

# MINUTES

## Active & Safe Routes to School Steering Committee

Date: Tuesday, January 21, 2020

1:00-4:00 pm

Elgin Rm

**FACILITATOR:** Andrew Clark (HEAL)

**RECORDER:** Alina Medeiros (HEAL)

**ATTENDEES:** **Kristy Kastelic** (Student Transportation Services [STS]), **Pam Ewart** (Southwestern Public Health [SWPH]), **Chantha Sreng** (Middlesex London Health Unit [MLHU] – Child Health Team), **Hannah Ballantyne** (MLHU Nursing Student), **Meagan Lichti** (SWPH), **Maureen Crosyn Heath** (STS), **Shelby Paxton** (TREA), **Diane Szoller** (CANBike, TREA), **Sylvia Hazenberg** (Thames Valley District School Board [TVDSB])

**REGRETS:** **Sean Wright** (Ministry of Transportation [MTO]), **Graham Gress** (London Catholic District School Board), **Allison Miller** (City of London), **Alexis Kampman** (City of London)

Agenda #	Notes	ACTION TO BE TAKEN
1	<b>Welcome &amp; Introductions</b>	
2	<b>Review Agenda</b>	
3	<b>Review Minutes from November 19, 2019</b> Minutes approved as written	
4	<b>Discussion Items</b>	
4.1	<b>Safety/Safe vs. Sustainable within ASRTS (Kristy)</b>  Terms of Reference <ul style="list-style-type: none"><li>• Edited by Maureen</li><li>• Safe has been taken out of the terms of reference</li></ul> Name and overall branding <ul style="list-style-type: none"><li>• Concerns regarding the literacy level of “sustainability”</li><li>• Safe is a keyword used within schools and is easy to understand</li><li>• Unsure of the risk associated the word “Safe”</li><li>• Unsure of the rebranding process that would need to be undertaken if the name is changed</li></ul>	  Edited Terms of Reference to be reviewed and approved at the next meeting.  Overall branding and the name to be discussed at the next meeting. Andrew to reach out to OAST to determine why they changed their name and the rebranding process. Maureen to reach out to other bussing consortia to identify their perceptive of the word safe.
4.2	<b>Social Media (Andrew)</b>	

	<ul style="list-style-type: none"> <li>• HEAL students to schedule social media posts and develop resources with social media messages</li> <li>• Instagram is a feasible social media platform for ASRTS</li> <li>• Kristy developed a calendar with fun events (e.g. World Hugging Day)</li> <li>• All partners are to participate in developing social media messages</li> <li>• Adding links to tweets will increase user engagement</li> </ul>	<p>Andrew is to send out Google Docs with a calendar for all the special events.</p> <p>Everyone is to add events to the calendar that they know of. Everyone is to sign up to be responsible for the social media messages for an event.</p> <p>The committee needs to develop a guide for social media messaging.</p>
<p><b>4.3</b></p>	<p><b>Celebrating Successes/OAST Newsletter (Andrew)</b></p> <ul style="list-style-type: none"> <li>• Using social media</li> <li>• Potential to allow students/schools to take over social media for a day</li> <li>• Option to have schools submit success stories via a forum on the website                             <ul style="list-style-type: none"> <li>○ Less likely to be successful since that would be more effort for staff</li> </ul> </li> </ul>	<p>Andrew to send a notice out to participating schools about sharing their successes and the OAST newsletter.</p>
<p><b>4.4</b></p>	<p><b>Safety Village, STS, and ASRTS Collaboration (Maureen)</b></p> <ul style="list-style-type: none"> <li>• First Rider Day included ASRTS information and activities in 2019                             <ul style="list-style-type: none"> <li>○ It was very well received among the community</li> </ul> </li> <li>• STS wants to expand First Rider Day to the Safety Village for 2020                             <ul style="list-style-type: none"> <li>○ There are concerns regarding the availability of the Safety Village</li> </ul> </li> <li>• Potential to have ASRTS be present at the Safety Village Birthday Party</li> <li>• ASRTS is interested in partnering with the Safety Village</li> </ul>	<p>Maureen to reach out to the Safety Village to discuss the potential for the event.</p>
<p><b>5</b></p>	<p><b>Roundtable &amp; Project Updates</b></p>	
<p><b>5.1</b></p>	<p><b>ELMO ASRTS Website Overhaul (Andrew – HEAL)</b></p> <ul style="list-style-type: none"> <li>• HEAL discussed – domain will stay the same, WordPress will be used to create the website</li> <li>• Decided to have three user groups:</li> <li>• (1) ELMO ASRTS Committee                             <ul style="list-style-type: none"> <li>○ Page includes information for the committee (e.g. Terms of Reference, meeting minutes)</li> </ul> </li> </ul>	<p>HEAL to design website, then send it to the committee for review</p>

	<ul style="list-style-type: none"> <li>• (2) STP Committees             <ul style="list-style-type: none"> <li>○ Page to include STP manual, action plans, etc.</li> </ul> </li> <li>• (3) Resources             <ul style="list-style-type: none"> <li>○ E.g. toolkits, social media, projects, programs, campaigns</li> <li>○ Search functionality</li> <li>○ Calendar for special events</li> </ul> </li> </ul>	
<p><b>5.2</b></p>	<p><b>ASRTS:</b></p>	
<p><b>5.2.1</b></p>	<p><b>Co-Chair Role &amp; Future – <i>Andrew / Maureen</i></b></p> <ul style="list-style-type: none"> <li>• Maureen and Andrew are Co-Chairs for the foreseeable future</li> </ul>	
<p><b>5.2.2</b></p>	<p><b>STP Schools – <i>Maureen</i></b></p> <ol style="list-style-type: none"> <li><b>1. Work to Rule</b></li> <li><b>2. School Selection</b></li> </ol> <ul style="list-style-type: none"> <li>• STS still allowed into the schools, despite work to rule</li> <li>• As per the development of the OAST grant, school board staff selected schools to participate in the STP intervention</li> <li>• Any schools beyond the scope of the grant will participate as per the decision tree (at both school boards)</li> <li>• STS will be asking for permanent funding for the STP Facilitator</li> <li>• In the future, the committee will have to discuss how to support schools with facilitation from STS and Public Health             <ul style="list-style-type: none"> <li>○ At this time, STS doesn't foresee the current process changing – schools still directed to Public Health first</li> </ul> </li> <li>• Concerns regarding listing participating schools on the ASRTS website if do not know they were already a part of the STP process</li> <li>• STS STP facilitator does not have the capacity to follow-up with schools that have already gone through the STP process</li> <li>• Keeping the school's action plan on the website would be beneficial for schools that have dropped out of the STP program</li> <li>• Concerns regarding telling schools that we cannot conduct data collection             <ul style="list-style-type: none"> <li>○ Nurses need the support of the committee to address the halting of prospective STPs</li> </ul> </li> </ul>	<p>Once funding is secured, discuss how to move forward in school selection.</p> <p>Chantha to develop a draft letter to update TVDSB school communities on the state of our ethics and ability to collect data. To be sent to Maureen and</p>

	<ul style="list-style-type: none"> <li>• Moving forward, schools collecting data for themselves to use is at the discretion of the principal – HEAL cannot be a part of this process</li> <li>• We can still conduct data collection in LDCSB schools with principal permission</li> </ul>	Andrew for review and signature.
<b>5.2.3</b>	<b>Strategic Planning (Andrew)</b> <ul style="list-style-type: none"> <li>• Meeting went well to identify priorities</li> </ul>	
<b>5.2.4</b>	<b>Account Balance (Andrew)</b> <ul style="list-style-type: none"> <li>• Don't have</li> </ul>	
<b>5.3</b>	<b>Ontario Active School Travel Fund (Kristy)</b> <ul style="list-style-type: none"> <li>• Completed the progress report</li> </ul>	
<b>5.3.1</b>	<b>Walking School Bus Pilot – Melissa/Kristy</b> <ul style="list-style-type: none"> <li>• One school (St. Nicholas) confirmed for the Walking School Bus program</li> <li>• Some school principals are concerned about the liability of the WSB program                             <ul style="list-style-type: none"> <li>○ Maureen has more information from the insurance provider of the WSB program and can help to address principal concerns, if needed</li> </ul> </li> </ul>	
<b>5.3.2</b>	<b>CanBike / Wayfinding Sign Evaluation – Andrew</b> <ul style="list-style-type: none"> <li>• Emails will be going out next week</li> <li>• HEAL undergraduate student is taking on the evaluation</li> <li>• Goal to have results for the next meeting</li> </ul>	
<b>6</b>	<b>Closing remarks</b> <b>Upcoming Meeting Dates for 2019:</b> March 17, 2020 1-4 pm Katherine Harley room May 19, 2020 1-4 pm Elgin Room June 16, 2020 1-4 pm Katherine Harley room	

CONFIRMED \_\_\_\_\_ CHAIR