

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

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**Held on  
Monday, November 10, 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  
Katie Holtzhauer

**Absent:** None.

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

**Other:** Jennifer McKenzie (OCDSB), Philippe Renaud, CPA CA (Marcil Lavallée).

**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 as amended

**Moved by: Michael Carson**  
**Seconded by: Katie Holtzhauer**

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

**Carried**

4. Resolve In Camera

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

**THAT the committee resolves In Camera.**

**Carried**

Return to Regular Session at 6:08 p.m.

**Regular Session Action Items**

5. (a) Confirmation of Regular Session Minutes, September 29, 2014

**Moved by: Julian Hanlon**  
**Seconded by: Jennifer Adams**

**THAT the Regular Session minutes of September 29, 2014 be approved.**

**Carried**

(b) Business Arising from Regular Session Minutes, September 29, 2014

None.

6. Draft 2013/2014 Financial Statements

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, 2014. Management responsibilities were reviewed, along with the Auditors role. For the 2013/14 fiscal year, the audit has resulted in an unqualified opinion on the financial statements. Jeff Redmond reviewed the reported variance analysis, by Board. Questions and answers were provided. The Board Chair noted thanks to Marcil Lavallée and Management for the work completed during the year.

**Moved by: Lynn Scott**  
**Seconded by: David Leach**

**THAT the Ottawa Student Transportation Authority Financial Statements for the year ended August 31, 2014 as audited and reported upon by Marcil Lavallée, Chartered Professional Accountants, be approved.**

**Carried**

7. Bell Time Review

Vicky Kyriaco presented the Bell Time Review report to the Board. Highlighted were discussions and feedback that occurred within the community consultations, resulting in positive and important changes to plans. Clarification on adjustments to bell times in different areas was provided for the Board. For changes greater than 10 minutes, a separate report would be provided to each Board for approval.

**Moved by: Julian Hanlon**  
**Seconded by: Jennifer Adams**

**That the OSTA Board of Directors receive the proposed bell time changes and recommendations for all areas, AND**

**That the OSTA Board of Directors approve bell time changes of 10 minutes or less for all areas.**

**Carried**

8. Eligibility Policy Revision

Vicky Kyriaco brought forward a report that proposed revised language on the Transportation Eligibility Policy, both simplifying and aligning the policy to the OCDSB policies. Questions and answers were provided to the Board.

**Moved by: Michael Carson**  
**Seconded by: Jennifer Adams**

**THAT the OSTA Board of Directors approve the revised Transportation Eligibility Policy T18, as presented; AND**

**THAT the OSTA Board of Directors direct staff to implement the new policy as of the approval date; AND**

**THAT the OSTA Board of Directors grandfather those students having received transportation services under the previous eligibility policy until the end of the current school year 2014-15.**

**Carried**

9. In Camera Information

Michael Carson reviewed a request on behalf of the OCDSB to have knowledge on OSTA's In Camera meetings. The request was being made in order to ensure the member Boards have the information they require to make necessary decisions, while having that information remain in camera at the respective Boards. It was clarified that restricted information was not being requested. Practices at each of the respective Boards varied. Discussion ensued, surrounding both ground rules and consistency in practice.

**Moved by: Michael Carson**  
**Seconded by: Jennifer Adams**

**That the Chair and CAO be asked to report back at the first opportunity on how OSTA's In Camera Meeting Policy G8 statement #7 could be amended in such a way as to allow the distribution of all OSTA Agendas and minutes, public and in camera, with the exception of restricted items, to all trustees of the member school boards, with the understanding that in camera items must be treated as confidential.**

**Carried**

**Regular Session Information Items**

10. Emergency Recovery

Vicky Kyriaco commended OSTA staff for their commitment and dedication to student safety while maintaining transportation services during the tragic shootings that occurred at both the War Memorial and Parliament Hill. Staff was available to assist until every child had been released safely. Key lessons learned during the events would be reviewed on procedures and protocols.

11. OSTA Update for November 2014

The monthly OSTA Update was provided for information. Noted was the IT RFP remained in progress, and that staff were now working on the annual Ministry Survey.

12. Long Range Agenda

Presented for information.

13. New Business, Regular Session

None.

14. Meeting Schedule

**Next Meeting: Monday December 8<sup>th</sup>, 2014 - Confirmed.**

Future Board meeting Dates:

January 26, 2015  
February 23, 2015  
March 30, 2015  
April 27, 2015  
May 25, 2015  
June 22, 2015

15. Adjournment

The meeting adjourned at 7:15 p.m.

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Signature

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Title

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Signature

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