

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

**Held on
Monday, August 31, 2015, 5:30 p.m.
Ottawa Student Transportation Authority
1645 Woodroffe Avenue, Ottawa (Nepean) – 1st Floor, Room 100**

REGULAR SESSION MINUTES

ATTENDANCE

Vice-President/Chairperson: Chris Ellis (for Joanne MacEwan)

Directors: Jennifer Adams
Michael Carson
Brian Coburn
Elaine McMahon (for Joanne MacEwan)
Denise Andre
David Leach
Shawn Menard

Absent: Joanne MacEwan

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

Other: None.

Recording: Jeff Redmond, Controller

1. Call to Order

The meeting was called to order at 5:33 p.m. with Chris Ellis in the Chair.

2. Declarations of Conflict of Interest

None.

3. Approval of Regular Session Agenda

Moved by: Michael Carson
Seconded by: Brian Coburn

THAT the Regular Session agenda be approved.

Carried

Regular Session Action Items

4. OCSB Director Resignation/Appointment

Vicky Kyriaco welcomed Denise Andre to the OSTA Board, following the notice of retirement from Julian Hanlon on June 30, 2015.

Moved by: Brian Coburn
Seconded by: Elaine McMahon

THAT the OSTA Board of Directors accept the letter of resignation for Julian Hanlon;

And

THAT Denise Andre be appointed as Director of the Ottawa Student Transportation Authority, effective July 1, 2015.

Carried

5. 2014-2015 Audit Plan

Mr. Philippe Renaud, a partner with Marcil Lavallée reviewed the annual audit plan proposed for OSTA's August 31, 2015 financial statements. As in previous years, the materiality threshold would be maintained at \$750,000, based on 1.25% of revenues. If applicable, a management letter would be prepared for internal controls should weaknesses be found. There was a request if the Board had any items of interest or concern, the audit approach would be modified accordingly. A focus of the audit, as in previous years, would include allocation of costs between Boards. Impacts of future accounting standards were discussed. The audit team would remain unchanged for the present year, however it will be the final year for Jonathon Papin who is transitioning Marie-Pier Nantel to assume responsibility. The audit is planned to commence on September 18, 2015. Mr. Renaud also affirmed there is no conflict of interest in accordance with section 253(3), Part IX of the Education Act.

Moved by: Brian Coburn
Seconded by: Elaine McMahon

THAT the Audit Planning and Engagement Letter, prepared by Marcil Lavallée, Chartered Professional Accountants, be acknowledged.

Carried

6. Resolve In Camera

Moved by: Brian Coburn
Seconded by: Michael Carson

THAT the committee resolves In Camera.

Carried

Return to Regular Session at 6:54 p.m.

Regular Session Action Items

7. (a) Confirmation of Regular Session Minutes, May 25, 2015

Moved by: Jennifer Adams
Seconded by: Brian Coburn

THAT the Regular Session minutes of May 25, 2015 be approved.

Carried

(b) Business Arising from Regular Session Minutes, May 25, 2015

None.

8. OSTA/OCDSB Policy Review

Vicky Kyriaco summarized the report outlining the OCDSB Policy Review. 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. The more contentious areas were highlighted and discussed with the Board, including adjustment to some of the language. The policies would be further reviewed and brought to the September meeting.

Moved by: Michael Carson
Seconded by: Jennifer Adams

THAT the OSTA Board defer the OSTA/OCDSB Policy Review to the September meeting.

Carried

Regular Session Information Items

9. Governance Review Status

Vicky Kyriaco noted the Governance Review process was ongoing. The intent was to present the preliminary report in October, with a final decision and report to follow in November. Although timelines to finalize the process were close, everything should be completed prior to the E&E review.

10. School Active Transportation Update

Currently there are 8 schools with Active Transportation routes, with 2 schools having double leaders/routes. OSTA is actively starting to develop an Active Transportation policy, which will eventually require public consultation and input. Each walk-zone utilizes directional maps, showing parents and leaders where to go on a particular route and which intersections to cross. Interest in the program is growing, however consideration at this time will only be provided where schools have already embraced active transportation activities at their sites. Questions and answers were provided, with clarification that costs/student is elevated when compared to traditional busing. Focus of the program is to change the culture of walking, hopefully to convince parents that it is ok for children to walk to school versus driving them to school.

11. Strategic Plan Update

A strategic plan status report was provided to the Board showing items completed, items ongoing and new items planned for the upcoming year. Annually, staff update the operational plan in order to meet the strategic objectives as approved by the OSTA Board. For the past year, implementation of new transportation software included enhanced route optimization, issues tracking and management capabilities, and web portals to facilitate communications with parents and schools. Currently, implementation of finance modules will automate STAT reports, provide cost calculations for route changes, and provide automation of operator contract management and compliance tasks. Clarification was provided that route optimization is a task that is completed on an annual basis.

12. Draft Five Year Forecast

Jeff Redmond reviewed a draft five year forecast of operations which was based upon projected enrollments, known changes to contracts and longer range forecasts than what was presented in the annual budget. This forecast would become a supplementary document to the annual Budget, providing a longer term perspective to enhance the annual financial planning process. The applicable budget policies would be brought forward in September to integrate this change.

13. Electronic Communications Channels - Update

Vicky Kyriaco updated the Board on the new web portals for both parents and operators. The parent portal has been modified removing student file information for confidentiality, while the operator portal functions in a similar manner to TRACS, which was the previous program for operators. A call center was hired and is currently in place for the start of the school year. The focus is to relieve staff from answering high volumes of common questions, so that they can focus on dealing with the more pressing issues. The call center also allowed prioritizing of incoming questions. This was particularly important due to the number of system wide changes this year.

14. OSTA/E&E Update for April 2015

The monthly OSTA and E&E Update was reviewed with the Board. David Leach expressed congratulations to staff for the work completed this past year.

15. Long Range Agenda

Presented for information.

16. New Business, Regular Session

Brian Coburn requested if it was possible to receive Board materials electronically. This request would be reviewed. Elaine McMahon expressed appreciation for the quick and efficient responses provided by Vicky Kyriaco and provided best wishes for the upcoming school year.

17. Meeting Schedule

Next Meeting: Monday September 28th. 2015 - Confirmed.

Future Board meeting Dates:

October 26, 2015
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)

18. Adjournment

Moved by: Brian Coburn
Seconded by: Jennifer Adams

THAT the Regular Session meeting adjourn at 7:42 p.m.

Carried

Signature

Title

Signature

Title