

Simcoe Muskoka Active School Travel Initiative (On The Move)

Steering Committee Meeting

Date: June 6, 2022

Location: Teams Meeting

Time: 9:00 a.m. – 10:30 a.m.

Chair: Christine Bushey

Attendees: Christine Bushey, Andy Campbell, Christine Hyde, David Hegarty, Sherry Diaz, Charlotte Knegt, Geoff McKnight, Jennifer Parker, Justin MacDonald, Katie Kirton, Kristin Pechkovsky, Kerri McDonald

Recorder: Jennifer Niven

No.	Agenda Item	Actions
1.0	Welcome and round table of introduction Christine Bushey welcomed everyone to the meeting and introductions were done.	
2.0	Purpose of the Meeting C. Bushey provided an overview of how the regional Active School Travel Project Steering Committee (AST PSC) was formed and the purpose of bringing members back together for this meeting. <ul style="list-style-type: none"> • Early in 2019 the health unit in partnership with the City of Barrie received \$100,000.00 from Green Communities Canada (GCC) to pilot a school travel planning project in 17 schools in Simcoe Muskoka. Funding was provided to GCC from the Ministry of Education. • In May 2019, the regional AST PSC was formed to oversee the project. One key role of the committee was to determine a sustainable model for school travel planning to expand school travel planning across Simcoe and Muskoka. • Much of the project activities including meetings of the AST PSC were put on hold in 2020 due to the COVID-19 pandemic. 	

	<ul style="list-style-type: none"> The purpose of the meeting today is to provide an update on the activities that occurred prior to and during the pandemic, discuss interest in reforming the committee and determine next steps. 	
<p>3.0</p>	<p>Review of Agenda C. Bushey provided an overview of the agenda.</p>	
<p>4.0</p>	<p>Activities Prior to the Pandemic and Current Status</p> <ul style="list-style-type: none"> C. Bushey provided a presentation with an overview of the history and purpose of the project and what has been accomplished to date. The project began in May 2019 with the first meeting of the AST PSC. A process for school selection was developed by the AST PSC in consultation with school boards, interested municipalities and the health unit. Schools were contacted to determine their interest in participating and 17 schools became part of the project. School boards were contacted for ethics approval for data collection that would be used to create school AST Action Plans using the 5Es of the School Travel Planning (STP) model. Public Health Nurses (PHNs) in the Chronic Disease Prevention (CDP) program at the health unit took on the role of STP Facilitators and meetings were set up with selected schools. PHNs assisted schools in forming AST Committees and provided support, direction, and tools to conduct the four pieces of data collection required to inform the development of their school AST Action Plans. Most schools were able to complete most of their data collection prior to the pandemic and some schools were able to prepare draft actions. None of the schools were able to finalize or implement their action plans before the COVID-19 pandemic was declared. A workgroup of the AST PSC was formed to develop branding for the project. As a result of this branding the project became know as the Simcoe Muskoka On the Move initiative. 	

- An extensive [On the Move](#) website was developed using the branding material.
- CDP PHNs were redeployed to the health unit's COVID-19 response early in 2020 and remained redeployed for much of the pandemic.
- Staff were repatriated on two occasions for short periods of time. During these times CDP PHNs reached out to the 17 schools to see if they wanted to try to continue working on AST. A small number of schools indicated they wanted to try to implement activities, however most schools chose to delay participation until after the pandemic.
- Participating schools were eligible to apply for up to \$800 in funding to implement activities in their AST Action Plan. Three schools completed their Action Plans and applied for and received funding.
- CDP PHNs will continue to encourage and support the remaining schools to complete their AST Action Plans and apply for funding.
- With the support of workgroups of the AST PSC, work continued on the development of On the Move resources including videos, wayfinding signs and sidewalk stencils.
- A policy scan was also conducted; however, due to the pandemic the results have not been analyzed and presented back to the AST PSC for consideration in planning for sustainability.
- The original budget and deliverables were discussed, and it was identified that there is approximately \$22,000 remaining in the budget. \$11,200 will need to be reserved for the schools who have not yet applied for their AST Action Plan funding. Funds will also need to be reserved for schools/municipalities who have not yet ordered their way finding signs. If some schools/municipalities decide they do not want the signs, funds can be reallocated to additional signs for other schools. Andy Campbell identified interest in additional signs if there are funds available.
- The remaining funds could also be allocated based on priorities yet to be determined by the AST PSC. Reallocations should remain aligned with the original intent of the project.
- There are no longer any reporting requirements to GCC or any specific timelines within which the funds should be spent.

	<p>Discussion occurred about impacts that members are seeing related to active school travel because of the pandemic.</p> <p>Some members commented that there is an increase in traffic congestion and safety concerns around schools as more students are being driven to school due to COVID-19. This is leading to a growing interest in active school travel to try to address these concerns.</p> <p>An update was provided on the work the Simcoe Muskoka Catholic District School Board is doing with municipalities in South Simcoe to address traffic congestion and safety issues.</p> <p>It was also stated that during the pandemic there seemed to be more people being active, cycling, walkers, which has created a momentum to move, ride, or walk to school. This is a wonderful time to promote active school travel.</p>	
<p>6.0</p>	<p>Membership and Purpose of the Steering Committee (Terms of Reference)</p> <p>C. Bushey provided an overview of the AST PSC Terms of Reference, members of the original committee and described the role the committee had in project oversight and decision making.</p>	
<p>7.0</p>	<p>Member Discussion Regarding Reforming the AST PSC</p> <ul style="list-style-type: none"> • A round table discussion occurred to gather feedback from members to determine interest in reforming the AST PSC. There was agreement that there is value in reforming the committee. • Additional comments made included: <ul style="list-style-type: none"> ○ Would the school boards at some point be able to consider funding for a coordinator position to support sustainability of the AST? ○ It could be a role of the AST PSC to seek funding and advocate to the school boards to fully embrace school travel planning. ○ The committee can also look at broadening the membership to include stakeholders who could assist with discussions about sustainability. ○ It was noted that information is being gathered by a CDP PHN on how other jurisdictions manage and sustain their STP initiatives. This information will be shared with the AST PSC to inform future planning. 	

Next Steps

AST PSC Meetings

- It was decided that AST PSC meetings should occur every 2 months initially, then quarterly when appropriate.
- Meetings will be held virtually via Teams
- The next meeting will be the second or third week of August. A doodle poll will be sent out by J. Niven to determine a suitable date.
- It was suggested that AST PSC members be involved in developing the agenda for meetings. It was decided that the health unit will send out a draft agenda two weeks in advance of meetings and ask members to identify additional agenda items they would like to add.

Back to school Messages

- It was decided that back to school AST messages will be developed and sent out late August to encourage active school travel
 - Consider developing some type of tool kit with monthly messages and resources that all schools could use, especially the schools who are not part of the original 17 schools who are receiving in-depth STP Facilitator support.
 - Discussion occurred about how the messages would be disseminated to schools and parents. The school boards have communication mechanisms/channels to send information out to principals and parents. Communication departments can also assist with dissemination of social media messages.
 - C. Bushey asked if anyone from the AST PSC would be interested in forming a small workgroup to work on back-to-school messages.
 - C. Hdye volunteered. J. Parker indicated she could be available for consultation.
 - J. Parker also suggested that the back-to-school messaging include a driver education and awareness component.
 - It was also suggested that back-to-school messaging include the On the Move branding and materials that have already been created, such as the videos.
 - C. Bushey will identify health unit staff for the small workgroup.

Expansion of the AST PSC

- Discussion occurred about expansion of the AST PSC. Suggestions included: Trillium Lakelands District School Board, Simcoe County School Transportation Consortium, additional municipalities, police services.

J. Niven to send out a doodle poll to determine the date of the next AST PSC meeting.

C. Bushey will send out a draft agenda two weeks in advance of meetings and AST PSC members will identify additional items to add to the agenda.

A small workgroup will be formed to draft back-to-school key messages to promote AST.

Draft key messages will be discussed and approved at the next AST PSC meeting in August.

	<ul style="list-style-type: none"> ○ It was suggested that we reach out to the various police services and let them decide among themselves who could attend. ○ With regards to the Simcoe County School Transportation Consortium, it was noted that they tend to defer to the school board on policy matters. It was decided that it is valuable to let them know about the AST PSC and invite them to attend if they are interested. ○ It was decided that if members hear of other interested stakeholders or have suggestions about other potential members, they should forward the information to C. Bushey. <p>Future Agenda Items</p> <ul style="list-style-type: none"> ● Determine what STP model will be used in the future, including a regional coordinator role and school level STP Facilitation role ● Determine how / when to bring on additional schools and municipalities ● Future funding <p>PowerPoint Presentation from Today's Meeting Members asked if the presentation provided at today's meeting could be sent out and C. Bushey agreed to have J. Niven send it out.</p>	<p>C. Bushey will determine an outreach strategy to invite police services to the AST PSC.</p> <p>K. Kirton will follow-up with the Simcoe County District School Board regarding the involvement of the Simcoe County School Transportation Consortium.</p> <p>AST PSC members will forward names of other potential stakeholders to C. Bushey.</p> <p>J. Niven to forward June 6th PowerPoint presentation to AST PSC members.</p>
<p>9.0</p>	<p>Next Meeting: Discussed to meet 2nd or 3rd week in August.</p>	<p>J. Niven will forward a Doodle Poll for the 2nd week of August</p>