

Agenda
Joint Board Consortium
Electronic Meeting
York Region District School Board
York Catholic District School Board
Wednesday, October 8, 2025
4:00 p.m.

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Webinar Connection Instructions

1. 2024-2025 Joint Board Consortium Committee Membership
 - Trustee M. Chen - YR
 - Trustee R. Kolosowski - YR
 - Trustee R. Lynn - YR
 - Trustee E. Crowe - YC
 - Trustee A. Grella - YC
 - Trustee A. Saggese - YC

2. Approval of Agenda
3. Declaration of Conflict of Interest

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4. Approval of Minutes - March 5, 2025

BUSINESS ARISING FROM THE MINUTES

1.
 - NIL Report

INFORMATION ITEMS

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1. September 2025 Start-Up Report *N. Smith*

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2. Updated Student Transportation Services Operations Agreement *N. Smith*

ADJOURNMENT

York Region District School Board: Accessing Electronic Meetings

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**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 5, 2025 at 4:00 p.m.

PRESENT:

YRDSB Committee Members: M. Chen, R. Kolosowski and R. Lynn
YRDSB Other Trustees: E. Cohen
YRDSB Administration: B. Cober, N. Gunathunge, V. Maharaj and K. Tallidis
YCDSB Committee Members: E. Crowe, A. Grella and A. Saggese
YCDSB Other Trustees: M. Iafrate
YCDSB Administration: J. De Faveri, J. Sarna, G. De Girolamo, C. McNeil, and A. Iafrate
STSYR Staff: N. Smith, K. Brown and M. Hannah
Other Guests: A. Polisco, YCOT
Presiding: YRDSB Board Chair R. Kolosowski
Recording Officer: L. Toniutti
Regrets: Trustee C. Cotton (YCDSB)

CALL TO ORDER

YRDSB Associate Director of Education and Chief Financial Officer, Service Excellence V. Maharaj called the meeting to order at 4:05 p.m.

DECLARATION OF CONFLICT OF INTEREST

No conflicts were declared by Trustees at this time.

APPROVAL OF AGENDA

Approval of Minutes – May 8, 2024 to be moved to Decision Items, Item 2.

(*1. Moved by R. Lynn, seconded by A. Grella:

- Carried -

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

YRDSB Associate Director of Education and Chief Financial Officer, Service Excellence V. Maharaj 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 A. Grella for the position of Joint Board Consortium Committee Co-Chair. There were no other nominations.

Nominations were closed.

At this time, it was announced that YCDSB Trustee A. Grella 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

YRDSB Associate Director of Education and Chief Financial Officer, Service Excellence V. Maharaj 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 R. Kolosowski for the position of Joint Board Consortium Committee Co-Chair. There were no other nominations.

Nominations were closed.

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

At this time, Trustee R. Kolosowski assumed the position of Co-Chair.

APPROVAL OF MINUTES

In response to YCDSB Trustee E. Crowe, going forward, the recording of Trustee attendance will delineate between Trustee members from non-members.

The minutes of the May 8, 2024 Joint Board Consortium Public Session meeting be approved as written.

BUSINESS ARISING

There was no business arising from the minutes of the May 8, 2024 meeting.

2025-2026 Proposed Meeting Schedule

Student Transportation Services York Region (STSYR) Manager, N. Smith spoke to the proposed meeting schedule. The proposed Joint Board Consortium meeting schedule and locations for the 2025-2026 school year is as follows:

- Wednesday, October 8, 2025 at the York Region District School Board;
- Wednesday, March 11, 2026 at the York Catholic District School Board; and
- Wednesday, May 13, 2026 at the York Catholic District School Board.

(*2. Moved by A. Saggese, seconded by R. Lynn:

That the proposed meeting schedule and locations for the 2025-2026 school year be approved.

- Carried -

Student Transportation Services Operations Agreement

STSYR Manager, N. Smith provided an update on the current Student Transportation Services of York Region (STSYR) Service Agreement which outlines the department's policies, procedures, and scope. A third-party review was recently completed by MNP, LLP Corporation. They provided a comparative analysis and developed a series of recommendations and best practices. Administration will review the recommendations in the MNP report and work with the boards to amend the current STSYR operations agreement. The current Service Agreement is already in line with many of the recommendations stated. A revised operations agreement will be presented to the JBC for review and approval at the May 14, 2025 scheduled meeting for Trustee review and approval.

(*).3. Moved by E. Crowe, seconded by R. Chen:

That the Joint Board Consortium receive the report and approve Administration’s proposal to draft an updated Student Transportation Services of York Region operations agreement based on the MNP LLP recommendations and evolving needs of the school boards.

- Carried -

INFORMATION ITEMS

September 2024 Start-Up Report

STSYR Manager, N. Smith provided Committee members with a report on the September 2024 Start-Up. The September Start-up showed measured improvements compared to the previous school year and highlights operational changes implemented during the planning period. Administration believes the 2024 Start-up period was a success.

STSYR staff worked in collaboration with school bus and taxi vendors, as well as school communities to identify, and resolve service concerns. Staff will continue to work diligently to ensure optimal service levels are provided to students in York Region. Appreciation was extended to N. Smith and the entire STSYR team for their efforts.

2024-2025 STSYR Initiatives

STSYR Manager, N. Smith provided Committee members with an update regarding some of the major initiatives staff had planned for the 2024-25 school year. The initiatives support student achievement by planning and managing safe, efficient transportation with a focus on customer service. The initiatives include:

1. Ministry Simulation;
2. School Bus RFP;
3. Parent Portal and Opt-Out Form;
4. STSYR Procedure Manual Review; and
5. Website Information Review.

2024-2025 School Vehicle Cancellation Procedure

This item was not discussed at the meeting.

Moved to Business Arising from the March 5, 2025 Meeting for the May 14, 2025 meeting.

ADJOURNMENT

Committee Chair R. Kolosowski noted there was no further business and the Joint Board Consortium (Public Session) meeting was adjourned at 4:35 p.m.

MEMO TO: Joint Board Consortium
FROM: Administration
DATE: October 8th, 2025
SUBJECT: September 2025 Start-Up Report

Executive Summary:

Student Transportation Services of York Region (STSYR) provides an annual report to the Joint Board Consortium highlighting the September Start-up process. The 2025-26 September start-up period was the first under the new 70-passenger and 24-passenger contracts, which resulted in more than four hundred (400) routes being reassigned to new operators or to a new division within an existing operator. Despite the significant change, overall service levels remained consistent with the prior school year.

Background:

Throughout the school year, STSYR staff closely monitor key performance indicators (KPIs) to evaluate service levels and ensure reliable, safe transportation for the students and schools we serve. The 2025-26 September start-up was a significant transitional period, as it represented the first year of the new 70-passenger and 24-passenger service agreements.

Given the scale of the change, staff anticipated some additional challenges as the system adjusted. Operators were required to modify staffing levels, hire and train new drivers, and familiarize themselves with new routes. Schools, students, and families were also introduced to new drivers, and in some cases, new service providers.

Start-Up Preparations:

STSYR staff take pride in the transportation services we facilitate with our service providers. Throughout the spring and summer months, staff worked diligently to ensure every measure was taken to provide a smooth start to the school year for all stakeholders.

In preparation for the 2025-26 school year, staff undertook a number of measures beyond our typical processes to support a strong transition under the new service agreements. Operator engagements increased, with additional in-person meetings held to review contract changes and clearly outline the service expectations of STSYR and the Boards. Preliminary route information was provided to the operators in May, allowing for additional preparation time. Access to live route information through BusPlanner Web was granted in July, earlier than in past years. Bi-weekly meetings continued with school bus operator management through the summer, along with the submission of weekly preparedness surveys. Finally, staff visited all operators starting the new service agreements to confirm facilities and equipment were in place for the first day of school.

On-time Service Delivery:

Service levels during the first three weeks of the 2025-26 school year remained consistent when compared to the same period last year. On-time performance increased slightly, while excessive delays- those 30 minutes or greater- also increased.

The tables below outline on-time performance and excessive delays over the past three start-up periods. The tables are intended to provide a clear year-over-year highlight of the trends and allow for easy comparison of service levels.

Table 1 – On-Time Performance (%)

Year	Week 1	Week 2	Week 3
2023-24	90.76%	92.21%	93.85%
2024-25	93.47%	95.08%	95.73%
2025-26	91.98%	95.38%	96.63%

Table 2 – Excessive Delays (Counts > 30 minutes)

Year	Week 1	Week 2	Week 3
2023-24	169	116	81
2024-25	76	54	46
2025-26	150	50	57

Service Issues:

The typical factors that affect service delivery, such as traffic and construction, route timing issues, and student, parent, or school related delays, were again present during the 2025-26 start-up. However, the more significant focus this year was the transition to the new service agreements.

The adjustment period as operators began servicing new routes had a notable impact on service levels. The number of new drivers to the region, along with new office staff learning STSYR's processes and managing different work volumes, created challenges for our staff. Our staff worked diligently to address service concerns as quickly as possible, however, in some cases additional time was needed as we worked with our operators and drivers.

Administration would like to acknowledge and thank the schools and Boards for their support during the start-up period. Their patience and understanding are greatly appreciated. Service levels are trending in the right direction and will be at the standard that students, schools, and Boards expect and deserve.

Summary:

The 2025-26 start-up was a transitional year with the introduction of new service agreements. While the adjustment period created some challenges, overall service levels remained consistent with the prior year.

STSYR staff will continue to work closely with our operators, schools, and Boards to address service concerns and ensure expectations are met. Administration is confident that service levels will continue to improve as the school year progresses.

MEMO TO: Joint Board Consortium
FROM: Administration
DATE: October 8, 2025
SUBJECT: Student Transportation Services Operations Agreement

Executive Summary:

The intent of this report is to update the Joint Board Consortium (JBC) on the progress of the revised Student Transportation Services of York Region (STSYR) Operations Agreement. Following the March 2025 JBC meeting, staff were directed to draft an updated STSYR Operations Agreement based on the MNP audit recommendations and evolving needs of the school boards. Staff have completed a draft agreement that is ready for review and discussion.

Background:

In March 2025, Administration presented a report to the JBC summarizing the findings of a third-party review of the current Operations Agreement conducted by MNP. The MNP report included a comparative analysis of operational documents and practices from the Toronto Student Transportation Group, Student Transportation of Peel Region, and STSYR. The report concluded with a series of recommendations and best practices for the Boards to consider when drafting the revised service agreement.

Since March, Administration has worked to draft a revised agreement that reflects those recommendations and addresses the evolving needs of the Boards and the consortium.

Operations Agreement:

A draft Operations Agreement has now been completed and is included as Appendix A to this report. The draft incorporates the recommendations identified by MNP, along with updates that reflect the evolving needs of both the Boards and the consortium.

Some initial steps have already been implemented in advance of the new agreement. Through Board discussion, the administrative and overhead expenses split was revised during the 2024-25 school year. This adjustment changed the expense allocation from a 50/50 split to a proportional share based on ridership. For the 2024-25 school year, this represented an estimated \$300,000 change in the cost allocation between the Boards.

In addition, the Boards are in the process of transitioning certain staff positions from the employment of the York Catholic District School Board (YCDSB) to the York Region District School Board (YRDSB). This transition will include the Manager of Student Transportation and two Area Operations Supervisors, with the transition expected to be completed by January 2026. These changes reflect the recognition that STSYR functions as a joint entity of both Boards, with staff representing and accountable to each.

Recommendation:

THAT, the JBC receive this report and the draft Operations Agreement (Appendix A) for review and comment, with a final version to be approved at the March 2026 JBC meeting.

APPENDIX A – OPERATIONS AGREEMENT DRAFT
Consortium Operations Agreement
Student Transportation Services of York Region
(Hereinafter called “STSYR”)



THIS AGREEMENT is made as of this XX day of XXXX, XXXX

Between:

The York Region District School Board
(Hereinafter called the “YRDSB”)

And

The York Catholic District School Board
(Hereinafter called the “YCDSB”)

1.0 Preamble

This AGREEMENT is made the xx day of xxxx, xxxx. Between:

The York Region District School Board
(Hereinafter called the "YRDSB")

OF THE FIRST PART

And

The York Catholic District School Board
(Hereinafter called the "YCDSB")

OF THE SECOND PART

WHEREAS:

- A. The Boards are each school boards constituted under the authority of the *Education Act* of Ontario and operate schools within the districts as defined by the *Education Act* and its regulations;
- B. The Ministry of Education requires the establishment of transportation consortia involving all coterminous school boards;
- C. The Boards agree to participate in shared student transportation services with each other to reduce costs;
- D. The Boards agree that a common administration of student transportation will improve delivery efficiency and the cost-effectiveness of the service for each Board; and
- E. Student Transportation Services of York Region ("STSYR") is the transportation consortium established by the YRDSB and the YCDSB.

NOW THEREFORE THIS AGREEMENT WITNESSES that, in consideration of the mutual covenants and agreements contained herein, the Boards agree as follows:

2.0 Definitions

In this Agreement, unless the subject matter or context requires otherwise, the following terms shall have the meanings set out below:

- a. "Boards" means the Boards that are Parties to this Agreement, being the YCDSB and YRDSB;
- b. "Consortium" means the two Boards acting together through the central administration referred to and to be called "Student Transportation Services of York Region", or a variation thereof;

- c. "Operations Committee" means the committee established pursuant to this Agreement to provide operation oversight and management of the Consortium's day-to-day activities, as set out in Schedule 'A' of this Agreement;
- d. "Governance Committee" means the committee established pursuant to this Agreement to provide strategic oversight of the Consortium, as set out in Schedule 'B' of this Agreement;
- e. "Schedule of Costs" means the allocation of transportation operating costs and administrative expenses between the Boards, as set out in Schedule 'C' to this Agreement;
- f. "Transportation Services" means the agreement(s) for services STSYR will provide for transportation of students, as set out in Schedule 'D' of this Agreement;
- g. "Support Services" means the agreement(s) for services the Boards will provide the Consortium, as set out in Schedule 'E' to this Agreement;
- h. "Transportation Staff" means the employees assigned to the Consortium by either Board. Consortium staff may be employed under the terms and conditions of either Board, and the complement shall include employees from both Boards, but all such staff shall work under the direction of the Manager of Student Transportation as a single team.

3.0 Purpose

This agreement outlines the provision of student transportation services between the YRDSB and YCDSB for students registered in their respective Boards. The goal is to ensure safe, efficient, and cost-effective transportation for all students. STSYR, the Consortium of the YRDSB and YCDSB, will manage and administer all home-to-school transportation in accordance with the transportation policies and procedures of the respective Board's. These services, as outlined in Schedule E, will be managed by the Manager of Student Transportation Services.

The operation by the Consortium of student transportation services shall be carried out under the name of the Consortium, "Student Transportation Services of York Region". The Boards agree that ownership of "Student Transportation Services of York Region", or a variation thereof, shall remain vested with the YRDSB and the YCDSB. The Boards shall enter into shared contracts with third-party vendors; the contracts will be managed by STSYR.

4.0 Governance Structure

The governance and management of the Consortium shall be exercised through two committees: the Governance Committee and the Operations Committee.

(i) Governance Committee

A Governance Committee will be established to provide strategic oversight of the Consortium by setting its long-term vision and direction, monitoring overall performance, and ensuring accountability to the Boards. The Governance Committee will be comprised of six (6) Trustees, with three (3) appointed by

each Board. Each Board will appoint representation to this Committee as part of its annual organizational meeting. Trustee appointments shall be for a one (1) year term.

The Governance Committee will meet three (3) times annually, with each Board hosting one meeting per year, and the third meeting on a rotating basis. Additional meetings may be convened as required at the request of either Board. Quorum shall consist of at least four (4) Trustees, provided that a minimum of two (2) Trustees from each Board are present. The Governance Committee shall have two (2) Co-Chairs, one appointed by each Board. The Co-Chair representing the Board hosting a given meeting shall preside as Chair of that meeting.

The Governance Committee shall report to the respective Boards of Trustees.

(ii) Operations Committee

An Operations Committee will be established to oversee the daily operations and cost efficiency of transportation services, and to implement the strategic goals established by the Governance Committee. The Operations Committee will be comprised of the Manager of the Student Transportation and the supervisory manager responsible for transportation matters from each Board. The Manager of Student Transportation shall report to the Operations Committee, which shall oversee the Manager's performance and ensure accountability for day-to-day operations. The Operations Committee shall be responsible for the oversight of the daily management of Consortium staff, including the authority to recruit, hire, and manage such staff, as well as to determine workplace practices, operational conditions of employment, and other day-to-day operations matters, subject to applicable Board policies and collective agreements.

The Operations Committee will meet quarterly, or more frequently as required, to ensure Consortium operations are effectively managed and remain aligned with the strategic goals established by the Governance Committee.

The Operations Committee shall report to the Governance Committee.

5.0 Dispute Resolution

The Boards agree that any disputes arising under this Agreement shall be resolved as follows:

- a) Prior to initiating mediation, the Boards shall make reasonable efforts to resolve the matter internally through the Operations Committee, and, if unresolved, through the Governance Committee.
- b) 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.
- c) Any dispute between the Boards 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 parties 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.

- d) The costs of the arbitration shall be paid by the party or parties as determined by the arbitrator, whose 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.

6.0 Indemnification

Each Board agrees to indemnify, defend, and hold harmless the other Board, and its trustees, officers, employees, and agents, from and against any claims, demands, losses, liabilities, damages, costs, and expenses (including reasonable legal fees) arising out of or related to:

- I. The independent transportation contracts of that Board;
- II. Any breach of this Agreement by that Board;
- III. Claims relating to employees or contractors of that Board; and
- IV. Personal injury or property damage caused by the acts or omissions of that Board.

7.0 Term and Early Termination

This Agreement shall be effective as of the xx day of xxxx, xxxx, and shall continue in full force and effect until the xx day of xxxx, xxxx (the "Term"), unless sooner terminated as hereinafter set out. After the xx day of xxxx, xxxx, this Agreement shall automatically renew on an annual basis unless either Board expresses, in writing, its intent to terminate the Agreement following such anniversary date. Notices of intent to terminate must be provided by the Board wishing to terminate to the other Board at least one hundred and eighty (180) days prior to the next August 31st anniversary date

The Boards acknowledge and agree that, subject to the provisions of Section 3.0 (Dispute Resolution) and notwithstanding the foregoing, either Board shall be entitled to terminate this Agreement in the event of a breach of any provision of this Agreement by the other Board, which breach is not remedied within thirty (30) days of written notice thereof. In the event of any such termination, an accounting of any outstanding financial transactions shall be affected as of the effective date of termination.

The provisions of this Agreement relating to confidentiality, indemnification, limitation of liability, and any other provisions which by their nature are intended to survive, shall remain in effect notwithstanding the termination or expiry of this Agreement.

8.0 Review and Amendments

This agreement will be reviewed annually by the Joint Board Consortium Governance Committee. Any amendments must be agreed upon by both Boards and documented in writing.

9.0 Confidentiality and Information Management

The Boards agree that the management of personal information and confidential data under this Agreement shall be carried out in compliance with applicable legislation, subject to appropriate safeguards, and in a manner that ensures the Board's continued ownership and control of such data.

- a) The Boards acknowledge that, through their participation in the Consortium, they may have access to personal information of staff, students, and other individuals ("Personal Information") as defined by applicable privacy legislation. The Boards agree to protect the confidentiality and security of such Personal Information and to comply with all applicable laws and regulations governing its collection, use, disclosure, retention, and destruction, including but not limited to the Education Act and the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).
- b) The Boards shall implement and maintain appropriate administrative, technical, and physical safeguards to protect Personal Information and other confidential data from unauthorized access, use, loss, or disclosure. Such safeguards shall be consistent with industry best practices and may include on-premises or cloud-based systems, provided that the chosen environment meets applicable legislative and contractual security requirements.
- c) Except as required by law or as necessary to perform obligations under this Agreement, the Boards shall not disclose, use, or permit access to any Personal Information for purposes outside the scope of this Agreement. Access shall be limited to authorized personnel who require such access to perform their duties and who are subject to equivalent confidentiality obligations.
- d) All data and information stored or processed under this Agreement shall remain at all times the property of the Boards. Nothing in this Agreement shall be construed as granting any ownership or proprietary rights in such data to the Consortium or any third-party service provider.
- e) Each Board shall promptly notify the other Board of any unauthorized access, loss, or disclosure of Personal Information.
- f) The obligations in this section shall survive the termination or expiry of this Agreement.

10.0 Insurance

The Boards agree to provide and maintain sufficient liability and all-perils coverage as if they were operating independently, with such coverage defined by the insurance presently provided through the Ontario School Board Insurance Exchange ("OSBIE"), or any successor or equivalent provided. Each Board shall provide evidence of such coverage to the other Board upon reasonable request.

11.0 Board Policies

The Boards acknowledge the value of having a common transportation policy, which they agree to work toward where appropriate. The Consortium shall take its direction from existing Board transportation policies in the management and delivery of transportation services.

In the event that either Board shall change its current policies, which may be of significance to the ongoing operations of the Consortium, the Board shall consult with the other Board and shall notify the Operations Committee of the proposed changes providing sufficient notice to implement those changes.

If a change in a member Board's policy is identified by the Operations Committee as having an adverse financial or operating implication, the Board adopting the policy change shall be solely responsible for the increased costs and liability associated with the change. Similarly, if a change of a Board's policy decreases the cost of transportation, and that change is the sole reason for the decrease, then that Board will be credited with the savings.

As part of this agreement, each Board shall provide to the Consortium its current bell times when pupils are allowed to enter the school building for classes and when pupils are expected to leave the school building after the end of classes.

The Consortium will plan its routes based on the most efficient and effective use of resources. Where changes are required for schools for either or both Boards, the Consortium will be required to provide a transportation impact study.

12.0 Miscellaneous

- a) **Successors and Assigns:** The Boards may assign this Agreement to a successor Board with the consent of the other Board on the condition that the assignee agrees in writing to comply with all the assignor's obligations as if the assignee were an original party to this Agreement.
- b) **Entire Agreement:** This Agreement constitutes the entire agreement between the Boards hereto pertaining to the subject matter thereof and supersedes all prior agreements, understandings, negotiations and discussions, whether oral or written, of the parties hereto.
- c) **Governing Law and Jurisdiction:** The laws of the Province of Ontario and the laws of Canada applicable therein shall govern as to the interpretation, validity and effect of this Agreement. The Boards hereby consent and submit to the jurisdiction of the courts of the Province of Ontario in any action or proceeding instituted under this Agreement.
- d) **Severability:** If any provision of this Agreement is held invalid or unenforceable, the remaining provisions shall remain in full force and effect.

Signatures

—

[Name]
York District School Board (YRDSB)

—

[Name]
York Catholic District School Board (YCDSB)

SCHEDULE A- OPERATIONS COMMITTEE

Purpose:

The purpose of the Operations Committee is to oversee the daily operations and cost efficiency of transportation services, and to implement the strategic goals established by the Governance Committee.

Structure:

The Operations Committee will be comprised of the Manager of the Student Transportation Consortium and the supervisory manager responsible for transportation matters from each Board.

Committee Member Duties:

The responsibilities of the JBC Operations Committee are as follows:

- Consistently apply policy and procedures of the Boards in relations to school bus service, safety, and eligibility;
- Review and develop policies as required by the Boards;
- Develop and administer procedures and guidelines in support of Board policies;
- Procure and administer transportation services;
- Procure and administer safety training for students;
- Establish and adjust school bell times, in accordance with the procedure approved by the Boards, to support effective and efficient delivery of transportation services;
- Review school bell times once every five (5) years, or upon request by either Board, and shall consult stakeholders as part of the review;
- Provide transportation information to all stakeholders (schools, parent, students, etc.) through a variety of communication channels as required;
- Maintain an STSYR website and other communication technologies to respond to inquiries and share information;
- Attend meetings as required;
- Oversee the daily management of Consortium staff, including the authority to recruit, hire, and manage such staff, as well as to determine workplace practices, operational conditions of employment, and other day-to-day operations matters, subject to applicable Board policies and collective agreements;
- Provide pertinent data for boards as required; and
- Prepare and administer budget estimates and expenditure reports as required.

Meeting Framework:

The Operations Committee will meet bimonthly during the active school year, September to June. The Manager of Student Transportation will be responsible for organizing the meetings, distributing the agendas, and recording the minutes. Additional meetings may be called by any committee member as needed, provided sufficient notice is given to all members.

SCHEDULE B- GOVERNANCE COMMITTEE

Purpose:

The purpose of the Governance Committee is to provide strategic oversight of the Consortium by setting its long-term vision and direction, monitoring overall performance, and ensuring accountability and alignment with the goals and priorities of the Boards.

Structure:

The Governance Committee will be comprised of six (6) Trustees, with three (3) Trustees appointed by each Board as part of its annual organizational meeting. Trustee appointments shall be for a one (1) year term. The Governance Committee shall have two (2) Co-Chairs, one appointed by each Board. The Co-Chair representing the Board hosting a given meeting shall preside as Chair of that meeting. The Chair shall be responsible for the conduct of meetings, including agendas, information processes, and the oversight of reporting and action items.

Committee Member Duties:

The responsibilities of the Governance Committee are as follows:

- Review and approve the Governance Committee's annual agenda of activities;
- Review and report to the Boards proposed policy changes;
- Review policies and procedures to ensure they are consistent with the goals and priorities of the Consortium; and
- Receive and review performance and efficiency reports from the Operations Committee to ensure accountability to the Boards.

Meeting Framework:

The Governance Committee will meet three (3) times during the active school year, September to June. The Manager of Student Transportation will be responsible for organizing the meetings, distributing the agendas, and recording the minutes. Additional meetings may be called by any Committee member as needed, provided sufficient notice is given to all members.

Quorum:

Quorum for meetings of the Governance Committee shall consist of at least four (4) Trustees, provided that a minimum of two (2) Trustees from each Board are present.

SCHEDULE C- SCHEDULE OF COSTS

Transportation Operating Costs:

(i) Transportation operating costs for each Board shall be allocated in accordance with the following:

- a) For routes that are comprised entirely of students from one Board, the associated Board will be responsible for one hundred percent (100%) of the associated costs (i.e., Total Daily Rate, fuel etc.).
- b) For routes with ridership from both Boards, the associated costs will be split proportionally based on the percentage of students from each board using the route, calculated as follows:

$$\text{Daily Rate} \times \frac{\text{Total Riders of Board A}}{\text{Total Riders of Board A and B}}$$

For the purposes of this Schedule, A “Rider” is defined as an elementary or secondary student who qualifies for, or has been approved for, transportation under their respective Board’s transportation policy.

- c) Each Board will be responsible for one hundred percent (100%) of costs associated with mid-day service, taxi routes, and transit passes.
- d) Each Board will be responsible for one hundred percent (100%) of the costs associated with other program transportation.
- e) The Boards agree to review the financial impact of work stoppages and the resulting impact on transportation services.
- f) The Boards agree that decisions regarding the cancellation, suspension, or provision of transportation services, beyond typical operational adjustments, will not have a negative financial impact on the other Board.

Each Board shall be responsible for the processing and payments of transportation operating costs.

In the event of interim changes or service disruptions, the Boards shall meet through the Operations Committee to determine temporary cost allocation adjustments, subject to review by the Governance Committee.

Administrative and Overhead Expenses:

(ii) Administrative and overhead expenses of the Consortium shall be apportioned between the Boards on the basis of each Board’s share of total ridership. The proportional share for each school year shall be

determined using student transportation ridership counts as of October 31st of that school year and shall apply for the entire school year.

Administrative and overhead expenses shall include, without limitations, the following:

- Office space (including heat, light, A/C, cleaning etc.);
- Office supplies;
- Communication equipment and services (telephone, internet, etc.);
- Leasehold improvements, furniture, and fixtures;
- Computer hardware, software, and support;
- Staff salaries and benefits;
- Staff training;
- Travel;
- Professional and other consulting fees;
- Insurance;
- Miscellaneous expenses;
- Legal and audit fees; and
- Any other necessary fees or costs associated with the operation of the Consortium.

The Boards shall review the administrative cost allocation methodology at least once every five (5) years, or sooner if mutually agreed, to ensure it remains equitable and reflective of current operating practices.

SCHEDULE D- TRANSPORTATION SERVICES

STSYR shall provide the following services to the Boards:

- Consistently apply the policy and procedures of the Boards in relations to school bus service, safety and eligibility;
- Review and develop policies as required by the Boards;
- Develop and administer procedures and guidelines in support of Board policies;
- Procure and administer transportation services;
- Procure and administer safety training for students;
- Provide transportation information to all stakeholders (schools, parent, students, etc.) through a variety of communication channels as required;
- Maintain an STSYR website and other communication technologies to respond to inquiries and share information;
- Attend meetings as required;
- Provided pertinent data for the Boards as required; and
- Prepare and administer budget estimates and expenditure reports as required.

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SCHEDULE E- SUPPORT SERVICES

General:

All services attached hereto will be billed to STSYR on a time-and-material basis unless otherwise established through a separate schedule or agreement. Service billings shall be sent to the Manager of STSYR for approval prior to payment. The costs of these services are incorporated into the STSYR operating budget and recovered in accordance with standard billing practices, subject to validation and sign-off by the Manager of STSYR.

Human Resource Services:

Consortium staff shall be employed by and remain on the payroll of one of the Board, but the complement shall include employees from both Boards, reflecting the joint nature of the Consortium. Service provided jointly by the Boards include:

- Administration of all terms of collective agreements and contracts, including grievances;
- Assistance in the development of job descriptions and postings;
- Recruitment support including managing applications, organizing, and assisting with interviews;
- Maintenance of all employees' files and records, including Criminal Background Checks;
- Maintenance of vacation entitlements, attendance, and sick leave records;
- Administration of HR systems (e.g., SAP, Smart Find Express, ESS)
- Personnel Support (e.g., performance, discipline, grievances, arbitration);
- Negotiations and administration of employee benefits (health, dental, life insurance, AD&D);
- Occupational health and safety, attendance support, sick leave, LTD, WSIB, EAP, and accommodation support; and
- Provision of other HR services as may be required.

Payroll Services:

Provided jointly by the Boards, including:

- Calculation of bi-weekly deposit of pay to employee bank accounts;
- Distribution of electronic pay stubs;
- Collection, submission, reporting, and reconciliation of CPP, EI, EHT, union dues, pension contributions (OMERS and TPP);
- Administration of deductions (health, dental, life insurance, AD&D, WSIB, EAP); and
- Issuance of annual T4 slips.

Purchasing Services:

Provided jointly by the Boards, including:

- Administration of RFPs for transportation services and other acquisitions as required;

- Facilitation of the acquisition of operating supplies and services (e.g., paper, office supplies, postage, copy machines, etc.);
- Support for procurement projects upon approval of scope and timelines.

Accounting and Accounts Payable Services:

Provided jointly by the Boards, including:

- Payment of invoices, P-Card transactions, and employee expense reimbursements;
- Maintenance of records for audit and statutory requirements;
- Journal entries and reconciliations;
- Financial reporting and statements as required;
- Collection and credit of eligible tax rebates (HST);
- Banking services, including electronic bill payments, cheques, service charges, and cash flow support;
- Preparation and issuance of invoices to member Boards and others as required; and
- Collection of accounts receivable.

Information Technology Services:

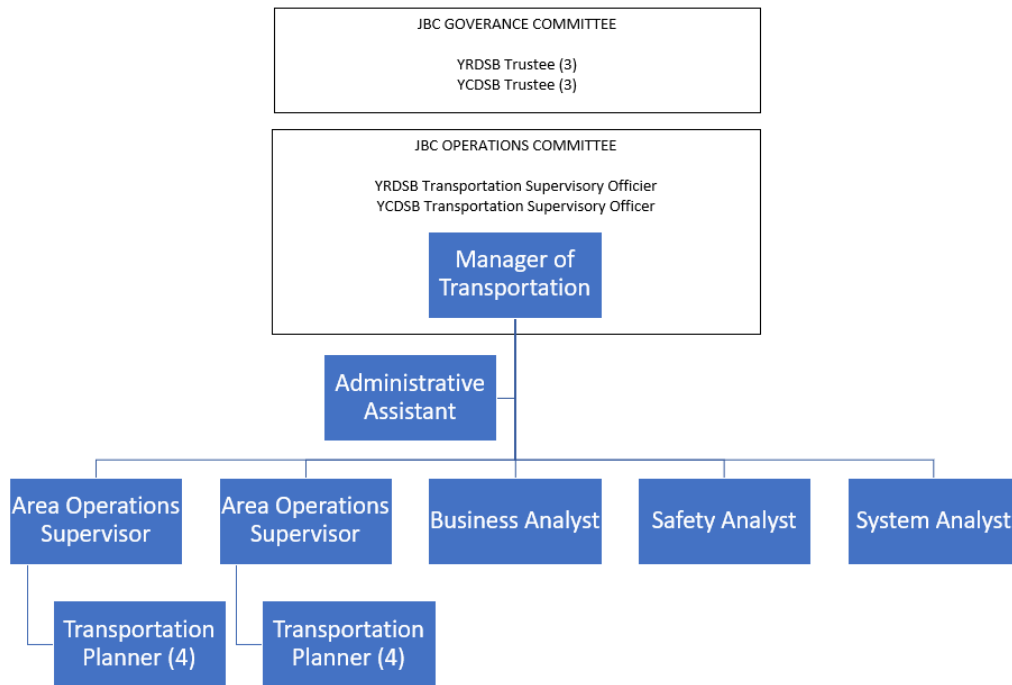
Provided primarily by YCDSB, including:

- Provisions and maintenance of software licenses, applications, and IT systems required for Consortium operations;
- Network security, including firewall protection, intrusion prevention, and secure remote access;
- Internet and network connectivity;
- Maintenance of servers and related hardware, whether on-premises or cloud-based;
- Technical support, including help desk services, domain registration, VPN connectivity, network and desktop support, server capacity, and system administration; and
- Training and user support for Consortium staff.

Other Services:

- Facilitation of insurance coverage with OSBIE or such other provider as determined by the Boards;
- Recording and production of agendas and minutes of Governance Meetings; and
- Print shop and publishing services.

SCHEDULE F- ORGANIZATIONAL HIERARCHY



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