



# OSTA

Ottawa Student  
Transportation  
Authority

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

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Held on  
Monday, March 28, 2022, at 5:30 p.m.  
Ottawa Student Transportation Authority (OSTA)  
1547 Merivale Road, Suite 300, Ottawa (Nepean)  
Teleconference (Google Meet)

### REGULAR SESSION MINUTES

#### ATTENDANCE

<b>President/Chairperson:</b>	Donna Blackburn
<b>Directors:</b>	Joanne MacEwan Camille Williams-Taylor Michael Carson Lisa Schimmens Cindy Simpson Wendy Hough
<b>Alternate Director:</b>	Mary Donaghy
<b>Absent:</b>	Tom D'Amico
<b>General Manager/C.A.O.:</b>	Vicky Kyriaco
<b>Guest:</b>	Jeff Redmond, Controller
<b>Recording Secretary:</b>	Laurie Frid, Customer Service and Executive Support Coordinator

#### 1. Call to Order

The meeting was called to order at 5:31 p.m. with Donna Blackburn 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 Joanne MacEwan  
Seconded by Lisa Schimmens**

**THAT the Regular Session agenda be approved. Motion Carried.**

5. Resolve In Camera

**Moved by Cindy Simpson  
Seconded by Michael Carson**

**THAT the committee resolves In Camera. Motion Carried.**

**Return to Regular Session at 5:35 p.m. with Donna Blackburn in the Chair.**

**Regular Session Action Items**

6. a) Confirmation of the Regular Session Minutes, February 28, 2022

**Moved by Cindy Simpson  
Seconded by Joanne MacEwan**

**THAT the Regular Session minutes of February 28, 2022, be approved. Motion Carried.**

(b) Business Arising from the Regular Session Minutes, February 28, 2022

The General Manager/Chief Administrative Officer provided the Board with an update on the following matters:

- Notices for bell time changes were forwarded to all schools before the March Break.
- The Transportation Confirmation process continues with a 50% response rate to date (deadline, April 3). OSTA held two informational sessions with the multicultural liaisons.
- A notice was distributed regarding OSTA's driver recruitment and retention efforts.

7. Transportation During COVID-19 Policy

OSTA updated its Transportation During COVID-19 policy to resemble the COVID-19 changes made by the Government (e.g., voluntary masking, vaccinations). With the board responsible for approving policy changes, a revised copy was brought forward for discussion.

Questions were answered accordingly.

**Moved by Joanne MacEwan  
Seconded by Cindy Simpson**

**THAT the OSTA Board of Directors approve the changes to the T24 Transportation During COVID-19 Policy, as presented. Motion Carried.**

*Jeff Redmond joined the meeting (5:46 p.m.)*

### **Regular Session Information Items**

#### **9. Draft Budget Report/Discussion 2022-2023**

A draft 2022-2023 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 is highly likely there will continue to be financial impacts from the ongoing pandemic. The proposed budget utilizes the 2019-2020 actuals, the 2020-2021 pre-pandemic budget projections, current year forecast and 2022-2023 enrollment estimates as the foundation for estimating purposes.

Jeff Redmond provided a brief overview of each page. The proposed budget shows an increase of \$4.7 million dollars, or 6.3%. The key drivers include large vehicle expenditures decreasing by \$1.38 million, or 3.6%. GPS and cameras, \$200 thousand, have been eliminated from the budget. Small vehicle costs have increased by \$628 thousand, or 3% as all modes of transportation were used to transport students, due to the driver shortage. Public transit costs have been increased by \$5.25 million, or 52%, with a greater number of students being moved to public transit.

It was also noted that salaries and benefits are projected to increase by \$190 thousand, resulting from various factors, including a staff re-organization. Summer School, OCENET and InterTrain were based on pre-pandemic figures as it is uncertain what this will look like in 2022-2023. The budget does not take into account the results from the current transportation confirmation process.

Given the ongoing driver shortage, and Staff's expectation of future surpluses due to cancelled services, some Directors asked that the budget reflect a more refined level of expenditure. Adding a contingency factor would then allow the school boards to better allocate funds within their own budgets.

Questions were answered accordingly.

*Jeff Redmond adjourned the meeting (6:22 p.m.)*

#### **10. Transportation Mode Survey Results**

The second annual transportation mode survey results were presented to the Board. The goal of the survey is to find out how students are getting to/from school (e.g., bussing, walking, carpooling) during the month of October. An impressive 7,900 responses showed that 72% of students use sustainable modes of transportation.

OSTA added bus cancellations to the survey this year to look at the impact of COVID-19. Approximately 15% of students walked to/from school, a further distance than their eligibility. Other observations included a decline in school bus usage, a noticeable increase in observed safety issues, and the most satisfactory walking rates come from younger students (elementary age).

Questions were answered accordingly.

11. School Active Transportation Update

OSTA, in partnership with EnviroCentre and the City of Ottawa, has worked towards improving and adding to its school active transportation programs. A report including OSTA’s new HOP! App and the Wayfinding Signs project were presented to the Board.

Questions were answered accordingly.

12. Long Range Agenda

Next month’s Board meeting will include an operational update, next year’s budget along with a long-term financial forecast.

13. New Business, Regular Session

None.

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

Future Board Meeting Dates:

April 25, 2022 – Public Meeting

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 Michael Carson**

**Seconded by Mary Donaghy**

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

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Signature

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Title

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Signature

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Title