



OSTA

Ottawa Student
Transportation
Authority

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

Held on
Monday, September 28, 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 Camille Williams-Taylor Lisa Schimmens Tom D'Amico Jennifer Jennekens Jeremy Wittet
Absent:	Michael Carson
General Manager/C.A.O.:	Vicky Kyriaco
Guests:	None
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 Jeremy Wittet
Seconded by Jennifer Jennekens**

THAT the Regular Session agenda be approved. Motion Carried.

5. Resolve in Camera

**Moved by John Curry
Seconded by Jennifer Jennekens**

THAT the committee resolves In Camera. Motion Carried.

Return to Regular Session at 6:29 p.m.

Regular Session Action Items

6. a) Confirmation of the Emergency Regular Session Minutes, August 14, 2020

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

THAT the Emergency Regular Session minutes of August 14, 2020 be approved. Motion Carried.

(b) Business Arising from the Emergency Regular Session Minutes, August 14, 2020

None.

Confirmation of the Regular Session Minutes, August 24, 2020

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

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

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

None.

7. Transportation During COVID-19 Policy

As a result of the ongoing COVID-19 pandemic, a number of operational changes have had to be made to address the various requirements relating to health and safety. The Board has been kept apprised of issues throughout the development of protocols. At this time, OSTA recommends formalizing a policy. It is important that OSTA have statements that could be referred to when speaking with parents/schools, and for use by staff, especially in regards to route cancellations.

A list of some of the current OSTA policies that have been altered due to COVID-19 were provided to the Board (e.g., empty seat assignments, vehicle loading/capacity)

There was discussion on whether some of the language in this policy was too restrictive, and if it should be more generic to accommodate future pandemics. It was also suggested to use language based on the guidance of the Ottawa Public Health. Once approved, a number of procedures will be established.

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

THAT the OSTA Board of Directors approve the T24 Transportation During COVID-19 policy, as presented. Motion Carried.

Regular Session Information Items

8. Driver Shortage and Resumption of Cancelled Services

OSTA continues to experience a driver shortage, with resignations occurring daily and drivers calling in sick (with COVID or with symptoms). OSTA is doing its best to keep up with the day-to-day changes, and keeping families apprised through its regular communication channels.

Arrangements have been made to assist students, such as moving them to OC Transpo, and hiring Coach (greyhound) companies to cover routes. OSTA has been prioritizing rural and high needs schools.

To date, 9,800 students have opted out of transportation, and OSTA continues to send this messaging to our families. There was hope to be able to blend some runs as families continued to opt-out, however, it seems additional targeted approaches are necessary such as calling schools and families to enquire on who needs transportation. Decisions to use vans are being considered. When routes are blended, it is only a one to one exchange, which means OSTA is moving bubbles of students.

Drivers have expressed the following concerns:

1. Not having access to school bathrooms.
2. Loading/Unloading is taking too long. Some students are onboard 15 minutes before they leave.
3. Inconsistent messaging. When a student is COVID positive, how will they be informed on whether to stop driving (and when to start). Clear messaging/process would be beneficial.

Questions were answered accordingly.

9. School Startup 2020 - 2021

At the beginning of every school year, the GM/CAO sends a report to the Directors of Education (OCDSB/OCSB). A copy of that report was distributed to the Board.

Questions were answered accordingly.

10. September OSTA Update

- It was an enormous amount of work to prepare for transportation, amidst COVID-19.
- Currently, developing Walk-A-Block maps for secondary schools.
- Active Transportation has increased.
- Van transportation is going well, with students with special needs getting to school well.

Questions were answered accordingly.

Special thanks was given to OSTA staff for all of their hard work during this challenging time.

11. Long Range Agenda

No discussion.

12. New Business, Regular Session

None.

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

Future Board Meeting Dates:

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 Jeremy Wittet
Seconded by Tom D'Amico**

THAT the Regular Session meeting adjourn at 7:07 p.m. Motion Carried.

Signature

Title

Signature

Title