

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

**Held on
Thursday September 27th, 2018, 4:30 p.m.
Ottawa Student Transportation Authority
1645 Woodroffe Avenue, Ottawa (Nepean) – 1st Floor, Room 100/Teleconference**

REGULAR SESSION MINUTES

ATTENDANCE

President/Chairperson: Lynn Scott

Directors: Jennifer Adams
Spencer Warren
Joanne MacEwan (for Jeremy Wittet)
David Leach
Denise Andre
Michael Carson

Absent: Jeremy Wittet
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 4:43 p.m. with Lynn Scott in the Chair.

2. Declarations of Conflict of Interest

None.

3. Approval of Regular Session Agenda

Moved by: Denise Andre
Seconded by: Michael Carson

THAT the Regular Session agenda be approved.

Carried

4. Resolve In Camera

Moved by: Joanne MacEwan
Seconded by: Jennifer Adams

THAT the committee resolves In Camera.

Carried

Return to Regular Session at 5:08 p.m.

Regular Session Action Items

5. (a) Confirmation of Regular Session Minutes, August 27th., 2018

Moved by: Denise Andre
Seconded by: Jennifer Adams

THAT the Regular Session minutes of August 27th, 2018 be approved.

Carried

(b) Business Arising from the Regular Session Minutes, August 27th., 2018

None.

6. Officer Vacancy

On September 19, 2018, OSTA received a notice of resignation from Spencer Warren, Vice-Chair of OSTA. Mr. Warren would continue as a Director of OSTA, AND Jeremy Wittet offered to take over as interim Vice-Chair until such time as OSTA conducts its Annual General Meeting.

Moved by: Joanne MacEwan
Seconded by: Spencer Warren

THAT the OSTA Board of Directors appoint Director Jeremy Wittet as Interim Vice-Chair of the Ottawa Student Transportation Authority.

Carried

The Board thanked Spencer Warren for his contributions and oversight of OSTA's affairs as Vice-Chair of the organization, and welcomed Jeremy Wittet into the new role.

Regular Session Information Items

7. School Startup Report 2018 - 2019

Vicky Kyriaco presented the School Startup report to the Board. Included were transported students (62,591), route planning statistics which included both routing changes and delays, driver shortages (currently there are 38 routes) and communication statistics. All transportation contracts have been signed for both large and small vehicles, prior to school startup. A successful School Bus Pedestrian Safety Day was held on Sunday August 26, 2018. As well, the integration of St Patrick Intermediate with the High School resulted in 400 new Presto passes provided to students. A new St. Isabel school in Kanata was opened in September. There were no questions.

8. School Active Transportation - Update

Vicky Kyriaco reported on current activities in School Active Transportation. Last spring, OSTA received a grant from the Ontario Active School Travel/Green Communities for \$100k. Both OSTA and the City are providing matching grants of \$12,500, allowing an expansion of current service offerings, and evolving current programs which are highly successful with the ability to transition over to their local communities. Numerous activities are underway, including a community wide "I Walk" event, development of a workshop/presentation to reach parents, volunteer support, traffic management and intervention, school travel planning, policy reviews and parent surveys, amongst others.

9. OSTA Update for September 2018

The September report was presented for information by Vicky Kyriaco. There were no questions.

10. Long Range Agenda

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

11. New Business, Regular Session

Vicky Kyriaco provided a verbal report to the Board respecting OSTA's response to a number of tornadoes that impacted the City and immediate surrounding areas on Friday September 21, 2018. Transportation was cancelled system-wide on Monday September 24th. The City was reporting closed roadways, however there were also numerous areas where school busses could not navigate due to road debris and overhead wires, creating numerous safety issues. Staff reviewed multiple areas during the weekend to determine where temporary stops could be re-located. As well, a number of schools were closed due to loss of power and physical damage to sites. All staff efforts have been refocused to deal with the emergent issues in order to restore transportation services while ensuring safety for students. It was expected the assignment of empty seats would be delayed by a week due to this event, and staff were fielding numerous aggressive calls over the delay. The Board Chair thanked Ms. Kyriaco and staff for their efforts. The Board Chair also requested that staff prepare a memo to Directors of Education for distribution to Trustees regarding the delay in empty seat assignments.

12. Meeting Schedule

It was noted the October meeting was optional and may not be required. Notice would be provided once confirmed.

Future Board meeting Dates:

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.

13. Adjournment

Moved by: Joanne MacEwan
Seconded by: Michael Carson

THAT the Regular Session meeting adjourn at 5:24 p.m.

Carried

Signature

Title

Signature

Title