



# OSTA

Ottawa Student  
Transportation  
Authority

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

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Held on  
Friday, August 14, 2020 at 5:30 p.m.  
Ottawa Student Transportation Authority (OSTA)  
Confederation Education Centre, 1645 Woodroffe Avenue, Ottawa (Nepean)  
Teleconference (Google Meet)

### EMERGENCY REGULAR SESSION MINUTES

#### ATTENDANCE

<b>President/Chairperson:</b>	Donna Blackburn
<b>Directors:</b>	John Curry Michael Carson Camille Williams-Taylor Lisa Schimmens Tom D'Amico Jennifer Jennekens Jeremy Wittet
<b>Absent:</b>	None
<b>General Manager/C.A.O.:</b>	Vicky Kyriaco
<b>Guest:</b>	None
<b>Recording Secretary:</b>	Laurie Frid, Executive Assistant

#### 1. Call to Order

The meeting was called to order at 5:32 p.m. with Donna Blackburn 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 Emergency Regular Session Agenda

**Moved by John Curry  
Seconded by Lisa Schimmens**

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

**Regular Session Action Items**

5. New Director Appointment

The Board welcomed Tom D'Amico, who has replaced Denise Andre.

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

**THAT the following person be appointed to the Ottawa Student Transportation Authority Board of Directors: Tom D'Amico. Motion Carried.**

6. Return to School Transportation Update

Vicky Kyriaco thanked the Board for making time, on short notice. Today, OSTA posted a Return to School Transportation Update, publicly.

**Ottawa Public Health**

OSTA has had a number of communications and conference calls with the Ottawa Public Health to discuss a range of topics. These discussions were very helpful in designing a service that mitigates virus transmission, to the extent possible. To date, OSTA is waiting on final opinions for the following essential planning parameters:

- Number of KG to grade 3 students per seat. Currently planned to load 3 per seat.
- Number of students with special needs to be loaded in a van. Currently planned for full 6 passenger loads, 3 per bench in some cases.
- Type of personal protective equipment necessary for wheelchair drivers. Originally, looking at clinical approach, but may be reduced.

**Cohort Lists**

OSTA has completed the necessary work on creating cohort lists for both Member School Boards. These lists separate grades by name and family bubble (address) into Cohort A and Cohort B.

*Donna Blackburn left the meeting (5:40 p.m.), and John Curry took over in the position of Chair.*

**School Schedules**

Due to the changes in the secondary schedules (grades 9-12 attending in person for 150 minutes on their cohort days), OSTA is now in the process of amending 451 yellow bus routes to add special midday

runs to transport grade 9-12 students' home after their morning class. In addition, 200+ vans will also need to be redesigned.

It is understood that there may be additional changes, as per the announcement that occurred yesterday. We are waiting on final details before proceeding with the schedules.

### **Special Education Programs**

OSTA is currently waiting for dismissal times for a variety of OCDSB alternative and special education sites. OSTA has started to contact OCSB students who are transported by van, to find out which students will be wearing a mask, in hopes of maximizing van utilization.

### **School Active Transportation**

With parents choosing to drive their children to school, the traffic will be very challenging. OSTA has created initiatives, which include the following:

- New: Walk-A-Block maps for every elementary school
- New: Walk & Roll Meet-Up maps for every elementary school
- School Zone Safety and Driver Behaviour Initiative

OSTA's communication campaign will begin its roll out, which includes the prioritization of schools. Work continues with the City of Ottawa to mitigate traffic around schools.

### **Presto Cards**

It was determined that providing students with single ride vouchers rather than Presto cards was not of significant financial value, when considering the amount of work associated with this change. OSTA is preparing the Presto passes for distribution to schools.

### **Empty Seat/Courtesy Seating**

Recently, the OSTA Board approved the suspension of the empty seat program should physical distancing be required on the buses during the 2020-2021 school year, with the intention that it be reinstated once physical distancing is no longer required. However, due to the ongoing potential physical distancing requirements in addition to seat assignments that maintain family bubbles or classroom cohorts together, introducing ineligible riders at anytime during this school year is not recommended. After consultation with many groups, OSTA is recommending the suspension of the empty seat program for the entire 2020-2021 school year.

### **Timelines and Delayed Start-Up**

Due to the complexity of setting up transportation amongst COVID-19 and the significant number of changes that OSTA has had to make to accommodate the school schedules, transportation will be delayed this year. To date, the routes have not been distributed to the Operators. There will be a significant number of discussions taking place with drivers, to ensure they are comfortable. Once the final lists are distributed to the Operators, they will need up to 4 weeks to get ready.

OSTA continues to work with OC Transpo, who is preparing transportation around the current secondary school schedule. If changes occur, they would need additional time.

As long as there are no more changes, OSTA anticipates a start date of September 21<sup>st</sup>. If there are any more changes, it could be as late as September 28<sup>th</sup>.

*Jeremy Wittet joined the meeting (6:06 p.m.)*

It was noted that the Member School Boards are willing to assist, financially, in order to have transportation start on time.

Questions were answered accordingly.

**Moved by Jeremy Wittet  
Seconded by Tom D'Amico**

**THAT OSTA suspend the empty seat program for the 2020-2021 school year. Motion Carried.**

**Moved by Jennifer Jennekens  
Seconded by Camille Williams-Taylor**

**THAT the OSTA Board of Directors receive the Return to School Transportation Update. Motion Carried.**

### **Regular Session Information Items**

7. **New Business, Regular Session**

None

8. **Board Meeting Schedule: 5:30 p.m. start time:**

Future Board Meeting Dates:

August 24, 2020  
September 28, 2020  
October 26, 2020\*  
November 9, 2020 – Public Meeting  
December 7, 2020 – AGM  
January 25, 2021\*  
February 22, 2021  
March 29, 2021  
April 26, 2021 – Public Meeting  
May 31, 2021  
June 23, 2021  
August 23, 2021

\* indicates optional meeting dates, dependant on agenda requirements.

9. **Adjournment**

**Moved by Lisa Schimmens  
Seconded by Jennifer Jennekens**

**THAT the Regular Session meeting adjourn at 6:32 p.m. Motion Carried.**

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Signature

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Title

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Signature

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Title