

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

**Held on
Monday, May 26, 2014, 5:30 p.m.
Ottawa Student Transportation Authority
1645 Woodroffe Avenue, Ottawa (Nepean) – 1st Floor, Room 100**

REGULAR SESSION MINUTES

ATTENDANCE

President/Chairperson: Brian Coburn (for John Shea)

Directors: Jennifer Adams
Julian Hanlon
Joanne MacEwan
David Leach
Michael Carson
Katie Holtzhauer

Absent: John Shea

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

Other: None.

Recording: Jeff Redmond, Controller

1. **Call to Order**

The meeting was called to order at 5:45 p.m. with Brian Coburn in the Chair.

2. **Declarations of Conflict of Interest**

None.

3. Approval of Regular Session Agenda

Moved by: Michael Carson
Seconded by: Katie Holtzhauer

THAT the Regular Session agenda be approved.

Carried

4. Resolve In Camera

Moved by: Katie Holtzhauer
Seconded by: Michael Carson

THAT the committee resolves In Camera.

Carried

Return to Regular Session at 6:15 p.m.

Regular Session Action Items

5. (a) Confirmation of Regular Session Minutes, March 24, 2014

Moved by: Joanne MacEwan
Seconded by: Katie Holtzhauer

THAT the Regular Session minutes of April 28, 2014 be approved.

Carried

(b) Business Arising from Regular Session Minutes, April 28, 2014

None.

6. Policy Updates

Vicky Kyriaco reviewed proposed changes regarding policies T7 and T18, clarifying how OSTA will be managing transportation for students assigned to public transit. Currently, students are not allowed to register or manipulate their Presto pass which is done centrally. This is now planned to transition in September where grades 9 to 12 students will self register their own cards. Students in grades 7 and 8, special needs students and those requiring financial assistance will continue to be managed centrally. Wording changes and policy congruence with both Boards was discussed, with policy T18 to be further reviewed.

Moved by: Katie Holtzhauer
Seconded by: Julian Hanlon

THAT the Board of Directors approve the changes to T7 Public Transit Policy, as presented.

Carried

7. Bus Procurement

A report was presented by Vicky Kyriaco outlining the strategy of busing procurement over the next five years. A procurement specialist would be engaged to commence the process of competitive procurement. Director Michael Carson recommended OSTA further retain the services of a fairness commissioner as it moves forward in the competitive procurement process.

Moved by: Jennifer Adams
Seconded by: Joanne MacEwan

THAT the Board of Directors approve OSTA's yellow bus procurement plan.

Carried

Regular Session Information Items

8. Financial Update Sept 1 to April 30, 2014

Jeff Redmond provided an updated financial report to the Board for the 8 months ending April 30, 2014. Revised projections to year end were updated and a variance report was provided.

9. OSTA Update for May 2014

Vicky Kyriaco presented the May OSTA update, noting the IT review was underway and a final report would be coming to the Board in August. Community consultations were in progress, however attendance by the public has been very low.

10. Long Range Agenda

No issues.

11. New Business, Regular Session

None.

12. Meeting Schedule

Next Meeting: Monday June 23rd, 2014 – Tentative confirmation.

Future Board meeting Dates:

August 25, 2014
September 29, 2014
October 27, 2014
November 10, 2014
December 8, 2014
January 26, 2015
February 23, 2015
March 30, 2015
April 27, 2015
May 25, 2015
June 22, 2015

13. Adjournment

The meeting adjourned at 6:27 p.m.

Signature

Title

Signature

Title