



OSTA

Ottawa Student
Transportation
Authority

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

Held on
Monday, April 29, 2024 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: Matthew Lee

Directors: Joanne MacEwan
Pino Buffone
Tom D'Amico
Lisa Schimmens
Randall Gerrior
Cindy Simpson
Lyra Evans

Alternate Director: None

Absent: None

General Manager/CAO: Joel Lemieux

Guests: Cindy Owens, Interim Operations Manager, OSTA
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 5:33 p.m. with Matthew Lee 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. Introductions

OSTA Board Members were introduced, and elected officials, community members were welcomed.

4. Delegations

There were no public delegations presented.

5. Declarations of Conflict of Interest

None.

6. Approval of the Regular Session Agenda

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

THAT the Regular Session agenda be approved. Motion Carried.

Regular Session Action Items

6. a) Confirmation of the Regular Session Minutes, March 25, 2024

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

THAT the Regular Session minutes of March 25, 2024 be approved. Motion Carried.

(b) Business Arising from the Regular Session Minutes, March 25, 2024

None.

7. 2024 - 2025 Budget

The 2024-2025 budget was presented in March 2024. It was built based on full enrollment, assuming no driver shortages and using the recent routing simulation for funding as the foundation for yellow bus fleet projections.

As a result of the discussions held in March and the updates presented in a technical paper recently released by the Ministry of Education, further adjustments were made to the 2024-2025 budget. The budget was improved by \$4 million due to further routing efficiencies and reductions. The Ministry of Education's technical paper showed preliminary transportation funding of \$83 million, with funding for small vehicles (previously unfunded). The Board was reminded that outstanding items may impact the budget, including the ongoing contract negotiations.

Compared to the budget presented in March, there is a decrease in the number of projected yellow bus routes, 547 down to 521. Small vehicle costs have increased due to the economic increases in their contracts, and as 20-passenger vehicles are being phased in, there is a potential for additional

savings. Single ride vouchers were removed from the budget, with public transit costs projected using the current utilization rates. The expense added for transportation initiatives has been reduced from \$800 to \$300 thousand. It was noted that the budget may require further amendments depending on the outcome of future events.

Questions were answered accordingly.

**Moved by Lyra Evans
Seconded by Lisa Schimmens**

THAT the OSTA budget for the 2024/2025 year as presented, be approved.

Regular Session Information Items

11. School Survey Results

Joel Lemieux, General Manager/Chief Administrative Officer presented the results of OSTA's recent school transportation survey. Overall, the survey results were positive, with some areas of improvement noted such as improving safety measures, and communication. It was noted that OSTA fosters the support and initiative from the schools and the parents that we've heard from, and have already begun to work on some of the areas highlighted for improvement.

12. Driver Appreciation

OSTA's annual Driver Appreciation Event is taking place on Saturday, June 1, 2024 from 11:00 a.m. – 2:00 p.m. at the Confederation Education Centre. This event is family oriented with fun activities planned (e.g., balloon twisters, face painting). All of the schools have been asked to create thank you cards and/or posters which will be displayed at the event. A special invitation will be brought forward to the OSTA Board and the trustees.

Questions were answered accordingly.

13. Long Range Agenda

- Operational Update to be brought forward in May
- A subsequent update on contract negotiations to come forward.

14. New Business, Regular Session

None.

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

Future Board Meeting Dates:

May 27, 2024

June 26, 2024*

August 19, 2024

* indicates optional meeting dates, dependant on agenda requirements.

Matthew Lee, OSTA’s President/Chairperson thanked the public for their attendance.

16. Adjournment of the Regular Session

**Moved by Pino Buffone
Seconded by Randall Gerrior**

THAT the Regular Session meeting adjourn at 5:54 p.m. Motion Carried.

Signature

Title

Signature

Title