



# OSTA

Ottawa Student  
Transportation  
Authority

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

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Held on  
Monday, March 29, 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:**

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

**Guest:** Jeff Redmond, Controller, OSTA

**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 Michael Carson**

**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 Lisa Schimmens  
Seconded by Chris Ellis**

**THAT the committee resolve 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, February 22, 2021

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

**THAT the Regular Session minutes of February 22, 2021 be approved. Motion Carried.**

(b) Business Arising from the Regular Session Minutes, February 22, 2021

None.

7. AGM Minutes – December 7, 2020

**Moved by Chris Ellis  
Seconded by Jennifer Jennekens**

**THAT the Annual General Meeting minutes of December 7, 2020 be approved. Motion Carried.**

*Jeff Redmond joined the meeting (5:56 p.m.)*

**Regular Session Information Items**

8. Draft Budget Report/Discussion 2021-2022

A draft 2021-2022 budget was presented to the Board. The presented budget was built on the foundation of full enrollment of students, prior to the impacts of COVID-19. It has been assumed that all students will be going back to in-person learning in September 2021, however, it is conceivable that there will be continuing financial impacts resulting from the pandemic. The 2020-2021 budget projections were used for estimating purposes.

Jeff Redmond provided a brief overview of each page. The proposed 2021-2022 budget shows an increase of \$1.7 million dollars, or 2.4%. The key drivers include large vehicle expenditures increasing by \$820 thousand and small vehicle expenditures increasing by \$263 thousand. GPS continues to be incorporated in the budget at \$100 thousand with an additional \$100 thousand added to implement cameras on more buses. Public Transit costs have increased by \$560 thousand, or 5.8%. In addition, salaries and benefits are projected to increase by \$155 thousand and OSTA is expected to occupy its new space by the new fiscal year. The OCSB has a 2% projected enrollment increase, with 0% enrollment growth projected for OCDSB.

It was also noted that the budgeted allocations for students with autism, \$870 thousand, has been removed, and there were no changes made to the Youth in Care program. Summer School, OCENET and InterTrain were based on the previous year although it is uncertain what this will look like in 2021-2022.

Questions were answered accordingly.

*Jeff Redmond left the meeting (6:17 p.m.)*

9. Long Range Agenda

- Public Governance Meeting to occur next month, with a notice going online shortly. All trustees will receive an invitation to attend and listen in.
- Work continues on the appointment of our auditors, prior to next fiscal year.
- OSTA is looking forward to demonstrating OSTA's new online empty seat application.

10. New Business, Regular Session

None.

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

Future Board Meeting Dates:

April 26, 2021 – Public Meeting  
May 31, 2021  
June 23, 2021  
August 23, 2021

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

12. Adjournment

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

**THAT the Regular Session meeting adjourn at 6:21 p.m. Motion Carried.**

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Signature

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Title

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Signature

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Title