



## Terms of Reference

### *Simcoe Muskoka On the Move Advisory Committee*

#### **Purpose:**

- The purpose of the committee is to guide 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, implementation and evaluation 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 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.
- To encourage change that leads to an increase in students using active modes of transportation for the school journey.
- 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 (February), Spring into Spring (April), Bike Month (June), and International Walk to School Month (October).
- To seek opportunities to promote the use of the approved On the Move Advisory Committee policy recommendations (2026).
- 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).



**Membership:** Reviewed each summer to confirm status:

**1. Voting members:**

[City of Orillia](#), [County of Simcoe](#), [District of Muskoka](#), [Environment Network](#), [Severn Sound Environmental Association](#), [Simcoe County District School Board](#), [Simcoe Muskoka Catholic District School Board](#), [Simcoe Muskoka District Health Unit](#), [Town of Bracebridge](#), [Town of Bradford West Gwillimbury](#), [Town of Huntsville](#), [Township of Lake of Bays](#), [Town of Midland](#), [Trillium Lakelands District School Board](#).

**Information only members:** Members who request information as needed from the committee's Chair (i.e., copies of meeting minutes or information on workplan or promotional activities): [City of Barrie](#), [OPP Muskoka Bracebridge Detachment](#), [Simcoe County Student Transportation Consortium](#)

**2. Project based members:** Members who request to be informed and involved if a new *On the Move* project starts in their area: [Clearview Township](#), [Essa Township](#), [Town of New Tecumseth](#)

Community members may be part of the committee through nomination from an existing member or public health nurse working in the area and agreed upon by the committee members.

**Role of Members:**

- Contribute to discussions and decisions related to the development, promotion, 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 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 of the group (e.g., program promotion, policy work, grant writing, feedback on municipal planning documents, enhance active transportation infrastructure programs).
- 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 (SMDHU), Chronic Disease Prevention Program. The Backbone Agency will:

- Hold the role of Chair and Recorder for Advisory Committee meetings.
- Maintain the Advisory Committee Workplan and support implementation of workplan activities.
- Coordinate quarterly meetings and all related logistics.
- Coordinate any subgroup meetings and all related logistics.
- Support actions on decisions made during committee and subgroup meetings.
- Hold and disburse funds as agreed upon by committee members. The only funds available in 2026 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.
- Coordinate communication with members related to action items from meetings.
- Manage content for the On the Move Advisory Committee and *On the Move* webpages hosted on the SMDHU website.
- 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.
- 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.
- Coordinate community/municipal wide implementation of the *On the Move* initiative where there is capacity and readiness, which includes:
  - Assess municipal and school board readiness for implementing a community/municipal wide approach to *On the Move*.
  - Engage and support school boards and municipalities in planning, developing, implementing and evaluating community/municipal wide implementation of the *On the Move* initiative.



### **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/Microsoft Teams meetings accordingly.
- Assist with planning for in-person meetings/workshops/workgroups.
- Send out meeting reminders, background documents, and instructions as needed via Microsoft 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 quarterly. Members can vote to change the meeting frequency as needed.
- Meetings are virtual through Microsoft Teams. Any member, including the Chair, can request an in-person meeting to achieve the committee objectives and promote group cohesion. Any Simcoe Muskoka District Health Unit office 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 [On the Move Advisory Committee webpage](#) 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
  - March 15, 2026—Updates to membership
  - April 8, 2026—Full review of content and updated