

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

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**Held on  
Monday, January 27, 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:** John Shea

**Directors:** Jennifer Adams  
Julian Hanlon  
Katie Holtzhauer  
David Leach  
Michael Carson  
Brian Coburn  
Ted Hurley (for Joanne MacEwan)

**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 5:29 p.m. with John Shea in the Chair.

2. Declarations of Conflict of Interest

None.

3. Approval of Regular Session Agenda

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

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

**Carried**

4. Resolve In Camera

**Moved by: Katie Holtzhauer**  
**Seconded by: Brian Coburn**

**THAT the committee resolves In Camera.**

**Carried**

Return to Regular Session at 6:56 p.m.

**Regular Session Action Items**

5. (a) Confirmation of Annual General Meeting Minutes, December 9, 2013

**Moved by: Katie Holtzhauer**  
**Seconded by: Brian Coburn**

**THAT the Annual General Meeting minutes of December 9, 2013 be approved.**

**Carried**

(b) Business Arising from Annual General Meeting Minutes, December 9, 2013

None.

(c) Confirmation of Regular Session Minutes, December 9, 2013

**Moved by: Brian Coburn**  
**Seconded by: Katie Holtzhauer**

**THAT the Regular Session Meeting minutes of December 9, 2013 be approved.**

**Carried**

(d) Business Arising from Regular Session Meeting Minutes, December 9, 2013

Vicky Kyriaco updated the Board on recent presentations made to the OCSB/OCDSB and Trustees regarding proposed bell time changes. These meetings were received positively.

**Regular Session Information Items**

6. Presto Update

A report on progress with the new Presto Smartcards was provided by Vicky Kyriaco, outlining a history of the process for new Board members, providing current challenges, financial impacts and successes to date. OC Transpo assures OSTA that it is committed to improving the customer experience for OSTA and its students. The current Presto Card agreement is set to expire on June 30, 2104 with negotiations set to begin shortly for the next school year. OSTA will be investigating changes in processes and/or approach to the Presto Program for September 2013, in order to streamline current practices. It was important that additional administrative burden not be placed on school sites.

7. Financial KPI's

A summary of Financial KPI's submitted to the Ministry, including a compilation of 4 years of historical data by program was provided for information. Transportation costs and student numbers by program were provided and reviewed.

8. OSTA Update for January

Vicky Kyriaco presented the monthly OSTA update report. There were no questions.

9. Long Range Agenda

Clarification was provided that the regular Financial Update should have been included in the February agenda items, as listed on the Long Range Agenda.

10. New Business, Regular Session

None.

11. Meeting Schedule

**Next Meeting: Monday February 24<sup>th</sup>, 2014 – Confirmed.**

Future Board meeting Dates:

March 24, 2014  
April 21, 2014  
May 26, 2014  
June 23, 2014

12. Adjournment

The meeting adjourned at 7:09 p.m.

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Signature

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Title

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