



OSTA

Ottawa Student
Transportation
Authority

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

Held on
Monday, May 25, 2020 at 5:30 p.m.
Ottawa Student Transportation Authority (OSTA)
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
Jeremy Wittet

Absent: None

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

Guests: Jeff Redmond, Controller, OSTA

Recording Secretary: 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.

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 Jennifer Jennekens**

THAT the Regular Session agenda be approved. Motion Carried.

5. Resolve in Camera

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

THAT the committee resolves In Camera. Motion Carried.

Return to Regular Session at 6:20 p.m.

Regular Session Action Items

6. a) Confirmation of Regular Session Minutes, April 27, 2020

**Moved by Denise Andre
Seconded by Michael Carson**

THAT the Regular Session minutes of April 27, 2020 be approved. Motion Carried.

(b) Business Arising from the Regular Session Minutes, April 27, 2019

An update on the office relocation was provided to the Board. The landlord is asking for the current market rate on the rental fees. This is a result of the increase in construction costs from COVID-19, and from the fact that there are current tenants who want to expand on the floor that we would reside on. Although this means a price increase, OSTA does like the space, and recognizes that our current location does not meet our needs. It was noted that there are ways to reduce some of the construction costs up front.

7. Empty Seat Assignments

Currently, OSTA has a service level agreement with both Member School Boards that requires that an empty seat assignment be maintained for students who are not eligible for transportation. For the 2019/2020 school year, OSTA received approximately 5,500 empty seat applications, and assigned 3,600 students to seats. This process is extremely intense and labour intensive.

When we include the provision of physical distancing on a yellow bus, we will not be able to manage that along with the assignment of empty seats. Therefore, at this time, we are asking that the OSTA Board support us in not providing empty seat assignments for this subsequent school

year, while physical distancing is in place. If the decision is made to suspend this program, parents would need advance notice so alternative arrangements can be made. Once physical distancing is no longer required, we would resume the empty seat process, as normal.

Questions were answered accordingly.

**Moved by Jeremy Wittet
Seconded by Jennifer Jennekens**

THAT the OSTA Board of Directors approve an exemption to policy T1 Access to Empty Seats, should physical distancing be required on buses during the 2020-2021 school year, and be reinstated once physical distancing is no longer required on yellow buses. Motion Carried.

Regular Session Information Items

8. Financial Report April 30, 2020

Jeff Redmond reviewed the financial report and forecast ending April 30, 2020. This forecast does not include any additional costs which may be incurred as a result of changes in planning and preparation for the 2020/2021 school year to address COVID related risk mitigation.

Highlights included:

- Cash reserve balances are high at just under \$8 million. For comparison, in April 2019, there was a cash balance of \$3.7 million.
- The major vendor for the trade payables is the City of Ottawa (OC Transpo) holding \$1.02 million for Presto cards, with smaller vendors holding the remaining balances.
- Recoveries from Member School Boards shows an overall impact of approximately \$9 million. Everything has been compounded by COVID-19.
- Reminder that Operator payments have been reduced to 85%.
- Details of the surplus breakdown was provided (e.g., GPS moved to next year, bus camera installations on hold/moved to next year, OC Transpo services declined due to COVID-19).

Questions were answered accordingly.

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

THAT the OSTA Board of Directors receive the report Unaudited Financial Statements and Forecast for the 8 months ending April 30, 2020, as presented. Motion Carried.

9. IT Procedure: Remote Use of Computers, Email and Internet

OSTA shared the final IT procedure that was signed by all staff members when telecommuting began. It was noted that working remotely is very difficult as our environment is heavily paper based, and our system is quite unique. There were no concerns.

10. May OSTA Update

- A total of 485 submissions were received for our 1st Safety Poster & Writing Competition.
- Soon, we will launch our virtual driver appreciation event.
- Plans are in place to launch various active transportation initiatives in June. We hope to involve parents, who will encourage their children to walk to school.
- Vicky is pleased to chair the OASBO Return to Service Sub-Committee.
- OSTA is busy with planning for the subsequent school year.

11. Long Range Agenda

No changes.

A question was raised in regards to the transportation review working group, however, it was noted that at this time, it is unclear what funding will look like, and the Ministry is working hard to review the transportation funding model.

12. New Business, Regular Session

None.

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

Future Board Meeting Dates:

June 24, 2020*

August 24, 2020

* indicates optional meeting dates, dependant on agenda requirements.

14. Adjournment

Moved by Denise Andre

Seconded by Camille Williams-Taylor

THAT the Regular Session meeting adjourn at 7:04 p.m. Motion Carried.

Signature

Title

Signature

Title