

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

**Held on
Monday May 27th, 2019, 5:30 p.m.
Ottawa Student Transportation Authority
1645 Woodroffe Avenue, Ottawa (Nepean) – 1st Floor, Room 100/Teleconference**

REGULAR SESSION MINUTES

ATTENDANCE

President/Chairperson: John Curry

Directors: Donna Blackburn
Lynn Scott
Jeremy Wittet
Lisa Schimmens
Denise Andre
Michael Carson
Camille Williams-Taylor

Absent: None.

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

Other: None.

Recording: Jeff Redmond, Controller

1. **Call to Order**

The meeting was called to order at 5:31 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: Jeremy Wittet
Seconded by: Denise Andre

THAT the Regular Session agenda be approved.

Carried

5. Resolve In Camera

Moved by: Donna Blackburn
Seconded by: Lisa Schimmens

THAT the committee resolves In Camera.

Carried

Return to Regular Session at 5:45 p.m.

Regular Session Action Items

6. (a) Confirmation of Regular Session Minutes, April 29th, 2019

Moved by: Jeremy Wittet
Seconded by: Denise Andre

THAT the Regular Session minutes of April 29th, 2019 be approved.

Carried

(b) Business Arising from the Regular Session Minutes, April 29th, 2019

None.

7. Policy T13 re Student Discipline

Vicky Kyriaco provided an update to OSTA’s current Policy T13 Student Discipline, following a rework on language surrounding transportation privileges. There has been some ambiguity respecting a school Principal or designates ultimate responsibility for student conduct on buses. This has been clarified in the policy. Further, Ms. Kyriaco highlighted the importance of including student transportation in the Board policies for safe schools, and that transportation privileges may be removed where circumstances create unsafe behavior on buses. After consultation, student Transportation is now included in the safe school policy at both Member Boards. Questions and answers were provided. It was requested that references to “parents” in the policy should also include “caregivers”.

Moved by: Donna Blackburn

Seconded by: Jeremy Wittet

THAT the OSTA Board of Directors approve the revised T13 Student Discipline on Contracted Vehicles, as amended.

Carried

8. Strategic Operations Plan Update

Annually, OSTA prepares and approves the Strategic Operations plan, reflecting Board priorities with related staff timelines. Initially, the plan was approved in 2016, and next year will be the final year before developing a new plan. Vicky Kyriaco outlined progress and outcomes of stated objectives within the report. Questions pertaining to student training for bus safety and Presto were reviewed. Centralization of school charters was discussed, along with related challenges that schools are facing.

Moved by: Lynn Scott

Seconded by: Michael Carson

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

Carried

Regular Session Information Items

9. Financial Report April 30, 2019

Jeff Redmond reviewed the financial report and forecast as at April 30, 2018. The current forecast closely aligns to the initial Board approved budget, having a small deficit of 0.1% or \$72,246. The current forecast also closely aligns with the previous December 31 financial report. Small adjustments to forecast were provided in transportation expenses, occupancy costs due to timing issues with office reconfigurations, driver mitigation expenses and Youth in Care funding. Questions and answers were provided to the Board.

10. Bell Time Review

Vicky Kyriaco presented a preliminary report seeking feedback on the Board's desire to change bell times, providing options which included St. Paul High School, to adjust 18 (mostly OCDSB schools) for a potential saving of \$700 thousand, or making 10 minute changes to 10 schools to reduce delays. Discussion followed. Although potential for savings was considered significant, timing may present issues pending resolution of market conditions and system changes. Further analysis of potential costs and impacts should be made prior to making any decisions.

John Curry departed the meeting and Donna Blackburn assumed the Chair.

11. G14 Consultation Policy Review

Vicky Kyriaco provided a report on consultation as well as a copy of the current policy for Board review. After discussion, consensus is that the current policy has been working well. Ms. Kyriaco/OSTA has done a good job consulting and the present policy allows the flexibility to scale up or down, depending on circumstance.

12. School Bus & Pedestrian Safety Day

A poster was presented for School and Pedestrian Safety Day, to occur on Sunday August 25, 2019. Locations were provided and the poster has been distributed to schools. The day is normally presented in conjunction with the Consortium de Transport Scolaire d'Ottawa.

13. OSTA Update for May 2019

The May report was provided for information. The walking school bus evolution was highlighted, which includes four schools being secured with the new blended worker/volunteer model. The selected schools are John Young Public, Viscount Alexander Public, St Andrew Catholic and Sir Winston Churchill Public, with one more in the queue. GPS has been implemented on a small scale right now in one van and yellow bus. Questions and answers on the report were provided, including issues/challenges surrounding a Cannabis policy. Student safety was noted as the primary objective to move the policy forward for approval as soon as possible. Jeremy Whitet requested that staff bring the policy forward in August.

14. Long Range Agenda

Lynn Scott requested that a bell time review should now be listed in August meeting or move to future items. Vicky Kyriaco advised there was no immediate need to schedule the optional June OSTA Board meeting. Further, there will be three buses operating with stop arm cameras in the fall.

15. New Business, Regular Session

None.

16. Meeting Schedule

Future Board meeting Dates:

June 26, 2019*
August 26, 2019
September 23, 2019
October 21, 2019*
November 4 or 11, 2019 - TBD – Public Meeting
December 9, 2019
January 27, 2020*
February 24, 2020
March 30, 2020
April 27, 2020 – Public Meeting
May 25, 2020
June 24, 2020*
August 24, 2020

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

17. Adjournment

Moved by: Michael Carson
Seconded by: Lisa Schimmens

THAT the Regular Session meeting adjourn at 6:51 p.m.

Carried

Signature

Title

Signature

Title