



OSTA

Ottawa Student
Transportation
Authority

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

Held on
Monday, August 24, 2020 at 5:30 p.m.
Ottawa Student Transportation Authority (OSTA)
Confederation Education Centre, 1645 Woodroffe Avenue, Ottawa (Nepean)
Teleconference (Google Meet)

REGULAR SESSION MINUTES

ATTENDANCE

President/Chairperson:	Donna Blackburn
Directors:	John Curry Michael Carson Camille Williams-Taylor Lisa Schimmens Tom D'Amico Jennifer Jennekens
Alternate Director:	Joanne MacEwan
Absent:	Jeremy Wittet
General Manager/C.A.O.:	Vicky Kyriaco
Guests:	Jeff Redmond, Controller, OSTA Philippe Renaud, Partner, Marcil-Lavallée
Recording Secretary:	Laurie Frid, Executive Assistant

1. Call to Order

The meeting was called to order at 5:30 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 Regular Session Agenda

**Moved by Tom D’Amico
Seconded by Jennifer Jennekens**

THAT the Regular Session agenda be approved. Motion Carried.

5. 2019 – 2020 Audit Plan

The chair introduced and welcomed Mr. Philippe Renaud, a Partner of Marcil Lavallée, Chartered Professional Accountants. Mr. Renaud provided the Board with an overview of the 2020 audit plan, including auditor responsibilities, deliverables of the Financial Statements with Auditor’s Report, year-end communications as well as a general outline of the audit approach. A statement of independence from OSTA and both Member Boards was also affirmed by Marcil Lavallée.

6. Resolve in Camera

**Moved by Michael Carson
Seconded by Jennifer Jennekens**

THAT the committee resolves In Camera. Motion Carried.

Return to Regular Session at 6:26 p.m.

Regular Session Action Items

7. a) Confirmation of Regular Session Minutes, June 24, 2020

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

THAT the Regular Session minutes of June 24, 2020 be approved. Motion Carried.

(b) Business Arising from the Regular Session Minutes, June 24, 2020

None.

Jeff Redmond left the meeting (6:27 p.m.)

8. Return to School Transportation Update

OSTA continues to keep the Board informed regarding the status of transportation planning. Changes were continuously made to school board scheduling, which affected OSTA’s plans. Recently, OSTA received the final school board schedules, which are complex and are different than what was expected, including the special needs programs/schedules.

OC Transpo is working on revising routes based on new secondary school bell times and adjusting services based on estimated load counts. OC Transpo should be ready for service as of September 3rd. OSTA has started the work in eliminating presto cards for remote learners.

Yellow bus transportation could start as early as September 14th, however, this is dependent on when we receive the opt-out lists from both School Boards. These lists are critical in balancing the loads, so drivers can make decisions on their whether they will return to work. Lighter loads will provide some reassurance.

A media conference was held earlier today, and communication to parents has occurred with notification of our September 14th start date, for yellow buses. OSTA will continue to post information as it is available, and plans to post the OCDSB dismissal times online, as there continues to be some confusion.

Questions were answered accordingly.

**Moved by Camille Williams-Taylor
Seconded by Joanne MacEwan**

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

Regular Session Information Items

9. Transportation Information and Response to Issues

This annual report is submitted to the Board on behalf of Vicky Kyriaco, GM/CAO. It provides the trustees with a range of transportation information, should they wish to advocate on behalf of their constituents. Those who require further information are asked to contact Vicky directly.

10. July/August OSTA Update

- Return to School: OSTA is working diligently on ensuring all students are transported safely as well as getting students/parents to consider active modes of transportation (e.g., walk/roll).
- Office relocation: OSTA continues to work on a draft lease and layout for our new space.

11. Long Range Agenda

No discussion.

12. New Business, Regular Session

The Board had some discussion in regards to a letter that was sent to the City of Ottawa, in regards to issues around Manor Park community. It includes recommendations for a number of City bylaw changes, speeding signs, etc. The intent of the letter was to inform the City of traffic issues around schools.

OSTA has been working collaboratively with the City of Ottawa to mitigate traffic around schools, in particular in areas that we know to be problematic. Currently, Walk-A-Block Signs are being placed on all

elementary school properties and our walk n' roll program is underway. OSTA continues to be very active in requesting the City of Ottawa look at areas that require enforcement.

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

Future Board Meeting Dates:

- 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.

14. Adjournment

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

THAT the Regular Session meeting adjourn at 6:48 p.m. Motion Carried.

Signature

Title

Signature

Title