

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

**Held on
Monday, March 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
Donna Blackburn
Elaine McMahon (for Spencer Warren)

Absent: Spencer Warren

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 Lynn Scott in the Chair.

2. Declarations of Conflict of Interest

None.

3. Approval of Regular Session Agenda

Moved by: Donna Blackburn
Seconded by: Elaine McMahon

THAT the Regular Session agenda be approved.

Carried

4. Resolve In Camera

Moved by: Jennifer Adams
Seconded by: David Leach

THAT the committee resolves In Camera.

Carried

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

Regular Session Action Items

5. (a) Confirmation of Regular Session Minutes, February 26th, 2018

Moved by: Denise Andre
Seconded by: Michael Carson

THAT the Regular Session minutes of February 26th, 2018 be approved.

Carried

(b) Business Arising from the Regular Session Minutes, February 26th, 2018

None.

6. Bell Time Review – Merivale

Vicky Kyriaco outlined multiple options of proposed bell times for the upcoming International Baccalaureate Program at Merivale High School. Costing was provided for differing options, both in total and by Board. Due to the extent of available options and impacts, OSTA proposed blending its consultation with the OCDSB's planned consultation regarding program changes at Merivale HS. This is in accordance with OSTA's Bell Time Management and Consultation policies, in order to gauge both the feasibility of changes and to assess other impacts of the school community that need to be considered. Questions and answers were provided.

Moved by: Donna Blackburn
Seconded by: Elaine McMahon

THAT the OSTA Board of Directors approve the consultation plan for a bell time review at Merivale HS, as presented.

Carried

Regular Session Information Items

7. Draft 2018/2019 Budget

Jeff Redmond and Vicky Kyriaco presented the preliminary 2018-2019 budget to the Board for review. Overall, expenditure increases were projected at \$3.29 million dollars, or 5.4%. Enrollment growth at both Boards is predicated at 2.46% at the OCSB and 1.1% at the OCDSB. Large vehicle expenditures are predicted to increase by \$1.7 million, or 5.3%. Of that amount, 3 to 3.5% is due to contractual increases, with the remainder being enrollment growth. Small vehicle costs were increasing by 3.9%, or \$640,000, with 1.9% being attributable to economic adjustments. Public transit increases amounted to \$662 thousand. New initiatives were highlighted, along with budget carryforwards from the prior year budget. Projected grant funding from Green Communities increased costs by \$100,000 in both School Active Transportation and the Walking School Bus program. A proposed office relocation was budgeted having an increase of \$230,000. A separate, detailed plan to relocate the office would be brought forward to the Board for approval at a future date. There were also a number of budget reductions projected in both Professional Services and under Safety training. Questions and answers were provided to the Board. No changes to the draft budget document were presented at this time.

8. OSTA Update for March 2018

The March report was presented for information. It was noted that driver shortages were presenting challenges to service delivery during the month.

9. Long Range Agenda

The long range agenda was presented and reviewed by Lynn Scott. There were no changes.

10. New Business, Regular Session

None.

11. Meeting Schedule

Next Meeting: April 23, 2018 – Public Meeting

Future Board meeting Dates:

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.

12. Adjournment

Moved by: Michael Carson
Seconded by: Jennifer Adams

THAT the Regular Session meeting adjourn at 6:45 p.m.

Carried

Signature

Title

Signature

Title