

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

**Held on
Monday, December 2, 2024 at 6:00 p.m.
Ottawa Student Transportation Authority (OSTA)
1547 Merivale Road, Suite 300, Ottawa (Nepean)
Virtual Meeting**

REGULAR SESSION MINUTES

ATTENDANCE

President/Chairperson: Joanne MacEwan

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

Alternate Director: None

Absent: None

General Manager/C.A.O: Cindy Owens

Guests: Stacey Kay, Incoming General Manager/CAO, OSTA
Lee Ann Grant, Assistant General Manager, OSTA
Shannon Gutoskie, Communications Coordinator, OSTA

Recording Secretary: Jeff Redmon, Controller, OSTA

1. **Call to Order**

The meeting was called to order at 5:48 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. Approval of the Regular Session Agenda

Moved by Tom D'Amico
Seconded by Cindy Simpson

THAT the Regular Session agenda be approved. Motion Carried.

5. GM Introduction

The Board welcomed Stacey Kay to OSTA, who introduced herself. She will transition into the role of General Manager/Chief Administrative Officer on December 16, 2024.

6. Resolve In Camera

Moved by Cindy Simpson
Seconded by Lyra Evans

THAT the committee resolves In Camera. Motion Carried.

Return to Regular Session at 6:15 p.m. with Joanne MacEwan Lee in the Chair.

Regular Session Action Items

7. a) Confirmation of the Regular Session Minutes, November 4, 2024

Moved by Tom D'Amico
Seconded by Pino Buffone

THAT the Regular Session minutes of November 4, 2024 be approved. Motion Carried.

(b) Business Arising from the Regular Session Minutes, November 4, 2024

None.

Regular Session Information Items

8. Public Transit Rate Increase

The General Manager/Chief Administrative Officer presented a report on the OC Transpo fare increases set for January 1, 2025 and their financial impact on OSTA. A letter has been forwarded to the Transit Commission and City Councillors proposing that no changes be applied to our school board passes until an agreement is reached with the city about an alternative to the current fare proposals. It was also noted that the Ministry of Education has been contacted to discuss the possibility of in-year funding to address the budget shortfall.

Questions were answered accordingly.

9. Stop Locations and Drop Offs Policy

The General Manager/Chief Administrative Officer presented changes to the procedures within OSTA's Stop Locations and Drop Offs Policy. Specifically, when making arrangements for an alternate to pick up a kindergarten student, parents/guardians are asked to write a letter of consent to the school if the alternate is an older sibling.

10. Operational Update

The General Manager/Chief Administrative Officer provided an operational update, highlighting that effective November 18, 2024, OSTA no longer has long-term cancellations. Work continues on a bell time and route optimization exercise and the Ministry Simulation report. OSTA collaborated with OC Transpo to establish additional routes in the Barrhaven area to shorten ride times and the number of transfers.

Questions were answered accordingly.

11. Long Range Agenda

- Contracts update
- Financial report

12. New Business, Regular Session

The board discussed the possibility of a public campaign regarding school bus safety. It was noted that several partners, including the Ottawa Safety Council, the City of Ottawa, and Intertrain, are invested in safety.

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

Future Board Meeting Dates:

January 27, 2025*
February 24, 2025
March 31, 2025
April 28, 2025 – Public Meeting
May 26, 2025
June 25, 2025*
August 18, 2025

* indicates optional meeting dates, dependant on agenda requirements.

14. Adjournment of the Regular Session

Moved by Pino Buffone
Seconded by Lyra Evans

THAT the Regular Session meeting adjourn at 6:35 p.m. Motion Carried.

Signature

Title

Signature

Title