



# OSTA

Ottawa Student  
Transportation  
Authority

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

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Held on  
Monday, September 26, 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>	Donna Blackburn
<b>Directors:</b>	Joanne MacEwan Camille Williams-Taylor Tom D'Amico Lisa Schimmens Janice McCoy Cindy Simpson
<b>Alternate:</b>	Jennifer Jennekens
<b>Absent:</b>	Wendy Hough
<b>General Manager/C.A.O.:</b>	Vicky Kyriaco
<b>Guest:</b>	Jeff Redmond, Controller
<b>Recording Secretary:</b>	Laurie Frid, Customer Service and Executive Support Coordinator

#### 1. Call to Order

The meeting was called to order at 5:29 p.m. with Donna Blackburn in the Chair. The Chair welcomed Janice McCoy to the OSTA Board of Directors.

#### 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 Cindy Simpson  
Seconded by Joanne MacEwan**

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

5. Resolve In Camera

**Moved by Lisa Schimmens  
Seconded by Tom D'Amico**

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

**Return to Regular Session at 5:46 p.m. with Donna Blackburn in the Chair.**

**Regular Session Action Items**

6. a) Confirmation of the Regular Session Minutes, August 22, 2022

**Moved by Joanne MacEwan  
Seconded by Jennifer Jennekens**

**THAT the Regular Session minutes of August 22, 2022 be approved. Motion Carried.**

(b) Business Arising from the Regular Session Minutes, August 22, 2022

The General Manager/Chief Administrative Officer informed the Board that the driver recruitment campaign, "Drive Yellow," will be winding down. OSTA has exhausted its efforts and tested the market to hire as many drivers as possible. It was noted that another option to boost the driver pool is an increase in wages, a topic that has been presented. The Board will discuss the driver recruitment campaign again in the Spring of 2023.

Questions were answered accordingly.

7. Transportation During COVID-19 Policy

OSTA's T24-V5 Transportation During COVID-19 Policy was presented to the Board, with changes that reflect the current state of the pandemic. The updates include removing seating plans and assigned seating by bubbles, in addition to the empty seat program being temporarily suspended rather than cancelled for the year.

Questions were answered accordingly.

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

**THAT the OSTA Board of Directors approve the proposed changes to T24 Transportation During COVID-19 Policy, as presented. Motion Carried.**

### **Regular Session Information Items**

#### **9. Operational Update / School Start-up 2022-2023**

The Board received an Operational update, which provided information on transportation service delivery to students during the start of school. This year was smoother than last, with 97% of the service running as planned. Approximately 2,400 students did not have transportation due to the ongoing driver shortage. There has been an increase in short-term cancellations due to COVID-19. OSTA continues to offer single-ride vouchers to families who can take public transportation.

The General Manager/Chief Administrative Officer reminded the Board of the importance of schools submitting their accessible transportation forms in the Spring (deadline). Currently, OSTA is receiving an influx of forms, which are being prioritized as the Operators cannot accommodate the last-minute changes. The Board also discussed that parents/guardians register their child(ren) at the two School Boards, which creates wasted space on vehicles and inaccuracy.

Questions were answered accordingly.

#### **10. Strategic Operations Plan**

OSTA presented its three-year strategic plan with progress notations to the Board. Numerous initiatives are progressing well, with bus technology processing more slowly.

Questions were answered accordingly.

#### **11. Stop Locations and Drop Offs Procedures**

The General Manager/Chief Administrative Officer presented the updated procedures to OSTA's T11-V2 Stop Locations and Drop Offs policy. Additional language has been added to identify the steps taken if a kindergarten student is not met in person at the stop.

Questions were answered accordingly.

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

- The October Board meeting is cancelled.
- The November Board meeting is a public governance meeting; therefore, the presented items will interest the public.

13. New Business, Regular Session

An enquiry was made on OSTA’s walking school bus program, questioning its level of interest from schools. The General Manager/Chief Administrative Officer updated the Board, indicating low participation due to the pandemic, COVID-19. Any schools with interest should contact OSTA.

Questions were answered accordingly.

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

Future Board Meeting Dates:

- October 24, 2022\*
- November 7, 2022 – Public Meeting
- December 5, 2022
- 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 Cindy Simpson  
Seconded by Joanne MacEwan**

**THAT the Regular Session meeting adjourn at 6:38 p.m. Motion Carried.**

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Signature

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Title

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Signature

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Title