

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

**Held on
Monday, August 28, 2017, 5:30 p.m.
Ottawa Student Transportation Authority
1645 Woodroffe Avenue, Ottawa (Nepean) – 1st Floor, Room 100**

REGULAR SESSION MINUTES

ATTENDANCE

President/Chairperson: Lynn Scott

Directors: Jennifer Adams
Michael Carson
Denise Andre
David Leach
Joanne MacEwan
Donna Blackburn
Jeremy Wittet (for Brian Coburn)

Absent: Brian Coburn.

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

Other: Philippe Renaud, Partner, Marcil Lavallée.

Recording: Jeff Redmond, Controller

1. **Call to Order**

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

2. **Declarations of Conflict of Interest**

None.

3. Approval of Regular Session Agenda

Moved by: Donna Blackburn

Seconded by: Michael Carson

THAT the Regular Session agenda be approved.

Carried

Regular Session Action Items

4. 2016 2017 Audit Plan (Marcil Lavallée)

Mr. Philippe Renaud, a partner with Marcil Lavallée reviewed the annual audit plan proposed for OSTA's August 31, 2017 financial statements. It was requested that if the Board had any items of interest or concern; the audit approach would be modified accordingly. A continued focus of the audit would include reviewing cost allocations in the Busplanner software, as well as reviewing payroll. The audit is planned to commence on September 15, 2017 through to presentation of draft statements on October 11, 2017. Mr. Renaud also affirmed there is no conflict of interest in accordance with section 253(3), Part IX of the Education Act.

Moved by: David Leach

Seconded by: Jennifer Adams

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

Carried

Philippe Renaud departed the meeting.

5. Resolve In Camera

Moved by: Joanne MacEwan

Seconded by: Jennifer Adams

THAT the committee resolves In Camera.

Carried

Return to Regular Session at 6:34 p.m.

Michael Carson departed the meeting.

6. (a) Confirmation of Regular Session Minutes, May 29th., 2017

Moved by: Joanne MacEwan
Seconded by: Denise Andre

THAT the Regular Session minutes of May 29th. 2017 be approved.

Carried

(b) Business Arising from the Regular Session Minutes, May 29th., 2017

None.

(c) Confirmation of Special Session Minutes, June 19th., 2017

Moved by: Donna Blackburn
Seconded by: Joanne MacEwan

THAT the Special Session minutes of June 19th. 2017 be approved.

Carried

(d) Business Arising from the Special Session Minutes, June 19th., 2017

None.

Regular Session Information Items

7. Strategic Operations Plan 2017-2018

Vicky Kyriaco presented an updated Strategic Plan for 2016-20, for the Board's information. It further develops organizational goals tied to approved objectives as well as timelines for completion of each goal and associated tasks. The strategic plan is reviewed annually. Discussion ensued with questions and answers provided to the Board.

8. Startup Update

Vicky Kyriaco provided a verbal update on school startup to the Board. Normally there is a report forthcoming after school starts up, which will follow in September. To date, 4 bus routes were added to the system, initially planned were 10. There are currently 66,000 students to transport, with 3,000 empty seats available. Eliminated were 20 runs resulting from where school closures occurred. Finally, there is a current shortfall of 24 permanent bus driver

positions system wide. This may possibly lead to additional delays for students, which will be monitored by staff.

9. Communications Protocols

Vicky Kyriaco presented a report for Trustees respecting protocols for answering questions from constituents. The document has been distributed to all Trustees at both Boards.

10. OSTA Update for August 2017

Activities for the months of June through August were presented in a written report by Vicky Kyriaco. In addition, there were four staff hired and trained for call center duties for school startup. The regular Safety day training occurred on Sunday August 27, 2017. Over 3,900 people showed up, which included 1,300 new riders. A new video was used during the sessions which had very positive feedback from participants. The next scheduled Safety day is to occur on September 24th. Questions and answers were provided to the Board. It was noted the bus training video is available on the OSTA website, and is a useful resource for teachers. Clarification was also provided on the implementation of stop arm cameras on selected bus routes.

11. Long Range Agenda

The long range agenda was presented and there were no changes.

12. New Business, Regular Session

None.

13. Meeting Schedule

Next Meeting: September 25th, 2017.

The scheduled October meeting is tentative and will only be scheduled as needed.

Future Board meeting Dates:

October 23, 2017*
November 13, 2017 – Public Meeting
December 11, 2017 – Annual General Meeting
January 29, 2018*
February 26, 2018
March 26, 2018
April 30, 2018 – Public Meeting
May 28, 2018
June 27, 2018*
August 27, 2018

Nb: - * indicates optional meeting dates, dependant on agenda requirements.

14. Adjournment

Moved by: Jennifer Adams
Seconded by: Jeremy Wittet

THAT the Regular Session meeting adjourn at 6:57 p.m.

Carried

Signature

Title

Signature

Title