



OSTA

Ottawa Student
Transportation
Authority

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

Held on
Monday, September 23, 2019 at 5:30 p.m.
Ottawa Student Transportation Authority
1645 Woodroffe Avenue, Ottawa (Nepean) – 1st Floor, Room 136/Teleconference

REGULAR SESSION MINUTES

ATTENDANCE

President/Chairperson:	John Curry
Directors:	Camille Williams-Taylor Jeremy Wittet (via teleconference) Lisa Schimmens Denise Andre Michael Carson Lynn Scott
Absent:	Donna Blackburn
General Manager/C.A.O.:	Vicky Kyriaco
Guest:	Joanne Glaser, Cornerstone
Recording Secretary:	Laurie Frid, Executive Assistant

1. Call to Order

The meeting was called to order at 5:36 p.m. with John Curry 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 Donna Blackburn
Seconded by Denise Andre**

THAT the Regular Session agenda be approved. Motion Carried.

5. Resolve in Camera

**Moved by Lynn Scott
Seconded by Michael Carson**

THAT the committee resolves In Camera. Motion Carried.

Return to Regular Session at 6:05 p.m.

Regular Session Action Items

6. a) Confirmation of Regular Session Minutes, August 26, 2019

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

THAT the Regular Session minutes of August 26, 2019 be approved. Motion Carried.

(b) Business Arising from the Regular Session Minutes, August 26, 2019

None.

7. Policy T22 Joint Custody/Two Homes

At the last Board meeting, Vicky Kyriaco GM/CAO presented a report to the Board regarding changes to policy T22 Joint Custody/Two Homes. It was requested that a legal review be conducted of the amended policy which was complete and presented. It was confirmed that OSTA is entitled to exercise a certain amount of discretion in deciding how and to whom services should be provided. As situations arise, OSTA will exercise its discretion reasonably, allowing equal opportunity for parents/guardians to explain their rationale as to why they may be reluctant to approve variable transportation of the student to two homes/daycares.

All questions by the Board were answered accordingly.

**Moved by Lynn Scott
Seconded by Michael Carson**

**THAT Policy T22 Joint Custody/Two Homes, as amended and presented, be approved.
Motion Carried.**

8. Drug and Alcohol Policy

There was discussion around how to deal with drivers who may be impaired, particularly due to the fact they are at arm's length of OSTA. In a few instances, teachers were not certain about what to do when they suspected a driver may be impaired.

OSTA reviewed its current policy relating to tobacco, firearms, and weapons. A comparison with other policies was conducted (e.g., City of Ottawa, operator policies, school board policies). Subsequently, this item was brought forward for legal review. OSTA cannot recommend that a driver be tested as a condition of employment. For compliance, we will request Operators send their policies to OSTA.

OSTA will be creating a human resources policy at a later date, in this same regard. Various questions were answered and discussions around the inclusion of other individuals was brought forward.

**Moved by Donna Blackburn
Seconded by Denise Andre**

THAT the T3 Alcohol, Drugs, Tobacco, Firearms and/or Weapons policy be approved, as amended. Motion Carried.

9. Key Performance Indicators

The bi-annual report on the various key performance indicators was presented. These include bus capacity utilization, run-tiering yellow bus, OCDSB/OCSB ride alones, preventable delays, safety, and complaints. OSTA has seen a 15% increase in the number of transported students since 2015.

The Board was pleased with the overall work accomplished by OSTA. Questions were answered accordingly. A suggestion was made to change the formula calculating KPI's for accidents and injuries to reflect the number of service days versus the number of routes, as the total number of incidents is actually very low and not accurately reflected on the graph within.

**Moved by Lynn Scott
Seconded by Camille Williams-Taylor**

**THAT the 2018-2019 Key Performance Indicators report be received, as presented.
Motion Carried.**

10. St. Paul's HS Bell Time Review

Staff presented the request from St. Paul's regarding a bell time review. By way of OSTA policy, bell time changes of less than 10 minutes are approved by the OSTA Board, whereas changes of more than 10 minutes are approved by the School Board Trustees.

Last year, students at St. Paul's in grades 9 through 12 received a presto pass (OC Transpo). Now, the school is requesting that students in grades 7 and 8 also take OC Transpo.

It was noted that if all the students are on public transit, then there is some flexibility in changing the bell time. Due to operational constraints at OC Transpo during peak commuter times, the morning bell time would need to change to 8:45 am or later, with an afternoon bell time of 3-3:10 pm. If the grade 7

and 8 parents continue to express concern with moving from yellow bus to public transit, then the bell time would have to remain at 8:00am in order to ensure efficient use of vehicles, and drivers. It was noted that changing the bell time may incur additional cost for the OCDSB as efficiencies are reduced. OSTA shared the consultation plan with the Board. It involves a public meeting which would be held in late October, followed by the results being presented to the OSTA Board. The results from the survey and public consultation will be brought forward to the school in November.

**Moved by Michael Carson
Seconded by Denise Andre**

THAT the consultation plan regarding the bell time change at St. Paul HS be approved, as presented. Motion Carried.

Regular Session Information Items

11. Strategic Operations Plan 2019-2020

The current strategic plan has been in progress since 2016. Discussions will need to begin shortly on the new strategic plan. The Board was reminded that the OSTA strategic plan will inform them of how we are planning to meet some of the objectives, however, it does not address all of the work conducted by OSTA. Vicky reviewed the strategic plan objectives with the Board, and provided status updates, as necessary. Comments were made by various Board members.

OSTA Staff and Joanne Glaser from Cornerstone, will meet to come up with the framework for the next strategic plan. Together, they will determine various aspects including who may be involved throughout the planning, and whether a facilitator is necessary.

There was discussion on the current challenges of the office. It was proposed that OSTA bring forward a list of the current challenges, including health and safety concerns for the staff.

12. School Startup 2019- 2020

Vicky presented the data arising from the school start up report. Overall, a very good start up.

The public transit training session went well. OSTA plans to do its own public transit training next year. There was a question asked in regards to the LRT and whether there would be changes to the yellow bus, with it now running. As necessary, information will be brought forward to a future meeting.

13. KG Drop Off

Staff discussed the issue of the Bayview student who was dropped off at the wrong location. OSTA has bright yellow ID bands which are meant to help identify the kindergarten students. In addition, the drivers are to check the manifest for identification of these children. OSTA has requested that the operators send us their training modules. Follow up with be conducted with the operators on this issue. The Ministry has asked that we keep track of kindergarten students that get dropped off without supervision.

14. OSTA Update September 2019

The report was circulated to the Board.

There was discussion on the stop arm cameras. It was reiterated that the system belongs to the Ottawa Police Services, who will release statistics as they feel necessary. OSTA has no involvement in collecting nor reporting data. Staff will ask the OPS when they are expecting to do a release of the information and bring that information to the Board.

15. Long Range Agenda

No changes.

16. New Business, Regular Session

A student request was brought forward by Lynn Scott, pertaining to transporting kids from Barrhaven and Bell HS. She questioned how we can move forward with placing these students on OC Transpo.

Staff explained that several aspects need to be considered. OSTA policy states that ride times should not exceed 90 minutes, one way. If bus lines to Barrhaven are established, there may be many other requests for similar service from other students across the city.

OC Transpo will do load balancing and will add service on new routes. They also react very well with customer/individual complaints. In some instances, the volume of complaints can create the change. It was suggested that OSTA speak with OC Transpo. Subsequently, the parents should get together and discuss this issue with OC Transpo.

Yellow bus overcrowding was brought forward. In some cases, some students are boarding the bus without approval. Follow up will be conducted on this particular issue.

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

The Board decided to cancel the October 21, 2019 meeting.

Future Board Meeting Dates:

November 4, 2019 – Public Meeting

December 9, 2019

January 27, 2020*

February 24, 2020

March 30, 2020

April 27, 2020 – Public Meeting

* indicates optional meeting dates, dependant on agenda requirements.

18. Adjournment

**Moved by Denise Andre
Seconded by Camille**

THAT the Regular Session meeting adjourn at 7:17 p.m. Motion Carried.

Signature

Title

Signature

Title