

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

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**Held on  
Monday, January 26, 2015, 5:30 p.m.  
Ottawa Student Transportation Authority  
1645 Woodroffe Avenue, Ottawa (Nepean) – 1<sup>st</sup> Floor, Room 100**

**REGULAR SESSION MINUTES**

**ATTENDANCE**

**President/Chairperson:** Joanne MacEwan

**Directors:** Norah Marsh (for Jennifer Adams)  
Michael Carson  
Brian Coburn  
Chris Ellis  
Julian Hanlon  
David Leach  
Shawn Menard

**Absent:** Jennifer Adams

**General Manager/C.A.O.:** Vicky Kyriaco

**Other:** None.

**Recording:** Jeff Redmond, Controller

1. Call to Order

The meeting was called to order at 5:30 p.m. with Joanne MacEwan in the Chair.

2. Declarations of Conflict of Interest

None.

3. Approval of Regular Session Agenda

**Moved by: Michael Carson**  
**Seconded by: Brian Coburn**

**THAT the Regular Session agenda be approved.**

**Carried**

4. Resolve In Camera

**Moved by: Julian Hanlon**  
**Seconded by: Brian Coburn**

**THAT the committee resolves In Camera.**

**Carried**

Return to Regular Session at 5:47 p.m.

**Regular Session Action Items**

5. (a) Confirmation of AGM Session Minutes, December 8, 2014

**Moved by: David Leach**  
**Seconded by: Chris Ellis**

**THAT the AGM Session minutes of December 8, 2014 be approved.**

**Carried**

(b) Business Arising from AGM Session Minutes, December 8, 2014

None.

(c) Confirmation of Regular Session Minutes, December 8, 2014

**Moved by: Brian Coburn**  
**Seconded by: Shawn Menard**

**THAT the Regular Session minutes of December 8, 2014 be approved.**

**Carried**

(d) Business Arising from Regular Session Minutes, December 8, 2014

None.

6. National Bank Borrowing Resolution Confirmation

A report was presented by Jeff Redmond outlining the annual requirement that the Board affirm its' borrowing resolution with the National Bank of Canada.

**Moved by: Michael Carson**

**Seconded by: Chris Ellis**

**THAT the OSTA National Bank of Canada revolving operating line of credit, and the National Bank of Canada Mastercard credit card facility (for a combined total of \$1,050,000), secured by the related General Security Agreement on all present and future assets, be affirmed for the 2015 calendar year.**

**AND**

**THAT the cost sharing agreement between both Member School Boards be affirmed.**

**Carried**

7. Legal Council Appointment

A report was presented by Vicky Kyriaco requesting appointment of legal counsel having a specialization in corporate law. This would bring the total firms to three, consistent with previous year appointments.

**Moved by: Michael Carson**

**Seconded by: Brian Coburn**

**THAT Borden Ladner Gervais LLP be appointed as the Ottawa Student Transportation Authority's legal counsel for the year ending December 31, 2015.**

**Carried**

**Regular Session Information Items**

8. Proposed Variable Transportation Policy

Vicky Kyriaco presented a report outlining discussions and issues raised by the Variable Transportation working group to implement policy on Variable Transportation. Direction was requested from the Board to move the policy forward. Included in the discussion was a proposed policy and procedure framework outlining safety risks, schedules, application procedures, responsibilities of the parties and approvals or denials. Legal considerations were outlined along with a recommended consultation process. Ms. Kyriaco did a high level summarization of the draft policy. Questions and answers were provided to the Board and amendments suggested. Timelines for the consultation was short, and the policy was required to be approved in March to allow implementation in the following September.

#### 9. RFP Update

Vicky Kyriaco updated the Board on the current RFP for the procurement of student transportation services. The RFP was posted on MERX on January 9, 2015. The process is being managed by PPI Consulting and the Fairness Monitor is Samson & Associates. A mandatory proponent information session was held on Friday January 16 with 22 potential proponents in attendance. Questions and Answers were in process and the tender was progressing well. It was asked and responded that only one proponent picked up the tender documents in hard copy, the remaining were electronic via MERX.

#### 10. Ontario School Bus Association Letter

A letter was received on January 15, 2015 from the Ontario School Bus Association requesting a delay in the Student Transportation RFP pending a review of the RFP process by a panel convened by the Ministry. Given the circumstances in the Ottawa market, OSTA's GM responded that there was no basis to stop the present RFP process at this time.

#### 11. Bell Time and Map Update

A report was presented updating the Board on bell time changes and walk zone map reviews. The OSTA Board of Directors approved proposed bell time changes of 10 minutes or less on November 10, 2014. On January 20, the OCDSB Committee of the Whole approved OSTAs proposed bell time changes, which would advance to the Board of Trustees for final approval on January 27, 2015. The OCSB will also present OSTA's final recommendations on bell times to its Board of Trustees on January 27 as well. Final walk zones are being posted on OSTA's website. Anyone wishing to appeal the final maps may file an appeal using OSTA's Complaints and Appeal process.

#### 12. Service Disruptions – First Student

Vicky Kyriaco provided an update to the Board outlining concerns regarding First Students services and escalating parent and school complaints since September. In January 2015, the service became even more problematic as the shortage of drivers and office staff meant that routes were late and delays could not be posted on a timely basis. Parent complaints and concerns from school Principals have increased daily. School Principals and Trustees have been updated regarding which schools were affected. On January 21, the OSTA GM and senior staff met with First Students VP, GM and management team to discuss their action plan. OSTA continues to monitor service daily with the affected branches. Questions and answers were reviewed with the Board.

#### 13. OSTA/E&E Update for January 2015

The monthly OSTA and E&E Update was reviewed with the Board.

#### 14. Long Range Agenda

Presented for information. Vicky Kyriaco summarized upcoming work and noted the need to review the strategic plan.

15. New Business, Regular Session

None.

16. Meeting Schedule

**Next Meeting: Monday February 23<sup>rd</sup>, 2015 - Confirmed.**

Future Board meeting Dates:

March 30, 2015  
April 27, 2015  
May 25, 2015  
June 22, 2015

17. Adjournment

The meeting adjourned at 7:03 p.m.

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Signature

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Title

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Signature

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Title