

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

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**Held on  
Monday, April 23, 2018, 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  
Brett Reynolds (for Jennifer Adams)  
Jeremy Wittet  
David Leach  
Denise Andre  
Donna Blackburn  
Spencer Warren

**Absent:** Jennifer Adams

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

**Other:** Calvin Thompson.

**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: Michael Carson**  
**Seconded by: Denise Andre**

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

**Carried**

4. Resolve In Camera

**Moved by: Jeremy Wittet**  
**Seconded by: Donna Blackburn**

**THAT the committee resolves In Camera.**

**Carried**

Return to Regular Session at 6:02 p.m.

**Public Delegations**

Chair Lynn Scott welcomed the audience. Mr. Calvin Thomas made a brief presentation to the Board outlining eligibility concerns for Public Transit, for students whose distance for walking to school is prohibitive, particularly during the winter months. It was requested the Board review its current guidelines providing transit for students in need of Public Transit services. Mr. Thomas would provide a written summary to Vicky Kyriaco for response.

**Regular Session Action Items**

5. (a) Confirmation of Regular Session Minutes, March 26<sup>th</sup>, 2018

**Moved by: Donna Blackburn**  
**Seconded by: Denise Andre**

**THAT the Regular Session minutes of March 26<sup>th</sup>, 2018 be approved.**

**Carried**

(b) Business Arising from the Regular Session Minutes, March 26<sup>th</sup>, 2018

None.

6. 2018/2019 Draft Budget

Vicky Kyriaco and Jeff Redmond provided an overview of the Draft 2018/2019 OSTA Budget document. There were no changes to the draft budget document, as presented during the March 26, 2018 Board meeting. Budget highlights were noted and questions and answers were provided.

**Moved by: Jeremy Wittet**  
**Seconded by: Spencer Warren**

**THAT the OSTA budget for the 2018/2019 year as presented, be approved.**

**Carried**

7. T18 Eligibility Policy & T21 Accessible Transportation

Vicky Kyriaco reviewed proposed changes to policies T18 and T21, respecting both eligibility and accessible transportation. Consultation on the application of a minimum eligibility distance was conducted for students having special needs, to initiate a review of a student's cognitive and physical abilities required for them to successfully walk to school if possible. Next, current practice surrounding the transportation for Specialist High Skills Major students was added to the draft policy for Accessible Transportation. The Board debated the proposals and questions and answers were provided amongst the group.

**Moved by: Donna Blackburn**  
**Seconded by: Jeremy Wittet**

**THAT the OSTA Board of Directors approve the changes to the T18 Transportation Eligibility Policy and the T21 Accessible Transportation Policy, as presented.**

**Carried**

Regular Session Information Items

8. Bylaw Review

Vicky Kyriaco contacted a legal firm specializing in Corporate Bylaws to review implications arising from the proposed New Corporations Legislation. OSTA was advised it was too early to proceed as the proposed legislation had not yet passed, after which point there would be a 3 year period to review and make amendments as necessary.

9. F3 Budget Procedures

Amendments to Policy F3 Budget procedures was provided to the Board for information, updating title changes to the Public Sector Accounting Board of CPA Canada.

10. T8 Reporting of Accidents

OSTA has added a new section to “Policy T8 Reporting of Accidents” procedure, clarifying whose responsibility it is to contact parents and guardians in the event of a major accident, an injury, or a major incident that may have caused trauma to a student. Questions and answers were provided.

11. Long Term Forecast 2018/19 – 2021/22

Annually, OSTA prepares a long term forecast in conjunction with the annual budget preparation. Structure of the long range plan replicates the current budget, and takes into account enrollment growth and known economic increases over the next four years. It was requested OSTA be mindful of ways to mitigate cost increases in the future, as pricing increases over time.

12. School Active Transportation Update

Vicky Kyriaco update the Board on active transportation initiatives. Both St. Benedict and Half Moon Bay would be undergoing a traffic safety blitz. Algonquin College would be working on creating a graphic message on school bus safety, for both kindergarten students and parents. The new funding grant for active transportation would look at providing support to move Walking School Bus routes to volunteer based models. It is critical to both support and manage volunteers in order to provide a successful transition of services to students. Questions and answers were discussed with the Board.

13. School Bus Safety

The Ministry of Education announced additional funding for school bus safety training, to be provided by Intertrian, for all District schools. The OCSB will be undertaking training for 50% of its schools this year and the remainder next year. The OCDSB currently has 10 schools requesting the training. The respective Boards will have to provide session numbers to the Ministry for funding.

14. OSTA Update for March 2018

The April report was presented for information. It was noted large vehicle contracts are now finished and the April Driver Appreciation Day was a success. There is an OASBO Conference occurring on May 9 through 11 and the OSTA General Manager will be a presenter at the upcoming Canadian Pupil Transportation Conference.

15. Long Range Agenda

The long range agenda was presented and reviewed by Lynn Scott. Additional policies would be brought forward in May for revision.

16. New Business, Regular Session

None.

17. Meeting Schedule

**Next Meeting: May 28, 2018**

Future Board meeting Dates:

June 27, 2018\*

August 27, 2018

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

18. Adjournment

**Moved by: Jeremy Wittet**

**Seconded by: Donna Blackburn**

**THAT the Regular Session meeting adjourn at 6:54 p.m.**

**Carried**

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Signature

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Title

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Signature

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