

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

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**Held on  
Monday, January 25, 2016, 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:** Joanne MacEwan

**Directors:** Norah Marsh (for Jennifer Adams)  
Michael Carson  
Brian Coburn  
Lynn Scott  
Denise Andre  
David Leach  
Chris Ellis

**Absent:** Jennifer Adams

**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 Joanne MacEwan in the Chair.

2. Declarations of Conflict of Interest

None.

3. Approval of Regular Session Agenda

**Moved by: Brian Coburn**  
**Seconded by: Denise Andre**

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

**Carried**

4. Resolve In Camera

**Moved by: Brian Coburn**  
**Seconded by: David Leach**

**THAT the committee resolves In Camera.**

**Carried**

Return to Regular Session at 6:05 p.m.

**Regular Session Action Items**

5. (a) Confirmation of Annual General Meeting Session Minutes, December 7, 2015

**Moved by: Denise Andre**  
**Seconded by: Brian Coburn**

**THAT the Annual General Meeting Session minutes of December 7, 2015 be approved.**

**Carried**

(b) Business Arising from Annual General Meeting Session Minutes, December 7, 2015

None.

(c) Confirmation of Regular Session Minutes, December 7, 2015

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

**THAT the Regular Session minutes of December 7, 2015 be approved.**

**Carried**

(d) Business Arising from Annual General Meeting Session Minutes, December 7, 2015

None.

6. Proposed School Active Transportation Policy - Consultation

Vicky Kyriaco reviewed a proposed School Active Transportation policy with the Board and amendments were made. OSTA is the first consortium to adopt a School Active Transportation Charter, and to move to a policy focused on walkers. The first stage of internal consultation has occurred with both Superintendents, Principal focus group and Planning and Facilities staff at both Boards, as well as OSTA's Transportation Coordinators, in development of a draft policy. OSTA was requesting approval of the draft policy to proceed with external consultation. Questions and answers were reviewed with the Board.

**Moved by: Lynn Scott**  
**Seconded by: Brian Coburn**

**THAT the OSTA Board of Directors direct staff to proceed with the external consultation process for the proposed School Active Transportation Policy.**

**Carried**

7. Policy T6-V1 and Policy T9 Amendments

Policies T6-V1 Life-Threatening Medical Conditions and T9-V1 School Bus Safety require modifications in order to ensure compliance with Ontario Legislation Bill 20, 2015, known as Ryan's Law. Vicky Kyriaco reviewed the proposed changes with the Board. Questions were answered.

**Moved by: Brian Coburn**  
**Seconded by: Michael Carson**

**THAT the OSTA Board of Directors approve policies T6-V1 Life Threatening Medical Conditions and Policy T9-V1 School Bus Safety, as presented.**

**Carried**

8. Policy F13 – V1

Vicky Kyriaco reviewed Policy F13-V1 Purchasing Cards and policy F4-V4 Corporate Credit Cards with the Board. As OSTA does not have purchasing cards, the policy F13-V1 was unnecessary.

**Moved by: Michael Carson**

**Seconded by: Brian Coburn**

**THAT the OSTA Board of Directors rescind Policy F13-V1 Purchasing Cards.**

**Carried**

**Regular Session Information Items**

9. Consortia Management – Governance Meeting

Vicky Kyriaco reviewed a report summarizing Governance Leading Practices and OSTA's evidence respecting Consortia Management, one of four areas to be examined during the Effectiveness and Efficiency Review which has been scheduled for February 11, 2016. As OSTA's Board of Directors is expected to meet with the E&E Review team during its audit, the report is meant to review related materials for the OSTA Board of Directors. Questions and answers were provided.

10. Ministry Survey KPI's 2014/2015

Annually, the OSTA Board reviews results of the Ministry KPI Survey, which was provided for review. The 2014/2015 school year indicated a slight increase in costs, due in large part, to double digit rate increases by First Student. Transportation costs were expected to be significantly lower in 2015/2016. Cost per student in 2014/2015 was \$756, an increase of 1.6%. The Board reviewed the report with management.

11. Succession Planning Procedure

Succession planning is an important activity which ensures business continuity for the organization in governance and in the operation. Annually, the Board is responsible for reviewing the succession plan. Vicky Kyriaco presented a report of the various components of OSTA's succession plan and provided examples of the forms the GM/CAO uses to assess the needs of the organization, the training needs and capacity to advance for individual employees and the training plan for the school year. Due to confidentiality, specific information on employees was presented in closed session. There were no questions.

12. National Bank

Jeff Redmond reviewed requirements for renewing the Board's borrowing resolution. Currently, the National Bank is requesting a reduction in OSTA's credit facility as it has not been used. It was recommended that OSTA review adjusting the credit facility downward to a more appropriate level and that this would come to a future meeting for approval.

13. OSTA/E&E Update for January 2016

Vicky Kyriaco presented the monthly OSTA/E&E Update for January 2016. There were no questions.

14. Long Range Agenda

It was noted the Strategic Plan Review, Small Vehicle Procurement (In Camera) and a final E&E update was scheduled for the February meeting.

15. New Business, Regular Session

Michael Carson noted thanks to Vicky Kyriaco and OSTA for organizing a recent retirement function and recognition of staff. It was well done and appreciated.

16. Meeting Schedule

**Next Meeting:      Monday February 22<sup>nd</sup>. 2016**

Future Board meeting Dates:

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

17. Adjournment

**Moved by:            Brian Coburn**  
**Seconded by:        Michael Carson**

**THAT the Regular Session meeting adjourn at 7:10 p.m.**

**Carried**

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Signature

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Title

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Signature

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Title