

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

**Held on
Monday, February 24, 2014, 5:30 p.m.
Ottawa Student Transportation Authority
1645 Woodroffe Avenue, Ottawa (Nepean) – 1st Floor, Room 100**

REGULAR SESSION MINUTES

ATTENDANCE

Vice President/Chairperson: Brian Coburn

Directors: Jennifer Adams
Julian Hanlon
Joanne MacEwan
David Leach
Michael Carson
Christine Boothby (for Katie Holtzhauer)

Absent: John Shea
Katie Holtzhauer.

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

Other: None.

Recording: Jeff Redmond, Controller

1. **Call to Order**

The meeting was called to order at 5:40 p.m. with Brian Coburn in the Chair.

2. **Declarations of Conflict of Interest**

None.

3. Approval of Regular Session Agenda

Moved by: Jennifer Adams
Seconded by: Joanne MacEwan

THAT the Regular Session agenda be approved.

Carried

4. Resolve In Camera

Moved by: Michael Carson
Seconded by: Jennifer Adams

THAT the committee resolves In Camera.

Carried

Return to Regular Session at 6:20 p.m.

Regular Session Action Items

5. (a) Confirmation of Annual Regular Session Minutes, January 27, 2014

Moved by: Michael Carson
Seconded by: David Leach

THAT the Regular Session minutes of January 27, 2014 be approved.

Carried

(b) Business Arising from Annual General Meeting Minutes, January 27, 2014

Michael Carson requested if there were any comments from OC Transpo regarding the OC public report released from the last meeting. Vicky Kyriaco noted no response has been received.

6. Transportation Eligibility Policy Revision

Vicky Kyriaco updated the Board on proposed amendments to the Transportation Eligibility policy, including transportation for students living within the Urban Transit Area, guidelines for students participating in special system programs outside of their designated attendance boundaries, and a proposed compassionate program. Discussion and questions followed. The concept of harmonizing the policy was strongly supported. Wording modifications to the policy were required, which included compassionate grounds, etc. The policy amendment was deferred.

Regular Session Information Items

7. Financial Report – December 31, 2014

Jeff Redmond reviewed the December 31 financial report for the Board. A forecast to year end was prepared for the 2013/14 year. The net financial results were relatively close to budget, however there were offsetting variances at play. Large yellow bus savings were projected at \$734,000 when compared to budget, due mostly from enrollment declines and improved efficiencies in routing. Those savings were offset by increases to small vehicle expenses of \$752,000. The OCDSB has been experiencing an increase in their students accessing the small vehicles driving up most of these costs. The OCSB variance for small vehicles, although much smaller, requires further analysis.

8. Consultation Update

A report updating current progress with the consultation was provided by Vicky Kyriaco surrounding the bell time changes and new walk zone maps affecting over 150 schools. Multi faceted public consultation sessions are scheduled to occur between April and June 2014. Discussion with the Board included provision of a second communication to parents given there are likely many who did not receive the first message. Clarification was provided on options for parents attending information sessions, etc.

9. OSTA Update for January

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

10. Long Range Agenda

No issues.

11. New Business, Regular Session

As information, the Ministry of Education has contacted Metrolinx to examine our Active Transportation program. They are looking at our model to evaluate the possibility of provide funding school boards for this type of program.

12. Meeting Schedule

Next Meeting: Monday March 24th, 2014 – Confirmed.

Future Board meeting Dates:

April 21, 2014

May 26, 2014

June 23, 2014

13. Adjournment

The meeting adjourned at 7:00 p.m.

Signature

Title

Signature

Title