



## Terms of Reference

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### Simcoe Muskoka On the Move Steering Committee

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#### **Purpose:**

The purpose of the On the Move (OTM) Steering Committee is to oversee planning, implementation, and evaluation of the Simcoe Muskoka On the Move initiative.

The OTM Steering Committee will be a forum for partners to collaborate in discussions and decision making about the initiative, share information and resources and plan for the ongoing implementation and expansion of On the Move across Simcoe and Muskoka.

#### **Project Objectives:**

**Overarching Objective:** To increase physical activity opportunities for Simcoe Muskoka students by supporting and expanding active school travel opportunities for students using the Ontario Active School Travel [School Travel Planning](#) model as a guide.

**Strengthening Partnerships and Collaboration:** To build and strengthen partnerships between school boards, public health, municipalities, and other community partners to enhance collaboration, information-sharing and decision-making on the planning, implementation, and evaluation of the On the Move initiative and plan for the expansion and sustainability of school travel planning in Simcoe and Muskoka.

**Develop Policies and Procedures:** To review the results of the environmental policy scan to determine if and how existing policies and procedures can address barriers and incentives for active modes of transportation for the school journey and to recommend additional policies and procedures to facilitate active modes of transportation for the school journey.

**Enhance Public and Political Support:** To raise public and political awareness and support for active school travel through the [5 Es](#) of the School Travel Planning model (education, encouragement, engineering, enforcement and evaluation), and through celebrating successes and engaging local champions, leaders and the media.

#### **Composition:** Simcoe Muskoka District Health Unit

- Simcoe County District School Board
- Simcoe Muskoka Catholic District School Board
- Simcoe County Student Transportation Consortium
- County of Simcoe
- City of Barrie
- City of Orillia



- City of Barrie
- Town of Bracebridge
- Town of Bradford West Gwillimbury
- Clearview Township
- Town of Collingwood
- Essa Township
- Town of Huntsville
- Town of Innisfil
- Town of Midland
- Orillia Transportation Advisory Committee
- Town of Wasaga Beach
- Environment Network
- South Simcoe Police Services
- Ontario Provincial Police – Muskoka
- Simcoe County Student Transportation Consortium

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

**Role of Committee Members:**

- Oversee the development, implementation, evaluation, expansion, and sustainability of the On the Move initiative.
- Participate in decision making and provide ongoing feedback, direction, and support for the initiative.
- Attend meetings on a regular basis and inform the chair if unable to attend.
- Provide input into agendas for meetings.
- Review the minutes prior to each and complete tasks as agreed.
- Share relevant information from OTM Steering Committee meetings with local Active School Travel Committee members and other stakeholders.

**Role of Chair:**

- The Manager of the Chronic Disease Prevention Program of the Simcoe Muskoka District Health Unit will fill the role of Chair.

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 circulated prior to each meeting.
- Conduct the meetings and facilitate the discussion of agenda item seeking action-oriented resolution towards meeting objectives and deliverables.
- Ensure decisions and work of the Steering Committee is carried out.
- Arrange for an alternate Chair to conduct the meeting if unable to attend.

#### **Role of Recorder:**

- The Program Assistant from the Chronic Disease Prevention Program will fill the position of Recorder.

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/Teams meetings accordingly.
- Send out meeting reminders via Outlook and track confirmation of attendees.
- Other administrative tasks as required.

#### **Decision Making:**

All decisions made by the On the Move 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 OTM Steering Committee.
- Meetings will be held by Microsoft Teams at this time. A decision about in-person meetings will be made at a later time.

#### **Quorum:**

- Quorum for meetings shall be 50% + 1 of the current membership of the OTM Steering Committee. In the absence of quorum, decisions can be made on minor items, with decisions on more significant items such as the budget, significant changes to the initiative, expansion, sustainability, etc., will be deferred to a meeting where quorum is met.

#### **Minutes Distribution:**

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

#### **Term of Service:**

- For the duration each participating organization approves their representative to sit on the committee.



**Records Management:**

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

**Committee Formed: May 23, 2019**

**Committee paused from February 2021 to June 2022 during the COVID-19 pandemic.**

**Committee reformed: June 2022**

**Review of Terms of Reference: as required**

Created: April 26, 2019

Approved: May 23, 2019

Revised: October 2022