

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

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**Held on  
Monday January 28<sup>th</sup>, 2019, 5:30 p.m.  
Ottawa Student Transportation Authority  
1645 Woodroffe Avenue, Ottawa (Nepean) – 1<sup>st</sup> Floor, Room 100/Teleconference**

**REGULAR SESSION MINUTES**

**ATTENDANCE**

**President/Chairperson:** John Curry

**Directors:** Camille Williams-Taylor  
Lynn Scott (teleconference)  
Jeremy Wittet  
Lisa Schimmens  
Denise Andre  
Michael Carson (teleconference)

**Absent:** Donna Blackburn.

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

**Other:** Joanne Glaser, Cornerstones.

**Recording:** Jeff Redmond, Controller

1. Call to Order

The meeting was called to order at 5:41 p.m. with John Curry in the Chair.

2. Acknowledgement of First Nations

The Ottawa Student Transportation Authority respectfully acknowledges that we are located on the ancestral, traditional and unceded Indigenous territory of the Algonquin Peoples, on whose territory we learn, play and work.

3. Declarations of Conflict of Interest

None.

4. Approval of Regular Session Agenda

**Moved by: Denise Andre**  
**Seconded by: Jeremy Wittet**

**THAT the Regular Session agenda be approved, as amended.**

**Carried**

5. Resolve In Camera

**Moved by: Lynn Scott**  
**Seconded by: Jeremy Wittet**

**THAT the committee resolves In Camera.**

**Carried**

Return to Regular Session at 6:40 p.m.

**Regular Session Action Items**

6. (a) Confirmation of Regular Session Minutes, December 10<sup>th</sup>, 2018

**Moved by: Denise Andre**  
**Seconded by: Lynn Scott**

**THAT the Regular Session minutes of December 10<sup>th</sup>, 2018 be approved.**

**Carried**

(b) Business Arising from the Regular Session Minutes, December 10<sup>th</sup>, 2018

None.

7. Policy F15 Expense Reimbursement – Appendix A Update

Vicky Kyriaco presented a report requesting an update to current reimbursement rates for employee expenditures of meals and mileage rates, which have remained unchanged since 2011. Rates of both member Boards were reviewed along with Canada Revenue Agency mileage guidelines. Questions and answers were provided to the Board.

**Moved by: Jeremy Wittet**  
**Seconded by: Camille Williams-Taylor**

**THAT the OSTA Board of Directors approve to change OSTA’s Expenditure Guideline Appendix A relating to reimbursement of mileage and meal expenses to reflect OCSB’s current rates for these items, effective January 1, 2019.**

**Carried**

**Regular Session Information Items**

8. Board Orientation

Vicky Kyriaco did a powerpoint presentation to provide an orientation for new OSTA directors. An organizational chart was provided for staff and responsibilities were outlined. Currently OSTA has approximately 70,000 students transported, which is the largest in Ontario. Procurement strategies were reviewed, along with budgetary and financial reporting and timelines. The strategic planning process was reviewed, along with communications and current issues. There were no questions.

9. Inclement Weather Protocol

Vicky Kyriaco presented a report on inclement weather protocol and issues. On January 21, 2019, air temperature was -27C with a wind chill over -37C. Ottawa Public Health issued a frostbite warning, and there were multiple media complaints that OSTA should have cancelled transportation services. OSTA’s inclement weather protocol does not have any temperature threshold for cancellation of services. The weather protocol was reviewed in detail, along with delays and complaints that occurred on that particular day. Given recent feedback and level of interest in temperature thresholds, OSTA is conducting a policy and procedure review for cancelling services. A report would come back to the February board meeting. Questions and answers were provided.

The GM/CAO noted the time was now 7:00 pm, which is the threshold for the Board meeting length. There was unanimous consensus to continue the meeting.

#### 10. School Bus Seat Belts

As a result of a recent highway coach tragedy, along with a media story from W5 on bus seat belts and safety, there is an independent bill currently being table by a Member of Parliament requiring school buses travelling on major highways to have seat belts for all occupants. Bill 56, Keeping Students Safe on School Buses has passed its second reading and has been referred to the Standing Committee on Social Policy. On January 21, 2019, the Transport Minister announced a task force to look into the many issues related to use of seat belts on buses. OSTA will monitor ongoing actions and will report back when more information is available. There were no questions.

#### 11. School Bus Safety

As part of its school bus safety program, OSTA monitors and encourages schools to run school bus evacuation drills with bus operators and book busing safety presentations through Intertrain. A report was provided outlining year to date figures for bus evacuations and the school safety training sessions. The cost for sessions provided by Intertrain are reimbursed to the Boards from the Ministry, capped at 50% of the student body for each of 2 years. OSTA continues to follow up with schools on these activities.

#### 12. Draft AGM Minutes December 10, 2018

The OSTA Board approves minutes from the prior year Annual General Meeting as part of the current year Annual General Meeting. Due to the length of time between these meetings (one year), the draft minutes are prepared for review in order to highlight any errors or omissions. After review, no errors or omissions were noted and these draft minutes will now move forward to the 2019 AGM for approval.

#### 13. OSTA Update for January 2019

Vicky Kyriaco reviewed the January update. Questions and answers were provided for the Board. She noted that the staff PD day for staff had been successful.

#### 14. Long Range Agenda

The long range agenda was presented. Explanation was provided on Traffic Management, seeking approval at the OCSB do deputize a safety officer on school sites. Discussion on insurance and a new Tornado policy occurred, along with clarification that eligibility and bell time reviews would be premature at this time. The GM/CAO suggested bringing the consultation policy forward in the near future.

#### 15. New Business, Regular Session

None.

16. Meeting Schedule

Future Board meeting Dates:

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: Denise Andre**  
**Seconded by: Jeremy Wittet**

**THAT the Regular Session meeting adjourn at 7:16 p.m.**

**Carried**

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Signature

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Title

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Signature

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Title