École Quarterway Elementary

Active School Travel Committee

Terms of Reference

Purpose

The Active School Travel Committee (the Committee) participates in the development and implementation of an Active School Travel Plan at École Quarterway Elementary, over the course of the 2026 – 2026 school year.

This process aims to: (1) increase the number of children using active modes of transportation to and from school, (2) Improve safety for children using active modes of transportation to and from school; and (3) accomplish this using Education, Encouragement, Enforcement, Engineering, and Equity approaches, per Nanaimo's Active School Travel Guide.

Committee Structure

The Committee may consist of 5-10 representatives from each of the following groups:

- school administration (Principal or VP);
- teachers;
- parents;
- and others with a specialized role, at the discretion of the school principal.

Committee meetings, activities, and events may also include additional guests such as other interested parents, community residents or representatives from other agencies.

Committee Duties

1. Become familiar with the program and objectives by reviewing Nanaimo's Active School Travel Guide
2. Provide input on key project directions
3. Participate in data collection and analysis
4. Promote participation in the project among other members of the school community
5. Review and provide feedback on draft documents

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Project Milestones Involving Committee

Task	AST Committee Role
Phase One – Set up	
AST Committee Kick-off Meeting • Facilitated by project consultants	• Review AST process • Review and sign Committee Terms of Reference
Phase 2 – Gathering Information	
Active Data Collection • Facilitated by project consultants • Two consecutive school days	• Participate in traffic observations before and after school • Participate in walkabout activity (up to 2 hours), travelling common routes to school while observing barriers and opportunities. • Review collected data with guidance from project consultant
Inform Project Vision and Targets • Facilitated by project consultants	• Participate in developing a Vision and Targets for the plan
Phase 3 – Develop Action Plan	
Solutions Workshop & Draft Plan Development • Facilitated by project consultants • Two consecutive school days	• Participate in a workshop to identify potential solutions and actions based on the project findings to date • Attend a presentation of the Draft Plan from the project consultants
Draft Plan Review & Refinement • Independent review of draft plan • Collaboratively refine plan	• Independently review the draft plan over one week, and provide comments to the project consultants • In collaboration with the Committee and project consultants, refine the plan directives and priorities
Ongoing	
Champion the AST Process	• Promote the project by helping to share information and drum up excitement among members of the school community.