



OSTA

Ottawa Student
Transportation
Authority

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

Held on
Monday, April 27, 2020 at 5:30 p.m.
Ottawa Student Transportation Authority
Confederation Education Centre, 1645 Woodroffe Avenue, Ottawa (Nepean)
Teleconference (Google Meet)

REGULAR SESSION MINUTES

ATTENDANCE

President/Chairperson: Donna Blackburn

Directors: John Curry
Michael Carson
Camille Williams-Taylor
Lisa Schimmens
Denise Andre
Jennifer Jennekens

Absent: Jeremy Wittet

General Manager/C.A.O.: Vicky Kyriaco

Guests: Jeff Redmond, Controller
Blyth Helman, Assistant General Manager

Recording Secretary: Laurie Frid, Executive Assistant

1. Call to Order

The meeting was called to order at 5:35 p.m. with Donna Blackburn in the Chair.

2. 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. Declarations of Conflict of Interest

None.

4. Approval of Regular Session Agenda

**Moved by John Curry
Seconded by Camille Williams-Taylor**

THAT the Regular Session agenda be approved. Motion Carried.

5. Resolve in Camera

**Moved by Denise Andre
Seconded by Lisa Schimmens**

THAT the committee resolve In Camera. Motion Carried.

Return to Regular Session at 6:50 p.m.

Regular Session Action Items

6. a) Confirmation of Regular Session Minutes, February 24, 2020

**Moved by Denise Andre
Seconded by Camille Williams-Taylor**

THAT the Regular Session minutes of February 24, 2020 be approved. Motion Carried.

(b) Business Arising from the Regular Session Minutes, February 24, 2019

None.

7. Office Relocation

OSTA started the discussions on a new office space several years ago. It has outgrown the current space, and has found that it's not conducive to our working environment. Considerations have been made into renovating the current space, however, that proved to be difficult and expensive. OSTA engaged a real estate agent who found a total of 27 locations, 13 of which were visited. The costs varied depending on space and location.

It is important that OSTA remain close to both Member School Boards. The proposed new location meets almost all of OSTA's priorities, including some of the nice to have's, and will allow room for growth. It is 6,900 square feet, and with the current rate, would cost \$210,000 in rental fees, per year, at the posted rates, however, the landlord is motivated to rent. Therefore, it is believed that OSTA can negotiate the rental fee. The funds allocated to rent are in the budget, and have been rolled over for a few years now. In terms of a move-in date, this is dependent on the outcome of COVID-19, however, it is anticipated that OSTA could move in December 2020.

Questions were answered accordingly.

Moved by Michael Carson
Seconded by Camille Williams-Taylor

THAT the OSTA Board of Directors approve the relocation of the OSTA to the proposed location at 1547 Merivale Road, pending favourable outcome from negotiations. Motion Carried.

8. 2020/2021 Budget

Typically, OSTA presents a draft budget at the March Board meeting, with approval taking place in April. However, with the cancellation of the March meeting, a draft budget was shared electronically, ahead of this meeting. The presented budget is based on a typical start up and aligns with both Member School Boards.

Vicky Kyriaco and Jeff Redmond provided a brief overview of the draft 2020/2021 OSTA budget. It was noted that the OSTA budget is examined in comparison to the allotted funding. Some services are funded separately from the Grant for Student Needs, and this was noted in the memo. The Grant for Student Needs, which is greatest source of funding, has not yet been released by the Ministry for 2020/2021. A number of projects that were anticipated to be conducted and completed have now been deferred to the next year due to the COVID-19 shut down. This includes the office relocation, the internal bus camera pilot, and the GPS implementation. Also noted is the cancellation of 4 funded walking school bus routes, due to a grant expiry.

Questions were answered accordingly.

Moved by Denise Andre
Seconded by Lisa Schimmens

THAT the OSTA budget for the 2020/2021 year as presented, be approved. Motion Carried.

9. Presto Cards

OSTA provides transportation via public transit throughout the school year, and hands out approximately 12,000 Presto cards. At the start of the COVID-19 shut-down, OSTA received inquiries in regards to the continued use of Presto cards. A statement was issued affirming the importance of having students remain at home, however, if they needed to use public transit for essential service, they could use their school board Presto card.

Currently, about 5% of the cards are being used, and the cost to maintain the cards for the last 2 months of school is low, for both Member Boards. Other options were explored, including having students apply for cards, however, this was deemed unfeasible. Most cards are likely being used by students in low-income situations who rely on their school board Presto card to get to their jobs.

At this time, OSTA recommends that the Board allow students the ability to continue to use their presto cards until the end of the school year.

Moved by Camille Williams-Taylor
Seconded by Jennifer Jennekens

THAT the OSTA Board of Directors direct staff to maintain active School Board Presto Cards for eligible students until June 30, 2020, regardless of whether schools open or remain closed due to COVID-19. Motion Carried.

10. G19 OSTA Board of Directors Meetings – Exception

Normally, OSTA holds 2 public governance meetings per year, in April and November. At this time, due to the difficulties in conducting a public meeting while working remotely, we are seeking an exception. OSTA will continue with its general business meetings, and will plan for a public governance meeting in November 2020.

**Moved by Lisa Schimmens
Seconded by John Curry**

THAT the OSTA Board of Directors approve a policy exception to G19 OSTA Board of Directors Meetings to cancel the spring public Governance Board Meeting, and hold a General Business Board meeting in May. Motion Carried.

Regular Session Information Items

11. Long-Term Financial Forecast 2020/21 – 2023/24

Annually, OSTA prepares a long-term financial forecast in conjunction with the annual budget preparation. The forecast takes into account enrollment growth by both Member School Boards, and both actual and projected economic increases over the next four years. This forecast does not include any potential changes due to COVID-19.

Questions were answered accordingly.

12. Safety Poster & Writing Contest

OSTA has presented students with an opportunity to enter its Safety Poster & Writing Competition. This fun event allows student the opportunity to submit a poster or an essay on various themes, such as bus safety, and walking to school. For students up to grade 3, their names will be entered into a draw for a prize, whereas older students are competing for a monetary reward.

To date, OSTA has received 185 submissions.

13. April OSTA Update

Highlighted items include:

- OSTA has begun its data clean up, in preparation for planning.
- The joint custody transportation procedure is currently being revised.
- Empty Seat applications are not being accepted, and work continues on converting this application to an online process.
- OSTA plans to notify parents of the new processes and forms (joint custody and empty seat)
- Work continues on streamlining the AODA form with OCDSB Learning Support Services. Without the reliance of paper forms at this time and school staff not being available to make calls to

parents, OSTA is looking to its Operators for assistance. The OCSB is confident they will be able to contact parents.

Questions were answered accordingly.

14. Long Range Agenda

No comments.

15. New Business, Regular Session

None.

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

Future Board Meeting Dates:
May 25, 2020
June 24, 2020*
August 24, 2020

* indicates optional meeting dates, dependant on agenda requirements.

17. Adjournment

**Moved by Jennifer Jennekens
Seconded by John Curry**

THAT the Regular Session meeting adjourn at 6:48 p.m. Motion Carried.

Signature

Title

Signature

Title