

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

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**Held on  
Monday, May 30, 2016, 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:** Joanne MacEwan

**Directors:** Jennifer Adams  
Brian Coburn  
Denise Andre  
David Leach  
Chris Ellis  
Lynn Scott  
Michael Carson

**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 5:30 p.m. with Joanne MacEwan in the Chair.

2. **Declarations of Conflict of Interest**

None.

3. Approval of Regular Session Agenda

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

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

**Carried**

4. Resolve In Camera

**Moved by: Lynn Scott**  
**Seconded by: Brian Coburn**

**THAT the committee resolves In Camera.**

**Carried**

Return to Regular Session at 6:07 p.m.

**Regular Session Action Items**

5. (a) Confirmation of Regular Session Minutes, April 25, 2016

**Moved by: Jennifer Adams**  
**Seconded by: Brian Coburn**

**THAT the Regular Session minutes of April 25, 2016 be approved.**

**Carried**

(b) Business Arising from the Regular Session Minutes, April 25, 2016

None.

6. Service Level Agreement

OSTA staff historically has planned summer school runs for the OCDSB and billed them separately for the additional services provided. Last year, OSTA staff added the OCSB's summer school route planning due to the First Student contract expiring, which had previously performed the function. This resulted in a savings over \$50,000 to the OCSB. This planning function was done without additional staff time for both Boards, and OSTA has the capacity to continue delivering these services within its current staffing budget.

The following addition to Appendix A and B of the SLA is proposed to reflect the delivery of these services to its Member Boards:

*Management of summer school transportation using yellow bus routes and vans, and including transportation of students with special needs.*

OSTA also provides public transit services to both Member Boards. In addition, OSTA provides both tickets and transit passes to OCDSB/OCSB schools, on request, and bills the Boards separately for these services. OSTA further bills the OCDSB for their OCENET program.

The following addition to Appendix A of the SLA is proposed to reflect the delivery of these services to the OCDSB:

*Manage the distribution of public transit fare media to schools and OCENET.*

The following addition to Appendix B of the SLA is proposed to reflect the delivery of these services to the OCSB:

*Manage the distribution of public transit fare media to schools.*

**Moved by: Jennifer Adams**

**Seconded by: Michael Carson**

**THAT the OSTA Board of Directors approve the proposed amendment to the Service Level Agreement between OSTA, OCSB and OCDSB to include planning and management of summer school transportation, and distribution of public transit fare media to schools and OCENET.**

**Carried**

7. Notice of Motion – Out of Boundary Exceptions

Vicky Kyriaco reviewed a report supporting a number of exceptions surrounding OSTA's transportation eligibility policies, including the YMCA and the Greenboro Community Centre. The YMCA request was due to a low cost breakfast program for Syrian refugees and the Greenboro request was for harmonizing services between Boards allowing access for Robert Batemen PS. A request to allow access to Daycares in the Kanata area was also brought forward, however staff are not in a position to propose any recommendations and will come forward to the Board should a change be necessary. Questions and answers were provided.

**MOTION 1:**

**Moved by: Lynn Scott**

**Seconded by: Michael Carson**

**THAT the OSTA Board of Directors approve an exception to OSTA's eligibility policy to allow the YMCA, located on Argyle St, to be accessed by students from the Mutchmore PS and First Avenue PS attendance areas, providing they meet all other eligibility requirements, and that this eligibility is reviewed annually to determine if it is still required.**

**MOTION 2:**

**Moved by: Lynn Scott**  
**Seconded by: Michael Carson**

**THAT the OSTA Board of Directors approve an exception to OSTA’s eligibility policy to allow the Greenboro Community Centre, located on Lorry Greenberg Dr, to be accessed by students from the Robert Bateman PS attendance area, providing they meet all other eligibility requirements, and that this eligibility is reviewed annually to determine if it is still required.**

Discussion on the proposed motions included subsidization, affordability, private daycares, past practices and the issue of exceptions.

**Amendment**

The following amendment was made on Motion 1:

**Moved by: Jennifer Adams**  
**Seconded by: Lynn Scott**

**THAT the OSTA Board of Directors approve an exception to OSTA’s eligibility policy to allow the YMCA, located on Argyle St, to be accessed by students from the Mutchmore PS and First Avenue PS attendance areas, providing they meet all other eligibility requirements, ~~and that this eligibility is reviewed annually to determine if it is still required for the 2016/2017 school year.~~**

**Carried**

To record the vote on Motion 2:

**Deferred.**

To record the vote on Motion 1 as amended:

**Carried**

**8. E & E Report - Final**

OSTA received the final E&E Follow-Up Review Report from the Ministry. OSTA has achieved a HIGH rating in all areas, for an overall HIGH rating. The report was presented for the Board’s information

**Moved by: Jennifer Adams**  
**Seconded by: Denise Andre**

**THAT the OSTA Board of Directors receive the Ministry’s E&E Follow-Up Review Report.**

**Carried**

## **Regular Session Information Items**

### 9. Financial Update – April 30, 2016

Jeff Redmond reviewed the Unaudited Financial Statements and Forecast report for the 8 months ending April 30, 2016. Under variances, it was noted small vehicle costs were increasing by \$394,000 over the previous forecast. Questions and answers were provided to the Board.

### 10. Privacy and Confidentiality

Vicky Kyriaco provided a report to the Board regarding a privacy breach on May 12 where a school bus driver advised school staff at Severn PS of a missing route manifest. OSTA submitted a report immediately to the Board and has further met with its Operators to discuss the event and improve security. Operators were also reminded OSTA's privacy policy extends to them and it was agreed Operators should work together to assess the needs and jointly develop protocols to ensure privacy breaches are eliminated in the future. Questions and answers were provided.

OSTA was contacted by the office of the Information and Privacy Commissioner of Ontario regarding use of school bus stop-arm cameras in the Ottawa area. There was concern about how data and images are recovered and managed, and if or how the public had been notified they could be captured on video. A partnership between one of OSTA's operators and Ottawa Police Services had a single bus pilot testing drive-by's while the arm was extended and overhead lights were flashing, during the current school year. OSTA is working with the Member Boards privacy experts to respond to the enquiry.

### 11. Frederic Banting Bell Time Change

Vicky Kyriaco updated the Board about a bell time change of more than 10 minutes requested by Frederic Banting Public School and approved by OCDSB Trustees, as per policy. It was noted the change doesn't affect busing efficiencies at OSTA.

### 12. School Bus Safety Awareness Day

The School Bus Safety Awareness Day poster was provided to the Board, which is scheduled to occur on Sunday August 28, 2016.

### 13. OSTA Update for May 2016

Vicky Kyriaco presented the update for May 2016. It was noted at the Bi-Annual Operator meeting issues with student behaviour were increasing and OSTA would be reviewing options with Operators to provide assistance. Principals at schools in many cases are unable to provide help. School bus evacuation and risk management/mitigation was also discussed.

### 14. Long Range Agenda

The long range agenda was presented, there were no changes.

15. New Business, Regular Session

None.

16. Meeting Schedule

**Next Meeting: Monday June 27<sup>th</sup>, 2016 - Tentative**

Future Board meeting Dates:

August 31, 2016 (Wednesday)  
September 26, 2016  
October 24, 2016\*  
November 14, 2016 – Public Meeting  
December 12, 2016 – Annual General Meeting  
January 23, 2017\*  
February 27, 2017  
March 27, 2017  
April 24, 2017 – Public Meeting  
May 29, 2017

- Nb: - All dates tentative pending Board calendar finalizations  
- \* indicates optional meeting dates, dependant on agenda requirements.

17. Adjournment

**Moved by: Jennifer Adams**  
**Seconded by: Brian Coburn**

**THAT the Regular Session meeting adjourn at 6:37 p.m.**

**Carried**

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Signature

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Title

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Signature

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