



OSTA

Ottawa Student
Transportation
Authority

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

Held on
Monday, August 23, 2021 at 5:30 p.m.
Ottawa Student Transportation Authority (OSTA)
1547 Merivale Road, Suite 300, Ottawa (Nepean)
Teleconference (Google Meet)

REGULAR SESSION MINUTES

ATTENDANCE

| | |
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| President/Chairperson: | Joanne MacEwan |
| Directors: | Michael Carson Camille Williams-Taylor Tom D'Amico Lisa Schimmens Cindy Simpson Chris Ellis |
| Absent: | Jennifer Jennekens |
| General Manager/C.A.O.: | Vicky Kyriaco |
| Guests: | Philippe Renaud, Partner, Marcil Lavallée Kevin Dahl, Assistant General Manager, OSTA Jeff Redmond, Controller, OSTA |
| Recording Secretary: | Laurie Frid, Executive Assistant, OSTA |

1. Call to Order

The meeting was called to order at 5:31 p.m. with Joanne MacEwan in the Chair.

2. Land Acknowledgement

The Ottawa Student Transportation Authority respectfully acknowledges that we are located on the ancestral, traditional and unceded Indigenous territory of the Algonquin Peoples, on whose territory we learn, play and work.

3. Declarations of Conflict of Interest

None.

4. Approval of the Regular Session Agenda

The Board approved the addition of an information item, T24 Transportation during COVID Policy, to the agenda.

**Moved by Cindy Simpson
Seconded by Lisa Schimmens**

THAT the amended Regular Session agenda be approved. Motion Carried.

5. Introduction: Kevin Dahl, AGM

Vicky Kyriaco, General Manger/Chief Administrative Officer, welcomed and introduced Kevin Dahl, OSTA's new Assistant General Manager, to the Board. Kevin started with OSTA in late July, and spent a few minutes highlighting his experience to the Board.

6. Resolve In Camera

**Moved by Michael Carson
Seconded by Chris Ellis**

THAT the committee resolves In Camera. Motion Carried.

Return to Regular Session at 6:19 p.m.

Regular Session Action Items

7. a) Confirmation of the Regular Session Minutes, May 31, 2021

**Moved by Cindy Simpson
Seconded by Chris Ellis**

THAT the Regular Session minutes of May 31, 2021 be approved. Motion Carried.

(b) Business Arising from the Regular Session Minutes, May 31, 2021

None.

8. Return to School Transportation Update

Vicky Kyriaco, General Manager/Chief Administrative Officer, provided a return to school transportation update. Highlights from this report included information on route planning, which was constructed based on normal transportation and then altered due to driver changes. OSTA implemented route system changes to mitigate the driver shortage, such as moving 2,000 students to public transit, using Coach services, using student volunteers to call families to verify their intent to use transportation, and more.

To date, out of the 400 runs affected, there are currently 94 runs without coverage. It was noted that the Ministry of Education continues to offer its driver retention program.

OSTA staff were commended for their hard work, long hours and creativeness as solutions are being put in place.

Questions were answered accordingly.

**Moved by Tom D'Amico
Seconded by Camille Williams-Taylor**

THAT the OSTA Board of Directors receive the Return to School Transportation Update, as presented. Motion Carried.

9. Empty Seat Suspension

Last year, the OSTA Board suspended the empty seat program due to COVID-19 and the complexity of contact tracing, physical distancing, and cohorts. In light of the ongoing circumstances, OSTA recommended to the Board that the empty seat program be suspended once again, for the 2021-2022 school year.

**Moved by Chris Ellis
Seconded by Michael Carson**

THAT the OSTA Board of Directors approve the suspension of T1 Access to Empty Seat Policy for the 2021-2022 school year. Motion Carried.

Regular Session Information Items

10. 2020-2021 Audit Plan

The chair welcomed Mr. Philippe Renaud, a Partner of Marcil Lavallée, Chartered Professional Accountants. Mr. Renaud provided the Board with a report detailing the overview of the 2021 audit plan, including auditor responsibilities, deliverables of the Financial Statements with Auditor's Report, year-end communications as well as a general outline of the audit approach. A statement of independence from OSTA and both Member Boards was also affirmed by Marcil Lavallée.

Questions were answered accordingly.

11. T24 Transportation During COVID Policy

Vicky Kyriaco, General Manager/Chief Administrative Officer, highlighted the proposed language related to driver vaccinations to OSTA's T24 Transportation During COVID-19 Policy, as provided by the Ministry. It was noted that it will be challenging to obtain some drivers vaccination records, and ultimately, the objective is to align this policy with the two Member School Boards. The Board discussed the policy and next steps.

Questions were answered accordingly.

12. Transportation Information and Response to Issues

This annual report is submitted to the Board on behalf of Vicky Kyriaco, General Manager/Chief Administrative Officer. It provides the trustees with a range of transportation information, should they wish to advocate on behalf of their constituents. Those who require further information are asked to contact Vicky Kyriaco directly.

13. Long Range Agenda

- Ontario’s Not-for-Profit Corporations Act has recently passed, therefore, enabling OSTA to bring this task forward.
- A consultant has been hired for the strategic plan framework.

14. New Business, Regular Session

None.

15. Board Meeting Schedule: 5:30 p.m. start time:

Future Board Meeting Dates:

September 27, 2021
October 25, 2021*
November 8, 2021
December 6, 2021 – AGM
January 24, 2022*
February 28, 2022
March 28, 2022
April 25, 2022 – AGM
May 30, 2022
June 29, 2022*
August 22, 2022

* indicates optional meeting dates, dependant on agenda requirements.

16. Adjournment of the Regular Session

**Moved by Michael Carson
Seconded by Camille Williams-Taylor**

THAT the Regular Session meeting adjourn at 6:52 p.m. Motion Carried.

Signature

Title

Signature

Title