

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

**Held on
Monday, August 26, 2013, 5:30 p.m.
Ottawa Student Transportation Authority
1645 Woodroffe Avenue, Ottawa (Nepean) – 1st Floor, Room 100**

REGULAR SESSION MINUTES

ATTENDANCE

President/Chairperson: Gordon Butler

Directors: Jennifer Adams
Julian Hanlon
David Leach
Michael Carson
Rob Campbell

Absent: Jennifer McKenzie
Brian Coburn

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

Other: Blyth Helman, Assistant General Manager
Philippe Renaud, Partner, Marcil-Lavallée.

Recording: Jeff Redmond, Controller

1. **Call to Order**

The meeting was called to order at 5:34 p.m.

2. **Declarations of Conflict of Interest**

None.

3. Approval of Regular Session Agenda as amended.

Moved by: David Leach
Seconded by: Rob Campbell

THAT the Regular Session agenda be approved.

Carried

Regular Session Action Items

6. Financial Audit 2012/2013 – Marcil Lavallée

Mr. Philippe Renaud, a partner with Marcil Lavallée reviewed the annual audit plan proposed for OSTA's August 31, 2013 financial statements. A draft opinion letter was provided for information. If the Board or Management had any concerns to be brought forward during the current review, the invitation was open for discussion with the auditors. The materiality threshold for the year would be set at \$750,000, based upon 1.25% of revenues, this amount being reasonable based on the size of the organization. It was noted, however, that small items would be considered significant and would come forward in cases of fraud or illegal activities. Attention would also be directed on the allocation of costs between the Boards. New reporting requirements are coming into effect for financial instruments, affecting presentation within the statements and note disclosures. Mr. Renaud also confirmed compliance with section 253(3), part IX of the Education Act. Marcil Lavallée has no direct or indirect interest in any membership, contracts or employment with OSTA or the Member Boards for the preceding or current years.

Moved by: Jennifer Adams
Seconded by: Rob Campbell

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

4. Resolve In Camera

Moved by: Jennifer Adams
Seconded by: Rob Campbell

THAT the committee resolves In Camera.

Carried

Return to Regular Session at 6:25 p.m.

Regular Session Action Items

5. (a) Confirmation of Regular Session Minutes, June 24, 2013

Moved by: Jennifer Adams

Seconded by: David Leach

THAT the Regular Session minutes of June 24, 2013 be approved.

Carried

- (b) Business Arising from Regular Session Minutes, June 24, 2013

Vicky Kyriaco noted the School Active Transportation Charter has been adopted by both member Boards, and will be going to see the Mayor on September 5, 2013.

Regular Session Information Items

7. Hazard Zone Review – Mapping Update

Ms. Kyriaco reported the compilation of all maps for hazard zones was now substantially complete, due in large part to the hiring of a temporary mapping support position. Using updated numbers from current maps, there are approximately 4,810 elementary students impacted by the changes, 2,573 from the OCDSB and 2,237 from the OCSB, these numbers being down from previous projections. Discussion ensued with the Board. Differentiation between consultation and communication was reviewed in the context of implementing new hazard zones. Equity in the application of standards for hazards was noted. The mapping example provided in the agenda was reviewed, and it was requested additional information including street names and clarification of boundaries be added so parents could easily identify changes and impacts to their children. It was important that both before and after scenarios be provided in the mapping examples, along with highlighting major changes where applicable during the presentations. Under current timelines, the Public consultation would start in April 2014 with a September 2015 implementation date. It was also requested that the Mayor be briefed on the potential and upcoming changes.

8. OSTA Update for July/August 2013

The July/August 2013 update was provided for information, noting a school startup report would be coming to the September meeting.

9. Long Range Agenda

Reviewed with no changes.

10. New Business, Regular Session

None.

11. Meeting Schedule

Next Meeting: Monday September 23, 2013 at 5:30 p.m. – Confirmed.

Future Board meeting Dates:

October 21, 2013
November 11, 2013
December 09, 2013
January 27, 2014
February 24, 2014
March 24, 2014
April 21, 2014
May 26, 2014
June 23, 2014

12. Adjournment

The meeting adjourned at 7:04 p.m.

Signature

Title

Signature

Title