

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

**Held on
Monday, March 30, 2015, 5:30 p.m.
Ottawa Student Transportation Authority
1645 Woodroffe Avenue, Ottawa (Nepean) – 1st Floor, Room 100**

REGULAR SESSION MINUTES

ATTENDANCE

President/Chairperson: Joanne MacEwan

Directors: Jennifer Adams
Michael Carson
Brian Coburn
Chris Ellis
Julian Hanlon
David Leach
Shawn Menard

Absent: None.

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

Other: None.

Recording: Jeff Redmond, Controller

1. **Call to Order**

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

2. **Declarations of Conflict of Interest**

None.

3. Approval of Regular Session Agenda

Moved by: Brian Coburn
Seconded by: David Leach

THAT the Regular Session agenda be approved.

Carried

4. Resolve In Camera

Moved by: Michael Carson
Seconded by: Julian Hanlon

THAT the committee resolves In Camera.

Carried

Return to Regular Session at 6:05 p.m.

Regular Session Action Items

5. (a) Confirmation of Regular Session Minutes, January 26, 2015

Moved by: Brian Coburn
Seconded by: Jennifer Adams

THAT the Regular Session minutes of January 26, 2015 be approved.

Carried

(b) Business Arising from Regular Session Minutes, January 26, 2015

None.

6. Variable Transportation Policy Approval

A report was presented by Vicky Kyriaco outlining the proposed policy – Transportation for Students in a Joint Custody Arrangement and Having Two Homes. As a result of a human rights complaint and tribunal decision from the London Ontario jurisdiction, OSTA determined a distinct policy and procedure was required to provide clarity and easier access for students who need such services in our local catchment. A proposed policy was brought to the OSTA Board for discussion in January 2015, and at that time it was determined the consultation period required extension, which occurred. The consultation process reviewed included general demographics, safety risks and scheduling, parental approvals on the application forms along with parental responsibilities in the process.

While OSTA, schools and bus operators are willing and able to assist in facilitating transportation, the ultimate responsibility and liability must rest with parents. They must carefully consider their child's maturity and ability to self-advocate should the transportation schedule or plan fail for whatever reason. Due to complexity of communication with various stakeholders and the assessment of safety risks, the process of assessing and approving variable transportation would reside with OSTA staff. Legal considerations were also reviewed with the Board. Due to variability of schedules, OSTA will evaluate each access schedule on a per case basis with a goal of limiting transitions from one home to another to 4 instances in a 2 week period. OSTA may deny transportation if the schedule proves to be difficult to manage at the school or by the Operator. A deadline for applications for September start up transportation will be June 1 of the previous school year due to Operational needs. All other requests would be processed after September 15, 2015. Questions and answers were provided to the Board.

Moved by: Michael Carson
Seconded by: Brian Coburn

THAT the OSTA Board of Directors approve the proposed Transportation for Students in a Joint Custody Arrangement and Having Two Homes, as presented.

Carried

7. Revised Installment Schedule 2014/2015

Jeff Redmond presented a revised installment schedule to the Board, as part of OSTA's ongoing cash management process. The advance payments were revised from budget to current forecast, based upon the December 31, 2014 student/operator data. Payments would again be adjusted to actual at year end. It was also noted that fuel escalation payments were not included in the forecast and this was expected to be invoiced at year end.

Moved by: David Leach
Seconded by: Michael Carson

THAT the Board receive the Revised Installment Schedule for the 2014-2015 fiscal year.

Carried

Regular Session Information Items

8. Financial Statement/Forecast – December 31, 2014

Jeff Redmond presented a report of the unaudited financial statements for the 4 months ending December 31, 2014, including forecasts to year end. Short term cash balances remained healthy, and longer term funds to year end were being supplemented by adjustments to the installment schedule as previously presented. A projected deficit from the initial budget forecast was revised from \$2 million to \$1.18 million. The initial deficit of \$2 million was resultant of an unpredicted and uncontrollable contractor price increase in yellow bus costs, which is now being offset by

savings in OC Transpo, mostly at the OCDSB where budgeted additions of 854 students didn't materialize with the addition of grades 9 to 12 transportation, along with a utilization savings where issued transit cards were simply not used. Questions and answers were provided to the Board.

9. Draft Budget 2015/2016

Vicky Kyriaco updated the Board on first draft of the OSTA Budget for 2015/2016, which included an overview of completed and new initiatives, budget carryforwards and significant savings expected from large vehicle contracts. Overall, budgeted expenditures are declining over the 2014/2015 forecast by almost 9.5 million dollars. Of that amount, the transfer of Provincial Schools to the Province accounts for 6.1 million, which is revenue/expense neutral. Provincial School costs were fully funded by the Ministry so had a zero net impact on the operational budgets of the OCDSB Board, where those costs were charged to. Large vehicle contracts are projected to decline by almost \$4.1 million dollars, the net result of modest contractual increases, tendering of 254 routes in the 14/15 school year, and route reductions and consolidations from bell time and hazard zone alignments.

Due to the budget being established at a minimum base for the hazard zone alignments, a factor equating to 20 buses was added back into the budget to allow for fluctuations as the process rolls out in September. A minor economic increase was provided for the small vehicles and for projected increased costs in Public transit. Public transit was budgeted at full utilization of services as the Presto card program is still relatively new and budgeting trends have little history. Fuel escalation continues to be budgeted at zero, as whatever is received in additional funding from the Ministry is simply paid out to the busing operators, providing a zero net impact on the operational budgets of the School Boards. Other smaller adjustments were outlined within the budget document, as presented to the Board. Questions and answers were provided.

The main areas of concern related to risk associated with budgeting student walk zones from the hazard zone alignment; what was an acceptable level to the Boards? In addition, there could be additional savings realized by budgeting a utilization factor into the Public transit passes, but once again this was a risk question. Management would review these items further with the Member Boards and would adjust the budget for the April Board meeting if it was deemed appropriate. Appreciation was noted for the work occurring during the present year by the GM/CAO and OSTA staff.

10. E & E Status - Update

Vicky Kyriaco provided a detailed synopsis of her report updating on the next E&E review with the Ministry. OSTA is planning to request its final E&E Follow Up to occur in early winter of 2015. It was noted that once a review was requested, it would be unlikely for the Ministry to accept a cancellation. The goal of the process would be to achieve a HIGH rating, which would provide the OCDSB and OCSB with gap funding for their respective funding deficits this year. Four areas of review were summarized, including Consortium Management, Policies and Practices, Routing and Technology and Contracts. Breakdowns of the specific areas were outlined and strategized for the Board and discussed. Delegated authority was noted as a primary concern to be dealt with immediately, and a facilitated session would be set up for the Board as soon as possible, including inviting the Senior Governance staff from both Member Boards to participate.

11. Strategic Plan Framework

A framework report on reviewing and setting the Board's Strategic Plan was set for Saturday May 30 from 9am to 4pm. It was requested an independent facilitator be used for the session along with possibly inviting some Principals or Superintendents of Instruction from the Member Boards to participate.

12. Walking School Bus Pilot

OSTA, in partnership with Ottawa Public Health, Green Communities Canada and the Ottawa Safety Council conducted a Walking School Bus pilot project in the fall of 2014, a first of its kind in Ontario. A short video was provided for the Board, produced and paid for by Safer Roads Ottawa, featuring Convent Glen Catholic School. Safer Roads Ottawa has also committed to produce a video highlighting pedestrian safety using the Walking School Bus during the summer months. During the 2015/16 school year, walking school bus routes will continue at 6 pilot project schools and 2 new routes will be added at Elmdale and Connaught public schools. Questions and answers were provided for the Board.

13. Walk Zone Update

Vicky Kyriaco provided an update to revised walk zones for the Board. OSTA has posted final maps on its website and communicated with school communities regarding the final outcomes of the consultation process. The last option for parents or school communities to affect a change is to file an appeal.

A number of appeals and changes were provided to update the Board on progress, which included Dunning-Foubert/Our Lady of Wisdom, Avalon, St. Elizabeth, Glen Cairn, St. Francis of Assisi/Trillium and Roberta Bondar.

14. OSTA/E&E Update for February/March 2015

The monthly OSTA and E&E Update was reviewed with the Board. There were no questions.

15. Long Range Agenda

Presented for information.

16. New Business, Regular Session

None.

17. Meeting Schedule

Next Meeting: Monday April 27th, 2015 - Confirmed.

Future Board meeting Dates:

May 25, 2015

June 22, 2015

18. Adjournment

The meeting adjourned at 7:56 p.m.

Signature

Title

Signature

Title