

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

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**Held on  
Monday, May 28, 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  
Jennifer Adams  
Elaine McMahon (for Jeremy Wittet)  
David Leach  
Denise Andre  
Donna Blackburn

**Absent:** Spencer Warren  
Jeremy Wittet

**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: Elaine McMahon**

**Seconded by: Jennifer Adams**

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

**Carried**

4. Resolve In Camera

**Moved by: Donna Blackburn**

**Seconded by: Elaine McMahon**

**THAT the committee resolves In Camera.**

**Carried**

Return to Regular Session at 6:20 p.m.

**Regular Session Action Items**

5. (a) Confirmation of Regular Session Minutes, April 23<sup>rd</sup>., 2018

**Moved by: Michael Carson**

**Seconded by: Donna Blackburn**

**THAT the Regular Session minutes of April 23<sup>rd</sup>, 2018 be approved.**

**Carried**

(b) Business Arising from the Regular Session Minutes, April 23<sup>rd</sup>., 2018

None.

6. Merivale HS Bell Time Review

In collaboration with the OCDSB, OSTA has conducted consultation for changing bell times at Merivale HS from 8 am to 9:15/9:30 am. A survey was circulated to current and proposed parents and students, two public information sessions were held at the school and information was provided to the OCDSB consultation team on options.

Overwhelmingly, parents and students expressed concern over having to use public transit, and the majority preferred yellow bus and an early start time. Questions and answers were provided to the Board.

**Moved by: Donna Blackburn**  
**Seconded by: Jennifer Adams**

**WHEREAS the OCDSB Board of Trustees is responsible for approving bell time changes of more than 10 minutes, AND**

**WHEREAS the OSTA is responsible for providing safe, efficient and effective transportation services to the OCDSB, and this is sometimes reliant upon bell times,**

**THAT the OSTA Board of Directors recommend to the OCDSB Board of Trustees that no bell time change occur at Merivale HS for September 2019.**

**Carried**

7. Key Performance Indicators

Vicky Kyriaco reviewed the KPI report, which includes cost per student, cost per student on small vehicles, complaints, delays and accidents/injuries. As OSTA now has a consistent database, 3 years of history was available and has been reported. Year over year, while costs have been increasing, so too are the student numbers. While the OCDSB cost/student has remained relatively flat, the OCSB has been increasing due to increases in small vehicle usage, which carries a significantly higher per student cost. Complaints rose sharply in 2016/2017, where the greatest areas of concern continues to be about drivers (safety/driving style/behavior etc.). Corrective action is difficult due to driver shortages. Questions and answers were provided.

**Moved by: Jennifer Adams**  
**Seconded by: Elaine McMahon**

**THAT the OSTA Board of Directors receive the Key Performance Indicators report, as presented.**

**Carried**

8. Strategic Operations Plan Update

Annually, OSTA prepares and approves the Strategic Operations plan which reflects the Board of Directors priorities and Staff's timeline for meeting the Board's expectations. Vicky Kyriaco outlined progress and outcomes of the stated objectives within the report.

**Moved by: Donna Blackburn**  
**Seconded by: David Leach**

**THAT the OSTA Board of Directors receive the Strategic Operations Plan update, as presented.**

**Carried**

## Regular Session Information Items

### 9. OSTA Financial Report April 30, 2018

Jeff Redmond reviewed the financial report and forecast as at April 30, 2018. As at this point, the current forecast closely aligns to the Board approved budget, having a small surplus of 0.2% or \$141,414. When reviewing by Board, the OCSB is in a small deficit resulting from increased students, while the OCDSB is currently showing a small surplus.

### 10. School Bus/Pedestrian Safety Day

The annual School Bus and Pedestrian Safety day will occur on Sunday August 26, 2018 from 9:00 am to 1:00 pm. Details were provided in a poster format for the Board, and communication would include online and radio advertising to the public. Multiple training locations would be offered in the city.

### 11. Public Transit Policy

OC Transpo recently replaced single use tickets with single use vouchers. Wording only has replaced the word “bus ticket” with “single ride voucher”, reflecting correct terminology in the policy. The substance of the policy remains unchanged. Updates to the procedure have also been highlighted reflecting current practice.

### 12. Canadian Pupil Transportation Conference

Vicky Kyriaco and 4 staff attended the May 2018 Canadian Pupil Transportation Conference held in Niagara Falls. Feedback received from staff was very positive. Ms. Kyriaco was a presenter for two different sessions at the conference including active transportation and strategic partnerships. Next year’s conference will be held in Kelowna, B.C.

### 13. OSTA Update for May 2018

The May report was presented for information. It was noted Inter-train will provide school bus safety training at roughly half of the OCSB schools and will be contacting all OCDSB schools for interest.

### 14. Long Range Agenda

The long range agenda was presented and reviewed. There were no questions.

### 15. New Business, Regular Session

None.

16. Meeting Schedule

The June regularly scheduled meeting will likely not be required. Next year's meeting schedule has now been updated.

Future Board meeting Dates:

June 27, 2018\*  
August 27, 2018  
September 24, 2018  
October 22, 2018\*  
November 12, 2018 – Public Meeting  
December 10, 2018 – Annual General Meeting  
January 28, 2019\*  
February 25, 2019  
March 25, 2019  
April 29, 2019 – Public Meeting  
May 27, 2019  
June 26, 2019\*  
August 26, 2019

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

17. Adjournment

**Moved by: Elaine McMahon**  
**Seconded by: Donna Blackburn**

**THAT the Regular Session meeting adjourn at 7:04 p.m.**

**Carried**

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Signature

\_\_\_\_\_  
Title

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Signature

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Title