



OSTA

Ottawa Student
Transportation
Authority

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

Held on
Monday, January 24, 2022 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:	Donna Blackburn
Directors:	Joanne MacEwan Camille Williams-Taylor Tom D'Amico Lisa Schimmens Michael Carson Cindy Simpson Wendy Hough
Absent:	None
General Manager/C.A.O.:	Vicky Kyriaco
Guest(s):	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. 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 Amended Regular Session Agenda

The agenda was amended to include the Transportation During COVID-19 Policy.

**Moved by Lisa Schimmens
Seconded by Joanne MacEwan**

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

5. Resolve In Camera

**Moved by Cindy Simpson
Seconded by Michael Carson**

THAT the committee resolves In Camera. Motion Carried.

Return to Regular Session at 6:03 p.m. with Donna Blackburn in the Chair.

Regular Session Action Items

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

**Moved by Wendy Hough
Seconded by Camille Williams-Taylor**

THAT the Regular Session minutes of December 6, 2021 be approved. Motion Carried.

(b) Business Arising from the Regular Session Minutes, December 6, 2021

None.

7. Appointment of Director

A recommendation was put forward, appointing Cindy Simpson to the OSTA Board of Directors. Cindy will fill the OCSB open position.

**Moved by Joanne MacEwan
Seconded by Lisa Schimmens**

THAT the following person, Cindy Simpson, be appointed to the Ottawa Student Transportation Authority Board of Directors. Motion Carried.

8. Annual General Meeting Minutes, December 6, 2021

The Annual General Meeting Minutes of December 6, 2021 were presented to the Board.

**Moved by Cindy Simpson
Seconded by Michael Carson**

THAT the Annual General Meeting minutes of December 6, 2021 be approved. Motion Carried.

8. Proposed Bell Time Approval

As part of OSTA's system review, the Board of Directors was advised that some bell time changes of 5 – 10 minutes would be necessary to improve service at several schools. In 2014, the last major bell time review, OSTA attempted to standardize bell times for as many schools as possible; however, several did not change due to the community impacts. Consequently, transportation in these areas has not been efficiently planned for several years.

OSTA began the process by collecting feedback from each Principal and Superintendent. Once completed, consultation through a survey occurred to the school community, which extended to staff, parents/guardians, students and volunteers. Respondents were not asked to vote but rather to provide insight into what should be considered when making this change. Three schools have not responded to date, and discussions have taken place with other schools. OSTA received over 4,500 responses and has plans to communicate the approved bell time changes in February.

The General Manager/Chief Administrative Officer reviewed the accompanying report, which groups the recommendations by a cluster of schools.

The first cluster of schools had an overwhelmingly positive response and was supportive of the change.

**Moved by Wendy Hough
Seconded by Joanne MacEwan**

That the proposed bell times for Manordale PS, Stittsville PS, Woodroffe PS, Corpus Christi CS, St Cecilia CS and St Thomas More CS be approved to be implemented for the September 2022-2023 school year and thereafter.

Upon discussion, the second cluster of schools, Pincrest Public School and Barrhaven Public School, were deferred because of no community consultation.

The third cluster of schools had relatively positive comments with some concerns expressed on the impacts of work and childcare. It was noted that OSTA can not help families with their work schedules, changes to yard supervision, or the implementation of daycare. Results are reviewed with a lens on transportation only. The Board agreed on the importance of the bell time changes and having community members heard. The decision was made to amend the subsequent motion allowing further discussions to occur with Superintendents and their respective principals.

**Moved by Tom D'Amico
Seconded by Camille Williams-Taylor**

THAT the proposed bell times for Carleton Heights PS, Roberta Bondar PS, Sir Wilfrid Laurier SS, St Benedict CS, St Marguerite d'Youville CS, St Monica CS, St Rose of Lima CS, Cambridge PS, Terry Fox PS, Orleans Woods PS, St Stephen CS and Elmdale PS be approved to be implemented for the September 2022-2023 school year and thereafter, pending further discussion with Superintendents to find solutions to support families during and after this change.

The next cluster of schools had more concerns about a time change, specifically that the new start time was too early and ensuring alignment with other schools where older siblings were in attendance.

The Board discussed the comments from the survey and decided to amend this motion too, pending further discussions with Superintendents and principals.

**Moved by Michael Carson
Seconded by Cindy Simpson**

THAT the proposed bell times at Alta Vista PS, Centennial PS, Huntley Centennial PS, Metcalfe PS and Mutchmor PS be approved to be implemented for the September 2022-23 school year and thereafter, pending further discussion with Superintendents to find solutions to support families during and after this change.

The last cluster of schools are “high needs” schools in socio-economically challenged areas (RAISE). The response rate was low for these schools, with most of the responses coming from the staff. The exception was Hopewell Public School, which is not open to change due to daycare accommodations.

The Board made the decision to defer this recommendation (Arch St PS, Hopewell PS, Elgin, PS, Queen Elizabeth PS, Queen Mary PS, and Robert E. Wilson) to the next Board meeting. OSTA will meet with the Superintendents to find solutions to support families during and after the change.

9. Strategic Plan

A second strategic plan was formulated based on the facilitated discussion held in mid-January. The strategic plan was provided to the Board. No comments.

**Moved by Joanne MacEwan
Seconded by Cindy Simpson**

THAT the proposed Strategic Plan be approved for a three-year term, September 1, 2021 to August 31, 2024. Motion Carried.

10. Health and Safety Policies

Annually, the OSTA reviews, and approves or re-approves the following Health and Safety policies, in accordance with relevant legislation:

- H13 Occupational Health and Safety
- H14 Respectful Workplace
- H16 Workplace Harassment
- H17 Health and Safety – Violence in the Workplace

The Occupational Health and Safety Policy has been amended to reflect the potential that the workplace may be in the home in emergency situations. A Work from Home Checklist will be forthcoming to avoid incidents while working from home.

**Moved by Camille Williams-Taylor
Seconded by Wendy Hough**

THAT the Board approve the Human Resource policies referenced in this memorandum. Motion Carried.

11. Transportation During COVID-19 Policy

The General Manager/Chief Administrative Officer brought forward the Transportation During COVID-19 Policy. Changes were made to the policy, including the elimination of contact tracing. It has been simplified to state that transportation services may be cancelled due to COVID-19 at the discretion of OSTA.

**Moved by Joanne MacEwan
Seconded by Cindy Simpson**

That the Board approve the changes to the Transportation During COVID-19 Policy, as presented. Motion Carried.

The Board approved the continuation of the meeting (7:05 p.m.).

Regular Session Information Items

9. Operational Update

The General Manager/Chief Administrative Officer provided an operational update, including the following:

- In the last week, OSTA cancelled 472 runs for various reasons, including mechanical issues due to the cold weather.
- Drivers continue to resign, despite the efforts to create efficiency in the system. OSTA plans to continue its efforts to assist with driver recruitment, including having conversations with marketing and research companies. OSTA continues to assist with barriers, such as delays with the Ministry of Transportation.
- Work continues on the upcoming opt-in process for the 2022-2023 year. OSTA is collecting the email addresses of our parents/guardians from the School Boards as direct communication will be crucial. Ultimately, OSTA wants confirmation on who plans to use transportation.
- OSTA staff performance evaluations are part-way complete, with a virtual team-building exercise upcoming.
- Discussions have taken place with Operators on the implementation of bus technology. OSTA is working to implement GPS on 200 buses, First Student's fleet.
- OSTA continues to provide public transit vouchers to families with long-term cancellations.

10. Long Range Agenda

A financial update, strategic operational plan and communications plan are all forthcoming.

11. New Business, Regular Session

There was discussion on how to proceed when students riding the yellow bus do not wear masks, leaving drivers refusing to drive. The Board discussed possible solutions, including family engagement and the opportunity for the School Board equity adviser to provide some assistance.

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

Future Board Meeting Dates:

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 Michael Carson

Seconded by Joanne MacEwan

THAT the Regular Session meeting adjourn at 7:19 p.m. Motion Carried.

Signature

Title

Signature

Title