

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

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**Held on  
Monday, October 21, 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**

**President/Chairperson:** Rob Campbell

**Directors:** Jennifer Adams  
Jennifer McKenzie  
David Leach  
Mark Mullen (for Julian Hanlon)  
Brian Coburn

**Absent:** Julian Hanlon  
Michael Carson  
Gordon Butler

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

**Other:** None.

**Recording:** Jeff Redmond, Controller

1. Call to Order

The meeting was called to order at 5:30 p.m. with Rob Campbell in the Chair.

2. Declarations of Conflict of Interest

None.

3. Approval of Regular Session Agenda

**Moved by: Brian Coburn**  
**Seconded by: Jennifer McKenzie**

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

**Carried**

4. Resolve In Camera

**Moved by: Jennifer Adams**  
**Seconded by: David Leach**

**THAT the committee resolves In Camera.**

**Carried**

Return to Regular Session at 6:32 p.m.

**Regular Session Action Items**

5. (a) Confirmation of Regular Session Minutes, September 23, 2013

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

**THAT the Regular Session minutes of September 23, 2013 be approved.**

**Carried**

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

None.

6. Public Transit T7 – Policy Amendment

Current policy T7 for Public Transit has been amended to reflect the elimination of paper bus passes. Procedures have also been updated. To note, a new program for OCSB students has been implemented based upon the eligibility criteria for students who require transportation assistance based upon compassionate grounds. This program allows the re-distribution of unused or unclaimed cards to students requiring this assistance. It is expected no additional funds would be expended when compared to the present paper pass distribution system. The OCDSB may wish to consider adopting a similar program when it fully implements transportation for students in grades 9 to 12.

**Moved by: Brian Coburn**

**Seconded by: David Leach**

**THAT the OSTA Board of Directors approve the amendments to the policy Public Transit T7, as presented.**

Questions and clarification was provided on service levels, student volumes and rates with OC Transpo, along with the parameters of coverage for the proposed policy if the OCDSB were to change their eligibility guidelines for grades 9 to 12 within the UTA, but meeting the distance criteria.

**Carried**

7. Transportation Eligibility T18 – Policy Amendment

OSTA is in the process of transitioning schools from paper passes to the Presto smartcard, which requires that each pass be assigned to a specific student and tracked. As a result, schools at the OCSB no longer have the ability to transfer unused passes to other students on compassionate grounds. A change in the eligibility criteria will allow the transportation for these students in need, without increasing costs. Discussion on policy wording occurred, focusing on the presentation that the OCDSB also provides passes based on compassionate grounds. It was agreed the policy wording would be revised and brought to the next meeting.

**Moved by: David Leach**

**Seconded by: Jennifer Adams**

**To Defer the proposed motion “THAT the OSTA Board of Directors approve the amendment to the policy Transportation Eligibility T18, as presented.”**

**Carried**

## Regular Session Information Items

### 8. 2012/2013 Draft Financial Statement Review

Jeff Redmond presented the Draft Financial results for the year ending August 31, 2013. A summary of financial results by Board was also presented, along with an analysis of variances in comparison to budget and prior year actuals. Questions and answers were provided. At this time, the draft statements were substantially complete, with no further changes expected. The Draft Statements would be coming forward to the Board for approval on the November 11, 2013 regular Board meeting. OSTA's auditors Marcil Lavallee will be in attendance at this meeting.

### 9. Transportation Eligibility T18 – Multi Unit Housing

Vicky Kyriaco reported results re changing the eligibility for students living in multi-unit social housing to the Board, as previously requested by the Board. Discussion surrounding differences in transportation eligibility between the Boards, and proposed changes to the procedure was reviewed. There was consensus that procedural change was not a solution at this time, and this item should remain as a discussion item to come back to the Board at a future date.

### 10. 2013/2014 Strategic Operations Plan

An updated Strategic Operations plan was presented to the Board by Vicky Kyriaco. Highlighted were core activities required to be completed in the next two to three years in order to fulfill requirements to achieve a High rating in the next E&E Review. Included were the harmonization of policies in 2014, completion of the Governance Review and establishment of a service level agreement, competitive procurement of small and large vehicles, an IT roadmap, KPI's and others. Questions and answers were provided. It was noted the importance of completing bell time reviews as being an integral component of necessary changes required to improve OSTA's Ministry rating.

### 11. Variable Transportation Update

An update regarding discussions with Mr. Eric Letts of the Fair Parenting Project was summarized and reviewed with the Board. Discussion included current practice, the request to change transportation services for varying weekly schedules, student safety and the need to properly evaluate policy changes having appropriate consultation with affected parties. It was noted that changing policy requires adequate time, and is not a quick process. Further, there is potential for financial impacts on the Member Boards requiring further evaluation.

### 12. OSTA Update for October

Vicky Kryiaco provided the October update. No questions were forthcoming.

13. Long Range Agenda

No issues.

14. New Business, Regular Session

None.

15. Meeting Schedule

**Next Meeting: Monday November 11, 2013 at 5:30 p.m. – Confirmed.**

Future Board meeting Dates:

**December 09, 2013 (Annual General Meeting)**

January 27, 2014

February 24, 2014

March 24, 2014

April 21, 2014

May 26, 2014

June 23, 2014

16. Adjournment

The meeting adjourned at 7:46 p.m.

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Original signed  
Signature

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Title

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