

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

---

**Held on  
Monday April 29<sup>th</sup>, 2019, 5:30 p.m.  
Ottawa Student Transportation Authority  
1645 Woodroffe Avenue, Ottawa (Nepean) – 1<sup>st</sup> 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

**Absent:** Camille Williams-Taylor.

**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 5:48 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: Lynn Scott**  
**Seconded by: Michael Carson**

**THAT the Regular Session agenda be approved, as amended.**

**Carried**

5. Resolve In Camera

**Moved by: Lynn Scott**  
**Seconded by: Denise Andre**

**THAT the committee resolves In Camera.**

**Carried**

Return to Regular Session at 6:30 p.m.

**Public Delegations**

There were two delegations in attendance.

Susan Muleme Kasumba,, Vice Chair of the OCSB SEAC committee addressed the Board respecting concerns of service levels for one of her children who utilizes OSTA contracted small vehicles, for transportation to and from school. Numerous service concerns were brought forward, including use of multiple drivers/vehicles, mechanical issues, talking on cell phones, fumes, poor driving skills and communication issues, amongst others. Complaints were brought forward to both the van Operator as well as OSTA without resolve. Vicky Kyriaco apologized for the level of frustration experienced, noting safety as a top priority of OSTA. Feedback was necessary, and the concerns would be reviewed. Presently, OSTA is trying to provide operator owned vans to improve service with consistency of drivers. Ms. Kyriaco also offered to attend the OCSB SEAC committee to discuss transportation service.

Mr. Frank Trifiro, a concerned constituent, also made a presentation to the Board concerning increases in dangerous and unsafe practices by students using school buses. Mr. Trifiro formerly worked for First Student and has also done consulting work for Campeau Bus Lines. Mr. Trifiro discussed bus behavior issues and the need for driver training. It was suggested equipping buses with cameras, as well as interviewing drivers and parents to gain further insight to improve service. John Curry discussed Intertrain training for students, and Vicky Kyriaco discussed driver/student behavior forms, privacy and funding. Currently OSTA is reviewing implementation of cameras and gps to increase safety for both students and drivers.

## **Presentation – School Active Transportation**

Elise McCann, Director of Envirocentre, provided a short presentation to the Board. Envirocentre is a small non-profit organization with 20 staff, located downtown. Focus is for the provision of practical solutions geared toward active transportation in the city. Currently OSTA has 12 schools participating in the School Active Transportation program (currently monitoring over 150 action items), with 32 schools having graduated from the program since 2010. Other organized activities include bike rodeos, pedestrian safety, iWalk, Winter Walk Day and others. Currently staff are planning for spring encouragement events for active transportation. In 2018, the Ottawa Safety Council trained 19,500 students, and held 50 events training 2,500 students in cycling safety. Preparation is currently underway to blend volunteers into the Walking School Bus program for the fall 2019. Envirocentre is also developing a toolkit for use by teachers for event planning. This toolkit is expected to be launched in September for use during iWalk month. Questions and answers were provided for the Board.

## **Regular Session Action Items**

### 6. (a) Confirmation of Regular Session Minutes, March 25<sup>th</sup>., 2019

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

**THAT the Regular Session minutes of March 25<sup>th</sup>, 2019 be approved.**

**Carried**

### (b) Business Arising from the Regular Session Minutes, March 25<sup>th</sup>., 2019

None.

### 7. Draft Budget 2019-2020

Vicky Kyriaco provided a brief overview of the Draft 2019/2020 OSTA Budget document. There were no changes to the draft budget document, as was presented in detail during the March 25, 2019 Board meeting. Budget highlights were noted, including maintaining the initial estimates used for Children and Youth in Care transportation. Questions and answers were provided.

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

**THAT the OSTA budget for the 2019/2020 year as presented, be approved.**

**Carried**

It was noted that levels of service may require review in the fall at the member Boards. Michael Carson thanked staff for preparation of the documents.

## Regular Session Information Items

### 8. Long Term Financial Forecast

Annually, OSTA prepares a long term forecast in conjunction with the annual budget preparation. Structure of the long range plan replicates the current budget, and takes into account enrollment growth and both actual and projected economic increases over the next four years. Questions and answers were provided to the Board.

### 9. School Bus Safety

Vicky Kyriaco presented a written report reviewing School Bus Safety. Having a regular, permanent driver on the same route every day is the most effective safety component of bus transportation. Since last year, OSTA has been working with Operators to mitigate the impact of driver shortages in order to provide the necessary service levels to students. Numerous steps have been actioned to both recruit and retain drivers in our catchment. To note, OSTA plans to install cameras on 100 buses. Camera video will be accessible to school principals to help deal with student behavior and potential driver misconduct. With the upcoming procurement of services for the 2020/21 school year, OSTA is further planning to implement GPS tracking in almost half of the bussing fleet. GPS is used to validate routes for planning and to speed tune maps for accuracy. It is also used to provide data based KPI's relating to service levels and standards of performance. Other safety measures were reviewed, including bus evacuation drills, the CAA bus Patroller Program, and bus safety training. There were no questions.

### 10. Empty Seat Procedure Update

An update to the empty seat procedure was reviewed with the Board by Vicky Kyriaco. Of note, the application process must be submitted by the third Friday of September, which is a change from previous years. This will be communicated to all schools. After that date, OSTA will maintain a wait list for access to any available spots. Questions and answers were provided to the Board.

### 11. OSTA Update for April 2019

The April report was revised and distributed to the Board. Vicky Kyriaco summarized her presentation made at the Standing Committee on Transportation and Infrastructure and Communities, respecting use of seat belts on buses. A presentation was also made to the Catholic School Parent Association.

### 12. Long Range Agenda

No changes.

### 13. Flood Update

Vicky Kyriaco provided a handout respecting the City's call for a state of emergency due to spring flooding, which was issued on Friday April 26, 2019. Site visits were made over the weekend to deal with road closures and approximately 17 bus routes were restructured in order to safely transport students for Monday morning's classes. A number of runs were reported as late, but otherwise it was uneventful day. Special thanks was provided to Transportation Coordinator LeeAnn Grant for managing the situation.

14. New Business, Regular Session

None.

15. Meeting Schedule

Future Board meeting Dates:

April 29, 2019 – Public Meeting

May 27, 2019

June 26, 2019\*

August 26, 2019

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

16. Adjournment

**Moved by: Donna Blackburn**

**Seconded by: Jeremy Wittet**

**THAT the Regular Session meeting adjourn at 7:35 p.m.**

**Carried**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title