



# OSTA

Ottawa Student  
Transportation  
Authority

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

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**Held on  
Monday, December 7, 2020 at 6:00 p.m.  
Ottawa Student Transportation Authority (OSTA)  
Confederation Education Centre, 1645 Woodroffe Avenue, Ottawa (Nepean)  
Teleconference (Google Meet)**

**REGULAR SESSION MINUTES**

**ATTENDANCE**

**President/Chairperson:** Joanne MacEwan

**Directors:** Michael Carson  
Camille Williams-Taylor  
Jennifer Jennekens  
Chris Ellis  
Tom D'Amico  
Lisa Schimmens  
Cindy Simpson

**Absent:** None

**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 5:57 p.m. with Joanne MacEwan 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 Cindy Simpson**

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

**Public Delegations**

There were no members of the public in attendance, therefore, no public delegations presented.

**Regular Session Action Items**

5. a) Confirmation of the Regular Session Minutes, November 9, 2020

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

**THAT the Regular Session minutes of November 9, 2020 be approved. Motion Carried.**

(b) Business Arising from the Regular Session Minutes, November 9, 2020

None.

6. Health and Safety Policy

Annually, OSTA reviews its health and safety policies, which include occupational health and safety, workplace harassment, respectful workplace and violence in the workplace. At the request of the OSTA Board, the H13 Occupational Health and Safety Policy was reviewed to take into account the possibility of employees working from home due to COVID-19 (or other reasons) and to ensure other legislation, such as Human Rights, were considered.

A revised policy was circulated with new language highlighted (points #6 and #7) within the policy statement. Legal counsel was consulted and OSTA was told to have procedures for staff who are working from home. OSTA will be reviewing its current procedures to ensure protection for those who work from home. It was noted that point #7 relates to not only human rights, but other pieces of legislation (e.g., Employment Standards). This ensures our policy’s compliance.

Ultimately, whether an employee is working from the office or from home, they are required to adhere to OSTA’s policies and procedures, and OSTA is to treat them fairly.

Questions were answered accordingly.

**Moved by Cindy Simpson  
Seconded by Tom D’Amico**

**THAT the OSTA Board of Directors approve the H13 Occupational Health and Safety Policy, as presented. Motion Carried.**

### **Regular Session Information Items**

#### **7. Operational Update**

Since the start of the school year, OSTA has tracked 68 routes which were fully cancelled due to a driver shortage. Currently, OSTA only has 5 portions of routes on the long-term cancellation list. OSTA has managed to restore service by implementing strategies, such as:

- Coach companies were hired, along with 1 new yellow bus company.
- Re-configuration of several dozen routes to re-allocate stops and runs amongst other existing routes.
- Transferred 200+ grade 7-12 students to public transit from yellow bus service.

Currently, van service is being evaluated as a method of transportation for the 100 students not receiving transportation.

The new challenge relates to driver isolation. Routes are being cancelled due to COVID-19 isolation requirements by the Ottawa Public Health. These short-term cancellations last anywhere from a few days to two-weeks. In November, we had a total of 80 cancellations. As usual, OSTA's long and short-term cancellations are posted online, and parents are asked to check the website.

Questions were answered accordingly.

#### **8. School Active Transportation Update**

A PowerPoint presentation highlighting School Active Transportation (SAT) was presented to the Board.

Presentation highlights included:

- Walking School Bus: offered at 13 schools
- Adult Crossing Guards: going well, and have recently added a double-whistle alert
- City of Ottawa: hired 10 additional crossing guards; Ottawa police enforcing unsafe driving behaviours; Communication and Education campaign coordinated with the City.
- Partners in SAT: EnviroCentre continues to work with schools on travel planning; the Ottawa Safety Council continues with the walking school bus program and the Ottawa SAT Network plans to meet in January as they focus on promoting safety. A new "Innovate" fund application by Ontario Active School Travel has been completed for a new project for active school travel.
- Safety Competition: occurred during the Spring COVID-19 shut-down. OSTA received 485 submissions and has plans to repeat in the Spring of 2021. Submissions were included.
- Walk to School Event: held in July, in hopes of getting students more active. Included was an eye spy game, colouring book, and various challenges.
- Walk to School Day, Event Planning Toolkit: continue to promote this program with our schools.
- Walk a Block Maps: created for all elementary and secondary schools, to encourage parents to park away from the school site and walk the rest of the way. Signs were distributed to the schools, that included a QR code, allowing them to download a map of the area.
- Walk & Roll Meetup: stops in various neighbourhoods were created that had critical mass of students, allowing them to meet and walk together. These maps were downloaded about 600 times and OSTA plans to push this program's messaging directly to parents.

- Safety Tips for Young Pedestrians: safety tips that can be read to students.
- School Zone Safety: currently looking at issues that are taking place at schools, with the additional traffic. Focus groups were conducted and OSTA created messaging directed to parents/guardians.
- Safer School Zones: OSTA continues to encourage parents to use the bus.
- School Active Transportation and Traffic Survey: a survey was conducted, in trying to find out a family's engagement in active transportation. The data is being analyzed., which include observations made on driving behaviours.

The Board thanked Vicky Kyriaco, General Manager/Chief Administrative Officer for the presentation and commented favourably on the programs that are in place, in regards to student active transportation.

It was noted that some principals have reached out to OSTA to discuss traffic around their school site. Once the data has been analyzed, OSTA will know where there may be potential hotspots and can work with those schools in providing a safer environment for the students using active modes of transportation.

Questions were answered accordingly.

#### 9. December OSTA Update

- The distribution of personal protective equipment and cleaning supplies to operators continues.
- Finance audit recently concluded.

#### 10. Long Range Agenda

No comments.

#### 11. New Business, Regular Session

Vicky Kyriaco, General Manager/Chief Administrative Officer of OSTA recently discovered that the Ministry of Transportation is not conducting bus inspections, which include school buses. This was brought forward to the OASBO committee and although work is to commence in January 2021, there will be a backlog, and some yellow buses will not have valid stickers.

OSTA has changed our faculty audits to include some aspects of inspections, such as: checking stop arm deployment, lights flash and log books are being maintained. Operators are to ensure their yellow buses have valid stickers. The vans are reviewed by the Operators, and they ensure annual inspections are complete.

The Board discussed possible next steps, which included having the President write a letter stating their concerns and asking that school buses be prioritized. In the end, it was decided to wait to discuss this matter at this week's OASBO meeting as there will be an MTO representative in attendance. In this case, a letter could come on behalf of all consortia. Follow up will be done by the General Manager/Chief Administrative Officer and the President.

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

Future Board Meeting Dates:

- 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.

13. Adjournment of the Regular Session

**Moved by Chris Ellis  
Seconded by Cindy Simpson**

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

14. Resolve in Camera

**Moved by Camille Williams-Taylor  
Seconded by Cindy Simpson**

**THAT the committee resolves into the In Camera Session (6:49 p.m.). Motion Carried.**

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Signature

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Title

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