

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

**Held on
Monday, December 9, 2013, 5:30 p.m.
Ottawa Student Transportation Authority
1645 Woodroffe Avenue, Ottawa (Nepean) – 1st Floor, Room 100**

REGULAR SESSION MINUTES

ATTENDANCE

President/Chairperson: John Shea

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

Absent: None.

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

Other: None.

Recording: Jeff Redmond, Controller

1. Call to Order

The meeting was called to order at 5:44 p.m. with John Shea in the Chair.

2. Declarations of Conflict of Interest

None.

3. Approval of Regular Session Agenda

Moved by: Katie Holtzhauer
Seconded by: Joanne MacEwan

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 7:14 p.m.

Regular Session Action Items

5. (a) Confirmation of Regular Session Minutes, November 11, 2013

Moved by: Brian Coburn
Seconded by: Katie Holtzhauer

THAT the Regular Session minutes of November 11, 2013 be approved.

Carried

(b) Business Arising from Regular Session Minutes, November 11, 2013

None.

6. National Bank Borrowing Resolution Confirmation

As part of the banking renewal process, the National Bank requests that OSTA confirm its' borrowing resolution on an annual basis. All terms and conditions of the current banking agreement remain unchanged.

Moved by: Michael Carson
Seconded by: Katie Holtzhauer

THAT the National Bank of Canada revolving operating line of credit, and the National Bank of Canada Mastercard credit card facility (for a combined total of \$1,050,000), secured by the related General Security Agreement on all present and future assets, be affirmed for the 2014 calendar year.

AND

That the cost sharing agreement between both Member School Boards be affirmed.

Carried

7. National Bank Credit Facility Revision

Due to evolving circumstances surrounding implementation of the PRESTO transit passes this fall, we are currently paying for Adult transit passes online with Mastercard vs the traditional invoice and payment by cheque for paper passes. At a projected volume up to \$15,000 per month, the required card limit would need to be set at \$30,000 to ensure automatic renewals of Adult PRESTO cards. Current limits in place with Mastercard are not sufficient to cover the increased expenditures. It was requested the net credit line be unchanged at \$1,050,000, however that the Mastercard limit be increased by \$50,000 and the operating line of credit be decreased by \$50,000 to allow flexibility in the choice of payment options.

Moved by: Michael Carson
Seconded by: Brian Coburn

That the National Bank of Canada revolving operating line of credit be reduced from one million (\$1,000,000) dollars to nine hundred and fifty thousand (\$950,000) dollars.

AND

That the National Bank of Canada Mastercard Agreement be increased from fifty thousand (\$50,000) to one hundred thousand (\$100,000) dollars.

AND

THAT the signing Officers of the Ottawa Student Transportation Authority be authorized to execute the necessary documentation as may be required by the National Bank of Canada to affect same.

Carried

8. Workplace Harassment, Violence in the Workplace and Occupational Health and Safety Policy Review

Vicky Kyriaco presented a memorandum to the Board respecting human resource policies. OSTA was recently visited by an Occupational Health and Safety Inspector. The inspector advised that, in addition to annually posting OSTA's Occupational Health and Safety Policy statement, we need to ensure that the Violence and Harassment policies be reviewed on an annual basis. The following policies were reviewed by management, with no recommendation to change.

1. Occupational Health & Safety
2. OHS – Violence in the Workplace
3. OHS – Workplace Harassment

In addition, this item has been added to the Long Range Agenda for annual review.

Moved by: Joanne MacEwan

Seconded by: Julian Hanlon

That the Board approve the Human Resource policies referenced in this Memorandum.

Carried

Regular Session Information Items

9. Proposed Bell Time Changes

As part of the transformation project OSTA is undergoing to meet the Ministry's Effectiveness and Efficiency Review goals, OSTA and its Member Boards are working together to establish new school bell times for OCDSB and OCSB schools. Vicky Kyriaco summarized the report on proposed bell time changes, updated a summary of proposed changes at schools, and provided clarification in response to questions from the Board. To date, feedback in the pre-consultation stage has been relatively minimal and/or very general. Discussion included upcoming consultation with the Superintendents and Trustees, seeking further feedback as the process moves forward.

10. OSTA Update for November/December

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

11. Long Range Agenda

No issues.

12. New Business, Regular Session

None.

13. Meeting Schedule

Next Meeting: Monday January 27, 2014 – Confirmed.

Future Board meeting Dates:

February 24, 2014

March 24, 2014

April 21, 2014

May 26, 2014

June 23, 2014

14. Adjournment

The meeting adjourned at 7:36 p.m.

Signature

Title

Signature

Title