



OSTA

Ottawa Student
Transportation
Authority

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

Held on
Monday, November 4, 2019 at 5:30 p.m.
Ottawa Student Transportation Authority
1645 Woodroffe Avenue, Ottawa (Nepean) – 1st Floor, Room 100

REGULAR SESSION MINUTES

ATTENDANCE

President/Chairperson:	John Curry
Directors:	Camille Williams-Taylor Jeremy Wittet Lisa Schimmens Denise Andre Michael Carson Lynn Scott
Absent:	Donna Blackburn
General Manager/C.A.O.:	Vicky Kyriaco
Guests:	Philippe Renaud, Marcil Lavallée Jeff Redmond, Controller
Recording Secretary:	Laurie Frid, Executive Assistant

1. Call to Order

The meeting was called to order at 5:33 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 Jeremy Wittet
Seconded by Michael Carson**

THAT the Regular Session agenda be approved. Motion Carried.

5. Resolve in Camera

**Moved by Denise Andre
Seconded by Lisa Schimmens**

THAT the committee resolves In Camera. Motion Carried.

Return to Regular Session at 6:43 p.m.

Regular Session Action Items

6. a) Confirmation of Regular Session Minutes, September 23, 2019

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

THAT the Regular Session minutes of September 23, 2019 be approved. Motion Carried.

(b) Business Arising from the Regular Session Minutes, September 23, 2019

Vicky provided an update on the recent consultation at St. Paul's. OSTA was asked to reach out to the feeder schools, of which a second consultation will be taking place this week. Subsequently, a report will be brought forward to the Board in December.

The City of Ottawa will be releasing information next week, in regards to the stop arm cameras.

7. 2018/2019 Draft Audited Financial Statements & Variance Analysis

Philippe Renaud of Marcil Lavallée was welcomed and introduced to the Board. Mr. Renaud was pleased to present the audited financial statements for the period ending August 31, 2019, which was assembled using their new format. Management responsibilities were reviewed, along with the Auditor's role.

Jeff Redmond, Controller, provided an overview of the variance analysis for the year. He highlighted the differences from the April forecast, some of which were, the changes to the children's aid funding (new: revenue coming into each school board), and the driver mitigation funding (200\$K), of which the second installment was much smaller.

It was noted that salaries were lower than budgeted, due to provincial school cancellations and various staff changes. There were also funds set aside for retrofitting the OSTA office space, which has not occurred yet.

No questions were asked. OSTA was congratulated for another successful year.

**Moved by Lisa Schimmens
Seconded by Denise Andre**

THAT the Ottawa Student Transportation Authority Financial Statements for the year ended August 31, 2019 as audited and reported upon by Marcil Lavallée, Chartered Professional Accountants, be approved. Motion Carried.

8. T5 Cancellation of Transportation Policy

Vicky presented the proposed changes to the Cancellation of Transportation Policy. As written, the policy outlines the communication process for OSTA when transportation is cancelled due to weather, adverse road conditions, or any other reason. The policy does not address other circumstances that may lead to transportation being cancelled, such as the recent events related to the potential CUPE strike.

According to OSTA By-Law 1, Section 2, the GM/CAO has the delegated authority to cancel transportation. It is important to take into consideration the timelines around the decision being made, and balancing the needs of the two School Boards. If the GM/CAO does not have the delegated authority, we would need a mechanism in place to identify how one Board would work/communicate with the other.

The recommendation from OSTA is that the GM/CAO have the authority, for inclement weather and other circumstances, undertaking appropriate consultation with both school boards, as may arise.

After some discussion, the decision was made by the Board to move this discussion into an in camera session.

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

THAT the OSTA Board of Directors move and continue this discussion as part of the In Camera meeting. Motion Carried.

The discussion concluded In Camera.

Resolve in Camera

**Moved by Michael Carson
Seconded by Lisa Schimmens**

THAT the committee resolves In Camera. Motion Carried.

Return to Regular Session at 7:15 p.m.

Regular Session Information Items

9. School Active Transportation Update

Vicky provided an update on its School Active Transportation program. Some highlights include: Ottawa now has 9 walking school bus routes; 4 hybrid routes are being piloted. In addition, I WALK events were held at various schools, and OSTA is in the process of developing a toolkit that will help schools with developing their own I WALK event.

This fall, the City School Zone safety reported that 58 locations were assessed for crossing guards, 10 of which were assigned a guard. The OASBO AST sub-committee (of which OSTA is a part of) launched its first AST Leading Practices session in October 2019. It was well attended.

10. Empty Seat Update

Vicky presented the empty seat update report to the Board, which included figures and the various reasons for which a parent/guardian had requested a seat on a yellow bus. It was noted that upon sending out a notice to parents in regards to declining transportation if they are not using the bus, OSTA received about a dozen requests. This allows other children an opportunity to get a seat on a bus.

11. October OSTA Update

In October, OSTA focused its efforts on the empty seat applications, along with the potential CUPE strike.

12. Long Range Agenda

No changes. Vicky reminded the Board of the AGM taking place next month, and that a drug policy for staff is underway.

13. New Business, Regular Session

None.

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

Future Board Meeting Dates:

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.

15. Adjournment

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

THAT the Regular Session meeting adjourn at 7:31 p.m. Motion Carried.

Signature

Title

Signature

Title