



OSTA

Ottawa Student
Transportation
Authority

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

Held on
Monday, August 22, 2022 at 5:30 p.m.
Ottawa Student Transportation Authority (OSTA)
1547 Merivale Road, Suite 300, Ottawa (Nepean)
Virtual Meeting

REGULAR SESSION MINUTES

ATTENDANCE

President/Chairperson:	Donna Blackburn
Directors:	Joanne MacEwan Camille Williams-Taylor Tom D'Amico Michael Carson Lisa Schimmens Cindy Simpson
Alternate Director:	None
Absent:	Wendy Hough
General Manager/C.A.O.:	Vicky Kyriaco
Guests:	Philippe Renaud, Partner, Marcil Lavallée Jeff Redmond, Controller, OSTA
Recording Secretary:	Laurie Frid, Customer Service and Executive Support Coordinator

1. Call to Order

The meeting was called to order at 5:30 p.m. with Donna Blackburn 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.

Donna Blackburn acknowledged pride week and wished the Board success with its celebrations.

3. Declarations of Conflict of Interest

None.

4. Approval of the Regular Session Agenda

**Moved by Joanne MacEwan
Seconded by Cindy Simpson**

THAT the Regular Session agenda be approved. Motion Carried.

5. 2021 – 2022 Audit Plan

The chair introduced and welcomed Mr. Philippe Renaud, a Partner of Marcil Lavallée, Chartered Professional Accountants. Mr. Renaud provided the Board with an overview of the 2022 audit plan, including auditor responsibilities, deliverables of the Financial Statements with the 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.

5. Resolve In Camera

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

THAT the committee resolves In Camera. Motion Carried.

Return to Regular Session at 6:48 p.m. with Donna Blackburn in the Chair.

Regular Session Action Items

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

**Moved by Joanne MacEwan
Seconded by Michael Carson**

THAT the Regular Session minutes of April 25, 2022 be approved. Motion Carried.

(b) Business Arising from the Regular Session Minutes, April 25, 2022

None.

7. a) Confirmation of the Regular Session Minutes, May 30, 2022

**Moved by Cindy Simpson
Seconded by Joanne MacEwan**

THAT the Regular Session minutes of May 30 25, 2022 be approved. Motion Carried.

(b) Business Arising from the Regular Session Minutes, May 30, 2022

None.

7. 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 with the anticipation of school schedules returning to normal, an update on the transportation confirmation process, and more. OSTA decided to delay the launch of the Parent Portal by one week, and discussions are in place with OC Transpo regarding their ability to transport additional students. Work continues on the driver shortage, which included a recent media release.

It was noted that at this time, 107 runs are without driver coverage, affecting 2,422 students. Pre-COVID, OSTA would have had 630 large vehicles on the road, compared to the current tally of 560. Almost all COVID protocols have been removed on OSTA vehicles, except for deep cleaning once a day.

Questions were answered accordingly.

**Moved by Tom D'Amico
Seconded by Cindy Simpson**

THAT the OSTA Board of Directors receive the Return to School Transportation Update for the 2022-2023 school year. Motion Carried.

A motion was put forth to extend the Board meeting past 7:00 p.m. Motion Carried.

8. Empty Seat Assignment

For the last two years, the OSTA Board has suspended the empty seat program due to COVID-19, the complexity of contact tracing, physical distancing, and cohorts. Vicky Kyriaco, General Manager/Chief Administrative Officer, provided a report to the Board, which included approving the empty seat program with various exceptions and proposed timelines. However, due to the current circumstances, the Board was asked to consider suspending the program for the 2022-2023 school year.

The Board discussed the program, including the various challenges to OSTA staff. The 2022-2023 school year will continue to be challenging, with the continuation and potential worsening of the driver shortage. It was noted that OSTA staff continue to work hard and be creative to ensure that eligible students have transportation. There are concerns with the additional work associated with trying to do the same with students in the walk zone.

Ultimately, the Board decided to temporarily suspend the empty seat program and brought forward a new recommendation.

Questions were answered accordingly.

Tom D'Amico adjourned the meeting (7:10 p.m.)

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

THAT the OSTA Board of Directors temporarily suspend the Empty Seat Program for the 2022-2023 school year, to be reviewed and modified in November or December with a potential launch in the new year. Motion Carried.

9. Stop Locations and Drop Offs Policy

Additional language has been added to OSTA's T11-V2 Stop Locations and Drop Offs to clearly identify to parents/guardians that their kindergarten students must be met in person at the vehicle when it arrives at the stop. It has come to the attention of OSTA that in some cases, parents/guardians wait at a nearby location or in their car.

The Board discussed the importance of this policy, and keeping all students safe. Additional language will be added to the procedures to identify the steps taken if a kindergarten student is not met in person at the stop.

Questions were answered accordingly.

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

THAT the OSTA Board of Directors approve the new policy language for T11 Stop Locations and Drop Offs, as presented. Motion Carried.

Regular Session Information Items

10. Driver Recruitment Campaign Update

OSTA continues to raise the profile of the bus driver and promote its Driver Recruitment campaign, "Drive Yellow," through various channels (e.g., digital and print ads, Curbex signs, and radio). There have been approximately 7 million impressions on the microsite, driveyellow.ca, and 26 bus drivers have been hired. It was cited that the microsite is considered leading practice by School Bus Ontario. OSTA will post information on the campaign on the OSTA website.

11. 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.

12. OSTA Meeting Format

The Board discussed whether to continue meeting virtually or back in person. It was decided to remain virtual for the time being and to bring this item back for further discussion later.

13. Long Range Agenda
– An operational update will be forthcoming.

14. New Business, Regular Session

The Board acknowledged Michael Carson, retiring on August 31, 2022, for his years of service and support to transportation. Michael has always acted in the interest of the students and their families. A heartfelt thanks and well wishes from the OSTA Board.

As of September 1, 2022, Janice McCoy will return to the OCDSB and act as CFO, sitting on the OSTA Board until the end of the year. The Board put forth a recommendation to nominate Janice to the Board.

**Moved by Cindy Simpson
Seconded by Joanne MacEwan**

That the following person be appointed as Secretary to the Ottawa Student Transportation Authority Board of Directors, effective September 1, 2022: Janice McCoy

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

Future Board Meeting Dates:

September 26, 2022
October 24, 2022*
November 7, 2022 – Public Meeting
December 5, 2022 – AGM
January 30, 2023*
February 27, 2023
March 27, 2023
April 24, 2023 – Public Meeting
May 29, 2023
June 28, 2023
August 21, 2023

* indicates optional meeting dates, dependant on agenda requirements.

12. Adjournment of the Regular Session

**Moved by Joanne MacEwan
Seconded by Lisa Schimmens**

THAT the Regular Session meeting adjourn at 7:44 p.m. Motion Carried.

Signature

Title

Signature

Title