

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

**Held on
Monday, August 26, 2019 at 5:30 p.m.
Ottawa Student Transportation Authority
1645 Woodroffe Avenue, Ottawa (Nepean) – 1st Floor, Room 136/Teleconference**

REGULAR SESSION MINUTES

ATTENDANCE

President/Chairperson: John Curry

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

Absent: Donna Blackburn

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

Guest: Philippe Renaud, a partner of Marcil Lavallée

Recording: Jeff Redmond, Controller
Laurie Frid, Executive Assistant

1. Call to Order

The meeting was called to order at 5:34 p.m. with John Curry in the Chair.

2. Acknowledgement

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 Michael Carson
Seconded by Denise Andre**

THAT the Regular Session agenda be approved. Motion Carried.

5. 2018/2019 Audit Plan

The chair introduced and welcomed Mr. Philippe Renaud, a Partner of Marcil Lavallée, Chartered Professional Accountants. Mr. Renaud provided the Board with an overview of the 2019 audit plan, including auditor responsibilities, deliverables of the Financial Statements with Auditor's Report, year-end communications as well as a general outline the audit approach. A statement of independence from OSTA and both Member Boards was also affirmed by Marcil Lavallée.

6. Resolve in Camera

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

THAT the committee resolves In Camera. Motion Carried.

Return to Regular Session at 6:14 p.m.

Regular Session Action Items

7. a) Confirmation of Regular Session Minutes, May 27, 2019

**Moved by Jeremy Wittet
Seconded by Lisa Schimmens**

THAT the Regular Session minutes of May 27, 2019 be approved. Motion Carried.

(b) Business Arising from the Regular Session Minutes, May 27, 2019

None.

8. Policy T22 Joint Custody/Two Homes

Vicky Kyriaco presented the policy on transportation for students in two homes and in joint custody arrangement. It was anticipated that by having a schedule and having both parents sign the form, the process should move forward peacefully. However, in some cases, parents do not cooperate with one another and may deny access to transportation for the other parent/guardian. The lack of cooperation creates an unsafe situation for the child and causes confusion. In order for OSTA to streamline the amount of time spent with parents and the school, it has proposed changes to the variable transportation policy.

The two additions were reviewed with the Board, policy code – Version: T22 – V3, points #5 and #12, which will allow OSTA the authority to override parent dissent to provide transportation to the secondary address, if a court order is in effect, and #12 which allows OSTA to arbitrarily cancel transportation to either home, or to both homes, regardless of eligibility, if the parent/guardian arbitrarily changes the schedule without the other parent/guardian's consent.

After some discussion, it was decided that it would be ideal for legal counsel to review the two new additions to the policy, #5 and #12.

Motion to defer to the September 23, 2019 meeting, pending legal counsel of items #5 and #12.

**Moved by Michael Carson
Seconded by Denise Andre**

**THAT Policy T22 Joint Custody/Two Homes be deferred to the September 23, 2019 meeting.
Motion Carried.**

9. Health and Safety Policies

The relevant human resources policies have undergone their annual review (Occupational Health and Safety, Respectful Workplace, Workplace Harassment and Health and Safety – Violence in the Workplace) and were brought forward for re-approval. The review was conducted by Cornerstone, and no changes were recommended.

**Moved by Lynn Scott
Seconded by Camille Williams-Taylor**

THAT the human resources policies be approved, as presented. Motion Carried.

Regular Session Information Items

10. Policy G7 Freedom of Info. & Protection of Privacy

The OSTA staff undertook a review of this policy and did not identify changes at this time.

The City of Ottawa has undertaken a privacy impact assessment in accordance with the privacy commissioner's guidelines. Access to the camera software is very restricted, therefore only a select number of police personnel will have access to view the footage. Formal agreements are in place with all parties. OSTA will be working on notifying the public on the fact that stop arm cameras will be installed on four routes. Questions were answered accordingly.

11. Transportation Information & Response to Issues

Various ways in which an individual can access their transportation schedule was reviewed. OSTA is trying to drive queries to the appropriate party.

12. OSTA Update June/July/August 2019

The update was distributed to the Board. In summary, items discussed included driver appreciation day, safety day, active transportation, and GPS procurement. The route information went to the operators

on July 21, 2019 and OSTA successfully launched its web portal on August 19, 2019. OSTA conducted a van audit based on student attendance and has plans to continue these audits on a monthly basis. Various questions were answered pertaining to the impending drug and alcohol impairment policy.

13. Long Range Agenda

No changes.

14. New Business, Regular Session

None.

15. Board Meeting Schedule: 5:30 p.m. start time:

Future Board Meeting Dates:

- September 23, 2019
- October 21, 2019*
- November 4, 2019 – Public Meeting
- December 9, 2019
- January 27, 2020*
- February 24, 2020
- March 30, 2020
- April 27, 2020 – Public Meeting

* indicates optional meeting dates, dependant on agenda requirements.

16. Adjournment

**Moved by Michael Carson
Seconded by Jeremy Wittet**

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

Signature

Title

Signature

Title