

Amanda Hamelin

Subject: Special EC - COVID19 - Daily updates

Location: (514) 938-6569,,935311571# (then press #)

Start: Mon 3/16/2020 2:00 PM

End: Mon 3/16/2020 2:30 PM

Recurrence: Daily

Recurrence Pattern: every day from 2:00 PM to 2:30 PM

Meeting Status: Accepted

Organizer: Scott Streiner

Required Attendees: Alysia Lau; Douglas Smith; Lesley Robertson; Liz Barker; Marcia Jones; Mireille Drouin; Sébastien Bergeron; Tom Oommen; Valérie Lagacé

Optional Attendees: Allan Burnside; Simon-Pierre Lessard

Importance: High

Chair's Boardroom & by CBCI teleconference: dial 1 514 938 6569 call ID: 935311571# then # again

Alysia will HOST.

Meeting - Mar. 19

Thursday, March 19, 2020 9:03 AM

Attendance

- Scott Streiner
- Liz Barker
- Mireille Drouin
- Doug Smith
- Marcia Jones
- Tom Oommen
- Valérie Lagacé

- Sébastien Bergeron
- Alysia Lau

Debriefs - External

- MJ: Debriefed on suspension order and APPR determination. Air carrier tone is nothing within their control. Want Agency to clarify that they are not required to refund carriers. Air carriers don't have resources to turn to implementing ATPDR.
- SS: ATPDR largely reflect previous codes, so not reasonable to delay coming-into-force wholesale.

- SS: Other issue is air carriers refusing to provide refund or voucher to passengers.
- SS: Considering issuing statement - current context very different from regulations, Agency view is it would be reasonable that air carriers provide refunds or vouchers to passengers affected by mass cancellations.
- DS: Prefer vouchers given cash flow issues.
- LB: Vouchers would need to include reasonable conditions.
- VL: Could offer suspension of compensation requirements altogether. SS: Could imply that these types of situations are outside air carrier control.
- SS and SB: What if government provides bailout?

- MD: Have already communicated with employees who need to come in, other staff have come in to take equipment home.

- MD: BCP - must inform PCO of additional critical service.
- LB: Thought the Act already allowed for coasting trade to take place without permits for emergency operations. ***VL to examine this provision.**
- SS: Why would this be included in the first place? TO: Some urgency to processing applications even if for several months down the road.

- MD: BCP - what happens to non-critical services and comms plan. ***MD Will provide this tomorrow.**
- SS: Reached out to Ian Stewart from HFA.

- TO: Discontinuance of service. Sent potential conditions to Chair:
 - Shortening notification period to 2 weeks
 - Exemption will only apply during "crisis" pandemic period
 - Denial of discontinuance of service in remote communities with no other viable transportation service
 - APPR continue to apply
- TO: Rather than grant blanket exemption, seek specific routes from air carriers.
- SS: No need to specify APPR as condition.
- LB: Agree with proposed conditions.
- ***Decision: TO and VL to draft s. 80 decision applicable to all air carriers with conditions proposed (and requiring air carriers to identify routes).**

Internal Approach

- MD: Would like today's message to express maintaining telework until further notice. ***Approved**
- DS: Should we continue with compressed work weeks? SS: Should give employees flexibility in line with Central Agencies.
- MD: As of tomorrow, doors at 15 Eddy will be locked. Staff can enter with passes. MD to inform staff.
- MD: NB will accompany cleaners so they can empty trash cans in all closed offices.
- MD: There's been confirmed COVID-19 case in INAC in Vancouver.

- SS: Messages from Centre regarding flexibility, even in budget uncertainty. At some point, may need to seek signal from TBS/PCO regarding budget so we know what commitments we can make to employees. DRB terms extended until September.
- SS: Draft letter from TBS Secretary. MD: Main concern. ***MD to reach out to TBS regarding needed flexibility with respect to deliveries.**
- SS: Encourage Branch Heads and managers to be in regular contact with staff.

Varia

- VL: Secretariat still receiving filings for stayed cases. ***VL will share options for action with DS, SS and LB.**
- VL: Have a casual to take on administrative tasks for staff going on mat leave. Will present appointment to EC tomorrow.
- DS: Also have casuals that will come up over next few weeks. ****SS: No need for full-blown submission, instead Branch Heads should consult MD and NB first, then draft short email for EC in advance of meeting.**
-

Amanda Hamelin

From: Scott Streiner
Sent: Thursday, March 19, 2020 3:42 PM
To: Sébastien Bergeron; +_EC
Subject: RE: March 19 EC - Decisions and Follow-ups

Thanks, Seb. Just to be clear: no decision has been made on the AC exemption request. But drafting should get started so that we're ready to move quickly if and when Members make such a decision.

Thanks,

S

From: Sébastien Bergeron
Sent: Thursday, March 19, 2020 3:37 PM
To: +_EC
Subject: March 19 EC - Decisions and Follow-ups

Dear Colleagues,

Please find below the list of follow-up actions following today EC. If you notice something missing from the list or have a different recollection of a deliverable, please let us know.

EC Member(s) Tasked	EC Decision(s)	Deliverable(s)	Expected Deadline
All Branch Heads	<ul style="list-style-type: none">Branch Heads seeking approval for staffing actions from EC should:<ul style="list-style-type: none">Consult Mireille and Nadine B. first, andCirculate short e-mail including rationale to EC in advance of meeting.	-	-

Mireille	-	<ul style="list-style-type: none"> BCP - Present comms strategy and proposal with respect to non-critical services. 	March 20
	<ul style="list-style-type: none"> Staff should continue teleworking until further notice. 	<ul style="list-style-type: none"> Include direction in the daily update that all staff should continue teleworking until further notice. 	March 19
	-	<ul style="list-style-type: none"> Reach out to TBS on specific concerns requiring flexibility from TBS policies. 	As soon as feasible
Tom and Valérie	<ul style="list-style-type: none"> Request from Air Canada for exemption from notice period for discontinuance of service - Conditions that will be included in exemption are: <ul style="list-style-type: none"> Air carrier must identify routes that will be discontinued. Notification period of 2 weeks. Exemption will only apply during "crisis" period related to COVID-19 pandemic. Discontinuance of service is not permitted in remote communities where no other transportation service is available. 	<ul style="list-style-type: none"> Prepare draft s. 80 decision with the proposed conditions. 	As soon as feasible
Valérie	-	<ul style="list-style-type: none"> Prepare options for Scott, Liz and Doug with respect to filings received for stayed cases. 	As soon as feasible
Valérie	-	<ul style="list-style-type: none"> BCP - Examine whether the Act already allows vessels to operate without coastal trade licences during emergency situations. 	March 20

Sébastien Bergeron

Chef de cabinet | Bureau du président et premier dirigeant
Office des transports du Canada | Gouvernement du Canada
sebastien.bergeron@otc-cta.gc.ca | Tél. 819-712-0827

De : Sébastien Bergeron
Envoyé : 18 mars 2020 16:31
À : +_EC <EC@otc-cta.gc.ca>
Objet : EC - March 18 : follow-up actions

Dear Colleagues,

Please find below the list of follow-up actions following today EC. If you notice something missing from the list or have a different recollection of a deliverable, please let us know.

EC Member(s) Tasked	Expected Deadline	Deliverable
Marcia	March 19	<ul style="list-style-type: none">• Call major air carriers (top 5) and air transport associations (NACC, ATAC) to explain Agency's order to suspend air-related proceedings.
Mireille	March 18	<ul style="list-style-type: none">• Send message to affected staff and managers - permitting staff who need VPN access to enter the Agency offices if they wish by COB March 20.<ul style="list-style-type: none">○ Their manager must be present.○ Staff must maintain 2 metres of distance between themselves and other staff.
	March 19	<ul style="list-style-type: none">• Ensure daily COVID-19 updates are <i>e-mailed</i> to all staff. Mention that VPN should be used for work purposes only (no streaming of anything, except if it is absolutely necessary).
	March 19 (if possible)	<ul style="list-style-type: none">• Prepare list of EC decision points on various aspects of the BCP.
Tom and Valérie	March 20	<ul style="list-style-type: none">• Provide list of all staff phone numbers to EC members.
	March 19	<ul style="list-style-type: none">• Provide options to constrain Air Canada exemption from/reduction of notice period related to discontinuance of service.

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Sebastien.bergeron@otc-cta.gc.ca | Tél. 819-712-0827

De : Scott Streiner <Scott.Streiner@otc-cta.gc.ca>

Envoyé : 18 mars 2020 15:48

À : +_EC <EC@otc-cta.gc.ca>

Objet : For tomorrow

Hi, all. One more thing occurred to me after we hung up. Liz mentioned identifying activities for those unable to do much "normal" work, and we then focused on staff in Paul's area who don't have MyKey. I wonder if this is something we should consider more generally. Are there, for example, research projects we could ask some employees to undertake while they're at home? Please reflect on this and we can discuss tomorrow, along with the other items we identified today.

FYI, I've asked Seb and Alysia to email a short list of follow-up actions after each of our daily teleconferences, since it can be a little harder to keep track during a call than a face-to-face meeting. Of course, if you notice something missing from the list or have a different recollection of a deliverable, you should let them know.

My draft blog (still just in my head!) will come later today.

Thanks,

S

Scott Streiner

Président et premier dirigeant, Office des transports du Canada
Chair and Chief Executive Officer, Canadian Transportation Agency
scott.streiner@otc-cta.gc.ca - Tél. : 819-997-9233 - ATS/TTY: 1-800-669-5575

Amanda Hamelin

From: Sébastien Bergeron
Sent: Thursday, March 19, 2020 4:17 PM
To: Marcia Jones
Cc: Tim Hillier; Alysia Lau
Subject: RE: March 19 EC - Decisions and Follow-ups

Marcia,

Got it.

Alysia: can you make that happen tomorrow ?

Thanks,

Seb

Sent from my Bell Samsung device over Canada's largest network.

----- Original message -----

From: Marcia Jones <Marcia.Jones@otc-cta.gc.ca>
Date: 2020-03-19 4:15 PM (GMT-05:00)
To: Sébastien Bergeron <Sebastien.Bergeron@otc-cta.gc.ca>
Cc: Tim Hillier <Tim.Hillier@otc-cta.gc.ca>, Alysia Lau <Alysia.Lau@otc-cta.gc.ca>
Subject: RE: March 19 EC - Decisions and Follow-ups

Hi SEB, just a reminder that Tim should be invited to the EC discussion tomorrow – part where we discuss BCP. I have asked him if anyone else should be invited, in case that is a possibility, who is holding the pen on it.

Thank you,

Marcia

From: Sébastien Bergeron <Sebastien.Bergeron@otc-cta.gc.ca>

Sent: Thursday, March 19, 2020 3:37 PM

To: +_EC <_EC@otc-cta.gc.ca>

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- Exemption will only apply during "crisis" period related to COVID-19 pandemic.
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Valérie	-	<ul style="list-style-type: none"> • Prepare options for Scott, Liz and Doug with respect to filings received for stayed cases. 	As soon as feasible
Valérie	-	<ul style="list-style-type: none"> • BCP - Examine whether the Act already allows vessels to operate without coastal trade licences during emergency situations. 	March 20

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À : +_EC <EC@otc-cta.gc.ca>
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Amanda Hamelin

From: Sébastien Bergeron
Sent: Friday, March 20, 2020 12:45 PM
To: +_EC
Subject: *Correction* March 19 EC - Decisions and Follow-ups

Dear colleagues,

Please note below the correction (in red) we've made to the summary of yesterday EC.

Seb

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Mireille	-	<ul style="list-style-type: none">BCP - Present comms strategy and proposal with respect to non-critical services.	March 20
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	-	<ul style="list-style-type: none">Reach out to TBS on specific concerns requiring flexibility from TBS policies.	As soon as feasible
Tom and Valérie	-	<ul style="list-style-type: none">Request for exemption from notification period for discontinuance of service – Prepare template draft s. 80 decision incorporating the proposed conditions. No	As soon as feasible

decision has been made on this request.
Only Members can make such a decision.

Valérie	-	<ul style="list-style-type: none"> Prepare options for Scott, Liz and Doug with respect to filings received for stayed cases. 	As soon as feasible
	-	<ul style="list-style-type: none"> BCP - Examine whether the Act already allows vessels to operate without coastal trade licences during emergency situations. 	March 20

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Tom and Valérie

March 19

- Provide options to constrain Air Canada exemption from/reduction of notice period related to discontinuance of service.
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Subject:

FW: EC June 18- Decisions and Follow-ups





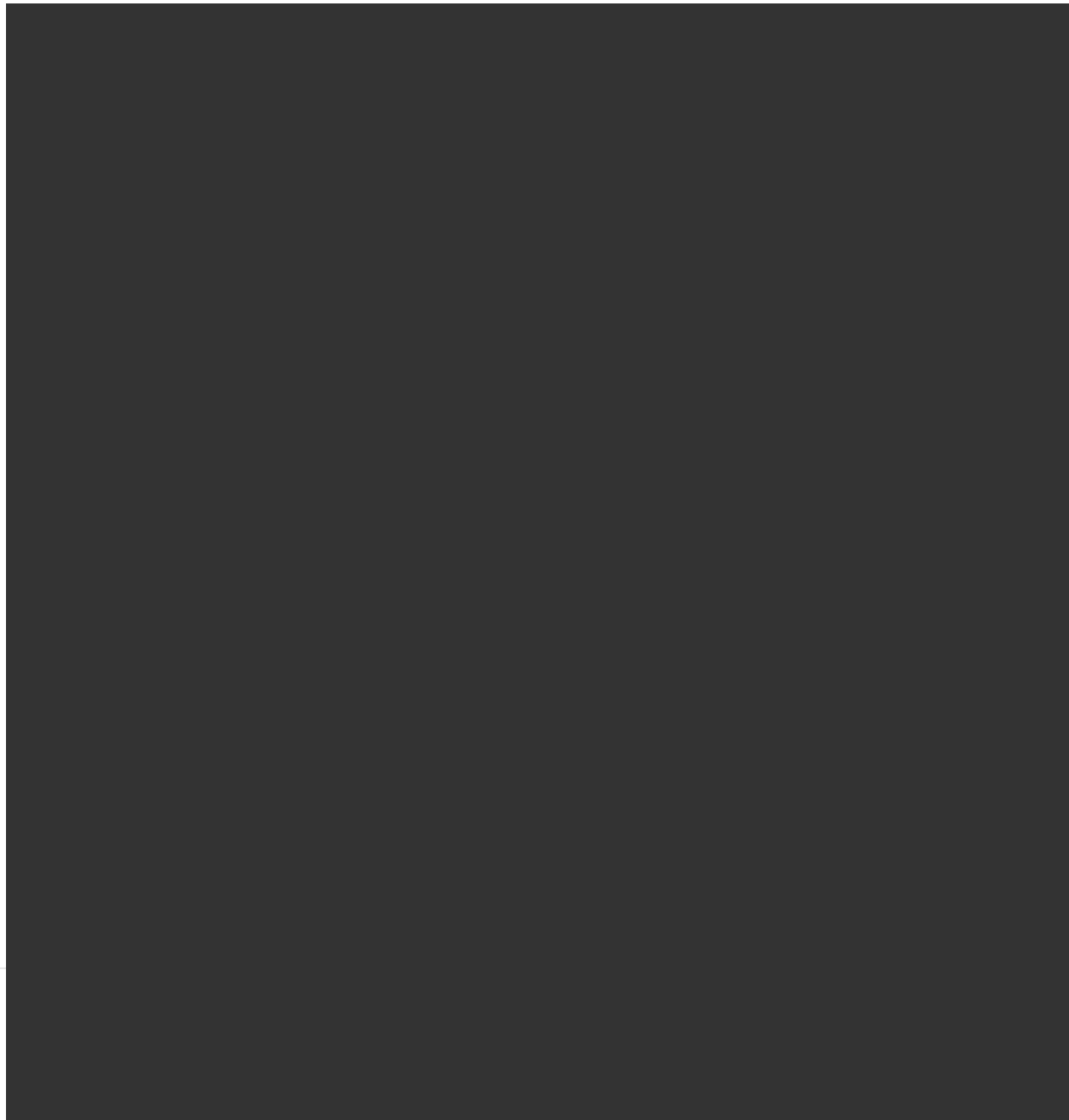




































w.





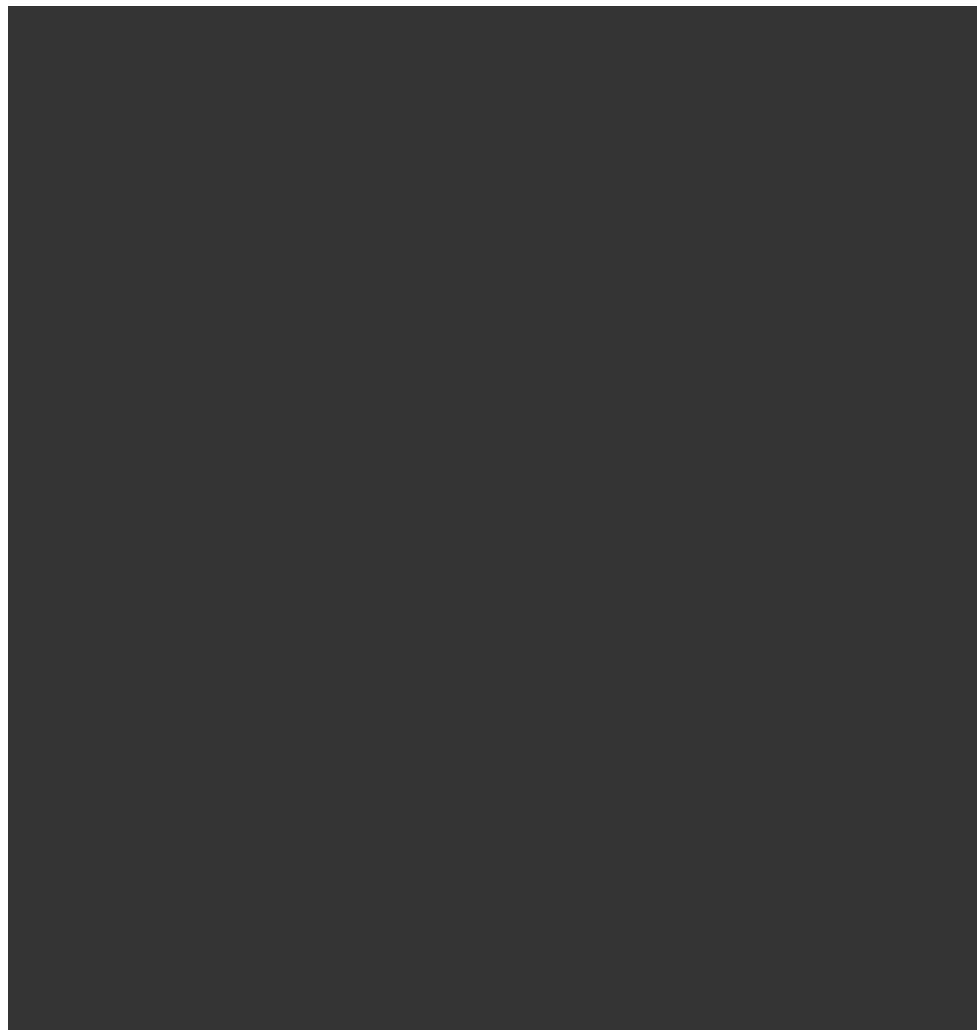
















De : Sébastien Bergeron
 Envoyé : 23 mars 2020 20:59
 À : +_EC <EC@otc-cta.gc.ca>
 Objet : EC March 23 - Decisions and Follow-ups

Dear colleagues,

Please find below the list of decisions and follow-up actions for today EC. If you notice something missing from the list or have a different recollection of a deliverable or decision, please let us know.

EC Member(s) Tasked	EC Decision(s)	Deliverable(s)	Expected Deadline
Chair's Office	-	<ul style="list-style-type: none"> Compile list of additional research projects that can be allocated staff during telework period. *Branch Heads should inform and begin canvassing managers for staff that could work on these projects. 	March 24
	-	<ul style="list-style-type: none"> Circulate updated Members Committee agenda. 	March 24
	-	<ul style="list-style-type: none"> Coordinate with Social Committee and Comms to set up internal haiku contest. 	This week
Marcia	-	<ul style="list-style-type: none"> Comms to revise public messaging on Agency service delivery during COVID-19 pandemic. 	March 24
	<ul style="list-style-type: none"> ATPDR guidance consultation process will be reviewed after the Agency 	-	-

addresses requests from air carriers regarding regulatory obligations.

Mireille	-	<ul style="list-style-type: none"> Examine options to support VPN capacity (e.g. rotating VPN access) during telework period. 	This week
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De : Sébastien Bergeron
Envoyé : 20 mars 2020 19:28
À : +_EC <EC@otc-cta.gc.ca>
Objet : EC March 20 - Decisions and Follow-ups

Dear colleagues,

Please find below the list of decisions and follow-up actions for today EC. If you notice something missing from the list or have a different recollection of a deliverable or decision, please let us know.

EC Member(s) Tasked	EC Decision(s)	Deliverable(s)	Expected Deadline
All Branch Heads	-	<ul style="list-style-type: none"> Prepare list of potential projects to assign to staff during teleworking period. 	March 23/24
	-	<ul style="list-style-type: none"> Identify annual publications and reports that the Agency should continue to monitor and work on. Marcia – includes Annual Report Chair's Office to compile a list → Please send your items to Alysia in advance if possible. 	March 25
Chair's Office	-	<ul style="list-style-type: none"> Work with Mireille and Comms to create internal "teleworking haiku" competition for staff on The Hub. 	Next week
Marcia	-	<ul style="list-style-type: none"> Comms will work with ATC and other groups to post public messaging on website to communicate delivery of Agency services during COVID-19: <ul style="list-style-type: none"> The Agency is continuing to deliver its services to the extent possible. Complaints can continue to be filed with the Agency; however, there may be a longer response time. 	As soon as feasible

		<ul style="list-style-type: none"> o Dispute proceedings involving airlines have been temporarily suspended. • Comms will update the Agency's helplines and other public-facing platforms to reflect the above messaging. 	
Mireille	-	<ul style="list-style-type: none"> • Daily staff update – Include acknowledgment of challenges staff facing working from home e.g. child care 	March 20
	<ul style="list-style-type: none"> • The Agency is not invoking the BCP at this time, but should prepare itself for the possibility. • The BCP will be invoked in extraordinary circumstances (e.g. direction from Central Agencies, unavailability of staff due to sickness). • If the BCP is invoked, the Agency will continue to receive complaints. • If the BCP is invoked, non-critical services will continue to be provided to the extent possible. These will be managed on a day-to-day basis. 	<ul style="list-style-type: none"> • Daily staff update – Inform staff that the Agency has not invoked the BCP and will continue to provide as many of its regular services as possible in the circumstances, but is making preparations should the possibility arise. The BCP would only be invoked in extraordinary circumstances. 	March 20
	-	<ul style="list-style-type: none"> • Update Committee on call with TBS with respect to fiscal year-end contracts. 	March 23/24
Valérie	-	<ul style="list-style-type: none"> • Section 64 of CTA – Examine whether a temporary order can be issued under this provision. 	March 23
	-	<ul style="list-style-type: none"> • Prepare options regarding approaches to VRCPI in context of COVID-19 and possible BCP situation. 	Next week

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De : Sébastien Bergeron
Envoyé : 20 mars 2020 12:45
À : +_EC <EC@otc-cta.gc.ca>
Objet : *Correction* March 19 EC - Decisions and Follow-ups

Dear colleagues,

Please note below the correction (in red) we've made to the summary of yesterday EC.

EC Member(s) Tasked	EC Decision(s)	Deliverable(s)	Expected Deadline
All Branch Heads	<ul style="list-style-type: none"> Branch Heads seeking approval for staffing actions from EC should: <ul style="list-style-type: none"> Consult Mireille and Nadine B. first, and Circulate short e-mail including rationale to EC in advance of meeting. 	-	-
Mireille	-	<ul style="list-style-type: none"> BCP - Present comms strategy and proposal with respect to non-critical services. 	March 20
	<ul style="list-style-type: none"> Staff should continue teleworking until further notice. 	<ul style="list-style-type: none"> Include direction in the daily update that all staff should continue teleworking until further notice. 	March 19
	-	<ul style="list-style-type: none"> Reach out to TBS on specific concerns requiring flexibility from TBS policies. 	As soon as feasible
Tom and Valérie	-	<ul style="list-style-type: none"> Request for exemption from notification period for discontinuance of service – Prepare template draft s. 80 decision incorporating the proposed conditions. No decision has been made on this request. Only Members can make such a decision. 	As soon as feasible
Valérie	-	<ul style="list-style-type: none"> Prepare options for Scott, Liz and Doug with respect to filings received for stayed cases. 	As soon as feasible
	-	<ul style="list-style-type: none"> BCP - Examine whether the Act already allows vessels to operate without coastal trade licences during emergency situations. 	March 20

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De : Sébastien Bergeron
Envoyé : 19 mars 2020 15:37
À : +_EC <EC@otc-cta.gc.ca>
Objet : March 19 EC - Decisions and Follow-ups

Dear Colleagues,

Please find below the list of follow-up actions following today EC. If you notice something missing from the list or have a different recollection of a deliverable, please let us know.

EC Member(s) Tasked	EC Decision(s)	Deliverable(s)	Expected Deadline
All Branch Heads	<ul style="list-style-type: none"> • Branch Heads seeking approval for staffing actions from EC should: <ul style="list-style-type: none"> ◦ Consult Mireille and Nadine B. first, and ◦ Circulate short e-mail including rationale to EC in advance of meeting. 	-	-
Mireille	-	<ul style="list-style-type: none"> • BCP - Present comms strategy and proposal with respect to non-critical services. 	March 20
	<ul style="list-style-type: none"> • Staff should continue teleworking until further notice. 	<ul style="list-style-type: none"> • Include direction in the daily update that all staff should continue teleworking until further notice. 	March 19
	-	<ul style="list-style-type: none"> • Reach out to TBS on specific concerns requiring flexibility from TBS policies. 	As soon as feasible
Tom and Valérie	<ul style="list-style-type: none"> • Request from Air Canada for exemption from notice period for discontinuance of service - Conditions that will be included in exemption are: <ul style="list-style-type: none"> ◦ Air carrier must identify routes that will be discontinued. ◦ Notification period of 2 weeks. ◦ Exemption will only apply during "crisis" period related to COVID-19 pandemic. ◦ Discontinuance of service is not permitted in remote communities where no other transportation service is available. 	<ul style="list-style-type: none"> • Prepare draft s. 80 decision with the proposed conditions. 	As soon as feasible
Valérie	-	<ul style="list-style-type: none"> • Prepare options for Scott, Liz and Doug with respect to filings received for stayed cases. 	As soon as feasible
Valérie	-	<ul style="list-style-type: none"> • BCP - Examine whether the Act already allows vessels to operate without coastal trade licences during emergency situations. 	March 20

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De : Sébastien Bergeron
Envoyé : 18 mars 2020 16:31
A : +_EC <EC@otc-cta.gc.ca>
Objet : EC - March 18 : follow-up actions

Dear Colleagues,

Please find below the list of follow-up actions following today EC. If you notice something missing from the list or have a different recollection of a deliverable, please let us know.

EC Member(s) Tasked	Expected Deadline	Deliverable
Marcia	March 19	<ul style="list-style-type: none">Call major air carriers (top 5) and air transport associations (NACC, ATAC) to explain Agency's order to suspend air-related proceedings.
Mireille	March 18	<ul style="list-style-type: none">Send message to affected staff and managers - permitting staff who need VPN access to enter the Agency offices if they wish by COB March 20.<ul style="list-style-type: none">Their manager must be present.Staff must maintain 2 metres of distance between themselves and other staff.
	March 19	<ul style="list-style-type: none">Ensure daily COVID-19 updates are <i>e-mailed</i> to all staff. Mention that VPN should be used for work purposes only (no streaming of anything, except if it is absolutely necessary).
	March 19 (if possible)	<ul style="list-style-type: none">Prepare list of EC decision points on various aspects of the BCP.
	March 20	<ul style="list-style-type: none">Provide list of all staff phone numbers to EC members.
Tom and Valérie	March 19	<ul style="list-style-type: none">Provide options to constrain Air Canada exemption from/reduction of notice period related to discontinuance of service.

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De : Scott Streiner <Scott.Streiner@otc-cta.gc.ca>
Envoyé : 18 mars 2020 15:48

À : +_EC < EC@otc-cta.gc.ca >

Objet : For tomorrow

Hi, all. One more thing occurred to me after we hung up. Liz mentioned identifying activities for those unable to do much "normal" work, and we then focused on staff in Paul's area who don't have MyKey. I wonder if this is something we should consider more generally. Are there, for example, research projects we could ask some employees to undertake while they're at home? Please reflect on this and we can discuss tomorrow, along with the other items we identified today.

FYI, I've asked Seb and Alysia to email a short list of follow-up actions after each of our daily teleconferences, since it can be a little harder to keep track during a call than a face-to-face meeting. Of course, if you notice something missing from the list or have a different recollection of a deliverable, you should let them know.

My draft blog (still just in my head!) will come later today.

Thanks,

S

Scott Streiner

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