

## AGE FRIENDLY TRANSPORTATION WORKING GROUP WORKPLAN - 2023

Concern	Activity	Timeline	Lead	Outcome
<i>PROVIDE THE COMMUNITY WITH A REGULARLY UPDATED TRANSPORTATION GUIDEBOOK</i>	<ul style="list-style-type: none"> <li>Create guidebook</li> </ul>	complete	Coordinator	<ul style="list-style-type: none"> <li>Older adults can easily find transportation options in Thunder Bay</li> <li>Organizations will know details of other organization's transportation options for older adults</li> <li>Available for download and print on AFTB website</li> <li>Updated twice yearly</li> </ul>
	<ul style="list-style-type: none"> <li>Update guidebook with COVID information each year</li> </ul>	January and July 2023	Coordinator HBSW student	<ul style="list-style-type: none"> <li>Anyone who uses the guide will know the COVID transportation restrictions if there are any</li> </ul>
<i>CREATE AWARENESS OF THE HIGH COST OF BUS FARES FOR OLDER ADULTS AND ADVOCATE FOR LOWER/FREE BUS FARES FOR OLDER ADULTS</i>	<ul style="list-style-type: none"> <li>Understand the cost of transportation compared to other cities</li> <li>Work collectively with both the City, Poverty Free, and Thunder Bay Transit to create lower/free fares for older adults</li> <li>Meet regularly with Brad Loroff and Matthew Furioso at working group meetings at least twice per year</li> </ul>	ongoing	Coordinator  Thunder Bay Transit  Thunder Bay Poverty Reduction Strategy  Poverty Free Thunder Bay  Volunteers	<ul style="list-style-type: none"> <li>Older adults can afford bus fares</li> <li>Transfer times have been extended from 60 to 90 minutes</li> <li>Pilot for low income bus pass begins April 1 with 211 doing registration (500 passes available for pilot)</li> </ul>
	<ul style="list-style-type: none"> <li>Create infographic for older adults re: How to Use Thunder Bay Transit</li> </ul>	Complete and available	Coordinator  Working group members	<ul style="list-style-type: none"> <li>Infographic available to community members online and via posters and handouts</li> <li>Older adults understand how to ride Thunder Bay Transit</li> </ul>
	<ul style="list-style-type: none"> <li>Create an infographic for older adults: how to use Lift+</li> </ul>	Complete and available	Coordinator  TBay Transit	<ul style="list-style-type: none"> <li>Infographic available to community members online and via posters and handouts</li> <li>Older adults understand how to use Lift+</li> </ul>
<i>ADVOCATE FOR WALKABILITY SO BUS STOPS AND</i>	<ul style="list-style-type: none"> <li>Work with the TBDHU and their walkability committee</li> </ul>	Current	Coordinator	<ul style="list-style-type: none"> <li>Older adults are able to get around the city easier</li> </ul>

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GETTING AROUND  
ARE EASIER FOR  
OLDER ADULTS

<ul style="list-style-type: none"> <li>• Work with City and Transit to create better walkability around and to and from bus stops</li> <li>• Ensure and advocate for enough bus shelters and prioritize areas that have a higher population of older adults</li> <li>• Create an infographic of outdoor safety after snowfall – connect with Judi Marton re: falls prevention and Alison Denton</li> <li>• Add video to Facebook re: Falls and Frailty</li> <li>• Red cross has a safety sheet for fall prevention – Vig will share -add to website (link)</li> </ul>	<p>Working group meetings in June and December 2023</p> <p>At meetings with Brad Loroff in June and December 2023</p> <p>Complete and sent to working group for edits</p> <p>February 2023</p> <p>February 2023</p>	<p>TBDHU Walkability Committee</p> <p>Coordinator</p> <p>Working group members</p> <p>Steering committee members</p> <p>Coordinator</p> <p>Judi Marton</p> <p>Alison Denton</p> <p>Coordinator</p> <p>Judi Marton</p> <p>Coordinator</p> <p>Vignesh Viswanathan</p>	<ul style="list-style-type: none"> <li>• Older adults can get to and from bus stops more easily and safely</li> <li>• Older adults have shelters and seating at transit stops</li> <li>• Older adults understand how to walk safely outdoors</li> <li>• Falls prevention video is available for viewing on website and social media</li> <li>• Older adults have access to safety sheet for falls prevention</li> </ul>
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	<ul style="list-style-type: none"> <li>Plowing on street/sidewalk should not create a barrier of snow to prevent walkability – connection to City to ensure this doesn't happen</li> <li>Lights for safety on bus shelters - let's get this going! Only 10-25% of bus stops have shelters waste receptacles (80-200)</li> <li>Space to sit at bus stops is necessary for some (only 26-50% have seating)</li> <li>Accessible washrooms around bus stops</li> <li>Bus routes and the changes to the on-demand system – check on this</li> </ul>	<p>December 2022</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>ongoing</p>	<p>Coordinator</p> <p>Working Group</p> <p>Thunder Bay Transit</p>	<ul style="list-style-type: none"> <li>Bus stops are clear of snow and surrounding area is clear of snow and ice so older adults are kept safe</li> <li>Lights for safety are added to all bus shelters</li> <li>Older adults are able to rest at transit stops</li> <li>Accessible washrooms are available at transit stops</li> <li>Older adults understand how to use the on-demand system when it is available</li> </ul>
<i>PROMOTE OLDER ADULTS RESOURCE GUIDEBOOK</i>	<ul style="list-style-type: none"> <li>On website</li> <li>Social media</li> <li>Email agencies</li> </ul>	Ongoing	<p>Coordinator</p> <p>Working group members</p>	<ul style="list-style-type: none"> <li>Older adults will have access to transportation information online and in print form available for download</li> </ul>
<i>USE THE GUIDEBOOK TO IMPROVE COMMUNICATION REGARDING TRANSPORTATION AMONG SERVICE PROVIDERS AND CREATE A COLLABORATIVE CONVERSATION</i>	<ul style="list-style-type: none"> <li>Ensure guidebook is up to date</li> <li>Send Transportation Guidebook to all organizations listed</li> </ul>	<p>June and December 2023</p> <p>February 2023</p>	<p>Working group members</p> <p>Coordinator</p> <p>Students</p> <p>Coordinator</p>	<ul style="list-style-type: none"> <li>Agencies and organizations are able to communicate to make better use of their transportation for older adults</li> <li>More older adults are provided with transportation options</li> <li>All organizations understand all transportation options for older adults</li> </ul>

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<i>AMONG SERVICE PROVIDERS</i>				<ul style="list-style-type: none"> <li>Organizations offering transportation options work collectively to ensure older adults are able to access the transportation they require</li> </ul>
<i>DRAW ATTENTION TO DELAYS IN TESTING FOR OLDER ADULTS DRIVING TESTS AFTER AGE 80 AND THE ISSUES THAT ARE ARISING FROM THAT</i>	<ul style="list-style-type: none"> <li>Create an Infographic</li> <li>Gather information from Govt of Ontario re: driving tests and other issues affecting older adults</li> <li>Create video with Cyber Seniors re: driver testing for older older adults</li> </ul>	Current  2023	Coordinator  Student	<ul style="list-style-type: none"> <li>Older adults understand the driving laws and are able to easily navigate through the system and have supports available to them</li> </ul>
<i>NORTHERN TRAVEL GRANT INFORMATION DISSEMINATED THROUGHOUT COMMUNITY ESPECIALLY FOR OLDER ADULTS</i>	<ul style="list-style-type: none"> <li>Gather information re: senior's travel grant</li> <li>Connect with MP's re: supports for older adults with travel grants</li> <li>Create infographic and add to website and social media</li> </ul>	Current	Coordinator  Students	<ul style="list-style-type: none"> <li>Older adults know and understand all issues surrounding northern travel grants</li> </ul>

# ***AGE FRIENDLY TRANSPORTATION WORKING GROUP WORKPLAN - 2023***

## Terms of Reference

### Age-Friendly Thunder Bay Transportation Working Group

#### **Vision**

All older adults in Thunder Bay have affordable and safe access to different modes of transportation.

#### **Mission**

To facilitate a collaborative process among community members, community leaders and other key stakeholders to develop strategic directions for issues around transportation that affect older adults in Thunder Bay.

#### **Background**

We have come together from the recommendations developed from the Age Friendly Thunder Bay Community Wide Action Plan (2017) to coordinate specific actions that will help to create affordable and safe access to different modes of transportation for all older adults in Thunder Bay.

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## ***AGE FRIENDLY TRANSPORTATION WORKING GROUP WORKPLAN - 2023***

### **Goals**

The Working Group will work collectively to ensure that the workplan goals are met, and new goals may be added to the workplan during the year, if necessary.

\*Workplan is included

### **Membership and Structure**

Membership is open to any Age-Friendly steering committee member, organization/professional, or community member who is interested in transportation and older adults in Thunder Bay. The Working Group will be open to organizations and individuals that support our Vision, Mission and Goals. We will operate via the following terms:

### **Meeting Frequency**

Zoom meetings will be held the first Thursday of every month, except for July and August.

Annual calendar invitations will be sent to all working group members before the start of the year.

Email invitations will be sent out a day or so before each meeting. Additional meetings may be called if additional external funding and project opportunities arise.

## ***AGE FRIENDLY TRANSPORTATION WORKING GROUP WORKPLAN - 2023***

### **Decision Making**

Decision making should reflect the needs of the general membership and the guiding principles of Age Friendly Thunder Bay. Decision making processes will strive to enable participants to express their needs and share their solutions and visions through an environment that encourages transparency, mutual respect, collective input, and trust.

### **Spokespeople**

The Chair and/or Vice Chair of Age-Friendly Thunder Bay will act as the spokespeople for the Working Group (at events, for media interviews, for presentations, deputations or when meetings with government officials and politicians occur)

- All correspondence from the Working Group must be first sent to the Coordinator and/or Board representative for review.
- All correspondence from the Working Group must be approved by the Board of Directors before sending.
- All members of the Working Group must have the opportunity to review all correspondence sent from the committee.
- All correspondence from the Working Group must be sent on Age Friendly Thunder Bay letterhead in full colour.
- On occasion, and as decided by the Board of Directors, a Working Group lead may act as a spokesperson.
- Other spokespeople may be designated by the Board of Directors as needed.

## ***AGE FRIENDLY TRANSPORTATION WORKING GROUP WORKPLAN - 2023***

### **Role of the Coordinator**

- Facilitating the meetings
- Create meeting agenda and send out to working group members
- Take meeting minutes and send out within 7 days of meeting
- Representing and report at Board meetings and Steering Committee meeting
- Present information at the Working Group meetings
- Participate actively in the Working Group, and provide expertise and contribute to its work
- Oversee and monitor the implementation of the Working Group and its work plan.
- Fully implement the work plan in accordance with the objectives, available budget and established time frames
- Liaise with the community partners and community members
- Collaborate to ensure that the Strategy's work plan can be implemented
- Monitor and track the progress of the work plan
- Develop, co-ordinate and deliver presentations, as required
- Respond to requests from the community and community partners
- Facilitate the development and implementation of the new or adapted initiatives
- Ensure ongoing and effective internal and external communication

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## ***AGE FRIENDLY TRANSPORTATION WORKING GROUP WORKPLAN - 2023***

### **Working Group Principles**

At Working Group meetings...

- we will strive to treat one another with respect.
- we understand that the resources and the capacity of member organizations vary greatly.
- we understand that, beyond the work of the Working Group, the member organizations employ a range of work — some work closely with government, while others seek to push for policy change from outside government — and we appreciate that our strength comes from this collaborative diversity (the only exception being that the Working Group will only support actions and groups that are non-violent).
- we respect the various and different parameters, mandates, capacity and resources of the member groups.
- we will remain non-partisan and constructive.

### **Decision-Making Process for the Working Group**

- A consensus decision-making model shall be used for decisions pertaining to the work of the Working Group, with votes taken only when necessary.
- The need for upcoming decisions will be circulated in the agenda two weeks prior to the meeting at which the decision will be made. These decisions shall not be re-opened at future meetings. However, members may ask for clarification of the decisions, and with new information decisions may need to be revisited.

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- Decisions made at meetings on topics that are added to the agenda after the circulation of the agenda may be re-opened for further discussion and/or decision.
- Decisions can be sought via email to the Working Group members. The timeline of the decision shall be highlighted within the email, allowing at least 10 working days for adequate consideration. To replicate the open discussion of a meeting as far as possible, members should reply to all in their email. A majority vote of the Working Group members shall determine a decision.

### **Process of endorsement**

- The Age Friendly Board of Directors will, from time to time, be asked to endorse/support various public forums, events, marches, and open letters/statements.