

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

**Held on
Monday November 12th, 2018, 5:30 p.m.
Ottawa Student Transportation Authority
1645 Woodroffe Avenue, Ottawa (Nepean) – 1st Floor, Room 100/Teleconference**

REGULAR SESSION MINUTES

ATTENDANCE

President/Chairperson: Lynn Scott

Directors: Jennifer Adams
Spencer Warren - Teleconference
Jeremy Wittet
David Leach
Denise Andre
Michael Carson
Donna Blackburn - Teleconference

Absent: None.

General Manager/C.A.O.: Vicky Kyriaco – Absent
Blyth Helman – Assistant General Manager (Acting GM)

Other: Philippe Renaud, Partner, Marcil Lavallée
Joanne Glaser, Cornerstones.

Recording: Jeff Redmond, Controller

1. Call to Order

The meeting was called to order at 5:28 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: Jeremy Wittet

THAT the Regular Session agenda be approved.

Carried

4. Resolve In Camera

Moved by: Denise Andre
Seconded by: Jennifer Adams

THAT the committee resolves In Camera.

Carried

Return to Regular Session at 6:42 p.m.

Vicky Kyriaco had departed the meeting.

Public Delegations

There were no delegations nor members of the public present.

Regular Session Action Items

5. (a) Confirmation of Regular Session Minutes, September 27th, 2018

Moved by: Jennifer Adams
Seconded by: Denise Andre

THAT the Regular Session minutes of September 27th, 2018 be approved.

Carried

(b) Business Arising from the Regular Session Minutes, September 27th, 2018

None.

6. 2017/2018 Draft Financial Statement & Variance Analysis

Chair Lynn Scott welcomed Philippe Renaud, Partner of Marcil Lavallée. Mr. Renaud was pleased to present the audited financial statement to the Board for the period ending August 31, 2018. Management responsibilities were reviewed, along with the Auditors' role. Mr. Renaud reviewed the statements with the Board, and confirmed the allocation of costs between the Member Boards was an ongoing component of the audit process. For the 2017/18 fiscal year, the audit resulted in an unqualified opinion on the financial statements. Mr. Redmond provided an overview of the variance analysis for the year. Financial results were congruent with the previous forecast presented in May to the Board. As OSTA carries no surplus or deficit, the comparator is the initial Board approved operating budget for each Board. Year end results provided a very small surplus in the operating budget line item. The OCSB incurred an overall deficit of \$131 thousand, mostly attributable from increased small vehicle costs from additional students. Questions and answers were provided to the Board, and it was requested if a working group could be established in order to monitor the cost drivers for the small vehicles.

Moved by: Jeremy Wittet
Seconded by: Michael Carson

THAT the Ottawa Student Transportation Authority Financial Statements for the year ended August 31, 2018 as audited and reported upon by Marcil Lavallée, Chartered Professional Accountants, be approved.

Carried

7. Policy Review – T3 Alcohol, Tobacco & Firearms

Blyth Helman provided the Board with an update to the current policy, which includes changes for the newly introduced cannabis legislation and removal of some redundant language. Scope of the proposed policy revision covers both students as well as staff and drivers. Questions and answers were reviewed. It was requested further work occur on this policy in order to provide alignment with the newly updated Board policies, to come forward to a future meeting. The policy should consider medically approved cannabis while in transit to school, and include differentiation on possession, use or being under the influence. If necessary, an interim communication could be sent in advance of policy. This item has been deferred.

Regular Session Information Items

8. Business Continuity – Tornado Response

Vicky Kyriaco prepared a report on the impact to OSTA as well as transportation services resulting from 6 tornadoes hitting the Ottawa region on September 21, 2018. Impacts included loss of power, reduced roadway accessibility, gridlock in traffic, downed powerlines and safety issues for students. Service and transportation to schools was suspended on Monday September 24 until safety concerns were resolved. Routes were altered to accommodate displaced students

and inaccessible bus routes. Follow-up after the event occurred in order to improve communications and OSTA's Business Continuity Plan for future events. Blyth Helman responded to Board questions providing clarification. A huge thank you was noted from the Board respecting OSTA's response to this series of events.

9. Driver Shortage Mitigation Plan - Update

OSTA has been experiencing a driver shortage for the past two years. In May 2018, some operators expressed concerns they would be unable to provide a full complement of drivers for school startup. In June 2018, the OSTA Board of Directors approved a Driver Shortage Mitigation plan in order to increase driver pay, to implement cameras on a number of buses, provide radio advertising to recruit new drivers and perform a survey to target recruitment efforts, at a total cost of \$1.1 million dollars. To date, the average wage has moved from \$16.00 per hour to \$16.75. Auditors conducted an initial baseline audit of driver wages, and will confirm funds disbursed have in fact been distributed to drivers. As of October 31, 2018 OSTA was missing 52 permanent drivers. Routes are being covered using spare drivers, route-doubling, and by having spotty delays throughout the system. OSTA is investigating other potential strategies for dealing with the driver situation, which ultimately is the Operators' contractual responsibility.

10. OSTA Update for October/November 2018

The October/November report was presented for information. There were no questions.

11. Long Range Agenda

The long range agenda was presented and reviewed. To add from this meeting is small vehicle working group and to update Policy T3 to include Cannabis. It was also requested to minimize the use of acronyms wherever possible. There were no questions.

12. New Business, Regular Session

Lynn Scott noted the AGM is OSTA's next regularly scheduled meeting. The Boards each have new trustees, and OSTA Directors will be unknown, including the Chair and Vice. Ms. Scott formally thanked all of OSTA's Directors for their hard work and contributions, which was also reciprocated from the Directors.

13. Meeting Schedule

It was noted the Annual General Meeting is OSTA's next meeting.

Future Board meeting Dates:

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.

14. Adjournment

Moved by: Jeremy Wittet
Seconded by: Donna Blackburn

THAT the Regular Session meeting adjourn at 7:12 p.m.

Carried

Signature

Title

Signature

Title