

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

**Held on
Monday February 25th, 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: Camille Williams-Taylor
Lynn Scott
Jeremy Wittet
Lisa Schimmens
Denise Andre
Michael Carson
Donna Blackburn

Absent: None.

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 5:39 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: Donna Blackburn

Seconded by: Jeremy Wittet

THAT the Regular Session agenda be approved.

Carried

5. Resolve In Camera

Moved by: Lynn Scott

Seconded by: Lisa Schimmens

THAT the committee resolves In Camera.

Carried

Return to Regular Session at 6:21 p.m.

Regular Session Action Items

6. (a) Confirmation of Regular Session Minutes, January 28th, 2019

Moved by: Denise Andre

Seconded by: Jeremy Wittet

THAT the Regular Session minutes of January 28th, 2019 be approved.

Carried

(b) Business Arising from the Regular Session Minutes, January 28th, 2019

None.

7. Policy T13 – Student Discipline

Vicky Kyriaco presented a report updating the student discipline policy. School responsibilities were clarified, including terminology that buses are an extension of the classroom. Clarity was encompassed in the policy statement, referencing the Education Act, that student transportation is a privilege, not a right. Amendments also occurred respecting student behavior and compliance measures. Questions and answers were provided to the Board. After discussion, wording would be amended.

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

THAT the OSTA Board of Directors defer the policy amendment.

Carried

8. Financial Update

Jeff Redmond presented the December 31, 2018 financial update, including forecast. The current balance sheet is healthy, and at this point there is no need to adjust monthly advances from the member Boards. To date, it is predicted there will be a small deficit of \$525 thousand dollars to year end. The deficit is a result of approval of \$1.1 million expenditure from a driver shortage mitigation plan, which was approved after budget approval. There was a small surplus of \$348 thousand dollars, before the mitigation plan is accounted for. To note, enrollment growth in the small vehicles is trending around 5 to 6%, at the OCDSB which is creating a deficit in this line item. The deficit has been partially offset by savings in both large buses and transit. Vicky Kyriaco expanded on the small vehicle increases, noting added SHSM students and new transportation for youth in care. Further, there is increased demand in new construction area, as well as transit for refugees. Questions and answers were provided to the Board.

Moved by: Lynn Scott
Seconded by: Michael Carson

THAT the OSTA Board of Directors receive the report Unaudited Financial Statements and Forecast for the 4 months ending December 31, 2018, as presented.

Carried

9. Inclement Weather re Consultation

Vicky Kyriaco presented a report respecting a review to the current inclement weather policy. During the January Board meeting, it was requested additional information be provided prior to establishing consultation parameters for a policy review. Data was compiled from 18 other consortia in the province. Of the 18, 10 do not have a temperature threshold although 6 of the 10 consider temperature in their assessment, 3 southern Boards (London, Guelf and York) have

automatic cancellations between -28 to -35, and 5 consortia use an ambient temperature of -38 to -40 due to the fact diesel fuel gels and buses won't start. Based on Ottawa's frostbite warnings from Environment Canada (windchill of -35), services would have to be cancelled an additional 9 days in the past 5 years. For a frostbite advisory (-25 windchill), that number would jump to 47 times. Other factors were reviewed, including medical reports from CHEO, school crossing guards and walking school bus leaders, parental issues, exams, student safety, road conditions etc. Liability was reviewed, along with member board procedures and information channels. The purpose of the report is for the Directors to explore the scope of consultation required, if a temperature threshold should be added to policy. Staff recommend that if a consultation were to proceed, to either automatically cancel transportation with a frostbite warning, or to have no stipulated temperature threshold defined. Questions and answers were provided for the Board. Ms. Kyriaco was thanked for the good research. No further consultation was suggested.

Moved by: Lynn Scott
Seconded by: Michael Carson

THAT the OSTA Board of Directors receive the report Inclement Weather Policy - Review, as presented.

Carried

Regular Session Information Items

10. National Transportation Services Inc. - Recovery

OSTA received notification from National Transportation at the end of January they had lost a number of critical staff required to maintain current service levels and would be calling in replacements from other areas to compensate. It became obvious after a week that their interim plan was not working, and OSTA staff had to improvise routes and implement strategies to maintain service levels, as National continued losing drivers. Many affected students were being left out in the cold and unsupervised much longer than expected. On February 5th, OSTA was advised they would be unable to service a number of routes both currently as well as in the following week. OSTA temporarily cancelled a number of routes due to safety issues, and a plan was put in place shifting routes to different operators as well as putting a number of students on OC Transpo. National was bringing in other drivers and management from other locations. Communications to parents and schools was provided. It is expected that cancelled routes should be restored by March 5th. Questions and answers were provided, and it was noted to closely monitor some of the more vulnerable student populations affected.

11. OSTA Update for January 2019

Vicky Kyriaco reviewed the January update. Questions and answers were provided for the Board.

12. Long Range Agenda

Policy T13 Student Discipline would come forward to the March OSTA meeting.

13. New Business, Regular Session

None.

14. Meeting Schedule

Future Board meeting Dates:

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.

15. Adjournment

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

THAT the Regular Session meeting adjourn at 7:25 p.m.

Carried

Signature

Title

Signature

Title