

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

**Held on
Monday, February 26, 2018, 5:30 p.m.
Ottawa Student Transportation Authority
1645 Woodroffe Avenue, Ottawa (Nepean) – 1st Floor, Room 100**

REGULAR SESSION MINUTES

ATTENDANCE

President/Chairperson: Lynn Scott

Directors: Michael Carson
Jennifer Adams
Jeremy Wittet
David Leach
Denise Andre
Keith Penny (for Donna Blackburn)
Spencer Warren

Absent: Donna Blackburn

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 Lynn Scott in the Chair.

2. Declarations of Conflict of Interest

None.

3. Approval of Regular Session Agenda

Moved by: Spencer Warren
Seconded by: Jennifer Adams

THAT the Regular Session agenda be approved.

Carried

4. Resolve In Camera

Moved by: Michael Carson
Seconded by: David Leach

THAT the committee resolves In Camera.

Carried

Return to Regular Session at 5:58 p.m.

Regular Session Action Items

5. (a) Confirmation of Regular Session Minutes, December 11th, 2017

Moved by: Denise Andre
Seconded by: Jennifer Adams

THAT the Regular Session minutes of December 11th, 2017 be approved.

Carried

(b) Business Arising from the Regular Session Minutes, December 11th, 2017

None.

(c) Confirmation of Regular Session Minutes, January 29th, 2018

Moved by: Denise Andre
Seconded by: Jennifer Adams

THAT the Regular Session minutes of January 29th, 2018 be approved.

Carried

(d) Business Arising from the Regular Session Minutes, January 29th, 2018

None.

Regular Session Information Items

6. December 31, 2017 Financial Report

Jeff Redmond summarized the December financial report for the Board. Cash reserves on the balance sheet remain healthy and at this time there is no need to make any adjustments to the monthly operating advances from either Board. The financial forecast is also running very close to target at this time. While there are some smaller variances in the transportation envelopes between the Boards, they are mostly offsetting. The OCSB is projected to have a \$99 thousand dollar deficit while the OCDSB is projected to have a \$372 thousand dollar surplus. Questions and answers were provided amongst the group on walking school bussing and driver shortages.

7. SAT Community Re-Culturing Continuum

The Ministry recently announced available grant funding for active transportation initiatives that would be administered by Green Communities Canada. OSTA will be applying for a \$100 thousand dollar grant through this initiative to create a School Active Transportation Community Re-Culturing Continuum, working in conjunction with the City of Ottawa and Envirocentre. The program looks at progressive stages of commitment and action, as well as sustainability of active transportation initiatives over time. Vicky Kyriaco reviewed the plan with the Board and answered questions.

8. Bell Time Review - Merivale

The OCDSB is seeking to open an International Baccalaureate program at Merivale High School in September 2019. Merivale's bell time is being reviewed in light of the OCDSB's request for a later start time to accommodate new IB students, as well as to address the school community's desire for a later start time. OSTA staff has begun preliminary discussion with OCDSB staff regarding community needs and creating a timeline for consultation and decision making. The process and timing was debated with the Board, noting that both member Boards should be aware of any resulting cost changes as may be applicable.

9. Draft AGM Minutes

Draft Annual General Meeting minutes were presented for review and information. Chair Lynn Scott noted the minutes are presented in advance of the next AGM allowing for corrections and to inform the public of the business and elections that took place. AGM minutes are not approved until the following AGM.

10. Grant for Children and Youth in Care

The Ministry recently released a grant application for school boards who wish to receive new transportation funding for certain students in care. These children may be wards of the Crown, in foster care, or in the care of Children's Aid Society, and they are often placed in homes that are outside their school's attendance boundary. Costs to transport these students are typically higher than normal as their temporary living arrangements are generally not on regular school bus routes. OSTA is working with OCSB and OCDSB Special Education staff to prepare the grant applications, due on February 21, 2018.

11. OSTA Update for February 2018

The February report was presented for information. There were no questions.

12. Long Range Agenda

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

13. New Business, Regular Session

None.

14. Meeting Schedule

Next Meeting: March 26, 2018

Future Board meeting Dates:

April 23, 2018 – Public Meeting

May 28, 2018

June 27, 2018*

August 27, 2018

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

It was noted the date for the upcoming Public Meeting has been changed from April 30 to April 23, 2018.

15. Adjournment

Moved by: Jennifer Adams
Seconded by: Spencer Warren

THAT the Regular Session meeting adjourn at 6:57 p.m.

Carried

Signature

Title

Signature

Title