***Simcoe Muskoka On the Move***

Steering Committee Meeting

**Date:** January 24, 2023

**Location:** Teams Meeting

**Time:** 1:30 p.m. – 3:30 p.m.

**Present:** Kara Thomson-Ryczko, Charlotte Knegt, Bailee Yasher, Mackenzie Crozier, Madona Shamoon, Christine Bushey, Mary Brodeur, Sean Levasseur, Carolynne Bull, Christine Hyde, David Hegarty, Joe Oppedisano, Katie Kirton, Sherry Diaz, Justin MacDonald, Chantele Mayer, Stephen Murphy, Jennifer Parker, Joe Coleman

**Chair:** Christine Bushey

**Recorder:** Jennifer Niven

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| **No.** | **Agenda Item** | **Actions** |
| **1.0** | **Welcome and Introduction*** New Steering Committee members introduced themselves and were welcomed to the committee.
* It was noted that local Public Health Nurses (PHNs) are available to provide an orientation to new members who have not yet received an orientation to the On the Move initiative.
 | C. Bushey will update the membership list with the corresponding Public Health Nurse contact information and will circulate the updated list with the minutes. |
| **2.0** | **Review of Agenda** | Approved |
| **3.0** | **Review of Minutes from October 11, 2022**  | Approved |
| **4.0** | **Business Arising:** |  |
|  | * *A Steering Committee membership list will be created with Public Heath Nurse’s (PHNs) names and email addresses and will be circulated to the Steering Committee along with the minutes.*
* *Steering Committee members will be notified by email once the new promotional items are on the website. (New promotional items include wayfinding sign templates, ground stencils, On the Move word search activity, colouring activity, pencils, business card with promotional key messages.*
	+ Update: S. Diaz provided an overview of the new promotional items that have been added to the [Simcoe Muskoka On the Move](https://www.simcoemuskokahealth.org/Topics/PhysicalActivity/On-The-Move) webpages.
* *If Steering Committee members would like to borrow any of the new promotional items prior to them being added to the webpages, they can send an email message to C. Bushey or J. Niven.*
* *C. Bushey will add language re: quorum to the TOR.*
* *C. Bushey will accept track changes and circulate the final Terms of Reference to the On the Move Steering Committee.*
* *J. Niven will forward the Kiss N Ride Information document to Steering Committee members.*
* *Steering Committee members will gather information from their respective organizations on how they are implementing Kiss N Ride initiatives, policies or information available and challenges and successes they have had.*
* *J. Niven will forward the HOP App to the committee members.* [Hop App](https://ontarioactiveschooltravel.ca/hop-envirocentres-new-app-to-promote-active-school-travel/)
* *S. Diaz will connect with Lisa Gander from the Enviro Centre to see if ethics approval was obtained, and to enquire about number of users and returning users and how well the App is working.*
	+ Update: The Enviro Centre did not seek ethics approval.
	+ Walkers from 98 schools signed up and created profiles with the App. There was a disruption because of the pandemic, therefore they were behind with collecting additional information on users and returning users.
	+ The Steering Committee decided we would not pursue implementation of the App at this time due to resourcing requirements, but schools and committee members could promote and use the App if they wish to.
* *AST Regional Report to be provided to Steering Committee members.*
	+ Update: C. Bushey circulated the AST Regional Report to Committee members.
* The 2 items below were in relation to a discussion at the previous meeting regarding sustainability planning for the On the Move initiative.
* *K. Pechkovsky, J. MacDonald. K. Kirton and C. Hyde to review the policy scan documents.*
* *C. Bushey will send the policy scan documents to the small workgroup prior to meeting.*
* *J. Niven to send out a doodle poll to select dates for the Jan and March meetings.*
 | Complete.Complete.CompleteComplete.Complete.Complete.Will be discussed under 5.4 on the agendaCompleteComplete.Complete.CompleteComplete – to be discussed in item 5.3Complete. |
| **5.0** | **New Business** |  |
| 5.1 | BudgetC. Bushey provided an update on the On the Move budget and indicated there is $26,359 remaining in the budget. Three schools have received their Action Plan funding so approximately $11,200 (14 schools X $800) will need to be reserved for the schools who have not received their funding. This leaves $15,159 remaining in the budget. The Steering Committee will determine how to allocate the remaining funds. | The On the Move budget will be discussed at the next Steering Committee Meeting. |
| 5.2 | On the Move School Selection 2022-2023C. Bushey reviewed the On the Move school participation list, identifying where there are vacancies due to some schools not being able to continue to participate in the initiative. C. Bushey reviewed criteria the health unit developed to select new schools to participate in the initiative. School selection ideas and suggestions were provided by Steering Committee members. Schools will be selected based on the criteria and an attempt will be made to balance schools across the three schools boards and geographic areas. Priority will also be given to schools who have a higher percentage of students who are in the walk zone vs eligible for bussing.  | An update on school selection will be provided at the next Steering Committee meeting.C. Bushey will follow up with C. Hyde regarding participation of schools from the Simcoe Muskoka Catholic District School Board.  |
| 5.3 | Sustainability* Policy Scan Update

The Sustainability Planning Sub-group met and reviewed the Simcoe Muskoka and Barrie policy scan results. The sub-group also sought out policy scan information from Green Communities Canada (GCC) who has compiled policy scan information from a variety of sources. A link to a webinar where the results were shared is provided below. The policy scan information is at approximately 27 minutes into the webinar. The Sustainability Planning Sub-group will review the GCC policy scan information and discuss the results further for implications related to sustainability of On the Move. Steering Committee members were also encouraged to listen to the webinar.GCC was asked if they could present the policy scan information to the Steering Committee, however they no longer have funding and do not have a person to present to the committee. The following link to the webinar was shared as an alternative.[https://www.youtube.com/watch?v=1888uciWdk4](https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.youtube.com%2Fwatch%3Fv%3D1888uciWdk4&data=05%7C01%7CChristine.Bushey%40smdhu.org%7Cf4d67f3ca5404bdd300a08dafa6b79dd%7Cff1522bfac0b4820bc4c4c6186b0fc89%7C0%7C0%7C638097636756063459%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=C85Mb4OA6jXg%2FTBIiNmQzSnvadypVxfpwNVaE3yHqd4%3D&reserved=0)CAA has also been involved in supporting active school travel and there is mention in the website about a presenter, Jamie Hilland, that individual organizations are using the report on their advocacy work with governments for AST program funding, safety programming etc.  The CAA policy review draws comparisons across Canada and the USA.  The Sustainability Planning Sub-group will review the CAA information.* STP models used in other jurisdictions.
	+ S. Diaz reviewed information she compiled on active school travel models used in other jurisdictions.

C. Bushey share a sustainability planning tool (linked below) as one example of a tool for sustainability planning. Discussion occurred about the factors that need to be considered regarding sustainability of On the Move.<https://www.cdc.gov/nccdphp/dch/programs/healthycommunitiesprogram/pdf/sustainability_guide.pdf>   | C. Bushey will forward information compiled on active school travel models used in other jurisdictions to the Steering Committee. Further discussion about sustainability planning will occur at the next Steering Committee meeting. |
| 5.4 | Other Initiatives and Activities to Consider During Sustainability Planning* [School Streets Initiative](https://www.880cities.org/portfolio_page/school-streets/): This is an initiative that Steering Committee members or schools could consider using.
* Kiss and Ride Programs: Discussion occurred about what members are hearing from schools related to Kiss and Ride Programs.
	+ Some schools rely on street parking as they were not designed for Kiss and Rides.
	+ Some schools are newer and have property designed/designed Kiss and Ride areas that are reported to work well.
	+ Part of the problem is the volume of parents dropping off their children and how some parents arrive 30 minutes prior to pick up and park in the Kiss and Ride area.
	+ Some schools closed the Kiss and Ride due to parents being disrespectful.
	+ It is up to the discretion of the school principal if they wish to close the Kiss and Ride if they feel it’s safe for the students.
	+ Supervision and safety concerns are an issue.
	+ There are no formal policies at the board level.
	+ There are some sites that have agreements. Some are registered on title.
	+ Some schools close off the Kiss and Ride during morning drop off but open for pick up. In Collingwood, there was a map that was sent to families for different options of drop off students.
* Green Communities Canada [Ideas Lab](https://ontarioactiveschooltravel.ca/get-inspired-by-ideas-lab/?ct=t(EMAIL_CAMPAIGN_12_17_2019_15_58_COPY_01)&mc_cid=e6fec0aedb&mc_eid=a0ce1a3fbd): There are a number of great ideas in the GCC Ideas Lab for activities schools can implement. A link to the Ideas Lab will be added to the On the Move webpages as great examples of grab and go activities previously discussed by the Steering Committee.
* Building Active Transportation Skills for Students Across Canada

<https://greencommunitiescanada.org/active-transportation-skills-across-canada/>: There are a lot of great ideas and suggestions in the link above.)  |  |
| 5.5 | Monthly Theme Messages and ActivitiesMonthly social media messages continue to be sent to the Steering Committee. Some months and messages also have ideas for activities that related to the themes.  |  |
| 5.6 | On the Move Branding - Using the acronym for On the MoveIt was noted that for the planning profession OTM refers to the Ontario Traffic Manual and using the acronym OTM for the On the Move initiative is causing some confusion. It was agreed that we will use the full name On the Move when communicating about the initiative to avoid confusion.  |  |
| 5.7 | Use of OAST and GCC Logos | Defer |
| **6.0** | **Meetings occur in October, January, March, June, August*** Meeting times (day or evening)

 | Discussion will occur at the next meeting.  |