

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

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**Held on  
Monday, September 29, 2014, 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:** Brian Coburn

**Directors:** Jennifer Adams  
Julian Hanlon  
Joanne MacEwan  
David Leach  
Michael Carson  
Lynn Scott

**Absent:** Katie Holtzhauer

**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 Brian Coburn in the Chair.

2. **Declarations of Conflict of Interest**

None.

3. Approval of Regular Session Agenda

**Moved by: Joanne MacEwan**  
**Seconded by: Julian Hanlon**

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

**Carried**

4. Resolve In Camera

**Moved by: Joanne MacEwan**  
**Seconded by: Julian Hanlon**

**THAT the committee resolves In Camera.**

**Carried**

Return to Regular Session at 5:59 p.m.

**Regular Session Action Items**

5. (a) Confirmation of Regular Session Minutes, August 25, 2014

**Moved by: Joanne MacEwan**  
**Seconded by: Jennifer Adams**

**THAT the Regular Session minutes of August 25, 2014 be approved.**

**Carried**

(b) Business Arising from Regular Session Minutes, August 25, 2014

None.

6. OCDSB Director

Vicky Kyriaco welcomed Lynn Scott as the newly nominated candidate from the OCDSB for OSTA Director.

**Moved by: Joanne MacEwan**  
**Seconded by: Michael Carson**

**THAT Lynn Scott be appointed to the Ottawa Student Transportation Authority Board of Directors.**

**Carried**

As it was confirmed that Brian Coburn would remain as Chair and President of the Ottawa Student Transportation Authority, a first call for nominations was requested by Vicky Kyriaco for the vacant Vice-President position. Julian Hanlon nominated Lynn Scott for the Vice-President position, which she accepted. A second and third call for nominations was called for the position of Vice-President. Hearing none, Lynn Scott was appointed by acclamation as Vice-President of the Ottawa Student Transportation Authority.

## 7. IT Roadmap - Budget

Vicky Kyriaco summarized the IT Roadmap report, as was prepared and presented to the Board of Directors during the August meeting. The Board previously requested a further breakdown of budgets and cash-flows relevant to the project, which was provided. Discussion centered on the 5 year cash-flow and incremental budget expenses for the project, in particular the requirements for current and future year budgets which are approved on an annual basis. In conjunction with this discussion, governance and the decision making process was debated relating to the budget approval process between OSTA and the Boards.

**Moved by: Michael Carson**

**Seconded by: Lynn Scott**

**THAT, in principal, the Board of Directors approves the following:**

- 1. The OSTA staff recommendation that OSTA continue with In House IT Support (Option 2) including a more fulsome Service Level Agreement with the OCDSB and OCSB. This is to provide OSTA operations with continuity and protection of student information.**
- 2. The OSTA staff recommendation for purchase and installation of a Student Transportation Platform that fulfills the E&E requirements and provides the best functionality for route planning and customer service.**
- 3. That OSTA staff will prepare a 5-year operational plan for implementing the various recommendations made by A Hundred Answers in terms of protecting the organization against risk during business interruptions and catastrophes.**
- 4. That OSTA will select a third-party website hosting service to independently host its website. This is to provide a failsafe mechanism to ensure this valuable service to clients is available at all times.**
- 5. For OSTA to implement an annual budget item and plan for Lifecycle Management of its hardware and software in order to reduce the risk to its operations in the event of equipment failure or loss of technical support.**

**Carried**

8. Eligibility Policy Revision

Vicky Kyriaco brought forward a proposal to revise Transportation Eligibility Policy T18, to provide transportation services to OCDSB secondary school students whose primary home address meets the 3.2km distance requirements, regardless of financial need or location within the Urban Transit Area. Currently, OCDSB cross boundary students do not receive public transit passes if they meet the distance criteria at both the home and cross boundary school, unlike the OCSB. Many complaints have been received where students would have been eligible for transportation at their designated home school. Impacts would be limited due to caps on the number of students receiving cross boundary transfers.

**Moved by: Lynn Scott**  
**Seconded by: Michael Carson**

**THAT the Board of Directors approve, in principal, a policy harmonization for OCDSB students attending cross-boundary schools such that OCDSB students who meet the 3.2km distance criterion at their home school AND their transfer school, and whose schools both receive Presto passes, will be eligible to receive transportation services via public transit Presto Pass.**

**AND**

**That the OSTA Board of Directors direct OSTA staff to engage the OCDSB Staff and Board of Trustees in approving the policy amendments for Designated School/Student Transfers Policy P.077.PLG and to the Transportation Policy P068.TRA to reflect the proposed changes in OSTA's Transportation Eligibility Policy T18.**

Discussion on the motion included similar eligibility issues for students utilizing yellow bus service, budgetary impacts of making the proposed change and other related cross boundary impacts surrounding these student transfers.

**Moved by: Lynn Scott**  
**Seconded by: Michael Carson**

**To amend the motion in its entirety as follows:**

**THAT the OSTA Board of Directors direct OSTA staff to engage the OCDSB STAFF and Board of Trustees with respect to suggesting policy amendments for Designated School/Student Transfers Policy P.077.PLG and Transportation Policy P068.TRA, to reflect proposed changes in OSTA's Transportation Eligibility Policy T18.**

**Carried**

**And to record the vote on the original motion as amended:**

**Carried.**

## Regular Session Information Items

### 9. Operational Plan

Vicky Kyriaco brought forward the Operational Plan for 2014-2016, which was based on the approved Strategic Plan and incorporates goals and activities for this coming school year. Staff also incorporated recommendations from the 2010 and 2012 E&E Reviews in order to demonstrate the scope of activity required to prepare for the follow up review expected to occur in 2015-2016. OSTA staff will be engaging OCDSB and OCSB staff and Governance Leaders to prepare a new plan for the following 4 years.

### 10. School Startup Report

Vicky Kyriaco reported a smooth startup for the 2014 2015 school year. There were 200 routes that changed over to three new operators in September, a significant change. Call volumes were generally down when compared to previous years. There have been some additional issues surrounding kindergarten runs in the am/pm, partly due to an increase in volume. Transportation contracts have all been signed. The annual safety awareness day occurred for new riders and was well received. Lynn Scott noted this was one of the quietest startups she could recall in many, many years.

### 11. Walking School Bus

A verbal update was provided by Vicky Kyriaco on the Walking School Bus program. The program commenced today for a number of schools, and is off to a good start. We are expecting to see a bump in registrations for the program, which is very positive. Questions and answers on the program were provided.

### 12. OSTA Update for September 2014

The monthly OSTA Update was provided for information. Ms. Kyriaco added that the Request For Proposals for a Procurement Specialist would be closing shortly.

### 13. Long Range Agenda

Vicky Kyriaco noted Governance review and progress on consultations would be coming forward shortly.

### 14. New Business, Regular Session

None.

15. Meeting Schedule

**Next Meeting: Monday October 20<sup>th</sup>, 2014 - Confirmed.**

Future Board meeting Dates:

November 10, 2014

December 8, 2014

January 26, 2015

February 23, 2015

March 30, 2015

April 27, 2015

May 25, 2015

June 22, 2015

16. Adjournment

The meeting adjourned at 6:55 p.m.

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Signature

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Title

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Signature

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