

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

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**Held on  
Monday, May 25, 2015, 4:30 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:** Jennifer Adams  
Michael Carson  
Brian Coburn  
Chris Ellis  
Julian Hanlon  
David Leach

**Absent:** Shawn Menard

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

**Other:** None.

**Recording:** Jeff Redmond, Controller

1. **Call to Order**

The meeting was called to order at 4:39 p.m. with Joanne MacEwan in the Chair.

2. **Declarations of Conflict of Interest**

None.

3. Approval of Regular Session Agenda

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

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

**Carried**

4. Resolve In Camera

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

**THAT the committee resolves In Camera.**

**Carried**

Return to Regular Session at 4:47 p.m.

**Regular Session Action Items**

5. (a) Confirmation of Regular Session Minutes, April 27, 2015

**Moved by: Chris Ellis**  
**Seconded by: Brian Coburn**

**THAT the Regular Session minutes of April 27, 2015 be approved.**

**Carried**

(b) Business Arising from Regular Session Minutes, April 27, 2015

None.

6. Governance Review

A draft budget for 2015 - 2016 was presented by Vicky Kyriaco for approval by the Board. The budget was unchanged from the preliminary submission in the March meeting. Significant issues reviewed included risk factors surrounding system wide implementation of the new bell time and hazard zone changes in September, as well as the new Presto program. Senior staff had met since the last Board meeting to review the estimates in general. Michael Carson noted the margins incorporated within the budget respecting these items, advising the member Boards that they were able to adjust their internal transportation budgets independently, if deemed necessary. David Leach concurred, noting a lack of historical costs and budgeting experience in this area, along with a desire not to incur a deficit. Questions and answers were provided, and included clarifications on occupancy costs, communications and amortization expenses.

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

**THAT the OSTA budget for the 2015/2016 year as presented, be approved.**

**Carried**

7. HR Policies

A report was presented by Vicky Kyriaco on Health and Safety policy changes. There were no significant alterations to these policies requiring Board approval, but procedural changes were provided for informational purposes.

**Moved by: Chris Ellis**  
**Seconded by: Julian Hanlon**

**THAT the Board re-approve the human Resource policies referenced in this Memorandum.**

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**Carried**

**Regular Session Information Items**

8. RFP Strategy

Vicky Kyriaco presented a report for informational purposes outlining the strategy of the recent competitive procurement completed in January 2015. Transportation services tendered included large 72 and 20 passenger buses, as well as adaptable wheelchair routes for 2015 through 2019. The report was provided in order to share the information with stakeholders and to seek suggestions or comments for future tenders. The report highlighted local market conditions, the tender process and timelines, details on a Request for Information which was issued, work of the procurement consultant as well as a inclusion of the Fairness monitor's report. The structure of the RFP was outlined, along with the evaluation process, allocation of routing bundles, the award process and financial considerations. Questions and answers were provided.

9. Policy Cross-Referencing

As part of the policy harmonization occurring at OSTA, policies and procedures between OSTA, the OCSB and the OCDSB were reviewed. OCSB policies have been incorporated into OSTA's policies and procedures, and the OCSB has rescinded all of its transportation policies. A report was presented regarding policy alignment and discrepancies between OSTA and the OCDSB. OSTA has been working with the OCDSB staff to address discrepancies. A full review of OSTA policies will be conducted in preparation for the planned E&E Review in the 2015-2016 school year.

10. IT Status Update

OSTA is currently in the process of replacing old staff computers in order to meet system specifications required to implement the new GEOREF software products, which are also in the implementation process. A shared network drive has been created allowing staff to share information, including a routine backup schedule for all files. Training on the new GEOREF transportation software is underway, with further training scheduled. Web based interfaces are being established for contractors, which will eventually replace the current TRACS system access. The capability to expand the system storage is available, and this is under review to ensure OSTA has adequate room for its operational needs. Mirrored servers are being licensed to operate GEOREF, allowing for system redundancy in the event of a failure at either of the two remote host locations. Progress continues to be made as systems are changed over.

11. OSTA/E&E Update for April 2015

The monthly OSTA and E&E Update was reviewed with the Board. Highlighted was the Driver Appreciation day which occurred on April 11, 2015. Over 200 drivers attended the event. Joanne MacEwan thanked staff for the success of the day.

12. Long Range Agenda

Presented for information.

13. New Business, Regular Session

None.

14. Meeting Schedule

**Next Meeting: Monday May 25<sup>th</sup>., 2015 - Confirmed.**

Future Board meeting Dates:

June 22, 2015

15. Adjournment

**Moved by: Shawn Menard**  
**Seconded by: Jennifer Adams**

**THAT the Regular Session meeting adjourn at 4:58 p.m.**

**Carried**

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Signature

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Title

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Signature

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Title