



OSTA

Ottawa Student
Transportation
Authority

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

Held on
Monday, December 6, 2021 at 5:30 p.m.
Ottawa Student Transportation Authority (OSTA)
1547 Merivale Road, Suite 300, Ottawa (Nepean)
Teleconference (Google Meet)

REGULAR SESSION MINUTES

ATTENDANCE

Vice-President/Chairperson:	Joanne MacEwan
Directors:	Donna Blackburn Lisa Schimmens Michael Carson Camille Williams-Taylor Tom D'Amico Wendy Hough
Preceding Director:	Cindy Simpson
Absent:	None
General Manager/C.A.O.:	Vicky Kyriaco
Guest(s):	None
Recording Secretary:	Laurie Frid, Executive Assistant

1. Call to Order

The meeting was called to order at 5:55 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. Declarations of Conflict of Interest

None.

4. Approval of the Regular Session Agenda

**Moved by Donna Blackburn
Seconded by Michael Carson**

THAT the Regular Session agenda be approved. Motion Carried.

5. Resolve In Camera

**Moved by Camille Williams-Taylor
Seconded by Lisa Schimmens**

THAT the committee resolve In Camera. Motion Carried.

Return to Regular Session at 6:36 p.m.

Regular Session Action Items

6. a) Confirmation of the Regular Session Minutes, November 8, 2021

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

THAT the Regular Session minutes of November 8, 2021 be approved. Motion Carried.

(b) Business Arising from the Regular Session Minutes, November 8, 2021

The General Manager/Chief Administrative Officer summarized the school zone safety blitz held at Half Moon Bay and Vimy Ridge Public Schools. OSTA began by identifying the unsafe and illegal infractions around the schools, which generated police engagement. Following that, communication took place, which included staff and volunteers holding signs illustrating proper actions for one week. Subsequently, bylaw and police enforcement were on-site to watch for infractions and issue tickets. Once all the data is collected, OSTA plans to bring forward a fulsome report.

Next Spring, OSTA plans to conduct a safety blitz at two OCSB schools and has ideas on creating a plan which would allow schools to conduct a safety blitz independently.

Questions were answered accordingly.

Regular Session Information Items

9. Preliminary Financial Forecast 2021-2022

The 2021-2022 OSTA budget was based upon the pre-COVID-19 baseline from the 2019-2020 school year. Due to the continuing impacts of the ongoing COVID-19 pandemic, a preliminary financial forecast was presented to the Board. It was noted that the current surplus is the result of various circumstances such as the increase in cancelled routes, and a greater number of students being transported by public transit. To date, it appears that the small vehicle costs are on target. A complete financial report will be presented to the Board in February 2022.

OSTA thanked OC Transpo for the complimentary fare this month, which will result in a \$1 million savings.

10. Strategic Planning Update

OSTA consulted with key stakeholders, by way of a survey, to gather feedback that would help build the subsequent two-year strategic plan. The General Manager/Chief Administrative Officer provided a summary of the survey results, which included feedback on key areas: political, economic, social, technological, legal, environmental, operational and communications. In addition, comments were sought on the current mission and vision statements, and three pillars. A strategic plan will be drafted based on the results, with a facilitated session held in January 2022. A final plan will come forward, thereafter.

Questions were answered accordingly.

11. System Review and Initiatives Follow Up

The General Manager/Chief Administrative Officer provided a follow-up to various initiatives presented to the Board at the last meeting.

OSTA staff has reviewed opportunities for improvements to the system based on changing bell times at certain schools (new list provided to the Board). OSTA recommends additional consultation with school staff to ensure there are no negative impacts due to the proposed time change. Consultation with the public will only occur after receiving feedback from the school staff.

Students who are currently assigned to OC Transpo will continue with this mode of transportation for subsequent years. OSTA continues to work closely with OC Transpo.

The initial result of implementing an opt in process showed that implementing such a drastic change in the process in a short timeline would be ineffective. Instead, OSTA will be verifying with every parent/guardian whose child(ren) ride the yellow bus, their plans to use transportation for the next school year. By identifying who is not riding, it allows OSTA to route plan more efficiently.

Questions were answered accordingly.

12. Long Range Agenda

Borden Ladner Gervais has started the process of reviewing OSTA's bylaw. Preliminary findings show that OSTA is unable to have alternate directors.

12. New Business, Regular Session

None.

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

Future Board Meeting Dates:

January 24, 2022*

February 28, 2022

March 28, 2022

April 25, 2022 – AGM

May 30, 2022

June 29, 2022*

August 22, 2022

* indicates optional meeting dates, dependant on agenda requirements.

12. Adjournment of the Regular Session

Moved by Cindy Simpson

Seconded by Wendy Hough

THAT the Regular Session meeting adjourn at 7:15 p.m. Motion Carried.

Signature

Title

Signature

Title