



TAY

AGE-FRIENDLY COMMUNITY PLAN

Community Workbook – Summer 2020

SECTION ONE: FACILITATOR GUIDE

Thank you for hosting a Community Workbook session!

As a host of a Community Workbook session, you are helping to inform the development of the Township of Tay Age-Friendly Community Plan.

Deadline for feedback submission:

August 31, 2020

Preparing for your Community Workbook session

1. Ask a group of interested neighbours, colleagues, residents and friends if they would be interested in participating
2. Confirm a time and either in-person space (if possible) or virtual method that works for as many of your group members as possible
3. Be sure to follow the Township's and Province's guidelines for physical distancing

What do you need to participate in the Community Workbook session?

To participate in the Community Workbook, your group will need the following:

- Download and print Community Workbook
- In-person session:
 - Bring your own pens and scrap paper
- Virtual session:
 - Arrange a Zoom, Google Hangouts or Teams virtual session with your colleagues, friends, family and neighbours
 - Optional: Set-up a google documents sheet for all group members to see and add comments to

How long will it take?

The Community Workbook session should take 1 to 2 hours, depending on group size, diversity in views or perspectives, and how many ideas your group wants to explore and share.

RECOMMENDED TIMING:

Welcome and introductions	5 – 10 minutes
Overview of Age-Friendly Communities	10 minutes
Q1: Favourite Place	5 minutes
Q2: Current Age-Friendliness	10 – 15 minutes
Q3: Challenges	10 – 15 minutes
Q4: Strategies	10 – 15 minutes
Q5: Priorities	5 minutes
Q6: Final thoughts	5 minutes
About your group discussion	5 minutes

Feel free to vary from this guide and follow what works best for your group.

Hosting your Community Workbook Session

Welcome and Icebreaker (5-10 minutes)

1. Give a brief overview of what you'll be doing over the session, why it matters to you, and what will happen to the workbook you will complete together
2. Check in with each group member on their available time for the session and adjust your timing as necessary
3. As an icebreaker, ask each member of the group:
 - a. Their name
 - b. Why attending this session interested them
 - c. Their favourite comfort/snack food
4. Thank the group for participating and begin the workbook, by reviewing the Workbook Instructions with the group

Age-Friendly Context (5-10 mins)

Review the Content (provided below) on the definition and 8 dimensions of an Age-Friendly Community.

Questions 1 – 6 (45 mins – 1.5 hours)

1. Share the document with group members, if possible, for them to share their thoughts as the group goes through each question
2. Read the question out loud, then ask each member of the group to take a few moments to reflect on the question posed

3. Ask each member of the group to take turns sharing their thoughts and perspectives, and when required, take note of each participant's feedback in the corresponding tables in the workbook
4. Take a moment to record into the workbook the group's top themes and ideas into the designated spaces

About your group discussion (5 – 15 minutes)

1. The questions in this session help us understand more about your group
2. Remind your group that they should only answer these questions if they are comfortable with sharing
3. Go through each question and record the responses into the designated spaces

Ending your event

1. Thank your group for participating and let them know that you will be responsible for submitting the feedback to the City
2. Please deliver or mail your workbook to:

Cyndi Bonneville, 450 Park St, Victoria Harbour, ON L0K 2A0

OR scan and email to Jodi Ball at jodi@jconsultinggroup.ca

Deadline for feedback submission: August 31, 2020

Tips for facilitating a Community Workbook session

1. **Make sure everyone in the group has a chance to share their ideas.** Take note of who is talking and who has not spoken. Encourage those who are quiet to share their ideas.
2. **Reflective time is important.** Allow for a few minutes of silence to encourage participants to reflect during each question.
3. **It is ok to disagree.** If disagreement occurs that can't be resolved, remind the group that it's ok to disagree and write both points of view down to reflect the difference of perspective. If conflict occurs, remember people mostly want to feel heard and remind the group to try to actively listen to hear the perspective, rather than listening to respond.
4. **Keep the discussion on topic.** If the discussion gets off topic, thank the participant for their contribution, and circle it back to the topic by asking what about the story is important to them, and how it relates to answering the present question.
5. **Encourage participants to write down their ideas or take notes.** It is easy to get lost in conversation, but if ideas are not written down then they won't be captured. When it comes to input gathered, remember: "If it's not written down, it didn't happen."
6. **Make sure to capture participant's ideas accurately.** Remember to confirm your understanding of participant's ideas in the workbook, say "I'm writing down the following, did I get that right?"

SECTION TWO: WORKBOOK

Instructions

Before beginning the conversations, please take a moment to read the following instructions out loud to the group:

- 1) The Township of Tay is currently in the process of preparing an Age-Friendly Community Plan. The purpose of this work is to examine the overall age-friendliness of the Township and identify ideas, priorities, and actions to becoming more age-friendly.
- 2) As part of this project, we would like to hear your insights and ideas to help us have a better understanding of how we can become a more age-friendly community; one where all residents can be active and engaged members of the community at every stage of life.
- 3) For each question below, take a moment to reflect on the question posed. Then take turns sharing your perspectives.
- 4) Ideas and discussion points should be recorded directly in the workbook.
- 5) Only share your perspectives if you feel comfortable doing so.
- 6) All information collected will be kept confidential and used only in a summary of input received.
- 7) Feedback received as part of discussions like these, along with a community survey and virtual stakeholder sessions, will help inform the analysis of housing need across the city.
- 8) Thank you for taking the time to participate in these discussions and share your perspectives!

Age-Friendly Context

Before beginning the discussion questions, please review the following background to help all participants understand ‘what is an age-friendly community’.

What are age-friendly communities?

In 2006, the World Health Organization (WHO) developed the Global Age-Friendly Cities Project. This project brought together cities from around the world who had an interest in supporting healthy aging by creating communities that were more age-friendly. The activities of this project helped to identify eight key areas of community life in which communities can become more age-friendly:

- Outdoor spaces and buildings
- Transportation
- Housing
- Respect and social inclusion
- Civic participation and employment
- Communication and information
- Community support and health services
- Social participation



The WHO's 8 Age-Friendly Dimensions (Background – read as necessary)

Outdoor Spaces and Public Buildings

When people view a neighbourhood as safe and accessible it encourages outdoor activities or engagement with the community. Accessibility involves removing barriers that limit opportunities for people with disabilities, including older adults with age-related impairments, and allowing older adults to participate in social activities or to access important health and social services and businesses.

Transportation

The condition and design of transportation-related infrastructure such as signage, traffic lights and sidewalks affect personal mobility. Access to reliable, affordable public transit becomes increasingly important when driving becomes stressful or challenging.

Housing

For many older adults, aging in place is desirable. The availability of appropriate, affordable housing with a choice of styles and locations and that incorporates flexibility through adaptive features is essential for age-friendly communities.

Respect and Social Inclusion

Community attitudes, such as a general feeling of respect and recognizing the role that older adults play in our society, are critical factors for establishing an age friendly community. Age-friendly communities foster positive images of aging and intergenerational understanding to challenge negative attitudes.

Civic Participation and Employment

Civic engagement includes older adults' desire to be involved in aspects of community life that extend beyond their day-to-day activities, such as volunteering, becoming politically active, voting or working on committees. Economic security is important for many older adults, particularly those with low and fixed incomes. The ability of an older adult to remain employed or find new employment provides economic security, and it benefits employers who recognize the experience and commitment that older employees bring to the workplace.

Communication and Information

Age-friendly communities make sure that information about community events or important services is both readily accessible and in formats that are appropriate for older adults. Moreover, an age-friendly community recognizes the diversity within the older adult population and promotes outreach initiatives to non-traditional families, ethnocultural minorities, newcomers and Indigenous communities.

Community Support and Health Services

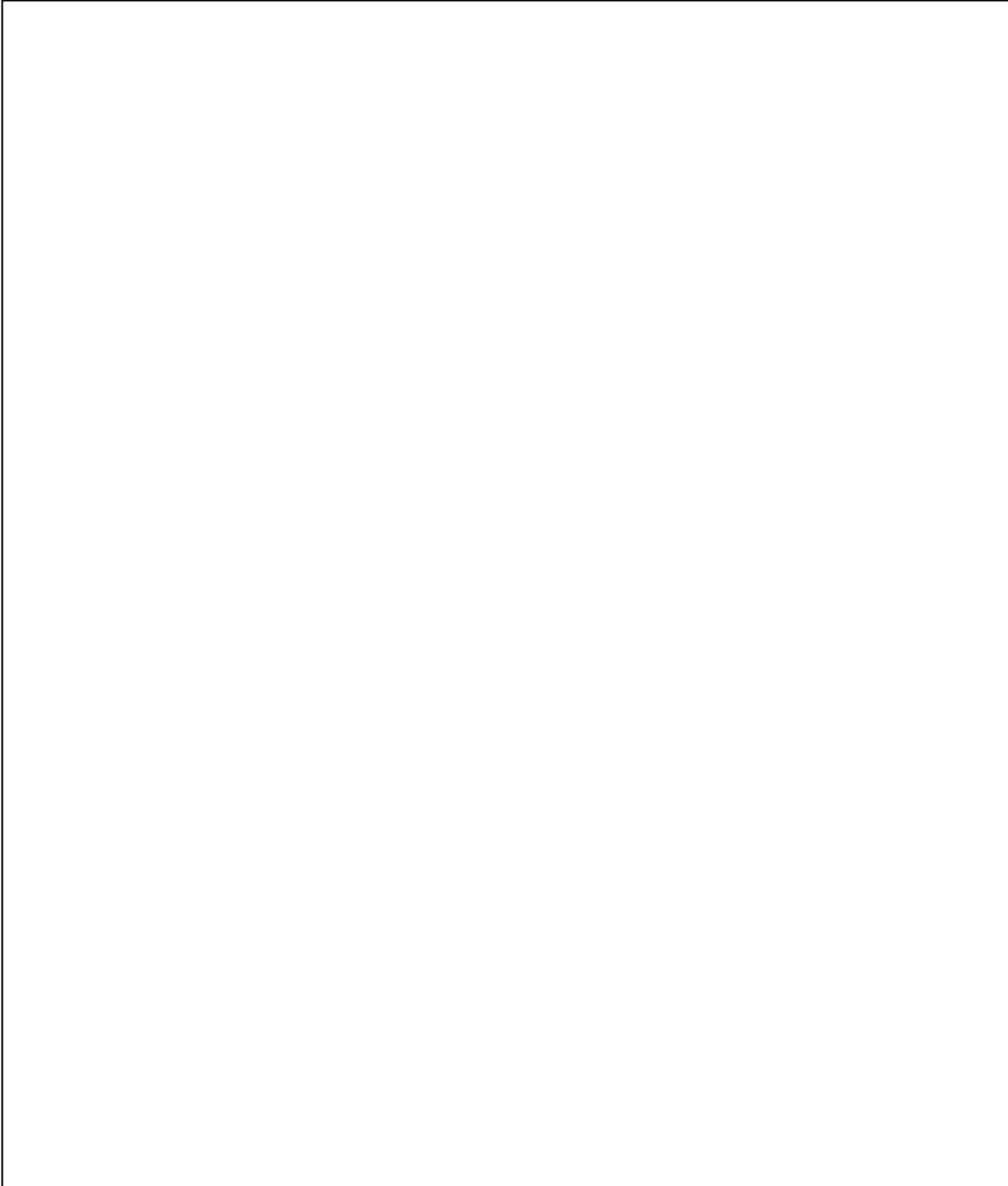
Good mental and physical health contributes to quality of life and age friendliness. When evaluating age-friendliness, consider access to community related services that support physical or mental well-being and the availability of health promotion or awareness services that promote and support healthy behaviours and life choices.

Social Participation

Interacting with family and friends is an important part of positive mental health and community awareness. Social participation involves the level of interaction that older adults have with other members of their community and the extent that the community itself makes this interaction possible.

Question 1 (5 mins)

What is your favourite part of living in Tay? Discuss as a group and record the response for each member of the group below.

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Question 2 (10-15 mins)

In what ways is Tay an Age-Friendly Community (Consider: 8 Age-Friendly Dimensions/Petals)? Discuss as a group and use the space below to record your top ideas or themes.

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Question 3 (10-15 mins)

In what ways is Tay NOT an age-friendly community? (Consider: 8 AFC Dimensions/Petals)
Consider:

- Thinking about the future, do you feel you would be able to remain in Tay as you age? Are there barriers to you remaining in your community?
- Thinking about someone less mobile than yourself, what barriers might they face in aging in place in Tay?

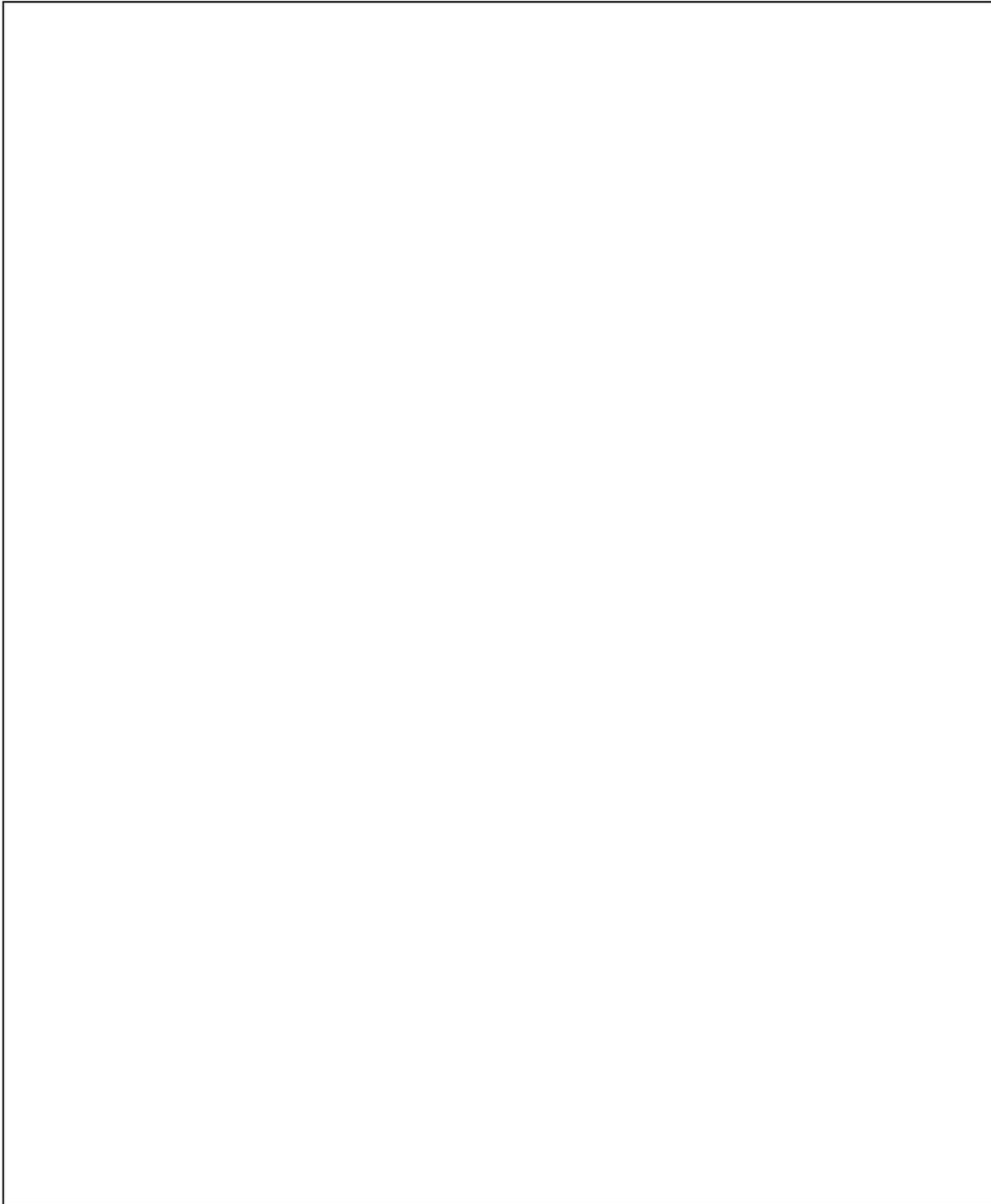
Discuss as a group and record your top ideas and themes in the table below.

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Question 4 (10-15 mins)

How could Tay be more age-friendly?

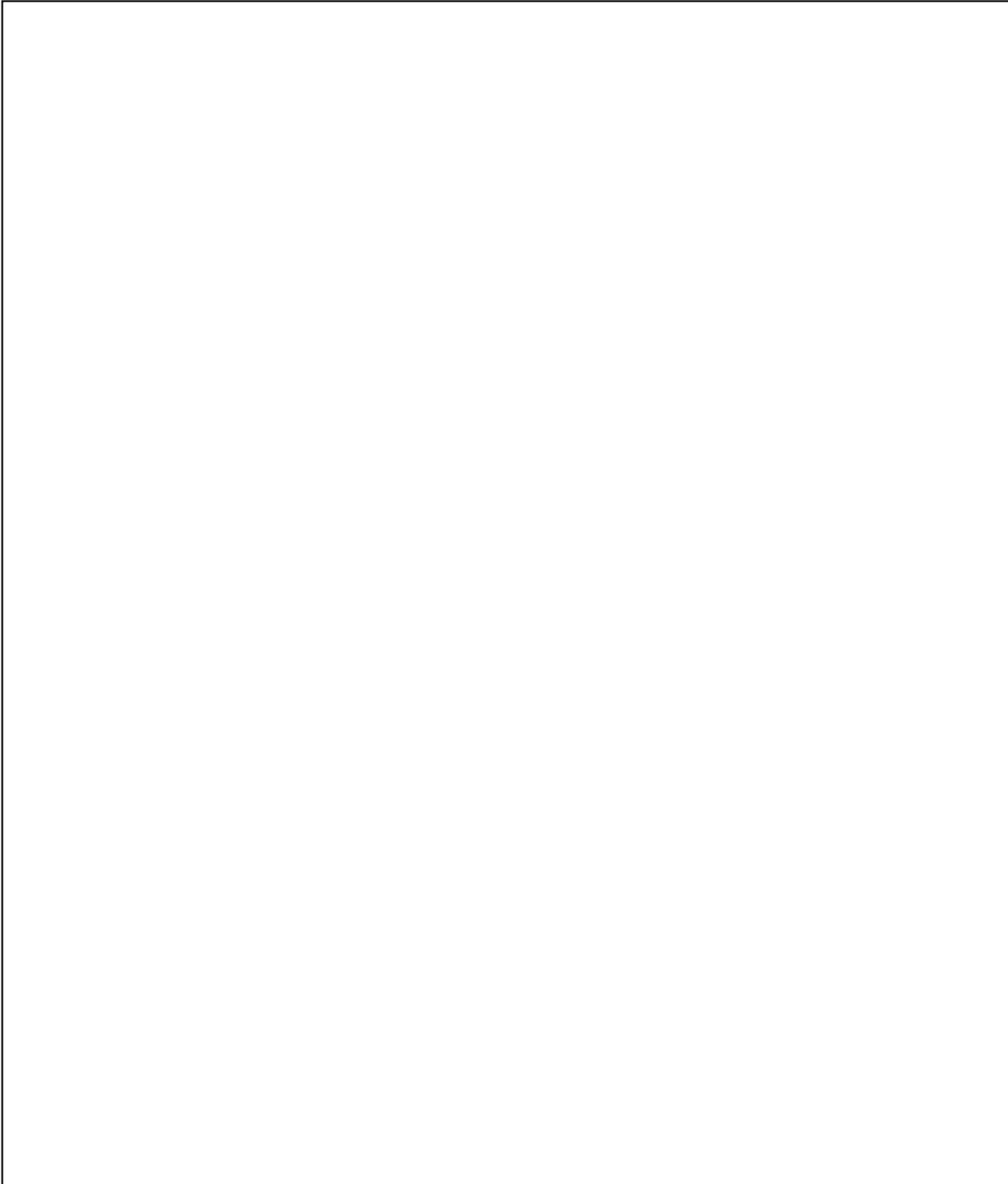
Use the space below to record your discussion's top ideas or themes.

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Question 5 (5-10 mins)

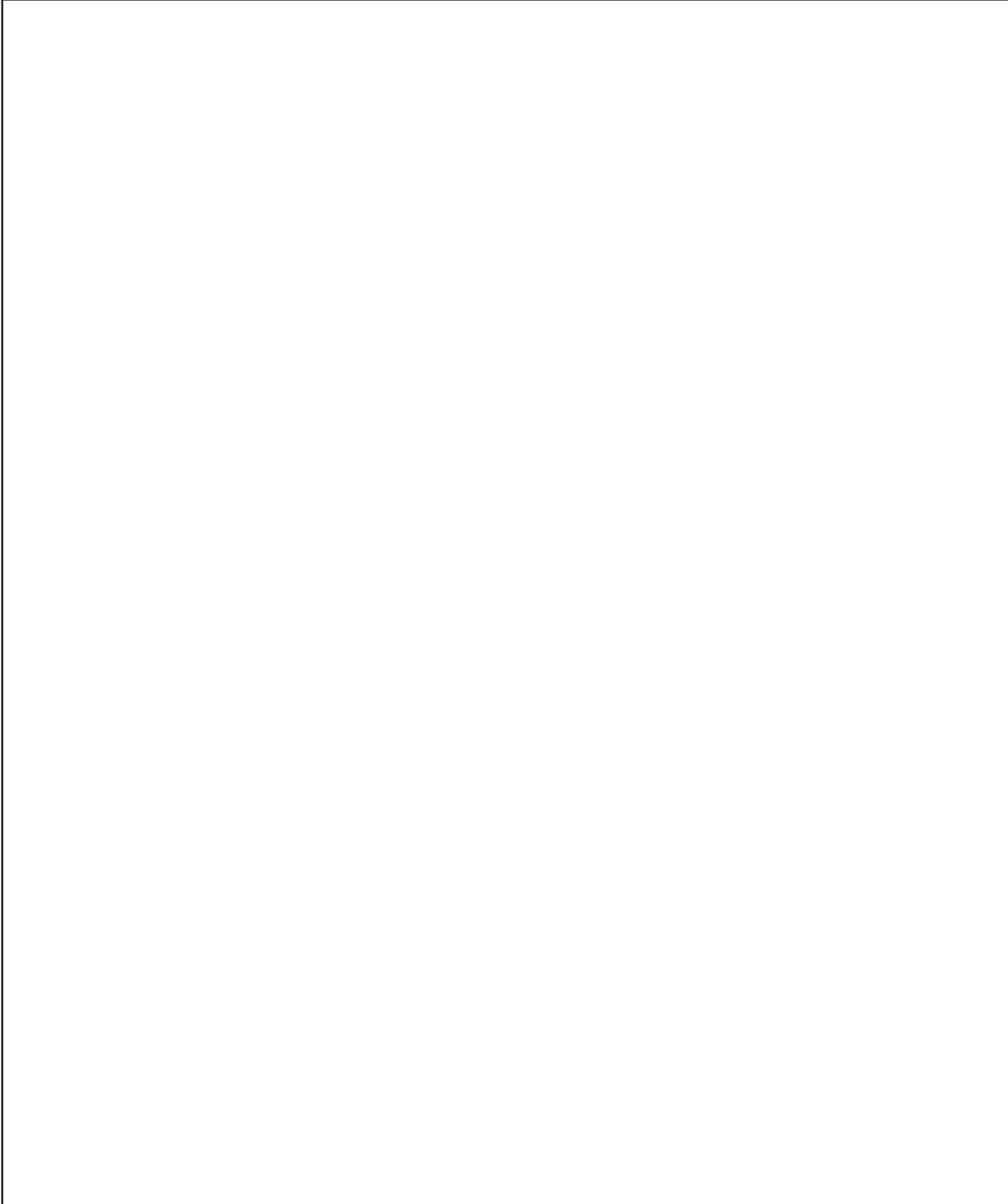
What do you think should be a top priority to address in the Age-Friendly Community Plan?

Discuss as a group and use the space below to record your top ideas or themes

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Question 6

Record any additional thoughts or comments the group has on Age-Friendliness in Tay

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Tell us about your group

If you feel comfortable sharing, please take some time to share with us some additional information about group members.

How many people were in your group? _____

Please tell us how long you have lived in Tay? Please mark the total number of people in the ranges below:

Less than 5 years _____

5 -10 years _____

10 – 15 years _____

15 – 20 years _____

20 – 25 years _____

25 + years _____

Rather not say _____

Other (specify) _____

Please indicate your age. Please mark the total number of people in the ranges below:

18 years and younger _____

19 – 29 years _____

30 – 39 years _____

40 – 49 years _____

50 – 64 years _____

65 + years _____

Prefer not to say _____

THANK YOU!

Thank you for sharing your perspectives! Your feedback is important. Workbook responses will be summarized in a report on community engagement and will help inform the development of the Age-Friendly Community Plan.