

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

**Held on
Monday, October 23, 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
Keith Penny (for Donna Blackburn)
Brian Coburn (teleconference)

Absent: Donna Blackburn.

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 Lynn Scott in the Chair.

2. **Declarations of Conflict of Interest**

None.

3. Approval of Regular Session Agenda

Moved by: Joanne MacEwan

Seconded by: Michael Carson

THAT the Regular Session agenda be approved.

Carried

4. Resolve In Camera

Moved by: Jennifer Adams

Seconded by: Michael Carson

THAT the committee resolves In Camera.

Carried

Return to Regular Session at 6:56 p.m.

Regular Session Action Items

5. (a) Confirmation of Regular Session Minutes, August 28th, 2017

Moved by: Joanne MacEwan

Seconded by: Denise Andre

THAT the Regular Session minutes of August 28th, 2017 be approved.

Carried

(b) Business Arising from the Regular Session Minutes, August 28th, 2017

None.

Regular Session Information Items

6. Draft 2016/2017 Financial Reports

Vicky Kyriaco summarized the Draft 2016/17 financial results with the Board. Variances from budget were outlined in the attached reports, along with a copy of the Draft Financial Statements from OSTA's auditors Marcil Lavallée for review. Small Vehicle costs were highlighted. The OCDSB Learning Services department has implemented software to manage the application process for these vehicles. Discussion entailed how to transition some of these students to yellow bus along with reducing the number solo riders where possible to help mitigate costs.

Chair Lynn Scott noted the time at 7 pm, and affirmed from the Board the meeting would extend slightly beyond the 7p.m. cutoff.

7. School Startup 2017-2018

Vicky Kyriaco provided a written update on school startup to the Board. Noted were the number of delays posted during the first week of school. While these numbers appeared relatively good, it was suspected many went unreported. Next, the number of route changes was down significantly over the prior year. As staff had completed the route planning phase earlier this year, this information was also released earlier to parents. In turn, an overload of queries for staff in the office was created, as many staff were still away on summer vacations. Next year, the release date of route information will be coordinated so that staff are in the office to answer any queries from parents. The School Bus Awareness day in August had good attendance rates, however the numbers in September did not reach expectations, having only 1,700 of an expected 4,000 participants. The September Bus Awareness day was both new and well-advertised. Use of the OSTA website and social media was very positive, and ranked as the highest in the province.

8. Driver Shortage

OSTA reported a shortage of 24 permanent bus drivers prior to school startup, which was unusually high. By the second week of school, the number increased to 44 drivers, while currently there is a shortfall of 37 permanent positions. It is anticipated there will be an even greater shortage by December and throughout the winter months. Many facets are creating this situation, including implementation of full day kindergarten, doubling and tripling of routes, competitive procurement new busing employers, reductions in charter work, pay rates and new hiring by the City, amongst others. The resulting consequences are increased delays and service issues, new drivers not fully trained, dispatch staff out driving routes which is reducing service levels etc. Mitigating efforts being made by operators, OSTA, the Ministry and the Board were discussed. A letter received from M.L. Bradley, one of OSTA's busing operators, was also shared with the Board for information.

9. School Active Transportation Update

Vicky Kyriaco shared good news that the City of Ottawa is committing a bucket of money to be applied to the walking school bus program. As well, the Ministry has assigned \$3 million to Green Communities over the next 3 years. It was noted that Ottawa is on the top of the list. Further details will be forthcoming.

10. OSTA Update for September 2017

The September report was presented for information.

11. OSTA Update for October 2017

The October report was presented for information.

12. Long Range Agenda

The long range agenda was presented and there were no changes. It was noted the upcoming meeting on November 13th is OSTA's public governance meeting.

13. New Business, Regular Session

None.

14. Meeting Schedule

Next Meeting: November 13th, 2017 – Public Meeting

Future Board meeting Dates:

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.

15. Adjournment

Moved by: Joanne MacEwan

Seconded by: Keith Penny

THAT the Regular Session meeting adjourn at 7:18 p.m.

Carried

Signature

Title

Signature

Title