

## Simcoe Muskoka Active School Travel Project 2019-2020

### Project Steering Committee Meeting

**Date:** *May 23, 2019*

**Time:** 1:30 p.m. – 4:00 p.m.

**Location:** Simcoe Muskoka District Health Unit –15 Sperling Drive, Barrie  
Simcoe-/Muskoka Room

**Present:** Bonnie Anderson, Christine Bushey, Carolina Cautillo, Sherry Diaz, Jeremy Dutka, Kayla Kalalian, Tina Kilbourne (teleconference), Katie Kirton, Lori Hunter, Dave Lyons, Ruth McArthur, Geoff McKnight, Kerri McDonald (teleconference), Jennifer Parker, Kristin Pechkovsky, Jeff Sharp, Mitch Sobil, Andrea Taylor, Terry Vachon, Ashton Watson, Nathan Wukash

**Chair:** Christine Bushey, Manager, Chronic Disease Prevention Program (CDP) Simcoe Muskoka District Health Unit (SMDHU)

**Recorder:** Andrea Taylor

**Minutes:**

No	Item	Action/Motion
1.0	<p><b>Welcome and Introductions</b></p> <p>C. Bushey provided welcoming remarks and all participants introduced themselves, the organization they are from and what brought them to the meeting today.</p> <p>C. Bushey indicated that a key principle of this project is strengthening partnership relationships and partner participation in decision making and SMDHU will ensure the project is facilitated in this manner.</p>	Complete.
2.0	<p><b>Review of Agenda</b></p> <p>C. Bushey provided an overview of the agenda and indicated that the goal of the meeting is that everyone understands the purpose of the project and has sufficient information to bring back to their organizations for discussion about how they would like to participate in the project.</p>	Complete.
3.0	<b>New Business</b>	
3.1	<p><a href="#">Project Overview</a></p> <p>C. Bushey reviewed the Project Summary document provided by email to participants. It was stated the source of the funding</p>	

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	<p>is the Ministry of Education and that funds are flowed to Green Communities Canada (GCC) to administer. SMDHU submitted two applications; one in partnership with the City of Barrie and two school board and the other was in partnership with nine other municipalities, two school boards and the Environment Network. SMDHU was approved for both applications which results in a budget of \$110,500 for the project. Both applications were developed to be quite similar with the intent that there be collaboration between the broader Simcoe Muskoka application and the City of Barrie application. GCC has informed SMDHU they will be preparing one contract that will cover both of the applications.</p> <p>C. Bushey indicated that the Chronic Disease Prevention Program (CDP) at the health unit is the program taking the lead on the project and we will work closely with the School Health Team (at the local level) to implement the project.</p>	
3.2	<p><b>Public Health Transition</b></p> <p>Public Health will be going through a transition on April 1, 2020 whereby all 35 Health Units will no long exist and 10 new public health entities will be created.</p> <ul style="list-style-type: none"> <li>- SMDHU has been told that the Simcoe portion of our health unit will join York Region to form one of the 10 new public health entities, and the Muskoka portion will join health units further to the north (North Bay/Parry Sound, Porcupine, Renfrew, Sudbury, Algoma) to form another new public health entity. The SMDHU Board of Health is advocating to the province keep Simcoe and Muskoka together.</li> </ul> <p>C. Bushey indicated that this STP project is planned to run until June 2020 and SMDHU is committed to complete the project as part of a signed contract until June 2020. SMDHU will also do whatever we can to have the project assumed by the new public health entities once created.</p> <p>A question was asked about other projects funded in Round 2. C. Bushey indicated she would reach out to GCC for this information. GCC has also indicated they will hold regular teleconference calls with all the projects together so we can all learn from one another.</p>	<p>C. Bushey to reach out to GCC to ask for a list of funded projects.</p>
3.3	<p><a href="#"><u>Terms of Reference &amp; Memorandum Of Understanding</u></a></p> <p>C. Bushey spoke about the Terms of Reference and Memorandum of Understanding. The Terms of Reference is in draft format for the Steering Committee members to finalize. It</p>	<p>Partners to take the Terms of Reference and Memorandum of Understanding documents back to their organization for discussion about their level of</p>

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	<p>reflects what the committee's mandates and goals are, composition and role of partners.</p> <p>It was discussed that it will be beneficial for partners to sign a Memorandum of Understanding to demonstrate the level of priority and commitment to the project when SMDHU transfers to the new public health entity on April 1, 2020.</p>	<p>involvement in the project and to provide input.</p> <p>Partners to let C. Bushey know:</p> <ul style="list-style-type: none"> <li>• if their organization is supported of joining the Steering Committee and if they have any input on the Terms of Reference by June 5<sup>th</sup>;</li> <li>• if their organization supports signing the Memorandum of Understanding and if they have any input on this document by June 5th.</li> </ul>
3.4	<p>Project Activities Overview</p> <p>SMDHU staff provided an overview of the project deliverables and budget. It was stated there will be 17 schools recruited to take part in the project. The priority is to recruit these schools by end of June so work with he schools can begin in September.</p> <p><i>* Items in bold are required activities for all funded projects.</i></p> <p><u>Description/Definition of STP</u></p> <p>S. Diaz provided an overview of School Travel Planning.</p> <ul style="list-style-type: none"> <li>• With growing traffic congestion in school zones and student health and safety concerns, the safe routes to school movement was first introduced in the 1990's (mainly in Toronto) and by 2000, the initiative was spreading to many school communities across Ontario.</li> <li>• In 2006, based on research into international best practices, Green Communities Canada (GCC) adapted this into the School Travel Planning (STP) model. After pilot testing, a detailed toolkit was developed for school communities. This best practice school travel planning model is now recognized and widely used across Canada, and is what we'll be using for this project.</li> <li>• School Travel Planning is proven to be cost effective and is a comprehensive approach to increasing students walking and wheeling to school. The process involves school and community stakeholders assessing conditions within the school community and developing and implementing an action plan (called the school travel plan).</li> <li>• The plan typically addresses 5 different areas (called the 5E's) (education, encouragement, engineering, enforcement and evaluation).</li> <li>• Sometimes terminology can be confusing. Active school travel is what we want to see more of, and school travel planning is the way we will work together to achieve this.</li> </ul>	<p>C. Bushey to revise the Project Deliverables and Budget Summary document to reflect partner input and send it electronically to partners.</p>

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	<ul style="list-style-type: none"> <li>School Travel Planning is the model and approach SMDHU will be using for this project.</li> </ul> <p><u>School Travel Planning (at the school level)</u> Ruth McArthur provided an overview of what school travel planning looks like at the school level.</p> <ul style="list-style-type: none"> <li>Each school will have an assigned public health nurse (PHN) who will be the STP Facilitator.</li> <li>The PHN will assist with getting a STP committee formed at the school and will support the data collection needed to inform the STP Plan. The data collection includes a classroom survey, family survey that goes home to parents/caregivers, a community walk about and a traffic observation.</li> <li>Each school committee will develop an STP Action Plan using the 5E'S. The committee then works on implementing the activities on the plan and evaluates the impact by repeating the data collection to see if there have been any changes.</li> </ul> <p><b><u>Media Launch*</u></b> GCC has indicated they want a media release issued about the project sometime in June (once we have Ministry approval to do so) and a media launch event in the fall. SMDHU will take the lead on these activities with the involvement of project partners</p> <p><b><u>Policy Scan*</u></b> There are two phases of the policy scan and there will be collaboration between the two applications on this activity.</p> <ul style="list-style-type: none"> <li>1<sup>st</sup> phase – A consultant will be contracted to search for 3 Ontario municipalities that are similar in size to City of Barrie with existing policies that support active school travel. The consultant will also engage with local school boards to review any policies and procedures they have that would enable STP. A policy scan will also be done of participating partner organizations who agree to do so.</li> <li>2<sup>nd</sup> phase– A consultant will conduct a policy scan in school boards and municipalities similar to those in Simcoe and Muskoka to see if they have any STP enabling policies. C. Bushey indicated the policy scan is a required activity for all projects. GCC has indicated they will make available to us any policy scans from the round 1 funding process.</li> <li>This information will be used to inform an analysis of the types of policies that could enable STP in Simcoe and Muskoka.</li> </ul> <p><u>Crosswalk and Sidewalk Painting Activity</u></p> <ul style="list-style-type: none"> <li>This activity is to create stencils that can be used to paint unique markings on crosswalks in school zones and on sidewalks such as games or promotional messages.</li> </ul>	<p>Public health nurses will work the School and with partners to initiative school recruitment with the goal to have the 17 schools selected by the end of June 2019.</p> <p>C. Bushey to ask Green Communities Canada if the project can be discussed at upcoming council meetings since these are public meetings.</p>

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	<ul style="list-style-type: none"> <li>• These additional activities are intended to involve students from the school communities we are engaging in school travel planning. This will be an opportunity for student engagement and leadership in designing the stencils.</li> <li>• The municipality would oversee this activity at the local level in collaboration with the project partners.</li> <li>• In addition to increasing driver awareness of school crossings, crosswalk painting is a means for students to be involved in creating a sense of place, pride and ownership of a space that's important to them and their ability to safely travel to school.</li> <li>• It can also be a local media opportunity to raise community awareness of the project and the importance of active school travel and safe school zones.</li> </ul> <p>Timelines for this activity were clarified and the Summary of Deliverables document will be revised and send to partners with the clearer timelines.</p> <p>It was clarified that the actual painting of the crosswalks would be a municipal responsibility. It was also identified that this activity will need to comply with municipal bylaws. It was suggested that painting occur in the spring to ensure that it does not wear off over the winter months.</p> <p><u>Video Series Development</u></p> <ul style="list-style-type: none"> <li>• This activity is to create a series of active school travel promotional and educational videos.</li> <li>• The intention is to involve students in the development of information and messages on topics such as pedestrian safety, cycling safety, school bus use and general promotion of active transportation to school.</li> <li>• Videos can be used for school events and beginning of the year orientation with the goal to increase awareness and support for a culture of walking and wheeling.</li> </ul> <p><u>Outdoor Air Quality Testing</u></p> <ul style="list-style-type: none"> <li>• Air quality testing is being proposed around school property (time of day and duration to be determined). The purpose of this activity is to gather information to develop education and promotion messaging to encourage parents not to drive their children to school and to encourage students who should be taking the bus to do so and students who can walk or wheel to school to do so as a way to promote AT to school.</li> </ul> <p>Questions were asked about the timing and procedures for the testing and how we will ensure the information will not be used in a way that creates stigma for a school. It was also identified that school board permission will be required for this data collection.</p>	<p>Local school STP committees to be advised to ask their municipalities for support / approval of this activity and ask about any bylaw requirements if they select this activity in their action plan.</p>

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	<p>C. Bushey indicated we will be working with the Healthy Environments program at the health unit and the Environment Network to ensure the methodology used is sound and to ensure the information is used in a positive way so no unintended negative consequences occur.</p> <p><u>Active School Travel Branding</u> This activity will see the creation of a set of branding materials for school travel planning for use at the local and regional level. E.g. graphics, logos, etc.</p> <p>It was suggested that we strive to have the graphics and branding completed over the summer. C. Bushey will revise the timeline for this activity in the Project Deliverables document.</p> <p><u>Active School Charter</u></p> <ul style="list-style-type: none"> <li>This activity includes discussions at the Simcoe and Muskoka level to discuss the value and need for the development of a regional Active School Charter.</li> </ul> <p><b>Reporting Requirements*</b> The funding agreement indicates that three progress reports will be required during the course of the project (31 July 2019, 29 November 2019, June 12, 2020).</p> <ul style="list-style-type: none"> <li>SMDHU will take the lead on developing the reports and provide them to the Steering Committee for input.</li> </ul> <p><b>OAST Summit*</b></p> <ul style="list-style-type: none"> <li>All projects are required to send one member to summit in the fall. Expenses will be paid by GCC.</li> </ul>	<p>SMDHU to discuss permission to conduct air quality testing with the school boards.</p>
5.0	<p><b>Project Activities Areas of Interest</b></p> <p>C. Bushey restated that partner involvement in the project is a key principle and there is tremendous flexibility in terms of how partners would like to be involved or have the capacity to be involved.</p> <p>It was identified that it would be helpful to know how much of a time commitment is needed for each activity. C. Bushey indicated she will add that information to the form and send it electronically to partners.</p> <p>A question was asked if schools who are not within one of the existing municipal partner areas can participate in the project. C. Bushey indicated that this is fine and that contact with the municipality can occur after school selection takes place.</p> <p>C. Bushey reviewed the Project Activities Areas of Interest form and asked partners to take the form back to their organizations and complete the form indicating what activities they would like to be involved in.</p>	<p>C. Bushey to revise the Project Activity Areas of Interest form and send it electronically to partners.</p> <p>Partners to take the Project Activity Areas of Interest form back to their organizations for</p>

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	<p>If organizations are not able to determine their level of involvement by June 5<sup>th</sup>, they are asked to email C. Bushey indicating that discussions are in progress.</p>	<p>discussion, complete the form and return it to C. Bushey by June 5<sup>th</sup>.</p>
<p><b>4.0</b></p>	<p><b>School Board Ethics Approval</b></p> <p>The data that will be collected as part of the process to assess conditions and develop the school travel plan, requires school board ethics approval.</p> <p>The health unit will be taking the lead on this to ensure ethics approval before school data collection begins in the fall.</p>	
<p><b>5.0</b></p>	<p><b>Summary of Actions / Next Steps:</b></p> <ul style="list-style-type: none"> <li>• The CDP Public Health Nurse (PHN) will connect with municipal partners and the School Health PHN to begin the process of recruiting schools for the project with the goal to have the 17 schools selected by the end of June 2019.</li> <li>• S. Diaz will connect with the SCDSB to seek input into schools that may be a priority to consider. S. Diaz will communicate this information to the local CDP PHNs.</li> <li>• D. Lyons will connect with TLDSB to seek their input into schools who may be a priority to consider. D. Lyons will communicate this information to the School Health Liaison PHN (Jennifer Bouwmeester).</li> <li>• Partners to take the Terms of Reference and Memorandum of Understanding documents back to their organization for discussion about their level of involvement in the project and to provide input.</li> <li>• Partners to let C. Bushey know: <ul style="list-style-type: none"> <li>○ if their organization is supported of joining the Steering Committee and if they have any input on the Terms of Reference by June 5<sup>th</sup>;</li> <li>○ if their organization supports signing the Memorandum of Understanding and if they have any input on this document by June 5<sup>th</sup>.</li> </ul> </li> <li>• C. Bushey to revise the Project Deliverables and Budget Summary document to reflect partner input and send it electronically to partners.</li> <li>• C. Bushey to revise the Project Activity Areas of Interest form and send it electronically to partners.</li> <li>• Partners to take the Project Activities Areas of Interest form back to their organizations for discussion, complete the form and return it to C. Bushey by June 5<sup>th</sup>.</li> <li>• SMDHU to discuss permission to conduct air quality testing with the school boards.</li> <li>• SMDHU to work with school boards on ethics approval for data collection.</li> <li>• C. Bushey to ask GCC for a list of funded projects.</li> <li>• C. Bushey to ask Green Communities Canada if the project can be discussed at upcoming council meetings since these are public meetings.</li> <li>• C. Bushey to revise SMDHU staff contact list and send electronically to partners.</li> <li>• A. Taylor to send out tentative meeting dates to partners.</li> </ul>	
<p><b>6.0</b></p>	<p><b>Meeting Frequency and Date of Next Meeting</b></p>	<p>A. Taylor to send out tentative meeting dates to partners.</p>

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	<p>It was suggested that the Steering Committee meet a minimum of 6 times between now and the end of the project (including today's meeting) for a duration of 2.5 hours.</p> <p>It was also identified that there will be meetings requires by Task Groups working on specific project activities.</p> <p><b>Tentative Steering Committee Meeting Dates (revised):</b>            July 17<sup>th</sup> 2019,            October 18<sup>th</sup> 2019            January 15<sup>th</sup> 2020            March 18<sup>th</sup> 2020            May 20<sup>st</sup> 2020</p> <p>*For those who cannot commit to 6 meetings of the Steering Committee, there are many alternate opportunities for participation in the project.</p>	