 2017.

#### 13. IT Update

Vicky Kyriaco informed the Board that OSTA has now successfully migrated the majority of its IT servers from its member Boards to the Cloud. At this point, costs are expected to be half of the estimated budget. A blip did occur in the system last week where a power interruption disrupted connectivity, however that issue has now been resolved.

#### 14. OSTA Update for November 2017

The November report was presented for information.

#### 15. Long Range Agenda

The long range agenda was presented and there were no changes. It was noted the next meeting on December 11, 2017 is the Annual General Meeting.

16. New Business, Regular Session

None. Chair Lynn Scott expressed appreciation for interest from the audience.

17. Meeting Schedule

**Next Meeting: December 11<sup>th</sup>, 2017 – Annual General Meeting**

Future Board meeting Dates:

January 29, 2018\*  
February 26, 2018  
March 26, 2018  
April 30, 2018 – Public Meeting  
May 28, 2018  
June 27, 2018\*  
August 27, 2018

Nb: - \* indicates optional meeting dates, dependant on agenda requirements.

18. Adjournment

**Moved by: Michael Carson**  
**Seconded by: Jennifer Adams**

**THAT the Regular Session meeting adjourn at 7:17 p.m.**

**Carried**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title