



Terms of Reference

Simcoe Muskoka Active School Travel Project Steering Committee

Purpose:

The purpose of the Project Steering Committee is to oversee planning, implementation and evaluation of the Simcoe Muskoka Active School Travel project (**On The Move** Simcoe Muskoka) funded by Ontario Active School Travel (OAST) fund.

The Project Steering Committee will be a forum for partners to contribute to decision making about the project, share information and resources and have discussions about potential regional approaches to School Travel Planning.

Project Objectives:

Overarching Objective: The overarching objective of the project is to increase physical activity opportunities for Simcoe Muskoka students by supporting and expanding active school travel programs for elementary age students (Grades K-8).

School Travel Planning: To develop and implement School Travel Plans in 17 schools in Simcoe and Muskoka.

Strengthening Partnerships and Collaboration: To build and strengthen partnerships between stakeholders, such as school boards, public health, municipalities to enhance collaboration and information-sharing on the implementation of the project and plan for sustainability of active school travel planning in Simcoe and Muskoka.

Develop Policies and Procedures: To conduct an environmental policy scan to determine if and how existing policies and procedures to addresses barriers and incentives for walking and cycling for the school journey.

Public and Political Support: To raise public and political awareness and support for active school travel through events, campaigns, sharing news, celebrating successes and engaging local champions, leaders and the media.

Composition:

- Simcoe Muskoka District Health Unit



- Simcoe County District School Board
- County of Simcoe
- District of Muskoka
- City of Barrie
- Town of Bracebridge
- Town of Bradford West Gwillimbury
- Clearview Township
- Town of Collingwood
- Town of Huntsville
- Town of Innisfil
- Town of Midland
- Town of Wasaga Beach
- Environment Network

Coordinating Body: Simcoe Muskoka District Health Unit, Chronic Disease Prevention Program.

Role of Committee Members:

- Oversee the development, implementation and evaluation of the project.
- Share relevant information from Project Steering Committee meetings with local Active School Travel Committee members and other stakeholders.
- Provide ongoing feedback, direction and support over the course of the project.
- Participate in the decision-making processes related to committee objectives and project deliverables.
- Attend meetings on a regular basis and inform the chair if unable to attend.
- Review the minutes prior to each and complete tasks as agreed.
- Strive to use funding towards sustainability of active school travel planning in Simcoe and Muskoka.

Role of Chair:

- The role of Chair will be filled by the Manager of the Chronic Disease Prevention Program.

The Chair will:

- Receive agenda items to be addressed at meetings.
- Prioritize agenda items and approve the agenda.
- Ensure agenda and related information and materials are available prior to each meeting.
- Conduct the meetings and facilitate the discussion of agenda item seeking action-oriented resolution towards meeting project objectives and deliverables.
- Arrange for an alternate Chair to conduct the meeting if unable to attend.



Role of Recorder:

- The position of Recorder will be filled by the Program Assistant from the Chronic Disease Prevention Program.

The Recorder will:

- Document, prepare, revise and distribute minutes as per the “Minutes Distribution” section of the Terms of Reference.
- Prepare and maintain a meeting schedule and book rooms accordingly.
- Send out meeting reminders via Outlook and track confirmation of attendees.
- Coordinate setting of teleconference meeting needs for each meeting.

Decision Making:

All decisions made by the Project Steering Committee will be by consensus.

Meeting Frequency:

- Meetings will be scheduled every two to three months, or as the need is identified by the committee. While preference is to meet in-person, teleconferencing will be made available.

Minutes Distribution:

- Minutes will be distributed to committee members by the Recorder.

Term of Service:

- For the duration of the Project Steering Committee which is May 2019 to June 2021

Records Management:

- The steward and keeper of the records is the Simcoe Muskoka District Health Unit.
- Final minutes and other project documents will be kept in an electronic folder set up for the project.
- Retention of minutes to be ten years.

Committee Formed: May 23, 2019

Review of Terms of Reference: as required

Created: April 26, 2019

Approved: May 23, 2019