



# OSTA

Ottawa Student  
Transportation  
Authority

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

---

Held on  
Monday, May 30, 2022 at 5:30 p.m.  
Ottawa Student Transportation Authority (OSTA)  
1547 Merivale Road, Suite 300, Ottawa (Nepean)  
Virtual Meeting

### REGULAR SESSION MINUTES

#### ATTENDANCE

<b>President/Chairperson:</b>	Joanne MacEwan
<b>Directors:</b>	Camille Williams-Taylor Tom D'Amico Michael Carson Lisa Schimmens Cindy Simpson Wendy Hough
<b>Alternate:</b>	Jennifer Jennekens
<b>Absent:</b>	Donna Blackburn
<b>General Manager/C.A.O.:</b>	Vicky Kyriaco
<b>Guests:</b>	Otto Dos Santos, Assistant General Manager, OSTA Jeff Redmond, Controller, OSTA Lex Klombies, Associate, Borden Ladner Gervais
<b>Recording Secretary:</b>	Laurie Frid, Customer Service and Executive Support Coordinator

#### 1. Call to Order

The meeting was called to order at 5:30 p.m. with Joanne MacEwan in the Chair.

#### Introduction

The Board was introduced to OSTA's new Assistant General Manager, Otto Dos Santos.

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

**Moved by Wendy Hough  
Seconded by Cindy Simpson**

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

5. Resolve In Camera

**Moved by Tom D'Amico  
Seconded by Michael Carson**

**THAT the committee resolves In Camera. Motion Carried.**

**Return to Regular Session at 5:35 p.m. with Joanne MacEwan in the Chair.**

**Regular Session Action Items**

6. Confirmation of the Regular Session Minutes, April 25, 2022

The Regular Session minutes of April 25, 2022, was deferred to the next Board meeting.

7. Financial Report April 30, 2022

The Board was presented with April 30, 2022, financial statements, including the forecast. OSTA's surplus continues to grow due to the ongoing COVID-19 pandemic and the impacts of the continuing driver shortage. In addition, OSTA experienced the loss of student transportation due to the derecho storm, which caused a major power outage throughout the city.

**Moved by Lisa Schimmens  
Seconded by Michael Carson**

**THAT the OSTA Board of Directors receive the report Unaudited Financial Statements and Forecast for the 8 months ending April 30, 2022, as presented. Motion Carried.**

8. Bell Time Approval

This item was deferred.

## **Regular Session Information Items**

### **9. Service Impacts**

The General Manager/Chief Administrative Officer updated the Board on the recent service impacts due to the derecho storm. Like many others, OSTA lost power in its building, including phone access; however, it could send communication to families and schools. A small team was set up temporarily at the OCDSB building, 133 Greenbank, which allowed OSTA to oversee the operations. Operators experienced issues such as power loss and lack of fuel supply.

In total, 460 routes were cancelled due to school closures, and 165 routes did not receive service due to the operator having lost power/driver. Only 200 of the total 700 vans operated, with OSTA's largest operator having lost power. Families were patient as vehicles experienced delays due to local traffic conditions.

Questions were answered accordingly.

*Lex Klombies joined the meeting (5:58 p.m.)*

### **10. By-Law Review**

The General Manager/Chief Administrative Officer introduced Lex Klombies, Associate with Borden Ladner Gervais. Lex reviewed the changes to OSTA's existing by-law, which correlate with the forthcoming changes to the Ontario Not-for-Profit Corporations Act (ONCA). The recommendation was that OSTA adopts a fresh, modernized, brief by-law.

The changes include the addition of a definitions section, the removal of proxies, and the necessity of collecting directors' consent in writing. In addition, OSTA will not be able to continue with the practice of having alternate directors.

The Board briefly discussed the reasons to begin this process rather than wait until the new Act is in effect in 2024. OSTA will continue its work on the revised by-law and bring it back to the Board for discussion.

Questions were answered accordingly.

*Lex Klombies adjourned the meeting (6:24 p.m.)*

### **11. Driver Recruitment Update**

The General Manager/Chief Administrative Officer updated the Board on OSTA's driver recruitment campaign. Extension Marketing, a marketing firm, has completed the evaluation of the recruitment tactics and activities of both OSTA and its large operators, and findings have been presented. At this time, OSTA is working on developing a task force to help strengthen initiatives and processes.

### **12. Long Range Agenda**

- Small purpose vehicle contracts ending in June, work underway.

13. New Business, Regular Session

None.

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

Future Board Meeting Dates:

June 29, 2022\*

August 22, 2022

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

The 2022-2023 OSTA Board meeting dates were presented.

On behalf of the OSTA Board, Joanne MacEwan thanked Vicky Kyriaco, OSTA’s General Manager/Chief Administrative Officer, for her dedication to student transportation. She was recognized for her hard work during the recent derecho storm and accompanying power outage.

12. Adjournment of the Regular Session

**Moved by Cindy Simpson  
Seconded by Michael Carson**

**THAT the Regular Session meeting adjourn at 6:26 p.m. Motion Carried.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title