



OSTA

Ottawa Student
Transportation
Authority

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

**Held on
Monday, August 28, 2023 at 5:00 p.m.
Ottawa Student Transportation Authority (OSTA)
1547 Merivale Road, Suite 300, Ottawa (Nepean)
Teleconference (Google Meet)**

REGULAR SESSION MINUTES

ATTENDANCE

President/Chairperson:	Joanne MacEwan
Directors:	Matthew Lee Pino Buffone Tom D'Amico Lisa Schimmens Randall Gerrior Cindy Simpson Donna Dickson
Alternate Director:	None
Absent:	None
General Manager/C.A.O.:	Vicky Kyriaco
Guest:	None
Recording Secretary:	Laurie Frid, Customer Service and Executive Support Coordinator

1. Call to Order

The meeting was called to order at 5:00 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 Anishnaabeg Algonquin Peoples, on whose territory we learn, play and work.

3. Declarations of Conflict of Interest

None.

4. Director Appointment

The Board welcomed Pino Buffone, who replaced Michèle Giroux.

**Moved by Tom D'Amico
Seconded by Randall Gerrior**

THAT the following person be appointed to the Ottawa Student Transportation Authority Board of Directors: Pino Buffone. Motion Carried.

5. Approval of the Regular Session Agenda

**Moved by Randall Gerrior
Seconded by Cindy Simpson**

THAT the Regular Session agenda be approved. Motion Carried.

6. Resolve In Camera

**Moved by Lisa Schimmens
Seconded by Matthew Lee**

THAT the committee resolves In Camera. Motion Carried.

Return to Regular Session at 6:17 p.m. with Joanne MacEwan in the Chair.

Regular Session Action Items

7. Return to School Transportation Update

Vicky Kyriaco, General Manager/Chief Administrative Officer, provided a return to school transportation update. Highlights from this report include start-up routing statistics, an update on the current driver status, and more. To date, Operators report being short 130 drivers, even with robust recruitment efforts being made. OSTA continues to keep families informed through its various channels (e.g., social media, subscribers).

Due to the operational pressures within OSTA and the driver shortage, the Board discussed suspending the empty seat program. To date, approximately 9,000 students do not have transportation. With the driver shortage prominent in certain areas of the city, it is not equitable for OSTA to add students to buses in one area, when other areas are struggling. A motion was put forth and it was noted that if the General Manager/Chief Administrative Officer feels that the program could re-open during the school year, it would be brought forward for re-evaluation. The Board briefly discussed the potential of a use it or lose it policy.

Questions were answered accordingly.

**Moved by Matthew Lee
Seconded by Randall Gerrior**

THAT the OSTA Board of Directors approval the suspension of the empty seat program for the 2023-2024 school year. Motion Carried.

**Moved by Randall Gerrior
Seconded by Matthew Lee**

THAT the OSTA Board of Directors receive the Return to School Transportation Update for the 2023-2024 school year. Motion Carried.

Regular Session Information Items

Philippe Renaud joined the meeting (6:44 p.m.).

8. 2022-2023 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 2023 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. He touched on the new auditing and accounting standards. A statement of independence from OSTA and both Member Boards was also affirmed by Marcil Lavallée.

Philippe adjourned the meeting (6:49 p.m.).

9. Transportation Information and Response to Issues

This annual communications protocol 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.

10. Long Range Agenda

OSTA will work on the necessary revisions to the 2023-2024 budget, which will be brought forward to the Board in September.

11. New Business, Regular Session

None.

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

Future Board Meeting Dates:

September 25, 2023

October 23, 2023*

November 6, 2023 – Public Meeting

December 4, 2023 – AGM
January 29, 2024*
February 26, 2024
March 25, 2024
April 29, 2024 – Public Meeting
May 27, 2024
June 26, 2024*
August 19, 2024

* indicates optional meeting dates, dependant on agenda requirements.

11. Adjournment of the Regular Session

The Board welcomed Vicky Kyriaco, General Manager/Chief Administrative Officer, back and thanked various individuals for their contributions in her absence.

**Moved by Tom D’Amico
Seconded by Pino Buffone**

THAT the Regular Session meeting adjourn at 6:56 p.m. Motion Carried.

Signature

Title

Signature

Title