



OSTA

Ottawa Student
Transportation
Authority

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

Held on
Monday, April 26, 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:	Jeff Redmond, Controller Nina Camilleri, Communications Coordinator
Recording Secretary:	Laurie Frid, Executive Assistant

1. Call to Order

The meeting was called to order at 5:30 p.m. with Joanne MacEwan in the Chair.

2. Land 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. Introductions

Joanne MacEwan thanked the trustees in attendance, and introduced them to the Board.

4. Declarations of Conflict of Interest

None.

5. Approval of Regular Session Agenda

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

THAT the Regular Session agenda be approved. Motion Carried.

Regular Session Action Items

6. a) Confirmation of the Regular Session Minutes, March 29, 2020

**Moved by Cindy Simpson
Seconded by Chris Ellis**

THAT the Regular Session minutes of March 29, 2020 be approved. Motion Carried.

b) Business Arising from the Regular Session Minutes, March 29, 2020

None.

7. 2021-2022 Budget

The 2021-2022 budget was presented to the Board in March 2021 and was built on the foundation of full enrollment of students, prior to the impacts of COVID-19. There have been no changes to the budget as it was presented.

Jeff Redmond, Controller, provided a summary, highlighting the fact that there is an increased risk for variances which are dependent on the ongoing implications of COVID-19. It was noted that in regards to revenues, the recoveries from both Member School Boards, \$72 million, comprises of InterTrain funding, summer school, deferred capital contributions, fuel, and more. The total expenses, \$73 million, include transportation contracts (\$38 million), Public Transit (\$10.1 million), salaries, wages and benefits which include the addition of 1 new FTE and costs associated with OSTA's new occupancy.

The key drivers include large vehicle expenditures increasing by \$820 thousand , or 2.2% and small vehicle expenditures increasing by \$263 thousand, or 1.3%. 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%. It was noted that 381 students from Holy Trinity are projected to move from yellow bus to OC Transpo. 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.

Questions were answered accordingly.

**Moved by Lisa Schimmens
Seconded by Michael Carson**

THAT the OSTA budget for the 2021/2022 year as presented, be approved. Motion Carried.

8. Strategic Planning Framework

OSTA's last formal strategic plan expired on August 31, 2020. The Board recently approved an interim strategic plan for the 2020-2021 school year that ensured the organization was able to respond effectively to changing circumstances due to COVID-19.

Vicky Kyriaco, General Manager/Chief Administrative Officer presented a framework, identifying the steps necessary to establishing a long-term strategic plan. This included internal assessments, reviewing the mission and vision, and identifying priorities.

The Board discussed the difficulties in moving forward with a strategic plan during a pandemic. It was noted that since work on the strategic plan had commenced pre-COVID, it would be best to re-consider what had been started, evaluate it accordingly, and bring it back to the Board for discussion.

Regular Session Information Items

9. Long-Term Financial Forecast 2021/22 – 2024/25

Annually, OSTA prepares a long-term financial forecast in conjunction with the annual budget preparation. The forecast takes into account enrollment growth by both Member School Boards, and both actual and projected economic increases over the next four years. It was noted that this forecast was built on the assumption that school will commence as normal in September 2021, pre-COVID-19, and that future years will not be affected by any external pressures such as continued COVID-19 circumstances or funding changes.

Questions were answered accordingly.

Jeff Redmond adjourned the meeting (6:21 p.m.)

10. Operational Update

Vicky Kyriaco, General Manager/Chief Administrative Officer summarized the operational update, provided to the Board, which replaced OSTA's monthly updates. The report provided updates on service, planning for next school year, OC Transpo, School Active Transportation, Bus Technology, and more.

Questions were answered accordingly.

11. Long Range Agenda

None.

12. New Business, Regular Session

None.

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

Future Board Meeting Dates:

May 31, 2021

June 23, 2021

August 23, 2021

* indicates optional meeting dates, dependant on agenda requirements.

12. Adjournment of the Regular Session

Moved by Chris Ellis

Seconded by Michael Carson

THAT the Regular Session meeting adjourn at 6:44 p.m. Motion Carried.

Signature

Title

Signature

Title