

**Agenda**  
**York Catholic District School Board**  
**York Region District School Board**  
**Joint Board Consortium**  
**Electronic Meeting**  
**Wednesday, May 8, 2024**  
**4:00 p.m.**

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[YCDSB TV LIVE STREAM](#)

1. Call to Order  
  
2023-2024 Joint Board Consortium  
Committee Membership
  - Trustee L. Hoeg - YR
  - Trustee R. Lynn - YR
  - Vacant - YR
  - Trustee E. Crowe - YC
  - Trustee J. Di Meo - YC
  - Trustee A. Grella - YC

2. Approval of Agenda
3. Declaration of Conflict of Interest
4. Approval of Minutes
  - March 6, 2024

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**BUSINESS ARISING FROM THE MINUTES**

1.
  - Nil Report

**BOARD REPORTS**

**INFORMATION ITEMS**

1. STSYR Organization Structure *N. Smith*
2. 2024-2025 Transportation Budgets *N. Smith*

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3. STSYR Terms of Reference

*N. Smith*

**ADJOURNMENT**

**YORK REGION DISTRICT SCHOOL BOARD (YRDSB)  
YORK CATHOLIC DISTRICT SCHOOL BOARD (YCDSB)**

**MINUTES OF THE PUBLIC SESSION  
JOINT BOARD CONSORTIUM**

The Joint Board Consortium meeting was held electronically on Wednesday, March 6, 2024 at 4:00 p.m.

**PRESENT:**

YRDSB Trustees: L. Hoeg and R. Lynn

YRDSB Staff: B. Cober and V. Maharaj

YCDSB Trustees: E. Crowe, J. Di Meo and A. Grella

YCDSB Staff: C. McNeil, J. De Faveri and T. Pechkovsky

STSYR Staff: N. Smith

Presiding: YRDSB Trustee J. Di Meo

Recording Officer: L. Toniutti

Also in Attendance: YRDSB Trustees P. McCarthy and N. Mahmood,  
YCDSB Trustees M. Iafrate and A. Saggese and  
YRDSB Administrative Assistant, Trustee Services S. Infanti

**CALL TO ORDER**

YCDSB Coordinating Manager of Planning and Operations T. Pechkovsky called the meeting to order at 4:00 p.m.

**DECLARATION OF CONFLICT OF INTEREST**

No conflicts were declared by trustees at this time.

**APPROVAL OF AGENDA**

The agenda was approved by common consent, as written.

**APPROVAL OF MINUTES**

There were no changes or objections to the October 18, 2023 minutes of the Joint Board Consortium (Public Session) meeting. The minutes were approved, as written.

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## **BUSINESS ARISING**

There was no business arising from the minutes of the October 18, 2023 meeting.

## **DECISION ITEMS**

### **Election of Joint Board Consortium Co-Chairs for 2024-2025**

#### **Election of Joint Board Consortium Committee Co-Chair from York Catholic District School Board**

YCDSB Coordinating Manager of Planning and Operations T. Pechkovsky called for nominations for the position of Joint Board Consortium Committee Co-Chair from the York Catholic District School Board.

Trustee E. Crowe nominated Trustee J. Di Meo for the position of Joint Board Consortium Committee Co-Chair. Trustee J. Di Meo accepted the nomination.

Nominations were closed.

At this time, it was announced that YCDSB Trustee J. Di Meo had been acclaimed to the position of Co-Chair of the Joint Board Consortium for the 2024-2025 school year.

#### **Election of Joint Board Consortium Committee Co-Chair from York Region District School Board**

YCDSB Coordinating Manager of Planning and Operations T. Pechkovsky called for nominations for the position of Joint Board Consortium Committee Co-Chair from the York Region District School Board.

Trustee R. Lynn nominated Trustee L. Hoeg for the position of Joint Board Consortium Committee Co-Chair. Trustee L. Hoeg accepted the nomination.

Nominations were closed.

At this time, it was announced that YRDSB Trustee L. Hoeg had been acclaimed to the position of Co-Chair of the Joint Board Consortium for the 2024-2025 school year.

At this time, Trustee J. Di Meo assumed the position of Co-Chair.

### **2024-2025 Proposed Meeting Schedule**

The proposed Joint Board Consortium meeting schedule and locations for the 2024-2025 school year is as follows;

- Wednesday, October 16, 2024 at the York Catholic District School Board;

- Wednesday, March 5, 2025 at the York Region District School Board; and
- Wednesday, May 14, 2025 at the York Region District School Board.

(\* )1. Moved by R. Lynn, seconded by E. Crowe;

**That the proposed meeting schedule and locations for the 2024-2025 school year be approved.**

- Carried -

## **INFORMATION ITEMS**

### **Student Transportation Services York Region (STSYR) Service Update**

STSYR Manager N. Smith provided a year-to-date service report for STSYR. N. Smith reported that despite driver shortages, traffic, and construction delays, the on-time performance has improved from 92 per cent in September 2023 to 98 per cent as of February 2024. STSYR staff and operators continue to work together to ensure optimal service delivery.

### **Recruitment and Retention Bonus**

Manager Smith updated the Joint Board Consortium regarding the Recruitment and Retention Bonus (RRB) introduced in the 2023-2024 Student Transportation Grant. Funding for the RRB allocated \$2,363.00 for each school bus route based on routing simulation results. The Ministry of Education (MOE) directed school boards and consortia to flow the allocated funds to operators to administer these payments. The estimated cost for the 2023-2024 school year is \$2.5M for both boards. The flow of funds is an added cost to the YRDSB and the YCDSB.

### **Transportation Eligibility Parameters**

N. Smith reported on the eligibility parameters set by the MOE and school boards throughout the province. The MOE introduced a revised Student Transportation Grant for the 2023-2024 school year that establishes common reference standards, including home-to-school distance criteria, for funding student transportation services across the province.

STSYR staff have analyzed the estimated financial and operational impact of changes to the Board's respective distance eligibility parameters. The elementary student distance parameters vary throughout the province. At this time, administration continues to support a collaborative, simultaneous review of the transportation policies of the two respective school boards.

**ADJOURNMENT**

Committee Chair J. Di Meo noted there was no further business and the Joint Board Consortium (Public Session) meeting was adjourned at 4:40 p.m.

**MEMO TO:** Joint Board Consortium  
**FROM:** Administration  
**DATE:** May 8, 2024  
**SUBJECT:** STSYR Organization Structure

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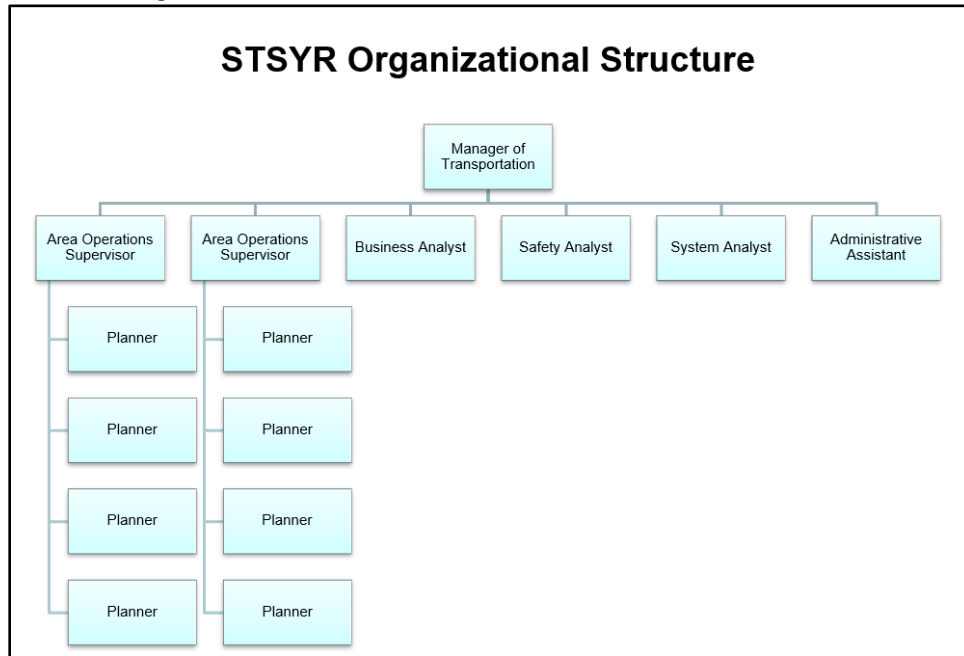
**Executive Summary:**

This report intends to provide the Joint Board Consortium with an update on the organizational changes within Student Transportation Services of York Region (STSYR). Over the last year, STSYR has experienced several staffing changes. By May 2024, STSYR is projected to be fully staffed.

**Revised Organizational Structure:**

Chart 1 illustrates the updated organizational hierarchy of STSYR.

*Chart 1: STSYR Organizational Structure*



**Summary:**

Recent staffing vacancies have prompted a review and subsequent revision of STSYR’s organizational structure. As of May 2024, STSYR will be fully staffed under the revised hierarchy. The restructured hierarchy will enhance STSYR’s capability to address the evolving student transportation environment in the province and continue to ensure safe, efficient, and reliable service for the students of York Region.





**MEMO TO:** Joint Board Consortium  
**FROM:** Administration  
**DATE:** May 8, 2024  
**SUBJECT:** 2024-25 Transportation Budgets

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**Executive Summary:**

This report intends to provide the Joint Board Consortium with an update on Student Transportation Services of York Region's (STSYR) budget preparations for the 2024-25 school year. The transportation budget is comprised of general administration and operating expenses for the York Catholic District School Board (YCDSB) and York Region District School Board (YRDSB).

**Budget Preparations:**

Administration has developed the 2024-25 transportation budgets considering the following factors:

- STSYR organizational structure;
- The opening of two new YRDSB schools and one replacement school;
- Program and boundary adjustments across both boards;
- Increases in contracted rates;
- Ministry of Education requirements;
- Fluctuations in fuel costs and taxi rates; and
- Routing efficiencies.

**Summary:**

According to the STSYR Operations Agreement, each board is responsible for their share of the operational expenses of the transportation budget. Administration and overhead costs are evenly split between the boards on a 50/50 basis. The budget estimates for 2024-25 school year reflect current service levels and school board policies.



**MEMO TO:** Joint Board Consortium  
**FROM:** Administration  
**DATE:** May 8, 2024  
**SUBJECT:** STSYR Terms of Reference

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**Executive Summary:**

The intent of this report is to provide the Joint Board Consortium (JBC) with the current Terms of Reference.

**Background:**

The Terms of Reference (Appendix A) outline the structure, mandate, and scope of the Joint Board Consortium. Specifically, the Terms of Reference outline:

- The Consortium's mandate;
- Student Transportation Services of York Region's responsibilities;
- Dispute resolution clauses;
- Committee Membership; and
- Staff Resources.

**Summary:**

Administration has reviewed the Terms of Reference to ensure they continue to enable the consortium to fulfill its mandate of providing safe, efficient, and on-time transportation for all students in accordance with Board policy. Administration will review the Terms of Reference regularly on a three-year cycle.

## TERMS OF REFERENCE - 2024

<b>THE JOINT BOARD CONSORTIUM/TRANSPORTATION SERVICES</b>
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### **STANDING COMMITTEE:**

The Consortium is a mechanism that both the YCDSB and YRDSB (hereafter the 'boards') use to amalgamate common services, such as transportation to reduce overall costs through elimination of duplication, improvement in management practices and achieving economies of scale.

The Consortium provides transportation staff the necessary operating parameters to efficiently and effectively implement transportation services, as well as recommend and implement changes to achieve savings.

### **Mandate re. Transportation Services:**

The Consortium will assume responsibilities for the following areas with regard to transportation:

- Reporting and making recommendations to each Board
- Policy direction and development
- Appeal process
- Procurement of service and establishing rates
- Approval of school bell times
- Budget recommendations and financial control including cost allocation
- Management and evaluation

### **Operations:**

The Student Transportation Services (STS) is responsible for all daily operation concerns including safety, route planning and organization, school and community liaison, operator evaluation, and budget development. STS Staff also provide data and policy advice to the Consortium and resource support at meetings of the joint body.

### **Dispute Resolution:**

Any dispute between or among the boards or between the boards and any party to any agreement which cannot be resolved by the boards and such party (hereafter the "parties") shall be referred to mediation for mandatory Alternative Dispute Resolution, and a Mediator shall be selected and approved by the parties, and such mediation is to take place within thirty (30) days of such referral. Any dispute between the parties which cannot be resolved by such mediation shall be submitted for determination by arbitration pursuant to the Arbitration Act of Ontario (the "Act"), in which case the following provisions shall apply. The parties may at any time give written notice to the other of its desire to submit such

dispute to arbitration stating with reasonable particularity the subject matter of such dispute. Within five (5) business days after receipt of such notice, the parties shall appoint a single arbitrator with appropriate experience to determine such dispute. If the members fail to appoint an arbitrator, the parties may apply to a Judge of the Superior Court of Justice to appoint an arbitrator to determine such dispute. The costs of the arbitration shall be paid by the party or parties as determined by the arbitrator, which jurisdiction shall include the determination of the costs to be paid by the unsuccessful party. The award of the arbitrator shall be final and binding upon the parties. Judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction and enforced in the normal course.

**Committee Membership:**

- York Catholic District School Board and York Region District School Board
- Chair of each board – Ex-officio
- Two trustees appointed annually by each board

**Staff Resource:**

- Coordination Manager of Planning and Operations (YCDSB)
- Associate Director of Education and Chief Financial Officer, Service Excellence (YRDSB)
- Chief Financial Officer and Treasurer of the Board (YCDSB)
- Manager of Student Transportation Services of York Region