



Terms of Reference

Access to Physical Activity (APA)

Working Group

VISION:

Everyone in Renfrew County has equitable access to physical activity opportunities.

MISSION:

The mission of the APA of the Physical Activity Network of Renfrew County (PAN-RC) is to take action to improve access to physical activity opportunities for people in Renfrew County that includes (but is not limited to) financial, cultural, environmental and physical access.

GOALS:

1. Increase access to community spaces (both indoor and outdoor and including schools) to facilitate/provide opportunities for physical activity that are no or low-cost;
2. Increase access to resources (e.g. transportation, subsidies etc.) and equipment required for participation in physical activities that are no or low-cost;
3. Decrease barriers to engaging in physical activity related to affordability of fees (for children & youth or all?)

MEMBERSHIP

- Membership on the APA will be open to all members of the PAN-RC.
- Others interested in becoming members of the APA outside the PAN-RC will be considered based on relevancy to the work of the APA and ability to accommodate additional members at regular APA meetings.
- Membership on the APA is voluntary and includes people with the skill set, expertise, capacity and interest to fulfill the working group goals and objectives.

ACCOUNTABILITY

- The Access to Physical Activity (APA) is a working group under the PAN-RC.
- The Chair of the PAN-RC will provide direction and support to the APA.
- The Chair(s) of the APA will report to the Chair and/or full membership of the PAN-RC at semi-annual meetings or as determined necessary.

DECISION MAKING

- Decisions will be made by consensus (i.e., a state at which an agreement is reached that is generally accepted and be supported by all);
- Decisions requiring an immediate or short-term response will be addressed by polling APA members via e-mail for their feedback to the Chair(s);
- Every reasonable effort for full consultation with all APA members will be made.

MEETINGS

- The APA will meet quarterly and will establish a meeting schedule in January each year, with additional meetings called at the discretion of the Chair(s) and/or Chair of PAN-RC;
- 3 meetings per year will be face-to-face with 2 of the meetings scheduled in conjunction with the full PAN RC meetings (May & Nov.) and 1 additional meeting in the 3rd or 4th week of February; 1 meeting per year will be via OTN, teleconference or other on-line format
- Meeting schedule and relevant working group documents and resources will be housed (or kept, or available) at: <http://www.physicalactivitynetwork.ca/APA>;
- Agendas for meetings will be set by the Chair(s) in cooperation with APA members and other PAN-RC members as relevant to the work of the APA;
- Minute-taking responsibility for quarterly meetings will be rotated among the participating members attending meetings on a voluntary basis. Minutes will be distributed within two weeks of the meeting date.

CHAIR/FACILITATOR

- The APA Chair role may be shared between two APA members or as determined by the APA members at the first meeting of each year;
- The APA Chair(s) will facilitate quarterly meetings and will report on behalf of the APA at PAN-RC meetings;
- In the event the APA Chair(s) are not available to facilitate regular APA meetings, an alternate Chair may facilitate meetings as negotiated between the Chair(s) and members asked to perform this function;
- The Chair(s) will facilitate the APA for a minimum term of one year.

RENEWAL OF TERMS

- The terms of reference will be reviewed annually by the APA members to ensure they are current and valid.