CAN-ACT: CANadian Advisory Collaborative for TIME™
Terms of Reference

What are we? We are a national collaborative that includes people living with balance and mobility limitations, healthcare professionals and managers, stroke network coordinators, recreation managers, fitness coordinators, fitness instructors, and researchers, with an interest in advancing the Together in Movement and Exercise (TIME™) program. The TIME™ program is a group, task-oriented community exercise program incorporating a healthcare-recreation partnership for people with balance and mobility limitations.

Vision: To improve the health and well-being of people living with balance and mobility challenges through the advancement of safe, evidence-informed, and high quality community exercise programs incorporating a healthcare-recreation partnership.

Mission: To facilitate knowledge exchange to inform education, practice, research, and policy that will advance the implementation, sustainability, and evolution of the TIME™ program for people with balance and mobility limitations.

When did the group form? The group formed following a stakeholder meeting held May 30, 2014 in Toronto, Ontario, hosted by Dr. Nancy Salbach and Jo-Anne Howe. The goal of the meeting was to identify challenges to and action plans for implementing community exercise programs incorporating a healthcare-recreation partnership for ambulatory people with balance and mobility limitations. The meeting was attended by 53 individuals and was funded by a Canadian Institutes of Health Research Meetings Grant from the Institute of Aging. Select meeting participants expressed interest in forming a group to further develop and advise on action plans resulting from the meeting. The first meeting of CAN-ACT occurred November 3, 2014. Appendix 1 lists the 16 founding members. The group serves to facilitate knowledge exchange among TIME™ stakeholders, including TIME™ steering committee members, TIME™ healthcare and recreation partners, TIME™ participants and caregivers, and TIME™ researchers and educators.

Meetings:
Duration: 1 hour
4 times per year: January, April, September, November
Time of day: 12-1 pm EST
Days of the week: Day selected based on group availability, 2nd week of the month
Teleconference cost: covered by the Chair

Meeting Format:
Each meeting will have a standing agenda, Chair and a Minute Taker. The agenda, minutes from the previous meeting and any materials for review or information will be provided to CAN-ACT members in advance of meetings.
Criteria for CAN-ACT Membership:
1. Membership in one of the following TIME™ stakeholder groups:
   - TIME™ steering committee,
   - TIME™ healthcare partners and stroke system coordinators,
   - TIME™ recreation managers,
   - TIME™ fitness coordinators,
   - TIME™ fitness instructors,
   - TIME™ participants and caregivers, and
   - TIME™ researchers and educators.
Others may be considered for membership following approval by the Collaborative.
2. Interested in knowledge exchange to advance safe, evidence-informed, and high quality community exercise programs that incorporate a healthcare-recreation partnership.
3. Willing to participate for a minimum of one year (4 meetings per year). Exception: individual covering leaves of absence of CAN-ACT members.

Procedures for admitting new CAN-ACT members:
1. Interested individuals may apply directly to the Chair by email.
2. Memberships are presented at the subsequent CAN-ACT meeting. For each applicant, criteria for CAN-ACT membership are reviewed. Membership is approved if endorsed by the Chair and two CAN-ACT members.
Appendix 1: Founding CAN-ACT members, November 3, 2014

1. Nancy Salbach, Chair, Associate Professor, Department of Physical Therapy, University of Toronto; Adjunct Scientist, UHN-TRI
2. Jo-Anne Howe, Clinical Educator (retired), Physiotherapy, UHN-TRI
3. Valerie Dickson, General Manager, Wasaga Beach YMCA of Simcoe/Muskoka
4. Elizabeth Flavelle, TIME™ participant
5. Esme French, OSN Regional Rehabilitation Coordinator, North Western Ontario Regional Stroke Program Medical Centre
6. Elizabeth Hill, Community Recreation Programmer: Active Living, City of Toronto Mary McCormick Recreation Centre
7. Cathy Irwin, Senior Manager, Business Management, UHN-TRI
8. Melissa Lang, Physical Therapist, Orillia Soldiers’ Memorial Hospital
9. Julie Matthews, Community Liaison, District Stroke Centre, Mackenzie Health Richmond Hill Hospital
10. Jason Moller, Clinical Supervisor, British Columbia Fraser Health Authority
11. Susan Mueller, TIME™ Program Lead, Collingwood YMCA of Simcoe/Muskoka
13. Joy Parsons, Interim Program Director, British Columbia Fraser Health Authority
14. Alda Tee, OSN Regional Community and Long Term Care Coordinator, Central East Stroke Network, Royal Victoria Regional Health Centre
15. Alison Wilson, Lead, Health and Wellness Transition, Abilities Centre
16. Sherri Wood, Coordinator, Rehabilitation to Community and Education, Variety Village