



## Board Organizational Meeting – December 3, 2018

### Appointment/Election Form

|                                 |   |
|---------------------------------|---|
| <b>Position</b>                 | Member, Board of Directors, Ottawa Student Transportation Authority (OSTA)  |
| <b>Number To Be Appointed</b>   | Positions: 2 trustees and 2 alternates<br>To be appointed: 3 trustees (1 member for a two year term and 2 alternates for a one year term)<br><i>(NOTE 1: Trustee Scott was appointed to the OSTA Board of Directors in 2017 for a two-year term ending November 30, 2019)</i><br><i>(NOTE 2: The Chair and Vice-Chair may also serve as alternates if no appointed alternates are available.)</i>   |
| <b>Appointment Authority</b>    | Ministry/OCDSB/OCSB Consortium Plan and Policy P.127.TRA, Ottawa Student Transportation Authority   |
| <b>Terms of Appointment</b>     | Two year term with appointments being made in alternating years, as specified in Sections 5.3 and 5.4 of Policy P.127.TRA.<br>1. December 3, 2018 – November 30, 2020 (member, two year term)<br>2. December 3, 2018– November 30, 2019 (alternate)<br>3. December 3, 2018 – November 30, 2019 (alternate)  |
| <b>Ex-officio position(s)</b>   | Nil   |
| <b>Eligibility Requirements</b> | Any member of the Board.  |
| <b>Mandate</b>                  | OSTA is a separate, incorporated entity formed to benefit the OCDSB and the Ottawa Catholic School Board and its students by providing safe, effective and efficient student transportation services: The Board shall assign responsibility to the Board's representatives to:<br>a) develop strategic direction and policy for OSTA;<br>b) establish and perform ongoing reviews of the organizational structure and remuneration schedules of the employees of OSTA;<br>c) Receive and review reports on the achievement of goals identified in the Service Level Agreement;<br>d) Seek a financial mandate from the OCDSB Board. If a financial mandate for the current budget year is not available, the previous year's budget mandate shall be applied;<br>e) Consult with the Board prior to any vote for material cost overruns of greater than 1 percent of the Board's financial mandate, or \$500,000 whichever is less, for transportation, excluding those costs resulting from bus route adjustments that are in keeping with the transportation policies until a service level agreement is executed;<br>f) Reviewing and approving the annual budget of OSTA; |

|  |   |              |
|--|---|--------------|
|  | g) Approving the cost sharing formulae between partner boards for transportation services;<br>h) Establishing and performing ongoing reviews; and<br>i) fostering and facilitating inter-board cooperation and sharing of information between OSTA and the OCDSB. |              |
| <b>Other Relevant Information</b>        | Meetings are held monthly at 5:30 pm at Confederation Education Centre.<br><b>Note: The OSTA Annual General Meeting is scheduled for Monday, 10 December 2018.</b>  |              |
| <b>Nominees (nominations/volunteers)</b> |   |              |
| <b>Number</b>                            | <b>Name</b>   |              |
| 1.                                       |   |              |
| 2.                                       |   |              |
| 3.                                       |   |              |
| 4.                                       |   |              |
| <b>Candidates Appointed</b>              |   | 1.           |
|  |   | 2.           |
|  |   | 3.           |
|  |   | 4.           |
| <b>Confirmed</b>                         | Moved by:   | Seconded by: |

**TITLE: OTTAWA STUDENT TRANSPORTATION AUTHORITY**

**Date Issued: June 2009**

**Last Revised: 24 November 2015**

**Authorization: Board: 22 June 2009**

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**1.0 PURPOSE**

To establish the authority of the Ottawa Student Transportation Authority to act as the Board's agent with respect to the provision of transportation services to students of the Ottawa-Carleton District School Board (OCDSB).

**2.0 DEFINITIONS**

In this policy,

- 2.1 Board means the Board of Trustees of the Ottawa-Carleton District School Board (OCDSB).
- 2.2 District refers to the Ottawa-Carleton District School Board (OCDSB).
- 2.3 Ottawa Student Transportation Authority (OSTA) refers to a consortium established jointly by the Ottawa Catholic School Board and the Ottawa-Carleton District School Board.

**3.0 RESPONSIBILITY**

- 3.1 The Director of Education or designate will ensure that the structure of operating and/or service level agreements with the Ottawa Student Transportation Authority (OSTA) satisfy the requirements of the Ministry of Education.
- 3.2 The General Manager of OSTA will ensure that transportation services are provided to OCDSB students in the most effective and efficient manner possible.

**4.0 POLICY**

- 4.1 The Board shall recognize the Ministry of Education requirement for the provision of safe, effective and efficient student transportation services through a consortia delivery model.
- 4.2 The Board shall recognize the Ottawa Student Transportation Authority (OSTA), a consortium established jointly by the Ottawa Catholic School Board and the Ottawa-Carleton District School Board, as its agent for the provision of student transportation services.
- 4.3 OSTA shall provide transportation services to OCDSB pupils-as detailed in a service level agreement.
- 4.4 The Board shall establish transportation service standards to be included in the Service Level Agreement (SLA) with OSTA, including, but not limited to:
  - a) Eligibility standards based on distance, address (home or childcare), and program;
  - b) bell times over ten minutes; and
  - c) accessible transportation for students with special needs.
- 4.5 The components and service standards of the Service Level Agreement (SLA) shall be presented to the Board prior to its execution.

## **5.0 SPECIFIC DIRECTIVES**

### Appointments

- 5.1 In accordance with OSTA By-Laws, the Board shall have four representatives appointed to the OSTA Board of Directors, including:
  - a) Director of Education;
  - b) Chief Financial Officer; and
  - c) Two trustees.
- 5.2 In addition, the Board shall appoint two trustees to serve as alternate representatives to the OSTA Board of Directors. The Chair and Vice-Chair of the Board may serve as alternates if no appointed representatives are available.

### Term of Office

- 5.3 Each appointed trustee representative shall normally be appointed for a two-year term. The terms shall be off-set by a year. Appointments will be made annually by the Board.
- 5.4 Each appointed alternate trustee representative shall be appointed for a one-year term. Appointments will be made annually by the Board.

### Delegated Authority

- 5.5 The Board is responsible for establishing service eligibility standards for the transportation of its students. The Board shall delegate responsibility for service delivery standards to OSTA, including, but not limited to:
  - a) Student transportation;
  - b) Empty seat management;
  - c) Stop distances from home;

- d) Bell time changes of 10 minutes or less;
  - e) Hazard zones;
  - f) Weighted vehicle loading capacity; and
  - g) Transportation for students in joint custody arrangements and having two homes.
- 5.6 The Board shall assign responsibility to the Board's representatives to:
- a) develop strategic direction and policy for OSTA;
  - b) establish and perform ongoing reviews of the organizational structure and remuneration schedules of the employees of OSTA; and
  - c) Receive and review reports on the achievement of goals identified in the Service Level Agreement.

#### Financial Accountability

- 5.7 Prior to approving the annual OSTA budget, or interim budget adjustment, the Board's representatives shall,
- a) Seek a financial mandate from the OCDSB Board. If a financial mandate for the current budget year is not available, the previous year's budget mandate shall be applied; and
  - b) Consult with the Board prior to any vote for material cost overruns of greater than 1 percent of the Board's financial mandate, or \$500,000 whichever is less, for transportation, excluding those costs resulting from bus route adjustments that are in keeping with the transportation policies until a service level agreement is executed.

#### Financial Mandate

- 5.8 In their capacity as OSTA Board members, the Board's representatives are responsible for:
- a) Reviewing and approving the annual budget of OSTA;
  - b) Approving the cost sharing formulae between partner boards for transportation services; and
  - c) Establishing and performing ongoing reviews.

#### Communications

- 5.9 The Board's representatives are responsible for fostering and facilitating inter-board cooperation and sharing of information between OSTA and the OCDSB. This includes reporting regularly to the Board of Trustees and ensuring that the Board is aware of any major initiatives, challenges, and issues facing the OSTA Board of Directors.

#### Consultation

- 5.10 The District shall work in partnership with OSTA in undertaking major consultations with the stakeholder communities. Where required, the parties will collaborate.

#### Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

- 5.11 The District is responsible for the confidential records of all its students. However, in keeping with the provisions of existing legislation, the Board will delegate the authority for care, custody, control and the responsibility for transportation records to OSTA. The District will work with the OSTA General Manager to manage requests under MFIPPA as required. This includes transportation records under the custody and control of OSTA.

5.12 The Director of Education is authorized to issue such procedures as may be necessary to implement this policy.

## 1.0 REFERENCE DOCUMENTS

Board Policy P.084.SCO: Student Safety Patrols

Board Policy P.040.SCO: Withdrawal of Transportation Privileges

Board Procedure PR.556.TRA: Student Transportation

Board Procedure PR.530.SCO: Withdrawal of Transportation Privileges