

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

**Held on
Monday, September 28, 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
Chris Ellis
Denise Andre
David Leach
Shawn Menard

Absent: None.

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

Other: None.

Recording: Jeff Redmond, Controller

1. **Call to Order**

The meeting was called to order at 5:39 p.m. with Joanne MacEwan in the Chair.

2. **Declarations of Conflict of Interest**

None.

3. Approval of Regular Session Agenda

Moved by: Shawn Menard
Seconded by: Brian Coburn

THAT the Regular Session agenda be approved.

Carried

4. Resolve In Camera

Moved by: Chris Ellis
Seconded by: Michael Carson

THAT the committee resolves In Camera.

Carried

Return to Regular Session at 6:58 p.m.

Regular Session Action Items

5. (a) Confirmation of Regular Session Minutes, August 31, 2015

Moved by: Michael Carson
Seconded by: Chris Ellis

THAT the Regular Session minutes of August 31, 2015 be approved.

Carried

(b) Business Arising from Regular Session Minutes, August 31, 2015

None.

6. OSTA/OCDSB Policy Review

Vicky Kyriaco summarized the report outlining the OCDSB Policy Review. The OSTA Board had deferred approval of the proposed policy changes at the last Board meeting to allow stakeholders more time to provide feedback, which has now been completed. There have been minor adjustments to language as a result. For the most part, core policies and procedures are already in alignment between OSTA and the OCDSB. The report identifies areas having discrepancies, allowing consideration prior to approval of OSTA's final policies. A number of areas were highlighted and discussed with the Board, including further adjustment to some of the language in the proposed policies.

Moved by: Jennifer Adams
Seconded by: Denise Andre

THAT the OSTA Board of Directors approve the proposed changes to the following transportation policies, as presented:

T3 – Alcohol, Tobacco and Firearms
T7 – Public Transit
T10 – Stakeholder Responsibility
T11 – Stop Locations
T14 – Transportation Services
T18 – Transportation Eligibility
T21 – Accessible Transportation

Carried

7. General Policy Review

OSTA staff are to conduct a general policy review, to occur no less than every five years, or more often as needed. The In Camera policy is currently out for consultation with Board Trustees as part of the governance review package. The FOIPPA policy is being presented as a separate item. For the finance policies, the Controller position has been updated and includes removal of Provincial Schools where applicable. In addition, a long term budget has been added to policy to be prepared in conjunction with the annual budget. No current changes to Human Resources policies are being proposed, with the exception of H16 Workplace Harassment, which is under review.

Moved by: Jennifer Adams
Seconded by: David Leach

THAT the OSTA Board of Directors approve the proposed changes to F3 Budget, F4 Corporate Credit Cards, F9 Levels of Authorization Required for the Expenditure of Operating Funds, as presented.

Carried

8. FOIPPA Policy Review

OSTA's policy G7 Freedom of Information and Protection of Privacy must undergo an annual review as per E&E recommendations. Vicky Kyriaco noted proposed changes were to reflect compliance with MFIPPA, to include circumstances under which OSTA cannot, nor should not, share confidential information, even in response to an FOI request. Questions and answers were provided to the Board.

Moved by: Michael Carson
Seconded by: Brian Coburn

THAT the OSTA Board of Directors approve the proposed changes to G7 Freedom of Information and Protection of Privacy, subject to the confirmation by the Freedom of Information Coordinators at both member Boards.

Carried

Regular Session Information Items

9. School Startup Report 2015-2016

Vicky Kyriaco presented the annual school startup report. This year, there were over 34,000 route changes up to September 17, last year there were approximately 13,000. Numerous delays were occurring at all schools, due in part to the many changes occurring. There are new operators, redesigned routes, new school traffic flows, doubling and tripling of many routes, new bell times, construction and a number of kindergarten parents not meeting their children at the bus stops. OSTA held 4 driver information sessions prior to school startup. At least half of the drivers are with a different operator than last year. Due to numerous changes in OSTA's new routing system this year, a call center was hired so that staff could focus on implementing system changes and dealing with emergencies. All large bus operators had contracts in place prior to school startup, and the small vehicle operators had extension letters signed. The OC Transpo agreement was also in place prior to startup. A contract under review, the Ottawa Safety Council, was signed up to September 30, 2015. School Bus Safety awareness day occurred with 1,345 first time riders, which was similar to last year. As well, participation in the walking school bus program has doubled since last year, with 8 schools participating. Question and answers were provided to the Board. Chair Joanne MacEwan thanked staff for their efforts this year.

10. Strategic Operations Plan

OSTA's long term strategic plan for the period 2011 to 2016 is in its final year. Staff is working with stakeholders to develop a new plan for the period 2016 to 2021. The plan presented this year is very similar to last year, with no significant changes.

11. OSTA/E&E Update for September 2015

The monthly OSTA and E&E Update was provided for information. There were no questions.

12. Long Range Agenda

Presented for information.

13. New Business, Regular Session

None.

14. Meeting Schedule

Next Meeting: Monday October 26th, 2015 - Confirmed.

Future Board meeting Dates:

November 9, 2015
December 7, 2015 (Annual General Meeting)
January 25, 2016
February 22, 2016
March 30, 2016 (Wednesday): RESCHEDULED
April 25, 2016
May 30, 2016
June 27, 2016 (TBD, early start)

15. Adjournment

Moved by: Brian Coburn
Seconded by: Shawn Menard

THAT the Regular Session meeting adjourn at 8:00 p.m.

Carried

Signature

Title

Signature

Title