



OSTA

Ottawa Student
Transportation
Authority

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

Held on
Monday, February 22, 2021 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:	Joanne MacEwan
Directors:	Jennifer Jennekens Michael Carson Camille Williams-Taylor Tom D'Amico Lisa Schimmens Cindy Simpson Chris Ellis
Absent:	None
General Manager/C.A.O.:	Vicky Kyriaco
Guests:	None
Recording Secretary:	Laurie Frid, Executive Assistant

1. Call to Order

The meeting was called to order at 5:31 p.m. with Joanne MacEwan 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 Cindy Simpson
Seconded by Camille Williams-Taylor**

THAT the Regular Session agenda be approved. Motion Carried.

It was noted that Jennifer Jennekens will take the position of chair, for the In Camera Session.

5. Resolve In Camera

**Moved by Chris Ellis
Seconded by Lisa Schimmens**

THAT the committee resolves In Camera. Motion Carried.

Return to Regular Session at 5:38 p.m. with Joanne MacEwan in the Chair.

Regular Session Action Items

6. a) Confirmation of the Regular Session Minutes, December 7, 2020

**Moved by Tom D'Amico
Seconded by Chris Ellis**

THAT the Regular Session minutes of December 7, 2020 be approved. Motion Carried.

(b) Business Arising from the Regular Session Minutes, December 7, 2020

None.

c) Confirmation of the Regular Session Minutes, January 25, 2021

**Moved by Cindy Simpson
Seconded by Camille Williams-Taylor**

THAT the Regular Session minutes of January 25, 2021 be approved. Motion Carried.

(b) Business Arising from the Regular Session Minutes, January 25, 2021

None.

7. Financial Update

Jeff Redmond, OSTA's Controller, presented the December 31, 2020 financial statements, including forecast. The current balance sheet suggests an accumulation of cash, noting that once repayments are made to both Member School Boards and appropriate funds allocated, there will be an excess of approximately \$4 million. An overview of each page was provided with a remark that there have been significant fluctuations due to COVID-19.

A \$9 million budget surplus is projected to year end, which is broken down as follows:

- COVID-19 expenses will continue to increase as we deal with personal protective equipment, extra cleaning costs, and more.
- Autism services, budgeted at \$870 thousand have been adjusted to zero, as no additional services have been identified.
- Youth in care services have declined, creating a \$69 thousand surplus.
- OSTA awaits direction from the Ministry of Education on fuel escalation funding.
- Due to a drop in enrollment, OCENET numbers have significantly decreased.
- Various budgeted expenses have been removed such as GPS (\$100 thousand), bus camera installations (\$100 thousand), early dismissals (\$55 thousand), and other transportation related to mid-day and respite care (\$139 thousand).
- \$1.13 million surplus for large vehicle expenditures due to COVID-19 (e.g., mid-day runs, cleaning); \$1.3 million surplus for small vehicles expenditures due to a decline in student enrollment; \$4.4 million surplus related to public transit services.
- A comparison of students being transported was provided, depicting a drop of 33% (24 thousand) from last year to present.

Moved by Lisa Schimmens
Seconded by Michael Carson

THAT the OSTA Board of Directors receive the report Unaudited Financial Statements and Forecast for the 4 months ending December 31 2020, as presented. Motion Carried.

8. Interim Strategic Plan

The OSTA strategic plan 2016-2020 expired in August 2020. Unfortunately, preparations for the next four-year strategic plan were interrupted by COVID-19 and pressing operational changes. After some discussions with key Board members, it was agreed that moving through COVID-19 was critical before considering a long-term strategic plan. Consequently, an interim strategic plan 2020-2021 was presented. The interim strategic plan takes into account OSTA's previous mission, vision and pillars, along with the main objectives. Goals have been amended to reflect work that has been complete, as well as ongoing projects. Overall, it demonstrates flexibility, efficiency (e.g., more online processes, student transition plans) and enhanced customer service. OSTA continues to prioritize student safety and engage communities in active transportation.

The Board discussed the plans for the subsequent four-year strategic plan, with a decision that OSTA will present a framework at a future meeting.

Moved by Cindy Simpson
Seconded by Jennifer Jennekens

THAT the OSTA Board of Directors approve the Interim Strategic Plan 2020-2021, as presented. Motion Carried.

9. Transportation During COVID-19 Policy

Due to the new masking requirements by the Ministry of Education, OSTA has updated their T24 Transportation During COVID-19 policy. It reflects the new directive that requires all students in grades 1 to 12 be mandated to wear a mask.

**Moved by Tom D'Amico
Seconded by Chris Ellis**

THAT the OSTA Board of Directors approve the change in T24 Transportation During COVID-19 policy to reflect the Ministry of Education's new masking requirements, as presented. Motion Carried.

Regular Session Information Items

10. Transportation Mode Survey Results

Vicky Kyriaco, General Manager/Chief Administrative Officer presented aggregated results from a Transportation Mode Survey that was conducted in the Fall of 2020.

Questions were answered accordingly.

11. OSTA Update Format

At each Board meeting, OSTA presents an OSTA Update Report, which is redirected to Trustees through their board packages. The original intent of this report was to track progress on the Efficiency and Effectiveness project, which had many governance and operational action items. However, over the years, the report has changed to be more operational in nature. Recently, it was suggested that OSTA review the report, taking into account its purpose, format, and timing.

The Board discussed and provided suggestions to Vicky Kyriaco, General Manager/Chief Administrative Officer. The report should be presented to the Board on a quarterly basis, highlighting key operational issues and an overview of any items relating to OSTA's strategic plan.

11. Draft AGM Minutes, December 7, 2020

The OSTA Board approves the minutes of the previous Annual General Meeting as part of the current year Annual General Meeting. Due to the length of time between these meetings (one year), the draft minutes are prepared for review in order to highlight any errors or omissions.

The Board discussed the process, and commented on the length of time between the meetings, with the reality that newly appointed Board members are asked to approve the minutes. OSTA will review its process and make changes accordingly.

12. February OSTA Update

- New office lease has been signed, with work progressing on various components (e.g., new phone system).
- Preparations are underway for the imminent planning cycle.

13. Long Range Agenda

- Draft budget will be presented in March.
- Plans to update the Board on school bus technology, as well as the small vehicle agreement negotiations.

14. New Business, Regular Session

None.

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

Future Board Meeting Dates:

- 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.

13. Adjournment

**Moved by Cindy Simpson
Seconded by Tom D’Amico**

THAT the Regular Session meeting adjourn at 6:52 p.m. Motion Carried.

Signature

Title

Signature

Title