

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

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**Held on  
Monday, August 27, 2018, 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:** Lynn Scott

**Directors:** Jennifer Adams  
Jeremy Wittet  
Joanne MacEwan (for Spencer Warren)  
David Leach  
Denise Andre  
Donna Blackburn

**Absent:** Spencer Warren  
Michael Carson

**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 5:30 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: Jeremy Wittet**

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

**Carried**

4. 2017 2018 Audit Plan

Chair Lynn Scott introduced and welcomed Mr. Philippe Renaud, a Partner of Marcil Lavallée, Chartered Professional Accountants. Mr. Renaud provided the Board with an overview of the 2018 audit plan, including auditor responsibilities, deliverables of the Financial Statements with Auditor's Report, year-end communications as well as a general outline the audit approach. A statement of independence from OSTA and both Member Boards was also affirmed by Marcil Lavallée.

5. Resolve In Camera

**Moved by: Joanne MacEwan**

**Seconded by: Donna Blackburn**

**THAT the committee resolves In Camera.**

**Carried**

Return to Regular Session at 6:30 p.m.

**Regular Session Action Items**

6. (a) Confirmation of Regular Session Minutes, May 28<sup>th</sup>., 2018

**Moved by: Jennifer Adams**

**Seconded by: Denise Andre**

**THAT the Regular Session minutes of May 28<sup>th</sup>, 2018 be approved.**

**Carried**

(b) Business Arising from the Regular Session Minutes, May 28<sup>th</sup>., 2018

None.

## Regular Session Information Items

### 7. Strategic Operations Plan 2018

Vicky Kyriaco presented the Strategic Operations plan for 2018. Annually, staff develop the plan in order to meet the Boards strategic goals. The plan further develops goals tied to approved objectives as well as including timelines for completion of each goal and associated tasks. Changes year over year were fairly minimal. There were no questions.

### 8. Operational Update

Vicky Kyriaco reviewed the Operational Update with the Board. School startup saw just over 63,000 students assigned to vehicles, not including empty seats, utilizing 4,813 daily runs. Four temporary staff were hired to provide enhanced customer service during the busy startup period. The parent portal on OSTA's website was up and running on August 20, allowing parents to find their assigned bus stops and routes. At the current date, there is a shortage of 38 routes without permanent drivers, which would be covered by spares. OC Transpo issued black transit passes this year, a color that is easily misplaced by students. Active transportation now includes a Walk and Roll zone. Access to a parent video, school travel planning, pedestrian safety and Bike Rodeo's was made available to children and their guardians. There are presently 13 walking school bus routes in place to start in September. Other items of interest were also noted in the report. Questions and answers were discussed with the Board.

### 9. OSTA Update for September 2018

The July and August report was presented for information. It was noted staff are currently reviewing implementation of internal cameras on a number of buses. A privacy impact study is occurring and implementation of the cameras is expected by January or February 2019.

### 10. Transportation Info. & Responding to Issues

A protocol for Trustees responding to parent enquiries during school startup was prepared by Vicky Kyriaco. Lynn Scott confirmed the memo has been circulated to all Trustees at both Member Boards.

### 11. Long Range Agenda

The long range agenda was presented and reviewed. There were no questions.

### 12. New Business, Regular Session

None.

13. Meeting Schedule

It was noted there was a typo on the agenda meeting date, it should have read October 24, 2018 and not October 22 (which is Election Day).

Future Board meeting Dates:

September 24, 2018  
October 24, 2018\*  
November 12, 2018 – Public Meeting  
December 10, 2018 – Annual General Meeting  
January 28, 2019\*  
February 25, 2019  
March 25, 2019  
April 29, 2019 – Public Meeting  
May 27, 2019  
June 26, 2019\*  
August 26, 2019

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

14. Adjournment

**Moved by: Jennifer Adams**  
**Seconded by: Joanne MacEwan**

**THAT the Regular Session meeting adjourn at 6:44 p.m.**

**Carried**

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Signature

\_\_\_\_\_  
Title

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Signature

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Title