



Terms of Reference

Simcoe Muskoka On the Move Advisory Committee

Purpose:

- The purpose of the committee is to guide the promotion, implementation and evaluation of the [Simcoe Muskoka On the Move](#) initiative.
- The committee meetings will be a forum for partners to have discussions and make decisions about the initiative, share information and resources, and plan for the ongoing advocacy and expansion of On the Move initiative across the County of Simcoe and the District of Muskoka.

Objectives:

- To strengthen partnerships between school boards, public health, municipalities, and other community partners related to the promotion and implementation of interventions that enhance local conditions for students to participate in active travel for all or part of their journey to and from school.
- To raise public awareness through local media, member agency communications teams, and by engaging local champions to promote the [5Es](#) of the School Travel Planning model (education, encouragement, engineering, enforcement and evaluation) and through equity and engagement activities that promote the Ontario Active School Travel themed annual events of Winter Walk Day, Spring into Spring, Bike Month, and International Walk to School month.
- To encourage equitable and engaging change that leads to an increase in students using active modes of transportation for the school journey.



- To seek out opportunities to promote the use of the approved On The Move Advisory Committee policy statements (2024), as is appropriate to the sector.
- To provide enhanced opportunities for collaboration between school boards and municipal planners to strengthen submissions of active school transportation initiatives to local lower tier and upper tier municipal governments (e.g., having school board representatives endorse municipal planning recommendations to further reduce speed limits in school zones).
- To increase safety for active school travel and physical activity opportunities for Simcoe/Muskoka students by supporting and expanding active school travel opportunities with schools using the Ontario Active School Travel [School Travel Planning](#) model developed by [Green Communities Canada](#) as a guide.

Membership (December 2024) Reviewed each October to confirm status:

Voting members:

School Boards: [Simcoe County District School Board](#), [Simcoe Muskoka Catholic District School Board](#), [Trillium Lakelands District School Board](#), [County of Simcoe](#), [Town of Midland](#), [Town of Bradford West Gwillimbury](#), [Town of New Tecumseth](#), [District of Muskoka](#), [Town of Bracebridge](#), [City of Orillia](#), [Environment Network](#), [Severn Sound Environmental Association](#), [Simcoe Muskoka District Health Unit](#),

Information only members- Members who will request information as needed from the committee Chair from the meeting minutes:

[City of Barrie](#), [Simcoe County Student Transportation Consortium](#), [Wasaga Beach Community Member*](#), [OPP Muskoka Bracebridge Detachment.**](#)



Project based involvement members- Members who request to be informed and involved if a new On The Move project starts in their area:

[Clearview Township](#), [Essa Township](#)

*Community members are part of the committee through a nomination from an existing member or public health nurse working in the area and agreed upon by the committee members. For 2024/25 school year we have one community member from the Wasaga Beach area.

**Other OPP officers, or city police officers, may be involved at the school site level and may sit on a school On The Move committee. Many OPP officers are not supported to attend meetings but can be involved in the implementation of project activities at the local level.

Role of Members:

- Contribute to discussions and decisions related to the development, implementation, evaluation, expansion, and sustainability of the On the Move initiative in the County of Simcoe and the District of Muskoka.
- Provide input into agendas for meetings. Review the minutes after each meeting, and complete tasks as agreed during committee meetings.
- Attend meetings on a regular basis. Inform the Chair if you are unable to attend, or if a change in membership status is necessary.
- Participate as a member, based on interest and expertise, to complete specific tasks relevant for the advancement of objectives (e.g., brand promotion, policy work, building organizational capacity).
- Share relevant information from committee meetings or priority actions with local On the Move school committees, within own agencies, and with interested community partners to raise the profile of On the Move activities and to promote Active School Travel in general.



Role of Backbone Agency:

- The Backbone Agency for the On the Move Initiative is the Simcoe Muskoka District Health Unit, Chronic Disease Prevention Program.

The Backbone Agency will:

- Hold the role of Chair and Recorder for the committee meetings
- Coordinate quarterly meetings and all related logistics
- Coordinate any subgroup meetings and all related logistics
- Hold and disburse funds as agreed upon by committee members. The only funds available in 2025 are remaining from pilot project funding received from the Ministry of Education in 2018/19.
- Hold and distribute records of committee meetings as described in the Records Management section of these Terms of Reference.
- Promote communication with members related to action items from meetings
- Manage content for the On The Move Advisory Committee and On the Move webpages
- Coordinate implementation of the program at school sites which includes:
 - engaging school board partners in school selection
 - obtaining ethics approval for data collection from school boards/school sites
 - providing trained local facilitators (public health nurses) to work with school committees to complete an assessment, action plan, and evaluation at each On the Move school.
 - retain documentation related to any school site activity in accordance with privacy and record retention policies of the SMDHU, ethics approval and privacy agreements with each of the school boards (SCDSB, TLDSB, SMCDsb), and documentation standards of practice for the College of Nurses of Ontario.
- Guide committee members in learning about Active School Travel and the School Travel Planning model used for the On the Move Initiative as needed.
- Seek out and promote opportunities with members to advocate for policy changes that encourage Active School Travel.



- Encourage members to promote the On the Move Initiative through their spheres of influence.

Role of Chair

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

The Chair will:

- Receive and prioritize agenda items.
- Circulate agenda and related information and materials prior to each meeting.
- Conduct the meetings and facilitate the discussion of agenda items seeking action-oriented resolutions towards meeting committee objectives and deliverables.
- Clearly communicate decisions and encourage completion of agreed upon tasks from meetings.
- Confirm membership status and update Terms of Reference for committee review and approval on an annual basis.

Role of Recorder

The Program Assistant from the Chronic Disease Prevention Program of the Simcoe Muskoka District Health Unit or designate will fill the position of Recorder).

The Recorder will:

- Document, prepare, revise, and format minutes for distribution after each meeting.
- Edit and save approved minutes and post to Simcoe Muskoka District Health Unit On the Move webpage.
- Prepare and maintain a meeting schedule and book rooms/MS Teams meetings accordingly.
- Assist with planning for in-person meetings/workshops/workgroups.



- Send out meeting reminders, background documents, and instructions as needed via MS Outlook and will track attendance confirmation of attendees for meetings.

Decision Making:

- All decisions made by the committee will be made with a quorum when half of the total voting membership plus one (50% + 1) is reached.
- In the absence of quorum, decisions can be made on minor items, while decisions on more significant items will be deferred to a meeting where quorum is met.
- Decisions will be made with a majority vote after careful discussion related to any opposition to an idea or direction.
- An opportunity can be raised by any committee member to revisit a decision with new information at any committee meeting.

Meeting Frequency and Format:

- Meetings are five times per year (January, March, June, August, October). Members can vote to change the meeting frequency as needed.
- Meetings are virtual through Microsoft Teams. Any member can request an in-person meeting if the member feels this will help achieve the committee objectives. The Chair can request in-person meetings during the summer months (June, August) to promote group cohesion. Any Simcoe Muskoka District Health Unit or member location with available public/external meeting rooms can host the in-person meetings available at no cost to the committee.

Term of Service:

- Each participating organization approves their representative to sit on the committee for a term determined by each organization.
- Changes in terms of service will be discussed between the members and the Chair.



Records Management:

- The steward and keeper of the records is the Simcoe Muskoka District Health Unit.
- Retention of minutes is ten years.
- Minutes from the current year are published on the [OnTheMoveAdvisoryCommittee website](#) by the Recorder and are available for public viewing.

Committee Formed:

- May 23, 2019
- Paused from February 2021 to June 2022 during the COVID-19 pandemic.
- Reconvened: June 2022

Review of Terms of Reference:

Annual basis, or with changes to structure or function of group as required.

Created: April 26, 2019

Approved: May 23, 2019

Revised: October 11, 2022

March 27, 2024

December 27, 2024

May 27, 2025, On The Move Advisory Committee replaced with committee throughout this document