

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

**Held on
Monday, November 9, 2015, 5:30 p.m.
Ottawa Student Transportation Authority
1645 Woodroffe Avenue, Ottawa (Nepean) – 1st Floor, Room 100**

REGULAR SESSION MINUTES

ATTENDANCE

President/Chairperson: Joanne MacEwan

Directors: Jennifer Adams
Michael Carson
Brian Coburn
Lynn Scott (for Chris Ellis)
Denise Andre
David Leach
Shawn Menard

Absent: Chris Ellis.

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

Other: Philippe Renaud, Marcil Lavallée

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: 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 6:00 p.m.

Regular Session – Public Delegations

Public Delegations – None.

An audience was present.

Regular Session Action Items

5. (a) Confirmation of Regular Session Minutes, October 26, 2015

Moved by: Brian Coburn
Seconded by: Shawn Menard

THAT the Regular Session minutes of October 26, 2015 be approved.

Carried

(b) Business Arising from Regular Session Minutes, October 26, 2015

None.

6. 2014/2015 Draft Financial Statements w/Variances

Philippe Renaud, Partner of Marcil Lavallée was introduced. Mr. Renaud was pleased to present the audited financial statement to the Board for the period ending August 31, 2015. Management responsibilities were reviewed, along with the Auditors' role. For the 2014/15 fiscal year, the audit has resulted in an unqualified opinion on the financial statements. Jeff Redmond, the OSTA Controller, reviewed the reported variance analysis by Board. Questions and answers were provided. Director Brian Coburn noted thanks to Marcil Lavallée and Jeff Redmond for the work completed during the year.

Moved by: David Leach
Seconded by: Shawn Menard

THAT the Ottawa Student Transportation Authority Financial Statements for the year ended August 31, 2015 as audited and reported upon by Marcil Lavalée, Chartered Professional Accountants, be approved.

Carried

7. Proposed Records Management Policy

Vicky Kyriaco summarized a report outlining a proposed records management policy covering both document retention and destruction periods. Questions and answers were provided to the Board, including clarification of proposed policy wording which would be brought back to the December meeting, along with a records retention procedure.

Regular Session Information Items

8. Key Performance Indicators

Vicky Kyriaco reviewed annual KPI's with the Board, including service delivery, safety, costs per student and daily route delays. Year over year variances were discussed, which included one operator that did not provide accurate data resulting in conservative delay and performance data statistics for 2014/2015. Questions and answers were provided, including a request to increase the reporting frequency to the Board if possible.

9. OSTA/E&E Update for November 2015

The monthly OSTA and E&E Update was summarized and provided for information. Discussion occurred on timing respecting OSTA's E&E audit request, noting budgetary impacts were significant for the Boards. The OCDSB will have a difficult deficit to balance should a delay occur. Vicky Kyriaco advised the Ministry is in the approval stage to commence the audit. Timing continues to be unknown.

10. Long Range Agenda

Vicky Kryiaco outlined agenda contents with the Board. An empty seat policy review was new to the report and discussed with the Board. It was requested an empty seat review include consultation with Principals and schools.

11. New Business, Regular Session

None.

12. Meeting Schedule

Next Meeting: Monday December 7th. 2015 (Annual General Meeting)

Future Board meeting Dates:

January 25, 2016
February 22, 2016
March 30, 2016 (Wednesday)
April 25, 2016 (Public Meeting)
May 30, 2016
June 27, 2016 (TBD, early start)

13. Adjournment

Moved by: Jennifer Adams
Seconded by: Shawn Menard

THAT the Regular Session meeting adjourn at 6:47 p.m.

Carried

Signature

Title

Signature

Title