

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

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**Held on  
Monday, November 11, 2013, 5:30 p.m.  
Ottawa Student Transportation Authority  
1645 Woodroffe Avenue, Ottawa (Nepean) – 1<sup>st</sup> Floor, Room 100**

**REGULAR SESSION MINUTES**

**ATTENDANCE**

**Vice-President/Chairperson:** Rob Campbell

**Directors:** Jennifer Adams  
Julian Hanlon  
Jennifer McKenzie  
David Leach  
Michael Carson  
Brian Coburn

**Absent:** Gordon Butler

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

**Other:** Philippe Renaud, Marcil Lavallée

**Recording:** Jeff Redmond, Controller

1. **Call to Order**

The meeting was called to order at 5:29 p.m. with Rob Campbell in the Chair.

2. **Declarations of Conflict of Interest**

None.

3. Approval of Regular Session Agenda

**Moved by: Jennifer McKenzie**  
**Seconded by: Michael Carson**

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

**Carried**

4. Resolve In Camera

**Moved by: Jennifer McKenzie**  
**Seconded by: Michael Carson**

**THAT the committee resolves In Camera.**

**Carried**

Return to Regular Session at 6:50 p.m.

**Regular Session Action Items**

5. (a) Confirmation of Regular Session Minutes, October 21, 2013

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

**THAT the Regular Session minutes of October 21, 2013 be approved.**

**Carried**

(b) Business Arising from Regular Session Minutes, September 23, 2013

None.

6. 2012/201 Draft Audited Financial Statements

Philippe Renaud, Partner of Marcil Lavallée was introduced. Mr. Renaud was pleased to present the audited financial statement to the Board for the period ending August 31, 2013. The draft statement was unchanged from the version presented to the Board in October 2013. Management responsibilities were reviewed, along with the Auditors role. For the 2012/13 fiscal year, the audit has resulted in an unqualified opinion on the financial statements. Mr. Renaud provided an overview of the financial results for the year to the Board.

**Moved by: Michael Carson**

**Seconded by: Brian Coburn**

**THAT the Ottawa Student Transportation Authority Financial Statements for the year ended August 31, 2013 as audited and reported upon by Marcil Lavallée, Chartered Accountants, be approved.**

**Carried**

7. Cash Management Revision

Vicky Kyriaco brought forward a recommendation reducing the cash reserve balance being held by OSTA, which has been provided by both Member Boards. Given additional experience managing the operations, staff believes it prudent to reduce currently held cash reserves by 25%. This reserve will continue to be monitored in the future.

**Moved by: Michael Carson**

**Seconded by: Brian Coburn**

**That the Board amend the current operating advance of 4% of annual budgeted expenditures to 3% of annual budgeted expenditures, to be apportioned to Member Boards annually and payable upon budget approval.**

**Carried**

**Regular Session Information Items**

8. Proposed Bell Time Changes

OSTA is currently reviewing school bell times in regular busing operations, in part due to the Ministry's Effectiveness and Efficiency Review goals. Recognizing that transportation efficiencies cannot occur in a vacuum, and not at the cost of programming or other circumstances particular to each school community, the current Bell Time Management and Consultation policies will govern the process moving forward.

A first draft of a bell time change was provided for information. This could result in the tripling of runs, provision of greater consistency whereby the same buses would service the same schools, and foster improved communications between drivers, operators and schools.

Impacts upon school communities were discussed, along with the importance of the consultation process. Next steps included staff preparing a secondary report for the OSTA Board that will demonstrate how run-sharing between schools in particular areas will occur, and provide an estimation of cost-savings with revised bell time changes per area. The GM/CAO proposed the report be presented at the December Board meeting and to School Board Trustees shortly thereafter. Feedback from the preliminary circulation of proposed bell times would be included in the report.

Proposed bell time changes would be shared with school communities in March 2014, in preparation for public communication/consultation of bell times and maps.

9. Long Range Agenda

No issues.

10. New Business, Regular Session

None.

11. Meeting Schedule

**Next Meeting:      Annual General Meeting  
Monday December 09, 2013 at 5:30 p.m. – Confirmed.**

Future Board meeting Dates:

January 27, 2014  
February 24, 2014  
March 24, 2014  
April 21, 2014  
May 26, 2014  
June 23, 2014

12. Adjournment

The meeting adjourned at 7:31 p.m.

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Signature

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