

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

**Held on
Monday December 10th, 2018, 5:30 p.m.
Ottawa Student Transportation Authority
1645 Woodroffe Avenue, Ottawa (Nepean) – 1st Floor, Room 100/Teleconference**

REGULAR SESSION MINUTES

ATTENDANCE

President/Chairperson: John Curry

Directors: Jennifer Adams
Lynn Scott
Jeremy Wittet
David Leach
Denise Andre
Michael Carson
Donna Blackburn

Absent: None.

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

Other: Lisa Schimmens
Camille Williams-Taylor.

Recording: Jeff Redmond, Controller

1. Call to Order

The meeting was called to order at 5:55 p.m. with John Curry in the Chair.

2. Declarations of Conflict of Interest

None.

3. Approval of Regular Session Agenda

Moved by: Denise Andre
Seconded by: Donna Blackburn

THAT the Regular Session agenda be approved, as amended.

Carried

4. Resolve In Camera

Moved by: Lynn Scott
Seconded by: Jeremy Wittet

THAT the committee resolves In Camera.

Carried

Return to Regular Session at 7:00 p.m.

Regular Session Action Items

5. (a) Confirmation of Regular Session Minutes, November 12th, 2018

Moved by: Jeremy Wittet
Seconded by: David Leach

THAT the Regular Session minutes of November 12th, 2018 be approved.

Carried

(b) Business Arising from the Regular Session Minutes, November 12th, 2018

Vicky Kyriaco noted the previously scheduled policy update for cannabis required further review and would be deferred to a future meeting.

6. System Wide Review

Vicky Kyriaco presented a report outlining the need for development of a long-term strategy for student transportation. Multiple external factors were noted, including driver shortages, bell times, program locations and others. It was requested a staff working group be established, understanding that both boards have differing approaches and strategic plans. Consultation with other stakeholders may occur as needed. It was expected any type of system wide transformation would take years to implement, including considerable consultation. The board debated requirement for a motion versus authority of the General Manager to convene a group of relevant staff to explore options moving forward.

Moved by: Jeremy Wittet

Seconded by: Lynn Scott

THAT the Ottawa Student Transportation Authority report on a System-Wide Review be received for information.

Carried

Regular Session Information Items

7. OSTA Update for December 2018

The December 2018 report was presented for information. There were no questions.

8. Long Range Agenda

The long range agenda was presented and reviewed. Vicky Kyriaco noted a requirement for development of a Tornado Emergency Response Policy, in light of recent weather disturbances in the city. There were no questions.

9. New Business, Regular Session

Vicky Kyriaco noted that OSTA is currently in the process of issuing an RFP for 26 bus routes, commencing in September 2019, which will be posted on MERX.

10. Meeting Schedule

Future Board meeting Dates:

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.

11. Adjournment

Moved by: Jennifer Adams
Seconded by: David Leach

THAT the Regular Session meeting adjourn at 7:22 p.m.

Carried

Signature

Title

Signature

Title