



OSTA

Ottawa Student
Transportation
Authority

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

Held on
Monday, May 27, 2024 at 5:30 p.m.
Ottawa Student Transportation Authority (OSTA)
1547 Merivale Road, Suite 300, Ottawa (Nepean)
Teleconference (Google Meet)

REGULAR SESSION MINUTES

ATTENDANCE

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

1. Call to Order

The meeting was called to order at 5:34 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. Declarations of Conflict of Interest

None.

4. Approval of the Regular Session Agenda

**Moved by Lyra Evans
Seconded by Joanne MacEwan**

THAT the Regular Session agenda be approved. Motion Carried.

5. Resolve In Camera

**Moved by Lyra Evans
Seconded by Tom D'Amico**

THAT the committee resolves In Camera. Motion Carried.

Return to Regular Session at 5:57 p.m. with Matthew Lee in the Chair.

Regular Session Action Items

6. a) Confirmation of the Regular Session Minutes, April 29, 2024

**Moved by Lyra Evans
Seconded by Pino Buffone**

THAT the Regular Session minutes of April 29, 2024 be approved. Motion Carried.

(b) Business Arising from the Regular Session Minutes, April 29, 2024

None.

7. Financial Report April 30, 2024

Jeff Redmond, OSTA's Controller, presented the April 30, 2024, financial statements, including the forecast. It was noted that a deficit is predicted in the forecast for the current year (\$446 thousand), which is less than projected (\$1.7 million). The primary reasons for the improvement are additional bank interest revenues, a continuation of decreased expenditures resulting from the driver shortage and improvements to fuel obligations.

An overview of each page was provided, with a remark that there have been improvements to yellow bus expenditures as the projected number of routes has decreased from 512 to 502. In addition, savings are seen in fuel escalation and with public transit. There has been a reduction in the price of Presto cards, \$6 to \$4/card, and corrections made due to a billing error relating to replacement cards for students under the age of 12. The small vehicles are in a deficit (\$130 thousand) due to the additional students being transported, which is expected at this time of year.

Questions were answered accordingly.

**Moved by Randall Gerrior
Seconded by Lyra Evans**

THAT the OSTA Board of Directors receive the report Unaudited Financial Statements and Forecast for the 8 months ending April 30, 2024, as presented. Motion Carried

8. Access to Empty Seats

The General Manager/Chief Administrative Officer discussed the empty seat program. Based on the trends of the current school year (driver shortage) and the challenges felt in the fall, OSTA proposed suspending the empty seat program for the start of the 2024-2025 school year, with a potential reinstatement in January 2025.

It is important to maintain the driver capacity to mitigate a driver shortage this fall. It is not uncommon for drivers to resign in the summer or early in the school year. OSTA continues to work hard to rebuild its reputation and confidence within the community, and it wants to focus on ensuring that service for the 2024-2025 year starts smoothly. Suspending the empty seat program during peak time allows OSTA staff to concentrate on service without competing priorities.

The empty seat program will be brought forward to the Board in November 2024 for discussion.

Questions were answered accordingly.

**Moved by Randall Gerrior
Seconded by Joanne MacEwan**

THAT the OSTA Board of Directors approves the suspension of the empty seat program for the start of the 2024-2025 school year, with a potential reinstatement in January 2025. Motion Carried.

9. Use of Company and Personal Electronic Devices Policy

With the changes and increase in personal device use, OSTA has updated its current Human Resources Policy H11 Use of Computers, Email, and Internet. The updated policy, now called Policy H11 Use of Company and Personal Electronic Devices, informs employees of the appropriate use of personal electronic devices in the workplace.

**Moved by Randall Gerrior
Seconded by Joanne MacEwan**

THAT the OSTA Board of Directors approve the updated Policy H11 Use of Company and Personal Electronic Devices, as presented. Motion Carried.

10. Transportation During COVID-19 Policy

At the height of COVID-19, OSTA created a Transportation During COVID-19 Policy relating to cleaning, PPE, capacity, and more. With the elimination of COVID-19, OSTA staff sought approval to rescind the policy.

**Moved by Pino Buffone
Seconded by Lyra Evans**

THAT the OSTA Board of Directors approves rescinding the T24 Transportation During COVID-19 Policy, as presented. Motion Carried.

Regular Session Information Items

11. Operational Update

The General Manager/Chief Administrative Officer provided an extensive operational report to the Board. The report highlighted the continued progress on long-term cancellations, currently zero since March 2024. OSTA has amplified its DriveYellow Campaign as it prepares for the fall service to include radio and Curbex signs. Work continues to move the life-threatening medical condition forms from a paper-based process to an automated, electronic one. In addition, OSTA plans to send notifications to inactive/invalid subscribers in hopes of doing a data clean-up to enhance the system's efficiency and speed.

12. Accessible Transportation Procedure

OSTA staff have updated the Accessible Transportation Policy, removing the procedure relating to transportation for those receiving therapy treatment. The elimination correlates with the current practice.

13. Rebranding/Logo

The Board was presented with OSTA's new logo and colour palette, derived from its rebranding initiative. With a renewed focus on leadership, modernization, inclusiveness, and community connection, OSTA will embark on a fresh new chapter with a revitalized brand identity and website. OSTA plans to launch the new logo and website this summer.

13. Long Range Agenda

- Contracts will be brought forward for approval.
- OSTA awaits the results of the Deloitte report.

14. New Business, Regular Session

None.

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

Future Board Meeting Dates:
June 26, 2024*
August 19, 2024

* indicates optional meeting dates, dependant on agenda requirements.

The 2024-2025 Board Meeting dates were also presented.

16. Adjournment of the Regular Session

**Moved by Lyra Evans
Seconded by Joanne MacEwan**

THAT the Regular Session meeting adjourn at 6:36 p.m. Motion Carried.

Signature

Title

Signature

Title