



# OSTA

Ottawa Student  
Transportation  
Authority

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

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Held on  
**Monday, February 24, 2020 at 5:30 p.m.**  
Ottawa Student Transportation Authority  
1645 Woodroffe Avenue, Ottawa (Nepean) – 1<sup>st</sup> Floor, Room 100

### REGULAR SESSION MINUTES

#### ATTENDANCE

<b>President/Chairperson:</b>	Donna Blackburn
<b>Directors:</b>	Camille Williams-Taylor Lisa Schimmens Denise Andre Jennifer Jennekens John Curry
<b>Absent:</b>	Michael Carson Jeremy Wittet
<b>General Manager/C.A.O.:</b>	Vicky Kyriaco
<b>Guest:</b>	Jeff Redmond
<b>Recording Secretary:</b>	Laurie Frid, Executive Assistant

#### 1. Call to Order

The meeting was called to order at 5:33 p.m. with Donna Blackburn in the Chair.

#### Meeting to begin in the In Camera “Restricted” Session

Due to a Board member having to leave the meeting early, and the importance of keeping quorum, the decision was made to start the meeting in the In Camera “Restricted” Session, followed by the Board discussing and voting on all In Camera and Regular Action Items. All other matters were for information only.

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

**THAT the OSTA Board Meeting begin the meeting in the In Camera “Restricted” Session, be approved. Motion Carried.**

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 Denise Andre  
Seconded by John Curry**

**THAT the Regular Session agenda be approved. Motion Carried.**

5. Resolve in Camera

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

**THAT the committee resolves In Camera. Motion Carried.**

**Return to Regular Session at 5:59 p.m.**

**Regular Session Action Items**

6. a) Confirmation of the Regular Session Minutes, December 9, 2019

**Moved by Jennifer Jennekens  
Seconded by Camille Williams-Taylor**

**THAT the Regular Session minutes of December 9, 2019 be approved. Motion Carried.**

(b) Business Arising from the Regular Session Minutes, December 9, 2019

None.

7. Financial Update

Jeff Redmond, OSTA's Controller, presented the December 31, 2019 financial update, including forecast. The current balance sheet is very healthy at just over \$6 million in cash in the bank. There has been small to moderate surpluses in all major budget components, as well as budgeted but unspent funds allotted to services for students with autism. These services are not currently funded to each Board, and OSTA is not expending them, so it was suggested that a credit to each Member School Board occur, bringing the surplus down to \$1.6 million. In addition, there is offsetting accounts payable and accrued liabilities creating surplus cash. The major vendor for the trade payables is the City of Ottawa.

A \$2.6 million budget surplus is projected to year end, which is broken down as follows:

- Increased enrollment of both Member School Boards, including the addition of buses to Elmdale School, for students relocated to Century Public School. In the end, there was a savings over budget of 6 buses.
- Inclement weather, \$55 thousand due to revised mileage around student changes.
- Bus camera installations were budgeted at \$200 thousand, of which we expect to spend \$50 thousand this year.
- Driver wage enhancement funds were mostly spent, with a small surplus showing as a result of some operators not participating in the program.
- With the services for students with autism not moving forward, a \$1.29 million surplus is forecasted.
- Walking school bus, \$25 thousand surplus, with new walking school bus routes coming.
- GPS on buses, \$100 thousand surplus. As of today, it has been removed from the budget and will be carried over to the next budget.
- OC Transit services is on budget, with some off setting detail of about \$25 thousand for each Member School Board.

Questions were answered accordingly.

**Moved by Lisa Schimmens  
Seconded by Camille Williams-Taylor**

**THAT the OSTA Board of Directors receive the report Unaudited Financial Statements and Forecast for the 4 months ending December 31, 2019, as presented. Motion Carried.**

8. HR Policy, Alcohol and Drugs in the Workplace or Substance Abuse

The Board was presented with the final HR policy, as reviewed by management, OSTA's HR consultant and OSSTF. This policy is to ensure that OSTA's employees are fit to work, and reflects some of the language that was adopted by both Member School Boards (OCSB policy and OCDSB procedures). It is important to have employees be fit and able to perform their work, be safe and that the employer be able to support them.

Staff will receive training regarding recognizing impairment and reporting of impaired colleagues.

Questions were answered accordingly.

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

**THAT the OSTA Board of Directors approve the H23 Alcohol and Drugs in the Workplace or Substance Abuse policy, as presented. Motion Carried.**

Move to the In Camera Information Session

**Moved by Jennifer Jennekens  
Seconded by Lisa Schimmens**

**THAT the OSTA Board of Directors move to the In Camera Information Session, be approved.  
Motion Carried.**

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

**Regular Session Information Items**

9. Strategic Planning Framework

OSTA's HR consultant was asked to find a strategic planning facilitator, who would guide us through the strategic plan development process. Subsequently, two prospective consulting firms were interviewed, with OSTA bringing one company forward. The plan would be to conduct a facilitated strategic planning session in April. Concerns were expressed regarding compliance with the BPSPD in the procurement of such consulting services.

The GM/CAO asked the Board for some indication as to who they would want at this facilitated session, along with who could potentially participate electronically. Discussion was held as ideas were brought forward such as the inclusion of students (via electronic means), members of the student senate, SEAC, PIC, and Associate Directors. There were thoughts on building on the gains of the current strategic plan, and ensuring the plan aligns with the strategic plans of both Member School Boards.

Other thoughts include having meetings outside of the facilitated strategic planning session. Information would be collected and brought forward to the Board. The facilitated session would be a time to refine the new strategic plan. In addition, OSTA staff would be given the opportunity to provide input.

The GM/CAO will work with the facilitator to fine-tune the process. A plan will be circulated electronically to the Board.

10. Walk Zone Changes

Construction on Grassy Plains drive has been complete, which includes sidewalks on both sides. This will service the walk zone for all three surrounding schools (St. Anne CS, Roch Carrier PS and Bridlewood PS), therefore, OSTA is removing the hazard for these schools. A notice and posters will be circulated, along with links to active transportation resources.

11. Draft AGM Minutes, December 9, 2019

Deferred to the next Board meeting.

12. Student Ride Times

Deferred to the next Board meeting.

13. January/February OSTA Update

OSTA has been busy with a long list of items that have been complete, including:

- The driver preparatory course, which was a success with 5 individuals completing the certificate and moving to the driver training portion. Funding will be continued with plans for three new programs over the next year and a half.
- The successful launch of the pitter patter grant.
- A working group of bus attendants are helping to clarify roles for the drivers and the attendants.
- A working group in place to talk about special equipment for students with special needs.

Questions were answered accordingly.

14. Long Range Agenda

No discussion.

15. New Business, Regular Session

None.

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

Future Board Meeting Dates:

- March 30, 2020
- April 27, 2020 – Public Meeting
- May 25, 2020
- June 24, 2020\*
- August 24, 2020

\* indicates optional meeting dates, dependant on agenda requirements.

17. Adjournment

The regular session meeting adjourned at 7:26 p.m.

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Signature

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