



OSTA

Ottawa Student
Transportation
Authority

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

**Held on
Monday, October 26, 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
Camille Williams-Taylor
Lisa Schimmens
Michael Carson
Tom D'Amico
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 Tom D'Amico
Seconded by Camille Williams-Taylor**

THAT the Regular Session agenda be approved. Motion Carried.

5. Resolve in Camera

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

THAT the committee resolves In Camera. Motion Carried.

Return to Regular Session at 5:51 p.m.

Regular Session Action Items

6. a) Confirmation of the Regular Session Minutes, September 28, 2020

**Moved by Jennifer Jennekens
Seconded by Tom D'Amico**

THAT the Regular Session minutes of September 28, 2020 be approved. Motion Carried.

(b) Business Arising from the Regular Session Minutes, September 28, 2020

None.

7. OSTA Public Board Meeting Exception

Normally, OSTA holds 2 public governance meetings per year, in April and November. Due to COVID-19 restrictions, the Board discussed whether to cancel the November governance public meeting and replace it with a general business meeting. Ultimately, the Board agreed to proceed with a public governance meeting on December 7, 2020.

The motion as presented was eradicated.

8. Health and Safety Policies

Jeff Redmond joined the meeting (6:05 p.m.)

Annually, the OSTA reviews, and approves or re-approves the following Health and Safety policies, in accordance with relevant legislation:

- H13 Occupational Health and Safety
- H14 Respectful Workplace

- H16 Workplace Harassment
- H17 Health & Safety – Violence in the Workplace

In light of the ongoing pandemic, these policies were reviewed to ensure all requirements have been addressed and no additional policy statements were required.

The Board reviewed and discussed the possibility of incorporating language that would cover employees while working remotely, as this is the new reality, as well as applying a lens of human rights to the documents. Vicky Kyriaco, GM/CAO, will review these policies with legal, incorporating the feedback provided, and once complete, will bring the policies back to the Board for approval.

The motion as presented was eradicated.

Regular Session Information Items

9. 2019/2020 Draft Audited Financial Statements & Variance Analysis

Jeff Redmond, OSTA's Controller, was welcomed by the Board. Jeff presented the audited financial statements for the period ending August 31, 2020. Management responsibilities were reviewed and it was noted that in the opinion of the auditors, OSTA presented a clean report. Mr. Philippe Renaud of Marcil Lavallée will present the draft statements, complete with the Auditors report, for approval by the Board, at the subsequent Board meeting.

In comparing the balance sheet from year to year, what has changed is the amount of cash in the bank. The difference of approximately \$5 million is a result of the payment provided by the OCDSB in August, which was to be allocated to the September advances. In reviewing the income statement, it was noted that OSTA's revenue was \$61.8 million, with expenses matching equally. This signifies that OSTA operates without a surplus or deficit. Any potential surplus would go back to the Member School Boards, and a deficit would mean that OSTA would invoice the Member School Board so the net result would be zero. As of August 31, 2020, all funds have been given back to the two Member School Boards.

The variance analysis balances to the allocation of costs to each Member School Board and has been submitted and approved accordingly. Documentation to accompany the variance analysis was provided to the Board, with additional items highlighted:

- Large vehicle transportation contracts had a budgetary surplus of \$2.88 million.
- After reconfiguring routes, there was a savings over budget for 6 buses.
- School calendar changes resulted in less transportation.
- Three inclement weather days that created a surplus.
- GPS and cameras were budgeted, however, did not occur due to COVID-19. These items were moved to the 2020-2021 fiscal year.
- Fuel escalation resulted in a \$415 thousand deficit. Fuel escalation is not included within the budget, as any amounts payable or received are unknown at budget preparation time. Accordingly, an offsetting various is created on both the expense side off the statements when payments (or claw-back) of funds occur, along with offsetting revenues to each member School Board.
- Just over \$2 million of this surplus is attributed to the COVID-19 pandemic, as services were effectively cancelled mid-March 2020 through June 2020. This includes a significant decrease of students using public transit during the school year as well as summer school. In addition, the walking school bus services did not occur.

- Professional fees were under budget, including a \$49 thousand savings from procurement, \$49 thousand in legal fees and \$15 thousand in technical services.
- School Active Transportation resulted in a \$136 thousand surplus.
- Salaries came in almost on budget, with a reduction in overtime cost.
- There was a small rental rebate during the COVID-19 shutdown, and it was noted that the office relocation was deferred to the 2020-2021 year.
- Services for autism, budgeted at \$1.75 million did not materialize.

To conclude, the surplus sits at about \$9.7 million. The OCSB's surplus was approximately \$3 million, with the OCDSB's portion being \$6.6 million. It was noted that CTSO shared a route with the OCDSB during the year. Accompanying notes was provided with the financial statement.

Questions were answered accordingly.

10. Operational Update

Vicky Kyriaco, GM/CAO, provided an update to the Board regarding route cancellations and the return of service. At the start of school OSTA was short 40 drivers instantly. As of the end of September, OSTA has tracked 68 routes which were fully cancelled due to the lack of drivers. Various strategies have been implemented to bring that number down including hiring new companies (e.g., Coach), redesigning routes and moving students to public transit and vans. One Operator has hired 10 coach drivers and others are starting to hire new drivers.

As of now, OSTA has 25 long term cancelled routes, and there has been an increase in short term cancellations, due to the Ottawa Public Health advising drivers to self isolate. OSTA has posted two lists on its website, each showing the current long and short term cancellation, by School Board. OSTA is beginning to call parents to enquire if some are willing to give up their seats to enable others to have a spot. Van transportation continues to go well, and OSTA is moving towards increasing service where possible.

11. October OSTA Update

- OSTA distributed its second monthly supply of personal protective equipment and cleaning supplies to its Operators. Special thanks were given to Laurie Frid for her hard work in managing the process.
- Promotion of IWALK events.
- The new office lease has been returned and discussions will be taking place with legal counsel shortly.

Questions were answered accordingly.

12. Long Range Agenda

No comments.

13. New Business, Regular Session

None.

J. Glaser joined the meeting (6:45 p.m.) at which time the Board reverted back to the In Camera Restricted Session.

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

Future Board Meeting Dates:

- November 9, 2020
- December 7, 2020 – AGM, Public Meeting
- January 25, 2021*
- February 22, 2021
- March 29, 2021
- April 26, 2021 – Public Meeting
- May 31, 2021
- June 23, 2021
- August 23, 2021

* indicates optional meeting dates, dependant on agenda requirements.

15. Adjournment

**Moved by Tom D’Amico
Seconded by John Curry**

THAT the Regular Session meeting adjourn at 7:01 p.m. Motion Carried.

Signature

Title

Signature

Title