



OSTA

Ottawa Student
Transportation
Authority

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

Held on
Monday, October 25, 2021 at 5:30 p.m.
Ottawa Student Transportation Authority (OSTA)
1547 Merivale Road, Suite 300, Ottawa (Nepean)
Teleconference (Google Meet)

REGULAR SESSION MINUTES

ATTENDANCE

President/Chairperson:	Joanne MacEwan
Directors:	Jennifer Jennekens Michael Carson Camille Williams-Taylor Tom D'Amico Lisa Schimmens Cindy Simpson Chris Ellis
Absent:	Camille Williams-Taylor Michael Carson
Alternate Director:	Brett Reynolds
General Manager/C.A.O.:	Vicky Kyriaco
Guest:	Joanne Glaser, Cornerstones
Recording Secretary:	Laurie Frid, Executive Assistant

1. Call to Order

The meeting was called to order at 5:29 p.m. with Joanne MacEwan in the Chair.

2. Land 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 the Regular Session Agenda

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

THAT the Regular Session agenda be approved. Motion Carried.

It was noted that Jennifer Jennekens will take the position of chair for the In Camera Session.

6. Resolve In Camera

**Moved by Lisa Schimmens
Seconded by Tom D'Amico**

THAT the committee resolves In Camera. Motion Carried.

Return to Regular Session at 6:22 p.m. with Joanne MacEwan in the Chair.

Regular Session Action Items

6. a) Confirmation of the Regular Session Minutes, September 27, 2021

**Moved by Cindy Simpson
Seconded by Lisa Schimmens**

THAT the Regular Session minutes of September 27, 2021 be approved. Motion Carried.

(b) Business Arising from the Regular Session Minutes, September 27, 2021

The General Manager/Chief Administrative Officer provided an operational update. OSTA continues to work on finding creative solutions on service delivery, with the number of cancelled runs reduced from 87 at the start of the school year, to 28. The list of long-term cancellations continues to improve as drivers return or are in training.

7. Transportation During COVID-19 Policy

OSTA's transportation during COVID-19 policy was amended to correlate with the new instructions, by the Ontario Chief Medical Officer, regarding an immunization disclosure policy and rapid testing procedures. The changes include placing the responsibility of seating plans on the schools, allowing OSTA to determine whether transportation is cancelled, as well as ensures the operators comply with the new directives. It was noted that the operators are responsible for collecting the vaccination status of their drivers, including documenting the results of the rapid antigen tests. Operators are required to report aggregate data to OSTA.

Questions were answered accordingly.

**Moved by Tom D’Amico
Seconded by Brett Reynolds**

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

Regular Session Information Items

9. Strategic Plan

The General Manager/Chief Administrative Officer proposed a plan to the Board on how to move forward with the creation of OSTA’s next strategic plan. It was felt that the next strategic plan could be built around some forthcoming fundamental components such as the Ministry of Education’s funding formula, and the communications strategy.

To kick off the process, a survey would be distributed to the current Board, identifying their priorities. Subsequently, a facilitator would be hired to consolidate the opinions of both the current and upcoming new Board of Directors. In early 2022, public consultation would be sought, followed by final Board approval.

Questions were answered accordingly.

10. Long Range Agenda

OSTA is currently reviewing the new accounting rules, to identify how they may apply to the bylaws. Potential changes will be forwarded to the Board.

11. New Business, Regular Session

Recently, OSTA, in collaboration with Envirocentre launched a new web-based app called 123HOP.ca. This app will support active transportation, allowing children to track their distance walked, while choosing a fun avatar. It would allow educators to get involved, calculating the total distance walked within a classroom, and comparing those distances demographically to various locations within Canada. A media launch event occurred last week, and information on this new program will be forwarded to the schools shortly.

Questions were answered accordingly.

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

Future Board Meeting Dates:

November 8, 2021 – Public Meeting
December 6, 2021 – AGM
January 24, 2022*
February 28, 2022
March 28, 2022

April 25, 2022 – AGM
May 30, 2022
June 29, 2022*
August 22, 2022

* indicates optional meeting dates, dependant on agenda requirements.

12. Adjournment of the Regular Session

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

THAT the Regular Session meeting adjourn at 6:44 p.m. Motion Carried.

Signature

Title

Signature

Title