



# OSTA

Ottawa Student  
Transportation  
Authority

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

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Held on  
Monday, November 7, 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 Cindy Simpson
<b>Alternates:</b>	Jennifer Jennekens (Trustee) Brett Reynolds (Director)
<b>Absent:</b>	Janice McCoy Wendy Hough
<b>General Manager/C.A.O.:</b>	Vicky Kyriaco
<b>Guests:</b>	Philippe Renaud, Partner, Marcil Lavallée Jeff Redmond, Controller, OSTA Nina Camilleri, Communications Coordinator, OSTA
<b>Recording Secretary:</b>	Laurie Frid, Customer Service and Executive Support Coordinator

#### 1. Call to Order

The meeting was called to order at 5:33 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.

3. Introductions

No introductions were necessary.

4. Declarations of Conflict of Interest

None.

5. Approval of the Regular Session Agenda

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

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

**Public Delegations**

There were no members of the public in attendance; therefore, no public delegations presented.

**Regular Session Action Items**

6. a) Confirmation of the Regular Session Minutes, September 26, 2022

**Moved by Joanne MacEwan  
Seconded by Camille Williams-Taylor**

**THAT the Regular Session minutes of September 26, 2022 be approved. Motion Carried.**

(b) Business Arising from the Regular Session Minutes, September 26, 2022

None.

7. Empty Seat Assignment

In August 2022, the Board approved the suspension of OSTA's empty seat program, with a review to occur in November. Due to the ongoing operational pressures, the General Manager/Chief Administrative Officer recommended that the empty seat program continue to be suspended.

The data presented revealed a significant number of delays and short and long-term cancellations for this school year. The number of urgent operational pressures that staff are dealing with daily, along with the fact that Operators have to cover routes daily due to driver absences, has put student safety at risk. OSTA staff and Operators continue to use creative solutions to provide as much service as possible.

The Board will review the situation again in January 2023 for possible reinstatement in March.

*Cindy Simpson joined the meeting (5:39 p.m.).*

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

**THAT the OSTA Board of Directors receive the Empty Seat Report, as presented. Motion Carried.**

8. Health and Safety Policies

Annually, the OSTA reviews, and approves or re-approves the following Health and Safety policies, in accordance with relevant legislation:

- H13 Occupational Health and Safety
- H14 Respectful Workplace
- H16 Workplace Harassment
- H17 Health and Safety – Violence in the Workplace

No substantive changes were made, and no incidents or legislation changes to prompt a policy change. A new policy relating to new legislation about disconnecting from work is under development.

**Moved by Jennifer Jennekens  
Seconded by Camille Williams-Taylor**

**THAT the OSTA Board of Directors re-approve the Human Resource policies referenced in this Memorandum, as presented. Motion Carried.**

**Regular Session Information Items**

9. Driver Recruitment Campaign Update

The General Manager/Chief Administrative Officer updated the Board on the driver recruitment campaign, Drive Yellow, including 12 million impressions, with 60 new drivers hired. The campaign is ending, with plans to revisit it in Spring 2023.

10. OMERS Plan Change

The Board was presented with a report detailing the changes to the Ontario Municipal Employee's Retirement System (OMERS) pension plan. Effective January 1, 2023, all non-full-time employees may elect to join the OMERS plan at any time voluntarily.

11. Long Range Agenda

A year-end financial statement and the revised bylaws are forthcoming.

12. New Business, Regular Session

The Board discussed the transportation cancellation timelines related to labour actions. The current practice is for the School Boards to notify OSTA by 6:00 p.m. of the next day's actions (e.g., cancel or not). The Board discussed the possibility of communicating any cancellations in the morning (e.g., 5:30 a.m.) rather than in the evening.

Considering the driver pool and that Operators may need to reconfigure part of their routes, OSTA recommends that notification continues in the evening. This allows time to ensure everything is clear for our drivers and to maintain students' safety.

OSTA will consult its Operators to see if anything further can be done.

Questions were answered accordingly.

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

Future Board Meeting Dates:

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.

**Regular Session Action Item**

14. 2021-2022 Draft Audited Financial Statements & Variance Analysis

*Philippe Renaud joined the meeting (6:11 p.m.).*

Philippe Renaud, a partner with Marcil Lavallée, was welcomed to the Board meeting. Philippe presented the annual audit/management reports and acknowledged that they were able to carry out the audit as planned. Key controls, billing, cost allocations and contracts were reviewed as part of the annual process.

The audit report for the year ending August 31, 2022, was clean, with no issues reported, no recommendations and no unusual transactions. The Management report was also reviewed, providing a clean opinion on Management's preparation of the financial statements.

Some highlights on the audited financial statements included:

- Total assets for the year sat at \$4.2 million, with liabilities at \$5.2 million, which include advances from the two Member School Boards.
- Revenue was higher, \$73.7 million, with more students attending in person and fewer school closures due to the ongoing COVID-19 pandemic.
- Total expenses, \$73.7 million, comprised of various elements such as public transit (\$10.7 million), salaries (\$2.4 million), other supplies such as Personal Protective Equipment (\$159 thousand), etc.

The Board acknowledged Jeff Redmond for his hard work with the audit and its preparation.

**Moved by Lisa Schimmens**

**Seconded by Jennifer Jennekens**

**THAT the Ottawa Student Transportation Authority Financial Statements for the year ended August 31, 2022 as audited and reported upon by Marcil Lavalleé, Chartered Professional Accountants, be approved. Motion Carried.**

12. Adjournment of the Regular Session

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

**THAT the Regular Session meeting adjourn (6:19 p.m.). Motion Carried.**

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Signature

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Title

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Signature

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