

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

**Held on
Monday March 25th, 2019, 5:30 p.m.
Ottawa Student Transportation Authority
1645 Woodroffe Avenue, Ottawa (Nepean) – 1st Floor, Room 100/Teleconference**

REGULAR SESSION MINUTES

ATTENDANCE

President/Chairperson: John Curry

Directors: Camille Williams-Taylor
Lynn Scott
Jeremy Wittet
Lisa Schimmens
Denise Andre
Michael Carson
Donna Blackburn

Absent: None.

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

Other: Joanne Glaser, Cornerstones.

Recording: Jeff Redmond, Controller

1. Call to Order

The meeting was called to order at 5:35 p.m. with John Curry in the Chair.

2. Acknowledgement of First Nations

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: Camille Williams-Taylor

Seconded by: Donna Blackburn

THAT the Regular Session agenda be approved.

Carried

5. Resolve In Camera

Moved by: Michael Carson

Seconded by: Lisa Schimmens

THAT the committee resolves In Camera.

Carried

Return to Regular Session at 7:50 p.m.

Regular Session Action Items

6. (a) Confirmation of Regular Session Minutes, February 25th, 2019

Moved by: Denise Andre

Seconded by: Jeremy Wittet

THAT the Regular Session minutes of February 25th, 2019 be approved.

Carried

(b) Business Arising from the Regular Session Minutes, February 25th, 2019

Vicky Kyriaco noted that OSTA continues to have service delivery issues with National Transportation Services and staff are working on solutions.

Regular Session Information Items

7. Draft Budget Report/Discussion 2019-2020

Jeff Redmond presented the preliminary 2019-2020 budget to the Board for review. Overall expenditure increases were projected at \$5.77 million, or 8.9%. Enrollment growth at both Boards is predicated at 2.25% at the OCSB and 1.2% at the OCDSB. Large vehicle expenditures are predicted to increase by \$2.26 million, or 6.7%. Of that amount, approximately 5.38% is due to contractual increases, with the remainder being mostly enrollment growth. That growth resulted in 5.6 new bus routes for the OCSB and 4.6 routes for the OCDSB. Plus, an additional 5 routes were added to account for the closure of Elmdale School at the OCDSB. New this year is the continuance of wage enhancement funding for \$316 thousand, which commenced in the 18/19 school year. GPS was added for \$100 thousand and implementation of cameras in a portion of the bus fleet was added at \$200 thousand. Small vehicle costs are increasing by 13.7%, or \$2.52 million. Of that amount, 2.0% is attributable to economic adjustments. New transportation for students with Autism has been projected at 9.5%, of which \$1.5 million relates to the OCDSB and \$240 thousand is for the OCSB. These estimates are currently difficult to verify and are subject to change as more information becomes available. The remainder of the small vehicle increase is due to projected enrollment growth. Public transit increases added \$791 thousand to the budget. Of that amount, economic increases of 2.8% become effective September 1, 2019 and 2.5% effective January 1, 2020. These increases are established by the City of Ottawa. Enrollment growth in public transit added 85 passengers at the OCDSB and 74 passengers at the OCSB. In addition, \$200 thousand was added for new transit passes at St. Paul and Notre Dame Secondary schools due to realignment of services. Staffing increased by 3.0 fte's in order to streamline operations, with costs partially offset from other categories. The net increase was \$128 thousand, or 6.1%. A proposed office restoration was budgeted, having a partial carryforward of \$200 thousand from the previous year. Other new initiatives were highlighted, along with budget carryforwards from the prior year budget. Questions and answers were provided to the Board, including discussion on the amount of increases for students with Autism. It was noted the Boards can independently revise their own budgets from OSTA's if necessary, as more information becomes available for projections. No changes to the draft budget document were recommended at this time.

8. Bell Time Review

Vicky Kyriaco presented a report to explore opportunities for potential cost reductions by performing a bell time review. Bell times were last reviewed in 2014 and implemented in 2015. A number of areas were exempt from the last review, and a list of 100 schools was presented for discussion. Discussion with the Board included possible impacts from an accommodation review and that it would be better to move discussion of a Bell Time review to May once more information is available.

9. OSTA Update for March 2019

Vicky Kyriaco reviewed the March update. It was noted the GM has been requested to present to the Standing Committee on Transport, Infrastructure and Community respecting seat belt use on buses.

10. Long Range Agenda

No changes.

11. New Business, Regular Session

None.

12. Meeting Schedule

Future Board meeting Dates:

April 29, 2019 – Public Meeting
May 27, 2019
June 26, 2019*
August 26, 2019

Nb: - * indicates optional meeting dates, dependant on agenda requirements.

13. Adjournment

Moved by: Camille Williams-Taylor
Seconded by: Jeremy Wittet

THAT the Regular Session meeting adjourn at 8:12 p.m.

Carried

Signature

Title

Signature

Title