



Age-Friendly
Saskatchewan

Becoming an Age-Friendly Community

2026 Edition



Older
Adults
Moving
Forward

SSM (Saskatchewan Seniors Mechanism) is proud to provide leadership for age-friendly initiatives in the Province of Saskatchewan.

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The Government of Canada:

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Public Health Agency of Canada:

Age-Friendly Saskatchewan is a member of the Public Health Agency of Canada's Age-Friendly Reference Group. Leadership and facilitation of pan-Canadian age-friendly discussions and knowledge sharing and collaboration among provinces and territories in Canada contributes to the success of the Age-Friendly initiative in Saskatchewan.

Government of Saskatchewan

The Government of Saskatchewan supports the Age-Friendly Saskatchewan Recognition program, providing formal acknowledgement to communities who demonstrate ongoing commitment to the age-friendly framework and achievement of the milestones of the framework.

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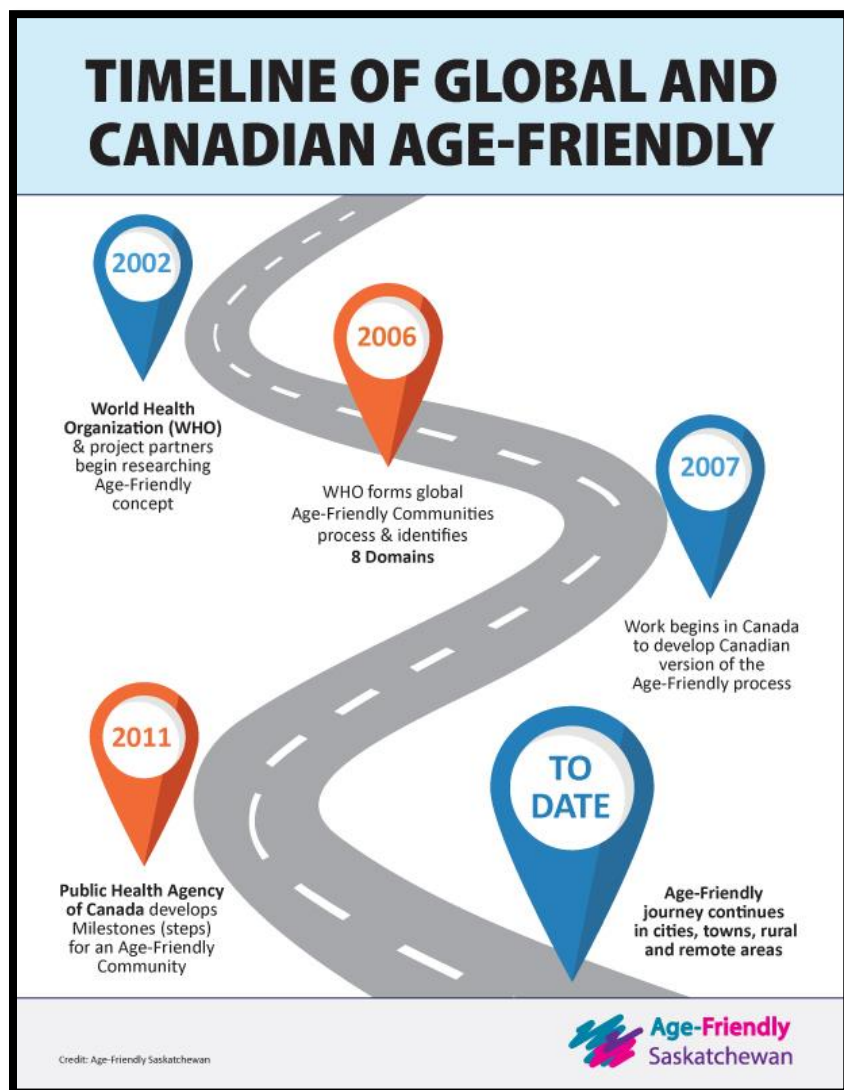
Chapter 1: What is Age-Friendly?

In 2002, at a meeting in Vancouver, British Columbia, the World Health Organization (WHO) and project partners developed a protocol for research into the concept of age-friendly. In 2006, the results of those initial focus groups led WHO to form the global Age Friendly Communities process that promotes healthy, accessible, inclusive communities where all people are valued, included and supported.

Age-Friendly was developed in response to an aging population across the globe. Its framework and underlying principles can help to ensure that older adults/aging adults/seniors can continue to live healthy, active lives in their community and home of choice. Policies, programs and services can be identified by the people they impact and implemented through partnership and collaboration, to ensure that physical and social environments provide individuals with what they need to maintain independence and good all-around health.

Please note that the terms 'older adult', 'aging adult', and 'senior' may be used interchangeably. WHO and Public Health Agency of Canada documentation often uses the term 'senior' when referring to older individuals. Age-Friendly Saskatchewan generally uses the term 'older adult'. It is important to recognize that individuals may prefer one term or another when referring to their own life stage, and to be respectful of their preference.

In 2012, SSM began working toward developing the age-friendly program in Saskatchewan. The program continues to grow!



To help communities with this process, the Public Health Agency of Canada, in collaboration with key partners, developed the **Pan-Canadian Age-Friendly Communities Milestones**. These milestones describe the steps a community needs to follow to successfully apply the Age-Friendly Communities model in Canada. The milestones recognize that

communities have different needs and available resources to take action in eight domains, or areas, of community life. By adopting a milestones approach that focuses on the process, communities can successfully become more age-friendly.

Age-Friendly Community Milestones



- Establish and maintain an age-friendly committee that includes the active engagement of older adults.
- Secure the support of your local municipal government/s, through a resolution to actively support, promote and work towards becoming age-friendly.
- Assess the community, through the lens of older adults and other community members, to determine needs for future age-friendly actions and initiatives.
- Develop, publicize and implement an action plan that responds to the identified needs.

There must also be ongoing commitment to record-keeping, measuring activities, reviewing action plan outcomes and reporting on them publicly.

The Public Health Agency of Canada has adapted WHO's Age-Friendly Milestones for use in this country. These milestones are designed to guide your community in a successful age-friendly journey. The milestones must also be achieved in order to apply for official provincial recognition by the Government of Saskatchewan.

Your community may start in different places around the circle. It is usually much more effective to accomplish the three milestones on the right-hand side of the diagram before moving to the action plan and starting any age-friendly initiatives. The recommended first milestone would be the creation of a local committee.

Any individual, group or municipality can initiate the age-friendly journey in their community. Municipal governments, community members and organizations all have a role in ensuring that communities are age-friendly. Most importantly, older adults must be part of the process.

Once you take the first step on the journey, Age-Friendly Saskatchewan staff will ensure that your community becomes part of the provincial network with other Age-Friendly communities. Age-Friendly staff, volunteers and other resources are available to assist you along the way.

The milestones are explored in further detail in Chapters 4-7. Achievement of these milestones can lead to provincial and national recognition, in addition to recognition by WHO. Refer to Chapter 12 for further details on recognition.

Age-Friendly Domains

There are eight domains (focus areas) of community that can be assessed to determine which areas require attention to make a community more age-friendly.



Outdoor Spaces and Buildings
Transportation
Housing
Social Participation
Respect and Social Inclusion
Civic Participation and Employment
Communication and Information
Community Support and Health Services

We will explore these domains further in Chapter 3. A good understanding of these is important when conducting a community assessment to determine assets and gaps in each of these areas.

The evidence is in: health promotion and disease prevention strategies help seniors age well. Moreover, promoting healthy aging is part of a life-course approach aimed at reducing inequalities and supporting vulnerable people to improve well-being at all ages. Many of the policies and actions that promote an age-friendly community usually benefit both older and younger citizens at the same time. As our population ages, it makes more sense to create physical and social environments that support all citizens to be active and productive members of the community.

(Source: <https://www.canada.ca/en/public-health/services/publications/healthy-living/on-road-friendly-communities-brochure.html>)

Being an age-friendly community is an ongoing process that comes from viewing all aspects of our community through the lens of older adults. It involves some actions that can be taken very quickly and with very little cost. Other actions are long term and may involve costs associated with municipal planning. All actions are ongoing ways to promote inclusion of all people in the life of the community.

An Age-Friendly community is All-Ages Friendly

Local, grassroots committees take the lead on developing age-friendly initiatives in collaboration with many stakeholders and partners including local municipalities. The age-friendly model ensures that older adults' voices and perspectives are heard through involvement and leadership on the committee, and by having the opportunity to provide input on needs and gaps in the community.

A phrase commonly used to refer to the process of consultation with those who are affected by proposed changes is 'Nothing About Us, Without Us'. We could also move from 'Nothing About Us, Without Us' toward 'Done by Us, For Us', by encouraging older adults to take on active leadership roles and to provide their valuable input and perspectives on all aspects of community life. Age-friendly communities can facilitate that.

Nothing About Us, Without Us



Done By Us, For Us

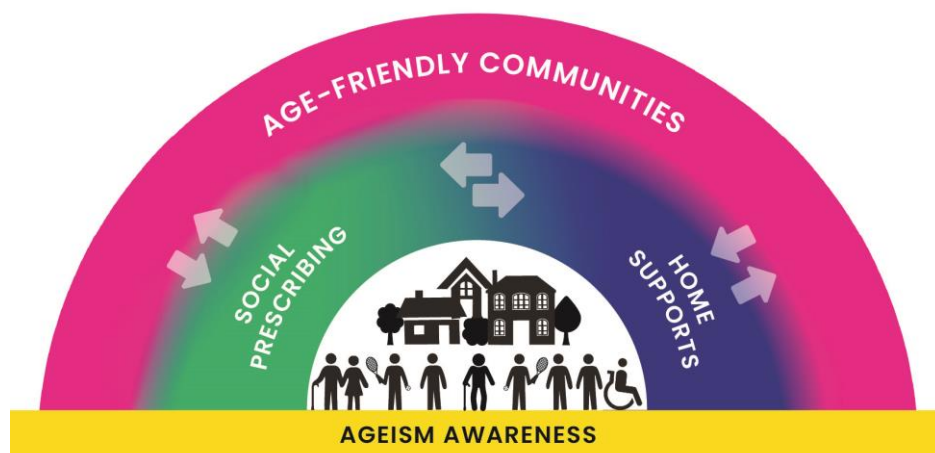
What is Age-Friendly Saskatchewan?

Age-Friendly Saskatchewan is part of the global initiative started by WHO. It promotes healthy, safe and accessible communities where people of all ages are valued, included and supported. Active leadership and involvement of older adults brings a new lens to seeing our communities so that we become all ages friendly.

SSM (Saskatchewan Seniors Mechanism) has taken the lead in developing Age-Friendly Saskatchewan so that communities in Saskatchewan can join this initiative, along with other provinces and territories in Canada and countries across the world.

Other programs and initiatives of SSM, such as Social Prescribing (a pilot initiative from 2024-2027) and advocacy for funding for practical Home Supports are connected to the age-friendliness of communities. Along with age-friendly initiatives, these contribute to the overall health and wellness of communities and individuals.

QUALITY LIFE FOR ALL OLDER ADULTS



There are many resources available for age-friendly communities. We recommend that you review the following resources in addition to this manual:

National and International Age-Friendly websites

[Public Health Agency of Canada Age-Friendly Communities](#)

[Public Health Agency of Canada Age-Friendly Rural and Remote Communities, a Guide](#)

[World Health Organization: Age-Friendly World](#)

Links to these and other resources are also available on the [agefriendlysk.ca](#) website under Resources.

Chapter 2: Why Become Age-Friendly?

There are SO many great reasons to become an age-friendly community. The following pages outline SOME of the benefits of becoming age-friendly. Being familiar with several of the benefits will help you create a customized 'elevator pitch' when discussing with a variety of stakeholders and partners.

By viewing the community through the lens of older adults and valuing lived experience, the community becomes **all ages friendly**, resulting in **healthier citizens** of all ages who live in safe, vibrant communities with improved **quality of life**.

An age-friendly community can help people **age in place**, remaining in their chosen home and/or community by ensuring that policies, programs and supports are proactive. Age-friendly communities help older adults, and all community members, maintain independence, prevent illness and injury, and reduce feelings of isolation.

The Age-Friendly framework strengthens the amazing resources you already have; your citizens. The framework creates a space for **citizen engagement** to provide guidance and leadership that can also support the local municipality's efforts.

The Age-Friendly journey requires **greater collaboration between local government, organizations, institutions and community members**. It will also bring your community into a **network with other age-friendly communities** with opportunities for sharing and learning best practices with each other.

Becoming age-friendly builds **stronger community connections, increases social inclusion and creates a lasting legacy** that strengthens the community for current and future generations.

Here are a few more reasons:

- **Economic Growth and Stability**

- Age-friendly, walkable communities with accessible services boost local businesses, encourage residents to stay in the community, and attract new residents, strengthening the local economy.
- Older adults are also filling employment gaps in communities by choosing or needing to work beyond traditional retirement age.
- Age-friendly communities who can retain or attract residents will have an increased tax base, more consumers who support local business and donors and volunteers who provide valuable resources to local organizations and causes.

- **Improved Public Health and Safety**

- Enhanced infrastructure (e.g., better-lit sidewalks, cut-away curbs, designated parking, accessible buildings with elevators/ramps, and safer housing), and programs, services and policies that are focused on prevention (e.g., fall prevention, wellness clinics, exercise programs) can reduce injuries and encourage active living.

- **Increased Social and Civic Engagement**

- Age-friendly initiatives promote volunteering, community participation, and intergenerational programs, reducing isolation and fostering community pride.
- The age-friendly process itself engages citizens in identifying local needs and solutions.

- **Cost Savings in Services**
 - Age-friendly communities support "aging in place" which can reduce the pressure on, and costs (particularly long-term costs) associated with, emergency services and institutional care, as residents remain healthier and more independent for longer.

- **Age-Friendly is for All Ages**
 - Enhancements like accessible, pedestrian-friendly streets, improved transit, and safe parks benefit not only older adults but also children, families and people with disabilities.
 - Strong community connections lead to opportunities for intergenerational interaction and collaboration.

- **Enhanced Reputation and Planning**
 - Adopting an age-friendly framework demonstrates proactive governance, creates potential for attracting investment and businesses, and improves the overall quality of life.
 - Age-friendly assessments and plans can also tie in with municipal Official Community Plans and Accessibility Plans. Local age-friendly committees can collaborate with the municipality to ensure that an older adult lens is considered in those processes.
 - Age-Friendly Recognition can bring additional public awareness to your community. What community wouldn't want to be known as 'age-friendly'??

Here are some words and phrases that are helpful to remember when communicating with others about age-friendly.

Age-Friendly Words and Phrases to Remember	
Age in place	All ages friendly
Healthier citizens	Citizen engagement
Quality of life	Collaboration
Networks	Community connections
Social inclusion	Lasting legacy
Economic growth and stability	Improved health and safety
Cost savings	Intergenerational
Local solutions	Builds on strengths
Identifies gaps	Older adult lens/perspectives

Chapter 3: Age-Friendly Domains or Areas of Focus

The eight domains, or focus areas of community, should be viewed through the lens of older adults (and others in the community) to determine areas that require attention to make a community more age-friendly.

You will learn more in Chapter 6 about how to assess the needs of the community in each of these domains. Becoming familiar with each of these domains will help your committee ask the right questions in the community when you are ready to undertake an assessment (i.e. focus groups, surveys, conversations). The assessment results will indicate where needs and gaps might exist and will help your committee focus on planning actions to address those.



The following pages include a description of each domain from WHO, followed by questions pertaining to each area that your committee may want to consider or pose to residents during the assessment stage of the age-friendly journey.

Once again, please note that WHO uses the term ‘senior’, which is interchangeable with Age-Friendly Saskatchewan’s term of ‘older adult’, used throughout this manual.

See Appendix B for additional ‘Food for Thought’ regarding domains which contains additional questions you may want to ask during the assessment phase. There is also a helpful checklist available at: <https://www.canada.ca/en/public-health/services/publications/healthy-living/friendly-rural-remote-communities-a-guide.html#a17>.

Becoming aware of the needs of your community in each of these areas will equip your committee with important information that will guide and prioritize your actions to address gaps.

We might also consider that these domains can be grouped into three categories:

Physical Environment: transportation, housing, outdoor buildings & spaces

Social Environment: social participation, respect & inclusion, civic participation & employment

Personal Wellbeing: communication & information, community support & health services

Domains are interconnected and actions in one domain can impact another domain. For example, transportation can affect the ability to access social participation activities and community support & health services. Lack of communication & information can impact all areas.

It should also be noted that a committee does not have to address ALL of the identified needs in ALL of the domains. Start with small, achievable actions in a few areas and build on successes from there.

Transportation

Accessible and affordable public transport is key to ensuring a city's elderly population can age actively and remain engaged with their community, with access to health and social facilities. Driving conditions and parking facilities in a city should also keep older drivers in mind.

Accessible, affordable and safe public transport

Older people should ideally be able to navigate their city's transport system with ease. Apart from the affordability of transport services, residents' perceived safety of public transport services would affect their willingness to use them. Transport services should cater to people with a range of mobility needs. In addition, helpful drivers and station staff sensitive to elderly needs would be able to better assist older commuters. Finally, information on safe, age-friendly and affordable transport services must be made available to older people to facilitate their usage.

Age-friendly driving conditions and parking facilities

Driving can be an essential transportation option for older people, particularly in suburban and more remote residential areas. Heavy traffic, poor road conditions, inadequate street lighting and poorly positioned signage are some barriers to city driving, particularly as older people may face vision difficulties. Maintaining confidence as drivers age is also important in ensuring a safe driving experience for all. Parking bays close to buildings, and drop-off and pick-up bays are welcomed too.

Consider the kinds of vehicular transportation that are available within your community, especially for those who do not own a car or are unable to drive or have varying physical and mental challenges.

- How do people travel from your community to other centres? Is public transportation available?
- In a larger community with some public transportation, is it accessible, reliable, and affordable? Is it available at night or on weekends and holidays?
- Are public transportation vehicles, such as taxis, licensed and regulated? Are there sufficient vehicles for those using wheelchairs, walkers or other aids?
- Is information about public transportation available to all members of the community?
- In a smaller community, is there a transportation service available within the community? To travel outside the community? Are the costs of these services affordable for all?
- Are roads well maintained during all seasons? Is street lighting adequate?
- Is parking available near public buildings or recreation buildings and spaces where people gather?
- Is there sufficient parking stalls set aside for disabled persons?
- Is the use of alternative and public transportation encouraged in the community?



Shaunavon's Age-Friendly van and volunteer drivers transport residents to out-of-town medical appointments

Some age-friendly committees have taken an active role in developing local solutions for out-of-town transportation, primarily for accessing medical appointments.

Programs of this nature should be carefully researched and

considered before initiating. Resources are available for communities who may choose to explore this option.

Housing

The housing conditions of older people are often linked to their quality of life and whether they can age independently and actively in their community. Appropriate housing design and its proximity to community and social services allow older residents to live comfortably and safely, while housing affordability gives them peace of mind.

Affordable, well-designed and safe housing

The cost of housing and related utilities influences where older people live. High housing costs can discourage older people to move to more appropriate, age-friendly housing.

A home with age-friendly features, such as elevators, wide passages to accommodate wheelchairs, etc., allows older residents to live comfortably.

Conversely, a home layout impeding mobility, such as stairs and uneven floors, can be barriers for seniors. In these cases, the ability to modify one's home through affordable and accessible home modification would ensure that seniors are able to continue living well in their current place of residence. It is also important that seniors feel safe and secure in their own homes.

A range of housing options with good connectivity to social services and the community

Locating social and health facilities close to seniors' homes is crucial in ensuring seniors have access to such services when they need it. Older people also wish to remain close to their family and community. Providing a range of housing options would cater to seniors' diverse needs.

Think about the housing options available for people so that they may stay within their own homes and within the community throughout the ages and stages of their lives.

- Are housing options affordable?
- Are there sufficient types of housing available for those with special needs?
- Is housing well constructed and does it provide a safe and comfortable shelter during all seasons?
- Are home modification options and supplies available and affordable to meet the needs of older adults or others who have specific needs?
- Are sufficient supports and services in place to support and enable people to live alone as they age?
- When older adults reach the stage of needing personal care, are there facilities available within or near their community?

Home Supports such as yard & home maintenance, house cleaning, snow shovelling, laundry, grocery shopping, food preparation & delivery and more, can all help to keep people living healthy, safe lives in the home and community of their choice. Most people do not want to live in long term care facilities, nor do most need to. Limited housing options, housing shortages and rising costs can impact older adults' ability to relocate. Remaining in their own homes, with support as needed, can result in cost savings for individuals and the health care system and improve quality of life at any age. SSM continues to advocate for provincial support of home supports. Learn more at: <https://skseniorsmechanism.ca/hsi-overview/>.

Social Prescribing is a concept that is gaining wide acceptance in many jurisdictions across Canada and around the world. 'Community Connectors' are positions that accept referrals from health care providers or other sources and then work with individuals to determine what community services and supports could address non-medical needs that may be impacting their health and wellbeing.

A dozen communities in Saskatchewan participated in a Social Prescribing pilot initiative, led by SSM, from 2024-2027. Over half of those communities also had age-friendly committees in place. The two initiatives have a symbiotic relationship: Age-Friendly identifies gaps and creates solutions while Social Prescribing links individuals with services and supports that may have been developed because of age-friendly community assessments and action planning.

Social Participation

Participating in leisure, social, cultural and spiritual activities in the community fosters seniors' continued integration with society and helps them stay engaged and informed. Seniors' participation in such activities, however, is affected by access to transport and facilities, their awareness of such activities and their affordability.

A range of accessible and affordable activities

Older people have a broad range of interests and needs. A variety of social activities would cater to such diverse interests. Such opportunities should also be accessible for people with disabilities and those who live further away. Activities taking place within hours suitable for older people and at convenient and accessible locations served by transport options would encourage greater participation as well. Activities must be affordable for older people to facilitate their participation. Hence, costs should be considered when planning the activities. Lastly, awareness of such activities must be raised among seniors to keep them informed of the opportunities available.

Encouraging participation and intergenerational integration

Seniors' participation in social activities helps to prevent social isolation. Seniors want to socialize and integrate with other age groups and cultures in their communities. Intergenerational activities are mutually enriching and fulfilling for all ages, with older people passing on knowledge, traditions and experience while the young may help seniors with new technology and practices.

- Are there a variety of events and activities that are available for people of all ages, including physical and recreational activities, spectator events and cultural events, that take place both indoors and outdoors?

- Are community events intentionally intergenerational and designed to appeal to people of different ages and from different backgrounds?
- Are community events held in places that are easily reached and accessible?
- Can a person attend activities and events alone or with a companion?
- Are community events well publicized to everyone and is there specific attention paid to reaching community members with disabilities?
- In a smaller community, are there efforts to organize trips to other places for cultural, educational and sporting events?
- Do people who cannot leave their homes receive visits from volunteers or staff associated with community organizations?
- Are there ongoing efforts to reach those in danger of becoming isolated?
- Is there a culture of inclusion and “neighbours helping neighbours” promoted within the community?

Respect & Social Inclusion

An inclusive society encourages older people to participate more in their city's social, civic and economic life. This, in turn, promotes active aging.

Respect for seniors

While respect for seniors is mostly healthy in many cities and communities, negative preconceptions of aging still exist. There is a need to facilitate intergenerational interactions to dispel such notions. Education about aging should also begin early to raise awareness on aging and associated issues, so that people learn to appreciate their elderly.



Reading Buddies in Shaunavon

Social and economic inclusion

Social engagement can contribute to seniors' esteem. Age-friendly initiatives to involve all seniors in activities where they have experience can keep them engaged with the community and help them feel valued in their community. Older people should always be consulted on decisions concerning them.

Within your community, think about how public services, media, commercial services and organizations show respect for the diversity of needs among all citizens, including older adults.

- Do citizens of all ages and abilities have opportunities to provide their input on community matters and are they encouraged to participate in community discussions? What is the demographic of municipal council? Are older adults represented?
- Are services and products that suit varying needs and preferences provided by public and commercial services?
- Are there activities and events designed to attract all generations by accommodating age-specific needs and preferences?
- Do schools connect with older people to provide opportunities to learn about aging and older people? Are older adults invited to become involved in school activities?
- Do children and youth learn how to treat other members of the community with respect and empathy?
- Are public, voluntary and private services available to people with fewer financial resources?

Intergenerational activities and initiatives have been a pillar of many age-friendly communities in Saskatchewan and beyond. For ideas and inspiration, please see the Age-Friendly in Action page on the Age-Friendly Saskatchewan website.

Ageism

Ageism, both internal and from external sources, is a reality. SSM has many resources available to address ageism and staff may be available for further consultation and education. Visit the SSM website for Ageism Awareness Resources: [Ageism Awareness Overview - SSM \(Saskatchewan Seniors Mechanism\)](#).

Civic Participation & Employment

Older people are an asset to the community, and they continue contributing to their communities after retirement. An age-friendly city and community provide ample opportunities for older people to do so, be it through voluntary or paid employment, and keeps them engaged in the political process.

Volunteerism and employment opportunities

Older people can gain fulfilment from active involvement in voluntary activities or work, as it provides satisfaction and keeps them socially engaged. A wide range of volunteer and employment opportunities caters to seniors' diverse preferences, needs and skill sets, and awareness on the vacancies available connects seniors to these opportunities.

Age-friendly urban and transport infrastructure removes any physical barriers seniors may face in accessing the volunteer or job opportunity. Continued training for seniors also helps them remain relevant and connected. Entrepreneurial opportunities are another way to support seniors' participation in the workforce and ensure their sustained self-sufficiency.

There have been reports of age discrimination in the workplace. Building up employers' positive attitude towards retaining and recruiting older workers would help to ensure employment opportunities for seniors. The workplace can continue to be made more welcoming for seniors to put their experience and expertise to good use.

Encouraging civic participation

Older people's participation in the political process must be facilitated. Seniors may be involved through platforms to voice their concerns and views to government officials, or through participating in interest groups. They should also be involved in decision-making on issues that may impact them.

Consider what opportunities are available for citizens to contribute their experience and skills to the community in paid or unpaid work.

- Are these opportunities available to older adults and those with varying physical and cognitive abilities?
- Are citizens of varying ages, abilities and backgrounds represented on councils, boards and committees?
- Are there promotion and encouragement for flexible and appropriately paid opportunities for older adults to work?
- Are there opportunities for learning new skills, particularly in computer technologies?
- Are there opportunities for prospective retirees to consider life after retirement and the options that may be available to them?

Communication & Information

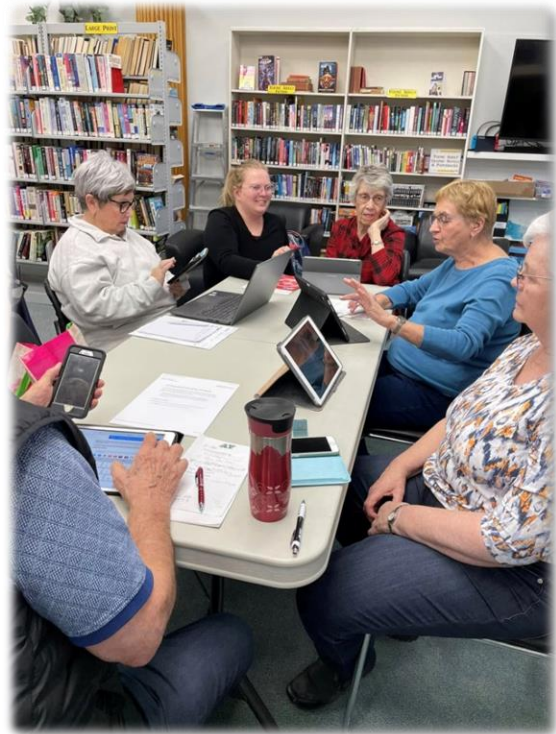
Staying connected with events, news and activities with timely, accessible and practical information is a key part of active aging, especially with the trend of information overload in urbanized cities. Technology can be tapped on to spread information quickly but also plays a role in social exclusion. Cities must provide access to information for seniors in an accessible format, and bear in mind the wide range of needs and resources older people have.

Appropriate and age-friendly distribution of information

The media are instrumental in communicating information to the wider community. Older people tend to receive information through traditional print and broadcast media, and through direct personal contact such as telephone calls, service centres in community facilities and clinics, etc.

Seniors' access to information must be kept affordable so that cost does not become a prohibitive factor. Governments and organizations must ensure that information on policies and issues affecting the elderly can reach them in a timely, effective and accessible manner, through the communication channels seniors are familiar with. Making information accessible when older people experience vision and hearing loss is also crucial to ensure their full understanding.

The growing conversion of services and documentation to computer technology could be alien to seniors, increasing social exclusion. Older people may also be deterred from picking up computer skills due to the cost of computers and their unfamiliarity with technology. Affordable access to computers for seniors in community facilities can play an important role in building technological literacy in seniors, together with computer training adapted to seniors' needs and pace of learning.



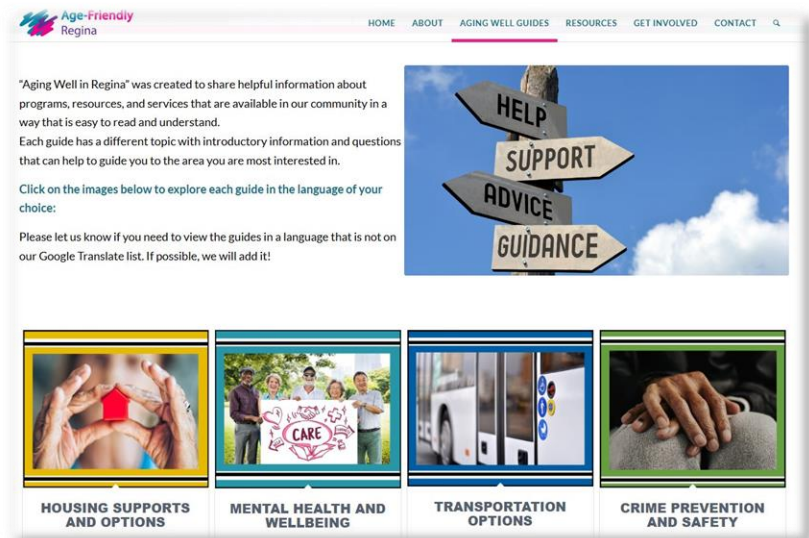
Tech Time in Moosomin

Think about all the ways that information is distributed within your community and whether it is accessible, understandable and available in a variety of formats.

- Are all citizens aware of the range of programs and services available within their community?
- Is there a regular and widespread distribution of information that is coordinated within the community?
- Is information provided to those who may be socially isolated, by using home support workers and volunteer callers?
- Is information disseminated where people do their daily activities, such as grocery stores, financial institutions, post office and other local centres?
- Are literacy programs available, including computer literacy programs?

- Are there local centres where people can access computer and internet services?
- Is printed information produced in a style that includes large, clear lettering and main ideas shown by clear headings?

One of the most common gaps identified when assessing community need, is the lack of communication about available services and programs. Many communities have developed local senior resource directories that are available in printed and digital formats. You can access the local directories that have been developed by age-friendly committees on each community's webpage on the <https://agefriendlysk.ca/> website under *Communities*.



Age-Friendly Regina has developed four 'Aging Well in Regina' guides. They also have their own website where the guides can be accessed at agefriendlyregina.ca.

In addition, a *Guide for Developing Senior Resource Directories* can also be found under Resources on the Age-Friendly Saskatchewan website. That document was created through the Thrive at Home Initiative, facilitated by Health Quality Council from 2024-2027.

Community Support & Health Services

Accessible and affordable community and health services are crucial in keeping seniors healthy, independent and active. This involves an appropriate supply of aged care services conveniently located close to where older people live, and trained health and social workers to provide these services.

A wide range of accessible and affordable health services

Seniors have different health care needs and preferences. A range of services along the continuum of aged care such as preventive care, geriatric clinics, hospitals, adult day centres, respite care, rehabilitation, residential nursing home care, home care and palliative care, would meet these diverse needs. These services should be easily accessible at locations convenient for seniors to reach.

Residential care services, such as nursing homes, located within residential areas would allow older residents being cared for there to remain connected to their familiar surroundings.

Education on the health system and available health services would raise awareness among seniors of the areas of care available to them. Health services should also be affordable or support available to cover the costs, to provide seniors with peace of mind that they will be able to receive care regardless of the ability to pay.

Think about the ways that your community provides local access to social and health services that are needed for citizens to stay healthy and independent.

- Are affordable and available health and home support services (e.g. personal care, housekeeping and home maintenance) available in a timely manner?
- Are affordable meal options available in the community, such as “meals on wheels” or regular community dinners?
- Are residential care facilities and designated older adult housing located close to services and the rest of the community?
- Are services delivered in a coordinated and administratively simple manner?
- Are health and community services accessible to people with all levels of mobility?
- Does community emergency planning consider the vulnerabilities and capacities of older adults and others with special needs?
- Is complete information provided to families who are, or will be, taking care of others?

Outdoor Spaces & Buildings

The external environment has a major impact on the mobility, independence and quality of life of older people as they go about their daily lives beyond the comfort of their homes. A clean city with well-maintained recreational areas, ample rest areas, well-developed and safe pedestrian and building infrastructure, and a secure environment provides an ideal living environment for seniors to age-in-place in.

A pleasant and clean environment with green spaces

Urban environments are not usually thought of as the most conducive place to grow old in, particularly in the face of increasing pollution levels. Cities facing high population growth and overcrowding are difficult places for elderly residents to navigate or feel a strong sense of belonging to.



A downtown gathering space developed through collaboration among Age-Friendly Kipling & District, local municipalities and the local library.

A city's cleanliness, noise levels, odours, and green spaces also affect the age-friendliness of the city. When cities develop a clean and green environment and take age-friendly features into consideration for urban planning, cities can become great places for older residents to live out their golden years.

Age-friendly buildings, pavements and walkways, safe pedestrian crossings and adequate rest areas

Narrow, uneven, cracked and congested pavements are potential hazards for older people, compounded by the weather when it rains or snows. Cars parked on pavements and cyclists also pose safety risks as pedestrians are forced to walk on the roads. Pedestrian crossing lights that change too quickly are another danger for older pedestrians, who may rather not go out in extreme cases. A lack of rest areas makes it even more difficult for seniors to get around when they tire. Public facilities and shops located far away from where seniors live would deter seniors from using these facilities.



Accessible loading area at recreation area in Porcupine Plain.

A secure environment

A community will not be cohesive and integrated if residents feel unsafe. This, in turn, discourages older people from going about their daily lives independently and affects social integration between generations. Making residents feel safe also involves putting adequate measures in place against natural disasters.

Think about how people work and play in your community.

- Can they get around easily and safely in every season?
- Are there attractive buildings and parks and other spaces where they can gather?
- Where do people like to go for recreation? A park, a museum, a movie theatre? What is available for them?
- How do people move about in your community? Can they walk in every season of the year? Can they bicycle or use strollers, scooters or wheelchairs?
- How do people manage their everyday needs such as grocery shopping? Do stores provide ramps and automatic doors?
- Take a good look at sidewalks and street signs – is it easy to get lost in your community?
- If the weather is wet or snowy are the sidewalks and streets kept clean and safe? If the weather is hot, are there places to go and rest and cool down?
- Do older adults feel safe to go out in the evening and return home at night? Is the street lighting adequate in all parts of the community?
- Are public buildings well designed, inside and outside, with sufficient seating, railings on stairs and non-slip floors? Are doors easy to open and close? Is signage visible and readable?
- Are there good public toilet and washroom facilities available inside buildings or outdoor spaces? Are public toilets open all day and night?

Chapter 4: Establish and Maintain an Age-Friendly Committee (Milestone)

Expand your original group of interested individuals to create a formal committee or 'team', complete with a Chair or Co-Chairs who can provide leadership and organization. A Secretary position is essential, whose responsibilities include recording meeting notes and other documentation. A Treasurer may or may not be necessary depending on committee structure and whether a bank account is established.

NOTE: Record-keeping is essential from the start! Refer to Chapter 9 for details on record-keeping pertaining to this milestone.

Types of Committees

Age-friendly committees tend to fall into two general categories:



Age-Friendly Rosetown 2025

Influence/Advisory: The committee engages in an assessment of the community and plans actions that are focused on collaboration and advocacy. Committees may build awareness about needs in the community and create partnerships to address the gaps and actions.

Action/Activity:

The committee is program and service-oriented, creating opportunities and operating as a working group to carry out programs and events. They may establish a bank account and apply for non-profit status (this is not a requirement for an age-friendly committee).

They may apply for grants, seek donors and sponsorships and some even have part-time staff who act as a Resource Coordinator for older adults in the community.



Age-Friendly Moosomin 2025

Most committees are a combination of the two. A committee may be an advisory or steering committee of Council, or a stand-alone community committee. Careful consideration should be given to the type of committee most appropriate for your community.

In all cases, any type of age-friendly committee should continue to communicate and collaborate with local municipalities to ensure that age-friendly policies, services and programs are top of mind for the entire community. Many municipalities have included age-friendly concepts in their Official Community Plans. Accessibility plans may have been created by some municipalities, and these can inform age-friendly planning.

Terms of reference, recorded minutes, and a diverse group of committee members will be necessary to ensure representation and success!

Once your team is in place, Age-Friendly Saskatchewan can offer you an Age-Friendly logo designed specifically for your community, along with a page on our website, under the Communities tab. This is where your committee's contact information, actions and success stories can be shared with the larger Age-Friendly network. See the [Communities](#) and [Age Friendly in Action](#) tabs on the website for examples.

Who in your community might be a good fit for your team?

One of the first steps on your age-friendly journey is to recruit members for your committee who are inclusive of all ages and representative of various sectors in your community. The committee must include older adults.

The age-friendly committee may also engage others in the community for different projects. When a project is planned, there could easily be another 6 to 10 stakeholders or partners involved or another group may agree to take leadership.

Where to Find People for Your Team

Local Community at Large • Service Clubs (Lions, Optimist, etc.) • Faith-Based Organizations • Salvation Army • Fitness Centres/Clubs • YW/YMCA • Local Colleges and Universities • Public Library • Literacy Networks • Senior Housing • Sask Housing Authority • Multicultural Groups • Immigration/Newcomer Services • Indigenous Organizations • Organizations Serving Persons with Disabilities • Retiree Organizations • Community Advocacy Groups (neighbourhood development, tenant advocacy, social services, etc.) • Cultural Groups (museums, heritage associations) • Retired Individuals • Individuals with leadership experience	Business Community • Business Owners • Chamber of Commerce • Unions Health Care • Local Health Authority/Health Centre • Mental Health Association • Support Groups – Mental Health, Dementia • Paramedics/Ambulance • Health Professionals (Pharmacists, Dentists, etc.) • Municipal Government • Rural or Urban Councils • Parks & Recreation Departments • Public Works • Transportation Services • Indigenous Relations • Planning & Zoning Boards • Economic Development Committee • Communications • Wellness & Leisure/Recreation • Town Development Committee
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These are just some suggestions for potential sources of committee members, and the list is not exhaustive.

Recruiting representatives from organizations can assist in future succession planning if that position is tied to the organization, rather than a specific individual.

Committee Guidelines & Terms of Reference

Your age-friendly committee should follow the same guidelines as any volunteer, not-for-profit organization:

- 1) Establish a Chair, or Co-Chair positions, Vice-Chair, Secretary and, if applicable, a Treasurer.
- 2) Adopt Terms of Reference that include Role Descriptions, Vision, Mission and Values. (See Appendix A for a template and visit the website for examples from existing age-friendly committees.)
- 3) Hold regular meetings (a minimum of quarterly, but monthly is recommended) and appoint the Secretary or another individual to record notes or minutes from each meeting. Distribute a copy of the notes/minutes in a timely fashion following meetings via e-mail, or other agreed upon method of communication. Maintain a file of meeting minutes in a binder and/or digitally. Ensure that more than one person has access to this.
- 4) Copies of your meeting notes/minutes should also be shared with local municipal councils to keep them informed of your ongoing work. A copy should be sent to the Age-Friendly Saskatchewan office so that staff can easily be kept informed about actions, successes and challenges. Oversight is not intended; we simply want to be informed and offer support and encouragement as requested, and celebrate milestones and successes with you!

Chapter 5: Secure Municipal Government Support (Milestone)

It is very important to ensure that your local government is in full support of age-friendly work. Both urban and rural municipalities can be approached as supporters and partners for age-friendly committees. Municipalities influence many policies, programs and services that impact the lives of older adults. This does not mean that municipalities will be required to pour significant financial and staff resources into the work. However, it is expected that understanding and supporting age-friendly concepts will impact planning and policy-making.

Age-friendly initiatives can become part of the natural flow of physical, social and personal wellbeing improvements in the community and can be part of regular budget planning in the future, as appropriate and required.

The initial goal is to obtain a binding resolution from Council that will remain in place regardless of turnover in elected officials and municipal staff. Once a resolution is adopted, the Official Community Plan and/or strategic plans of municipalities can incorporate age-friendly statements to ensure that support is considered and documented.

Age-friendly work is FOR THE COMMUNITY. Recognition is bestowed upon COMMUNITIES, not committees. The following pages outline suggestions for building support, awareness and engagement from the local municipalities.

NOTE: Recognition also requires diligent record-keeping to provide evidence of the completion of the various milestones. Refer to Chapter 9 for details on record-keeping pertaining to this milestone.

Why would a local municipality want to be involved with and supportive of age-friendly initiatives?

- **Municipalities are on the front lines of population aging** which impacts local infrastructure, service demand (health/long-term care), tax bases and the local business economy. Age-friendly committees help address the challenges and opportunities of an aging population.
- **Local Context Matters:** Strategies cannot be "one-size-fits-all." Successful policies must consider specific local demographics, socioeconomic differences, and geographic locations (rural vs. urban) to address the unique needs of communities and their diverse older adults.
- **Control over Key Areas:** Municipalities have direct influence over crucial age-friendly domains, including transportation, housing, urban planning, and recreational facilities. Changes in these areas will require municipal support.
- **Policy Implementation:** Local policy impacts age-friendly initiatives, shifting from national policy to actionable, local age-friendly initiatives that enhance quality of life and create sustainable environments for seniors.
- **Citizen Engagement:** Involving older adults, and other community members, directly in the design and evaluation of programs, moving beyond traditional consultation to more participatory approaches, is a better way to engage your citizens. The age-friendly model is one way to ensure that.
- **Promoting Active Aging:** Municipalities want to optimize opportunities for health, participation, and security to enhance quality of life and to enable older adults to age in place.

Raise awareness with Municipalities

- Begin by identifying members of Council or municipal staff who can be supportive. Include rural municipalities in your awareness campaign; they may also provide a resolution supporting your work and/or financial contributions for initiatives that impact their ratepayers and residents.
- Find ways to meet with municipal representatives informally, if possible, and talk to them about how age-friendly is beginning in your community. If you find a key supporter through these informal conversations, ask them for guidance on the most effective way to bring a resolution to Council, perhaps including assistance in crafting and introducing the resolution.
- Learn about the procedures and rules for introducing a resolution. There may be a special format you need to use or special notice required to bring the resolution forward. Ask about the Council meeting schedule and any rules for delegations presenting to Council.
- Look for ways to align your resolution with local government priorities and strategies. An Official Community Plan or Accessibility Plan is a good place to start reviewing these priorities.

Secure a Council Resolution

- Sample resolutions are available at the end of this section and further examples may be found on each committee's information page under the Communities tab on the Age-Friendly Saskatchewan website.
- Work closely with municipal representative/s and run your first draft by them. The municipality will want to know exactly what is being asked of them, and what the implications are. In other words, is the ask for money or any other resources? Initially, the ask is almost always simply a resolution supporting the concept of becoming age-friendly. It may be feasible to present twice to Council: once to provide general information and a second follow-up to secure a resolution.
- Attend the meeting which considers the resolution and bring lots of supporters. Pack the house! (Note: while also adhering to any processes and policies that the municipality has regarding Council delegations and attendance.)
- If, for some reason, the resolution was not approved, find out why. Then revise your presentation and approach and try again.

Reassurance may be needed that becoming more age-friendly will not bring unreasonable demands upon the financial and human resources of the Council and staff. Focus on the expectation that your committee/community will probably work on one or two age-friendly initiatives at a time, and that you may start with something small and achievable.

Becoming an age-friendly community is not designed to put more work on the plate of Council; it engages citizens who will help to carry that plate!

Ongoing Relationship Building with Elected Officials

- Request a formal delegation to Council annually or semi-annually to provide an update on activities and to answer questions.
- Monthly written updates are a good way to maintain communication with local government. Invite Council members to attend your regular meetings and any programs or events.
- Consider communication methods with local MLAs or MPs. Invite them to local programs and events that showcase age-friendly initiatives.
- If the municipality has Communications or Community Development staff, request that social media posts be shared through their social media channels.
- Elected officials can change over time. Ensure that your committee is aware of any upcoming elections and plan to reach out to candidates about the importance of age-friendly work. Orientation for newly elected members may be required; work with your local municipality to ensure new members have pertinent information.

Sample Resolution #1:

WHEREAS all <community name> residents, including older persons, persons with disabilities, children and youth deserve to fully and meaningfully participate in and contribute to the social fabric of our community.

WHEREAS there are numerous social and economic benefits to building a community that is inclusive and meets the changing needs of residents.

BE IT RESOLVED THAT: the community of <name> actively participates, supports, promotes and works to assess and improve accessibility and inclusion of older persons, persons with disabilities, children and youth for the community as a whole.

BE IT FURTHER RESOLVED that the plans of the Age-Friendly Committee be shared with the public to develop widespread support.

BE IT FURTHER RESOLVED that the <community name> Age-Friendly Committee work co-operatively with existing community organizations to ensure their programs and services are more age-friendly.

CARRIED.

Sample Resolution #2

That Council shall approve that the Town of _____ will actively participate, support, promote and work to assess and improve accessibility and inclusion for older persons, persons with disabilities, children and youth in all aspects of community life.

CARRIED

Sample Resolution #3:

RESOLUTION NO. [XXXX]

A RESOLUTION COMMITTING TO THE AGE-FRIENDLY COMMUNITY INITIATIVE

WHEREAS, older adults are valuable assets to [Name of Municipality] and their continued civic, social, and economic participation is vital; and

WHEREAS, the population of residents aged 65 and older in [Name of Municipality] is projected to grow to [X]% by the year [20XX]; and

WHEREAS, an age-friendly community enhances the quality of life for residents of all ages and abilities by creating accessible, safe, and inclusive environments; and

WHEREAS, [Name of Municipality] wishes to align its local policies, infrastructure, and services with the World Health Organization's (WHO) Global Network for Age-friendly Cities and Communities framework;

NOW, THEREFORE, BE IT RESOLVED by the Council of [Name of Municipality]:

1. **Commitment:** [Name of Municipality] officially commits to the Age-Friendly Community multi-year planning process.
2. **Establishment:** An Age-Friendly Advisory Committee is hereby established, comprised of local citizens, municipal staff, and community stakeholders.
3. **Assessment:** The Committee is directed to conduct a baseline community needs assessment within twelve (12) months.
4. **Action Plan:** The Committee will present a comprehensive Age-Friendly Action Plan to Council within twenty-four (24) months for formal adoption.

PASSED AND ADOPTED this _____ day of _____, 202__.

Mayor / Council Chair

Chapter 6: Assess the Community to Determine Needs for Future Age-Friendly Initiatives (Milestone)

Inform your community about age-friendly. Prepare to consult and seek input about what the needs are in your community, viewing the domains of age-friendly through the lens of older adults, but including everyone in the community. “Nothing about us, without us!”

There are templates and suggestions available on ways to assess and collect this information. Many Age-Friendly committees who have conducted this work are happy to share what they’ve done and survey examples and summary reports may be available on many of the Community pages on the Age-Friendly Saskatchewan website.

Please refer to Chapter 3 and Appendix B for greater detail on the domains and food for thought and potential questions to pose to your community regarding the needs in these areas.

This step can feel overwhelming! After all, when you consider all eight domains/areas, they cover every aspect of community life. How does the committee do an accurate yet efficient assessment? Surveys, focus groups, one-on-one interviews and personal observations by committee members are all methods of collecting data about needs.

Assessment (surveys, focus groups, interviews, observation) can focus on all eight domains, or the committee may choose to address only a few, to start. An initial survey of all areas may identify a few areas that could be further explored through focus groups or additional surveys.

The entire community should be consulted but ensure that you are reaching older adults and existing programs, organizations and services related to older adults, e.g. seniors’ organizations, senior living facilities, service clubs, health care staff.

The committee can also do their own brainstorming initially. Set aside time for your committee to review what you already know about each focus area or domain. Committee members can offer their own lived experience and can also solicit feedback and input from their informal circles of influence.

The committee could also engage in other types of assessments, review available reports and statistics, and establish ongoing methods for getting input from the public.

Examples:

- walkability assessments (committee members walk the community and make notes about areas of concern)
- accessibility audits (engage community members with mobility challenges to demonstrate the areas of concern regarding cut-away curbs, building accessibility, etc.)
- provide a mechanism for ongoing input from the public such as drop-boxes or inviting citizens to e-mail concerns to a specific e-mail address

You may also want to identify existing programs, services and policies that address each of the domains. Asset mapping and an asset-based community development approach may be helpful for this. (See the Other Resources tab for one possible resource and tools or consult with Age-Friendly Saskatchewan staff.) Often, when we identify what IS available, the gaps or needs become obvious. It's also a positive approach to community assessment rather than focusing entirely on the negative or what is missing. Your community may have more assets than you think!

Many committees have compiled information on what services and programs ARE available in a local community resource directory. A lack of information on what is available is often discovered as one gap when assessing the communication & information domain. Examples of resource directories can be found on each community's page on the Age-Friendly Saskatchewan website.

Important to remember:

- Engage residents of various ages, genders, cultures and backgrounds. Some committees have even surveyed the local Grade 12 class!
- Find a variety of ways to reach older adults, people with disabilities, local businesses and business organizations, schools, churches, service groups, non-profit organizations and health services providers.
- Be observant as committee members.
- Identify champions (people and organizations in the community) who will promote age-friendly concepts and may also identify barriers.
- Decide what approaches you will use and how extensive your assessment will be. You do not have to assess everything immediately!
- Organize a community event where people can learn about and talk about age-friendly. Don't forget – food and refreshments will draw people and give energy!

TIP: Surveys are useful, but a better starting point may be an open house or focus group that actively engages residents in conversation. Following up with a survey may solicit a better response rate with more robust and informed input.

NOTE: Record-keeping and documentation are essential in this stage! Refer to Chapter 9 for details on record-keeping pertaining to this milestone.

Focus Groups

A focus group can be any small group gathered with the intention of focusing attention on one subject. They can take place in private homes or in a public building. Examples include:

- A residence for older adults can be a good place to reach people who find it difficult to go out.
- A focus group might be promoted by a service club and take place at a regular meeting time.
- A local high school might be prepared to offer class time for an age-friendly project. Senior high school students can provide a different perspective to community assessments and engaging with this demographic can help build intergenerational relationships and reduce ageist views.

The purpose of these age-friendly focus groups is to gather information about people's perception of community strengths and desired improvements regarding the domains/areas of community life. NOTE: it may be preferable to focus on one or two domains when conducting a focus group, or to use a series of general questions that may bring to light the most pressing needs of the community.

What is essential to have a successful focus group?

- Size of the group - between 6 and 12 people are needed to create diversity of opinion and energy yet allow everyone opportunity to contribute.
- Choose a date, time and location and identify who might participate.
- Provide information and invite individuals/groups to the meeting emphasizing the purpose, the value of their participation and personal confidentiality.
- Choose a facilitator/moderator who can deal tactfully yet firmly with people and who is able to draw everyone into the conversation. The facilitator should be knowledgeable about the age-friendly initiative.
- If you are planning to work with a larger group, such as a service club or a residence, be prepared to divide the people into smaller groups, each with a facilitator. Check the site so that you know it is possible to do that without the groups' conversations interfering with one another. Table groups of eight can be quite manageable if there is space to separate them considerably.
- Provide both a facilitator and a recorder. Ideally a recorder will be able to use a method that allows people to see that their ideas are being recorded(i.e. a flipchart). However, when conversation flows rapidly, slowing it down with flip chart recording may not be ideal. You might be able to use a computer/projector method and a recorder with good keyboarding skills. Looking at this from a practical point of view,

if the recorder simply takes notes that is quite adequate. However, from time to time, the recorder should provide the group with the essence of ideas that have been noted.

Advice for facilitators:

- People often have well-worn responses that are part of the cultural fabric of the community. Try to move under those and to hear specific examples of the concern.
- Be aware that this focus group is not called together to solve problems but to identify assets and gaps.
- Plan for enough time! Do not assume that you can add 30 minutes onto an already scheduled meeting and have a successful focus group. You will need between 90 minutes and two hours if you are addressing all eight domains. However, if you must work with a smaller time block, perhaps you can arrange for two or more sessions, or address only a portion of the domains.
- During the focus group, keep the conversation moving by dividing the time into segments and informing the group of the time scheduled for each segment.

Sample Focus Group Questions (General):

- What does an ideal experience of aging in this community look like to you?
- What are the strengths or positive things about growing older in this community?

- What are the concerns or challenges with growing older in this community?
- What health care services are you familiar with that help older citizens live in their homes as they age?
- What services do you, or those you care for, use as an older adult in our community?
- What services do you wish were offered for older adults in our community?
- What services do you think are essential for the community to provide or maintain to allow citizens the opportunity to live where they choose as they grow older?
- How can the community and its businesses and organizations best partner together to create a positive community for older adults?

Sample Focus Group Questions (Domains)

In addition to the general questions above, you may want to address specific questions pertaining to the age-friendly domains. See Appendix B for a list of questions and areas of discussion for each domain based on material from WHO and the Public Health Agency of Canada.

Focus Groups offer a limited time for input, so do not overwhelm participants with too many specific questions. Generic questions will tend to reveal the areas of concern in the community related to the age-friendly domains. Facilitators can utilize additional domain-specific questions to dig deeper with participants, if desired. The questions in Appendix B may be better suited to survey content.

Surveys

It may seem simple to put together a survey and expect to get all kinds of information. The following tips may help you to avoid common pitfalls.

- Before the survey is created, make a written list of the information that you want to gather. Be specific. Consider how you will use the information after it is gathered.
- Think about your community and decide who you want to reach. You don't want to miss any valuable opinions. Remember that the best information will come from reaching a diverse range of citizens: older adults, people with disabilities, employers, faith-based organizations, indigenous and multicultural groups, service groups, schools, health services providers, etc.
- How can you distribute the survey? How can you enable the best return rate? Make it easy for people to fill out the survey and to return it. Reaching people at a community location and asking them to take a few minutes to fill out the survey can work. One community used the time that people spent waiting in line for their flu shots! Others have arranged to have their survey sent out with their municipal utility bills.
- Both hard copy surveys and online options should be provided.
- As you create the survey questions, try for easy but specific "tick-box" questions to get essential information but don't forget to ask some open questions that may bring you information that you didn't even realize would be useful.

- Keep asking yourself, “Would I like to complete this survey? Is it confusing? Does it seem to really want my opinion?”
- Assure the survey respondents that their individual responses will be confidential and the information will be collated as part of the community response.
- Collect basic demographic information and invite participants to provide their contact information (optional) if they wish to receive future communication directly about the work of the committee.

A NOTE ABOUT LARGE COMMUNITIES/CITIES: In large communities, it may be difficult to survey the entire population. You may want to approach local neighbourhood associations and assess by neighbourhood. Developing a good relationship with the municipal council may lead to opportunities to participate in town hall sessions and to collaborate on assessment of age-friendly aspects of the community through efforts that the city is taking, particularly regarding accessibility studies and planning for infrastructure. Stakeholder gatherings have also been a successful tool for communicating with a larger number of people to provide information and to solicit feedback. For example, Age-Friendly Regina hosts regular stakeholder gatherings.

Assessment Summary

We held a Focus Group and did a Survey...now what??

- **Summarize the information gathered from the focus group** according to the age-friendly domains. This information will be used along with the results from surveys or other means of collecting data as the foundation for your action planning.
- **Collate and summarize survey data** according to the domains/focus areas. In a small village or town, there will not be a large volume of data, and the committee or a volunteer can probably collate and summarize the results. In a large town or city, you may need a group of volunteers, or you may want to engage someone with the skills needed. Institutions or organizations may be able to offer in-kind support in creating/compiling surveys. (e.g. SHA, municipality, etc.)
- **Prepare a report using the collated data.** The report needs to provide background on the age-friendly committee – its formation and how it collected the data, and which people and organizations participated. The summary of the findings provides the baseline “this is what our community was like on this date” and “this is what we heard”. Include pictures, if relevant. (e.g. sidewalks in need of repair)
- **Publicize the findings.** Now is the time to present the findings to your local council and local organizations, either in person or other communication methods. A digital copy could be made available on the community’s website. Local media would likely be willing to do an article related to the findings.

- **Provide opportunity for further input.** The committee may now proceed to the action planning step, or you may invite further input regarding actions and solutions at a community gathering or through smaller consultations.

An opportunity for further community input into potential actions and solutions may create interconnectedness and energy among citizens and stakeholders that will provide momentum for your age-friendly initiative. This also gives everyone a sense of responsibility and ownership in making the age-friendly journey work in your community. Your committee may also proceed to the action planning step without further consultation at this stage.

Cultivating partnerships and relationships with others who will help carry out some of the actions is important throughout the age-friendly journey!

Even if your committee chose not to focus on **all** eight domains, simply follow the same steps related to assessment – surveys, focus groups or community discussions – and proceed to collate the data, write a report and publicize the findings.

A report is very important as it provides the record of your Age-Friendly work and will also be submitted as part of your application for Provincial Recognition in the future.

NOTE: Record-keeping is essential! Refer to Chapter 9 for details on record-keeping pertaining to this milestone.

Chapter 7: Develop and Implement an Action Plan (Milestone)

The time has come. You have assessed the situation. You have raised awareness in the community. You have received local government approval. You may find yourselves asking, “What can we do? What action should we take? How do we choose? Can we actually do anything??”

Yes, you can! But you need to use your logic and planning skills so that you don’t waste your efforts. You will need to describe what needs to be done and plan the strategies to make it happen. You need to realistically assess the situation and note any challenges. It most certainly is time to get your allies involved.

While plans should be carefully thought out and detailed, don’t let this part scare you. Start small. Early success will help motivate the entire team and your community!

There is an action plan template available to guide this part of your work, along with ongoing support from Age-Friendly Saskatchewan Staff and volunteers. Other successful tracking systems might include a Google or Excel spreadsheet with tabs for each action or area of focus. Reach out to Age-Friendly Saskatchewan staff for support as needed. The format is less important than the content.

See Appendix D for details on how to conduct an Action Planning session.

Review of the agreed-upon actions should take place at least annually, to evaluate the progress and to determine if actions are complete or if revisions are needed moving forward. This is a living document.

Action Planning Tips

- Make each action specific and clear. This one always requires planners to dig deep into their thinking as they list the action. Ask yourselves if you can see clearly how this will happen – what steps will be taken and who can take them. Check with someone outside your planning group to see if they understand the action the way you intended.
- Have community members take ownership of the actions. Name the individual, task group or organization that will take responsibility for implementation. Sharing ownership enables the whole community to be a part of the positive change about to happen.
- Identify actions that could have relatively easy and early success. Acting on one initiative and celebrating its success gets momentum going.
- Don't worry about the size of the initiative. Actions that seem small can be just as important as large initiatives involving many people. Several small initiatives can add up to make a noticeable difference. This involves people early in the process.
- Identify short, medium and long-term priorities. Some actions will be relatively straightforward and cost nothing, and others may require more coordination, and human and financial resources. Age-friendliness is not completed overnight. It is an ongoing journey.

- State the intended outcomes for each initiative. These are essential for the community to be able to evaluate the effectiveness of the age-friendly actions. Try to state the outcomes as clearly as possible. What is the change or improvement that we hope to see because of this initiative?
- Seek out partners and give them opportunities to really contribute to the age-friendly movement in your community such as service clubs, churches, businesses for whom being age-friendly will be an advantage, or members of local government who have their own “pet projects” that would relate to age-friendly.
- Monitor the progress of the age-friendly actions. If the plans are clear and the expected outcomes are named and timelines set, you will be able to see if progress is being made.
- There will be surprises! When the action is diverted or blocked, assess what is happening and adjust the plan. Adjusting a plan usually means that it will be MORE effective, because it takes reality into account.

Funding

Currently, there is no funding specifically designated for age-friendly initiatives. Successful age-friendly communities have leveraged support from a variety of sources: sponsors, donors, partners, municipalities and various grant programs. Contact Age-Friendly Saskatchewan staff for support in learning about potential funding opportunities and watch for notifications in *The Connector*, the Age-Friendly Saskatchewan newsletter.

Action Planning Template

The template below shows one format for action planning. This template is available on the website under Resources:

<https://agefriendlysk.ca/action-plan-worksheet/>



Focus Area/Domain:

A: Project Name:

ACTION PLAN WORKSHEET

Use the following chart for each project/initiative that is planned

Strategies <i>How are we going to do it?</i>	Resources <i>What we have What we need</i>	Potential Partners <i>Who will work with us?</i>	Tasks Assignments <i>Who leads? Who helps?</i>	Priorities & Timelines <i>(1 month, 3 mo., 6 mo., 1 year) Priority – Low, Medium, High</i>

Additional resources are available to help you with action planning including a webinar recording and potential support from Age-Friendly Saskatchewan staff & volunteers to facilitate a committee action planning session or workshop. Contact agefriendly@skssm.ca for support.

NOTE: Record-keeping is essential! Refer to Chapter 9 for further details on record-keeping pertaining to this milestone.

Chapter 8: Age-Friendly Communications

The age-friendly committee takes responsibility for continually finding ways to publicize the age-friendly planning, progress and results, and for building relationships with all stakeholders in the community.

Communication Among Team Members

Internal communication amongst individuals and partners that are working on initiatives needs to be encouraged and helped along. This means using whatever technology works for the people involved.

Group emails can be sent and using the “reply all” method will keep everyone in the loop. If there are some people who don’t use email, plan to ensure that information gets to them using personal contact through phone or other means.

Raise Public Awareness

- Arrange for an article in the local paper or a letter to the editor explaining age-friendly and the upcoming consideration of a resolution and age-friendly events. Radio is also useful, if available.
- Social media posts. Most age-friendly committees establish their own Facebook page, or you may be able to ask the municipality to share information via their channels.
- Attend meetings of local community organizations and ask to be included on the agenda so you can explain what age-friendly is. This action can start to build a group of supporters, stakeholders and potential committee members.
- Host a public forum with specific agenda items that can inform the public while also providing opportunity for feedback and input from citizens.

- Person-to-person conversations and word-of-mouth are always effective. Have your ‘elevator pitch’ ready about what age-friendly is, the benefits of becoming age-friendly, and how to get involved.

You know your community. Use methods that fit with the culture.

Inform other Stakeholders

- Consider contacting businesses, especially those owned and operated locally, and talk about the benefits of becoming age-friendly. *Becoming an Age-Friendly Business* is an excellent resource available on the website that can be provided to business owners (available under Resources on the Age-Friendly Saskatchewan website <https://agefriendlysk.ca/age-friendly-businesses/>). Seek an opportunity to speak at a local Chamber of Commerce meeting to provide information.
- Encourage each member of the age-friendly committee to spread the word with friends, family, groups – wherever they interact with others – and encourage those contacts to continue the networking process.

Public Relations and Awareness Ideas

- Create a newsletter or request space in other organizations' newsletters or updates.
- Place information on the local municipality's website or request a separate web page on the municipality's website. This is helpful for emphasizing the relationship between the age-friendly committee and the municipality and provides a link to local residents in a location they may often look.
- Distribute flyers and posters. The municipality may consider a request to include a flyer with regular mailings to residents (e.g. utility bills). If funds are available, a flyer in postal boxes may be an inexpensive method to reach the entire community. Posters and flyers in senior centres and senior living facilities can reach many older adults.
- Issue a news release when significant action is being started or has been successfully completed.
- Develop a good relationship with the editor or reporters for the local paper and feed them nuggets of information or stories.
- Hold public meetings and/or informal 'coffee chats' to gain feedback and input, and to share updates and build relationships.
- Some committees have ordered 'team' t-shirts with catchy slogans and their age-friendly logo to help identify themselves at events. (There is no need to do this, but it demonstrates that being part of this work can be a lot of fun!)

Chapter 9: Record-Keeping and Evaluation

The Starting Point

It is essential to keep records of all the steps that are taken by a community on its journey to be recognized as age-friendly. This chapter outlines information that your community will record as it takes the necessary steps to achieve the age-friendly milestones.

Why is Record-Keeping Important?

- Good communication among committee members. Minutes or meeting notes that provide ample detail of proceedings and decisions ensure clarity among members.
- Record-keeping is essential for documenting the history of the organization and providing background for future members.
- Records also assist when/if a community wishes to apply for Provincial Recognition. You must provide several documents and records of your ongoing activities with your application for recognition. Keeping these records along the way makes the application process MUCH easier. Examples include Terms of Reference, assessment results, updated action plans, evidence of community support and communication tools.
- Good record keeping can also contribute to successful grant writing and sponsorship or donation requests that might be pursued in the future.

Record Storage

IMPORTANT: Ensure that more than one person has access to the records of the organization. Consider a shared digital storage option that all committee members could access (e.g. Google Drive). Storing documents in one location, on one person's personal computer can be devastating if sudden turnover occurs.

Banking

If your committee establishes a bank account, you will need to ensure that financial information is documented appropriately.

Non-Profit Status

If your committee decides to incorporate as a non-profit with ISC (Information Services Corporation), there are regular reports that must be filed with ISC to maintain status. Applying for non-profit status is NOT a requirement of becoming an age-friendly community. Careful consideration is advised before choosing this path. A close relationship with the municipality (i.e. established as an Advisory or Steering Committee of the municipality) may provide the support needed for potential grant applications and committee liability.

Grants & Fundraising

Grants from various organizations and public bodies are potential sources of revenue. Many, if not all, grant programs require documentation and reporting on how the funds are utilized.

The following provides a breakdown of what information to track during your age-friendly journey.

Milestone 1 – Form an Age-Friendly Committee

- Provide a list of the people who were part of the initial age-friendly committee, include dates of meetings and notes of decisions made at age-friendly meetings.
- When membership in the age-friendly committee changes (through additions or people leaving) continue to name the membership.
- Indicate which members are older adults.
- If any members have specific ties to local organizations or institutions, and are officially representing those groups, name them.
- Keep track of any small working groups who do a piece of work on a specific task, indicating membership, and when the working group started and ended.
- Keep lists of organizations and individuals who, while not actual members of the age-friendly committee, work as partners and supporters to accomplish the work. Name the initiatives or projects that are worked on in partnership.
- Describe the methods used to engage members of the age-friendly committee and particularly how older adults were engaged.

- Describe how partners and supporters were sought and how they became engaged in the work.

Milestone 2 – Secure the support of the local government

- Keep a copy of the resolution that was passed by the local government including date and official motion signed by elected officials or municipal staff.
- Describe how the age-friendly committee informed the local government and obtained agreement. Name key people who contributed to the success of this milestone.
- Describe any actions taken by local government in support of age-friendly initiatives (beyond passing a resolution), e.g. asking for input from the age-friendly committee in doing planning or budgeting, assisting with communications about age-friendly to the community, in-kind contributions such as printing, meeting space, etc.
- Keep track of meetings held with local government. Include date, reason for meeting, attendees and summary notes.

Milestone 3 – Assess the community; collate and analyze the data, identify priorities

- Describe the methods used to assess (e.g. survey, focus groups, interviews, community forums, other relevant or existing data, etc.). Name the ways in which older adults participated in the assessment.
- Retain copies of assessment questions and surveys used and submit same to Age-Friendly Saskatchewan.
- How did the various stakeholders take part in the analysis and identification of priorities? Record dates and participation in any community meetings.
- Write a report that fully describes the findings and that summarizes “what the community was like on this date”. Pictures would be an asset within the report.
- Describe how the report was publicized within the community.

Milestone 4 – Develop and implement an action plan

- Record the dates and attendance (including representatives of community organizations) at meetings of the age-friendly committee where decisions were made and action plans were created.
- Create an action plan with details of each initiative including age-friendly domain/s targeted, specific goals, objectives, timelines, priority, and human and financial resources required.
- Describe how support for the action plan was obtained and how commitments to action were agreed upon.
- Describe how older adults were particularly involved in the development of action plans.
- Describe how achievement of the goals and objectives will be measured.
- Describe how specific and overall action plans were posted and publicized in the community, including use of various types of media.

Chapter 10: Community Engagement and Stakeholder Development

We've detailed ways in which you might communicate with the general public, the municipality and other partners and stakeholders. But how do you develop relationships and engage with stakeholders in the community? Some committee brainstorming can bring to light potential stakeholders and partners in your community.

Who in your community might be a key stakeholder or partner in your work?

Partners and stakeholders are those individuals, organizations, and businesses who have a direct interest and/or are most likely to be impacted by the age-friendly process.

They can support age-friendly work by providing voluntary time, space for meetings and activities, funds, co-sponsorship, information-sharing, and other resources. They may be a liaison to a key provincial organization such as a health authority, or to local organizations, clubs, businesses.

Often, they may have similar goals to age-friendly or have a mandate involving a particular domain such as transportation, housing or health.

Stakeholders and partners are not necessarily committee members, although committee members might be drawn from partner and stakeholder organizations or individuals. Remember that it is very important to have older adults from your community as stakeholders.

Who Might Partners and Stakeholders Be?

Local Community at Large • Schools and Daycares • Higher Education Institutions • Public Library • Service Clubs (Lions, Optimist, etc.) • Community Living Associations • Family Service Bureau • Salvation Army • Faith-based Organizations • Local Community Foundation • Safe Communities Group • Immigrant Organizations • Indigenous Organizations • Literacy Networks • Visual Arts Centre • Museums • Superannuated Teachers of Saskatchewan, local • Older Adults Clubs • Senior Citizen Associations	Business Community • Stores: grocery, pharmacy, garden centre etc. • Restaurants • Local Media • Realtors • Insurance Brokers • Large Commercial Farms • Courtesy Van/Transportation Companies • Chamber of Commerce • Community Builders Alliance • Downtown Improvement Organizations • Local Business Association • Financial Institutions • Accountant/Legal Firms • Funeral Homes • Police Services/RCMP • Firefighters
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Your committee knows your community! There may be additional places to seek partners and stakeholders. Think about the connections that each committee member brings with them, too.

Chapter 11: Age-Friendly Saskatchewan Resources & Supports

Age-Friendly Saskatchewan staff are available to support you and consult with along your age-friendly journey. If you are reading this manual, chances are you have already reached out to staff to learn how to begin! If not, please reach out at agefriendly@skssm.ca to schedule an initial meeting.

An initial meeting may be with just one or two people, or a Zoom session could be scheduled where Age-Friendly staff and committee member/s can share details on the process of becoming an age-friendly community with local council members and potential committee members.

Here are a few of the other ways in which Age-Friendly Saskatchewan can support your local age-friendly team:

- Age-Friendly Staff to coach and mentor local committees and to help connect you with appropriate resources.
- Provincial Age-Friendly Committee comprised of volunteers who advise staff and SSM on provincial priorities for age-friendly in Saskatchewan and who sometimes assist Age-Friendly staff with community mentorship and support.
- ‘*Becoming an Age-Friendly Community*’ Manual and workbook and additional resources and info sheets to guide your committee work.
- Publication of a digital newsletter six times a year: *The Connector*.

- Hosting regular Zoom Gatherings and Coffee Hours to exchange ideas with the network of other age-friendly communities in the province.
- Providing your local committee with a community page on the Age-Friendly Saskatchewan website to promote your local age-friendly initiatives.
- Use of age-friendly logo and branding and a logo designed specifically for your committee.
- A Provincial Recognition program is available through an application and jury process. Committees who have achieved the age-friendly milestones and demonstrate ongoing commitment, may be recommended for official recognition from the Government of Saskatchewan. Age-Friendly Saskatchewan staff can guide you through this process.

It is encouraged and expected that:

- Age-friendly committee members will remain engaged in the provincial network of age-friendly communities by actively participating in networking opportunities such as gatherings and coffee hours.
- Committees should regularly communicate with Age-Friendly staff, providing updates on action plans, and providing statistics, meeting minutes and other information, as requested.
- The community-specific age-friendly logo provided to each community should be utilized on promotional materials, social media and other communication channels.

Age-friendly committees and communities should continue to adhere to the milestone framework. It is an ongoing and continuous process. Committees should continue to assess their community and create local actions to improve its age-friendliness.

Age-friendly is more than a framework. It's a frame of mind that helps citizens create communities where people of all ages can live well throughout every stage of life.

Chapter 12: Provincial Recognition

Communities that are part of the Age-Friendly Saskatchewan initiative and have achieved the following Age-Friendly Milestones, set out by WHO, can apply for recognition by the province of Saskatchewan:

1. Establish an Age-Friendly Committee.
2. Secure the support of your municipal government through a formal resolution.
3. Assess the community, determining where age-friendly initiatives are needed.
4. Develop, document, publicize and implement an action plan.

Applications should be made using the Community Recognition Guide which outlines the process and includes the application form to be used. Applications will be evaluated by Saskatchewan Seniors Mechanism. An online application process is being developed and will be in place early in 2027.

The names of communities that are determined to be ready for recognition will be recommended to the Government of Saskatchewan. The application and recognition process will usually take place annually, if needed. A recognition ceremony will be planned in collaboration with the community and with the Government of Saskatchewan.

[Click here](#) for the PDF of the Community Recognition Guide or visit <https://agefriendlysk.ca/community-recognition/> for more information.



Provincial Recognition Ceremony in Shaunavon, May 2025

NOTE: Provincial Recognition is not the primary goal of becoming an age-friendly community, nor does your age-friendly journey end once that recognition is given.

However, it is a rewarding and validating process that brings recognition to your community and your volunteers, creates awareness about the initiatives that are

underway and, most importantly, confirms that your community is committed to ensuring that its policies, programs and services are meeting the needs of all ages in the community.

We suggest that you consult Age-Friendly Saskatchewan staff prior to applying. For more information, contact: agefriendly@skssm.ca

Once a community has been recognized provincially, they will also be recommended for recognition by the Government of Canada. This referral will occur automatically, and the community will receive a letter from Canada's Chief Public Health Officer through the Public Health Agency of Canada.

Communities may also apply for acceptance into WHO's Global Network for Age-friendly Cities and Communities.

<https://extranet.who.int/agefriendlyworld/application-form/>

Age-Friendly staff are available to assist through these recognition stages.

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APPENDIX A: TERMS OF REFERENCE GUIDELINES

Terms of Reference for the committee should provide clarity and direction and ensure continuity and consistency over time, as members come and go. This document is primarily for the benefit of the committee and its members. Developing Terms of Reference also demonstrates thoughtful action and commitment to the ongoing and formal nature of the age-friendly journey.

Essential components of Terms of Reference include:

- **Statement of Purpose**
 - this may include Vision, Mission and Values statements
 - description of the purpose or role and responsibility of the committee
- **Roles & Responsibilities** of specific members (i.e. Chair, Secretary)
- **Membership**
 - Include:
 - number of members (could be minimum and maximum)
 - number of years or terms that a member can serve
 - list specific positions that must be filled by certain entities, if applicable (e.g. municipality, recreation department, local organizations)

NOTE: Membership tied to specific organizations can help alleviate succession planning for some of the committee positions. It is still important to have at-large positions, particularly for inclusion of older adults.

- structure (is this a steering or advisory committee of municipal council, or is it a community-based, citizen-led volunteer committee? Is it a registered non-profit?)
- A statement reiterating the importance of having older adult members is advisable.

- **Meetings**

- Frequency of meetings, location (in-person, online or hybrid), quorum required, agenda availability, procedures for minute-taking & distribution

- **Decision Making and Accountability**

- How are decisions made? E.g. consensus, quorum required, majority (50% of quorum +1)
- Is the committee responsible to another body? (i.e. municipality)

- **Review**

- How often will the committee review the Terms of Reference document?

- **Optional sections:**

- Remuneration of Committee Members
- Conflict of Interest
- Committee Funding
- Working Groups
- Background Information (committee formation and Age-Friendly Saskatchewan)
- Resources and Support
- Committee Evaluation

Examples of Terms of Reference from existing age-friendly committees can be found on the Age-Friendly Saskatchewan website on each community's page under the Communities tab. Each committee has a Community Highlight document that you can open by clicking an image; that document contains a link to the local Terms of Reference, along with other basic and historical committee information.

<https://agefriendlysk.ca/af-saskatchewan-communities-main-page-with-map/>

APPENDIX B: FURTHER FOOD FOR THOUGHT ON THE AGE-FRIENDLY DOMAINS

The following lists summarize various points of consideration for the age-friendly domains, as described by WHO and the Public Health Agency of Canada. You may notice the use of a variety of terms that differ from the Age-Friendly Saskatchewan manual (e.g. older adults versus seniors) and an emphasis on urbanized areas. Regardless of terminology, we believe these lists can provide excellent food for thought when considering the domains and when planning for questions to ask during the assessment phase.

(WHO) Transportation

- Public transportation costs are consistent, clearly displayed, and affordable.
- Public transportation is reliable and frequent, including at night and on weekends and holidays.
- All city areas and services are accessible by public transport, with good connections and well-marked routes and vehicles.
- Vehicles are clean, well maintained, accessible, not overcrowded and have priority seating that is respected.
- Specialized transportation is available for disabled people.
- Drivers stop at designated stops and beside the curb to facilitate boarding and wait for passengers to be seated before driving off.
- Transport stops and stations are conveniently located, accessible, safe, clean, well-lit and well-marked, with adequate seating and shelter.
- Complete and accessible information is provided to users about routes, schedules and special needs facilities.
- A voluntary transport service is available where public transportation is too limited.
- Taxis are accessible and affordable, and drivers are courteous and helpful.
- Roads are well maintained, with covered drains and good lighting.
- Traffic flow is well regulated.
- Roadways are free of obstructions that block drivers' vision.
- Traffic signs and intersections are visible and well placed.
- Driver education and refresher courses are promoted for all drivers.

- Parking and drop-off areas are safe, sufficient in number and conveniently located.
 - Priority parking and drop-off spots for people with special needs are available and respected.
-

(PHAC) Transportation

Roads

- Roads are well-maintained, well-lit, and are supported by clearly visible signage.
- Traffic flow is well-regulated.
- Traffic lines on pavement are clear and visible.

Snow Removal

- Snow removal of roads and parking areas is prompt.

Parking

- Parking lots and street parking are located close to amenities.
- Parking regulations are enforced (preventing people from parking in emergency zones and in disabled parking spaces).
- Drop-off and pick-up areas are clearly marked.
- There are enough disabled parking spots.

Community Transportation Services

- Affordable and accessible community transport services (including shuttle vans) are available to take seniors to events, shopping excursions and field trips.
- Volunteer and/or an informal network of drivers are available and compensated (e.g., gas money) for their efforts.

Health Transportation (including travel to larger centres)

- Accessible transportation services are available to take seniors to and from health appointments (including appointments in larger cities)—this includes boat and air transport from remote communities.

Assisted Transportation

- Accessible transportation for people with a variety of disabilities is available across the range of transportation services.

Public Transport

- Accessible, affordable and convenient public transportation (buses, ferries, etc.) is available to older adults to conduct their daily activities—to reach such destinations as hospitals, health/community centres, shopping malls and banks.
- Public transportation services are coordinated.
- Services are available throughout the day and evening.

Taxis

- Taxis are available, accessible, and affordable to seniors.

Information

- Information is provided to seniors about the range of transportation services (public and private) available to them, including information on how and where to access them, timetables and cost.
- The use of public and alternative transportation is promoted in the community.

(WHO) Age-Friendly Housing:

- Sufficient, affordable, safe and close to services
 - Sufficient and affordable home maintenance and support services
 - Well-constructed: providing safe and comfortable shelter
 - Interior spaces have level surfaces with freedom of movement
 - Home modification options and supplies are available and affordable
 - Public and commercial rental housing is clean, well-maintained and safe
 - Sufficient and affordable housing for frail and disabled people.
-

(PHAC) Housing

Housing Options

- A range of appropriate and affordable housing options (for sale and for rent) is available and includes apartments, independent living, smaller condominiums and family homes.
- Housing is affordable and includes subsidized housing.
- Home sizes reflect the needs and lifestyles of seniors today.
- Housing is located in close proximity to services.
- Housing is adapted for seniors and those with disabilities.

Aging in Place

- Affordable support is available to enable seniors to remain at home.
- Assisted living options are available to all.

- "In-between" housing is available (i.e., options between the large family home and the small apartment, but with more assisted living options that can be considered an "intermediary" step).
- "Alert systems" are available for seniors living alone (i.e., systems that alert someone when a senior needs help).

Long-Term Care

- Affordable long-term care options are available that prevent the separation of families and the need to move out of the community.

Maintenance and Modifications

- General maintenance of homes is affordable by seniors on fixed incomes.
 - Affordable or free general maintenance (e.g., yard work) is available for seniors.
 - Housing is modified for seniors as needed, and new housing is built with seniors in mind.
 - Housing (including houses and apartments) meets the needs of those with disabilities.
 - Housing modifications are affordable, with financial assistance provided in the form of grants and subsidies.
 - Information on financial assistance programs for home modifications is readily available and easily accessible by seniors.
 - Home insurance is affordable.
-

Housing checklists:

Housing Checklist (Ireland)

<https://agefriendlyireland.ie/wp-content/uploads/2021/06/AFI-Homes-Rating-Checklist.pdf>

The Safe Living Guide (Gov't of Canada)

<https://www.canada.ca/en/public-health/services/publications/healthy-living/safe-living-guide-a-guide-home-safety-seniors.html>

(Ottawa) Council on Aging: Age-Friendly Housing Search Checklist

<https://coaottawa.ca/wp-content/uploads/documents/Housing-Guide-Checklist-2019-09-13-E.pdf>

(WHO) Social Participation

- Venues for events and activities are conveniently located, accessible, well-lit and easily reached by public transport.
 - Events are held at times convenient for older people.
 - Activities and events can be attended alone or with a companion.
 - Activities and attractions are affordable, with no hidden or additional participation costs.
 - Good information about activities and events is provided, including details about accessibility of facilities and transportation options for older people.
 - A wide variety of activities is offered to appeal to a diverse population of older people.
 - Gatherings include older people and are held in various local community spots, such as recreation centres, schools, libraries, community centres and parks.
 - There is consistent outreach to include people at risk of social isolation.
-

(PHAC) Social Participation

Events and Activities

- There is a range of events and activities for seniors of all ages: some are age-specific and others are intergenerational. Activities include physical/recreational activities, spectator sporting events, church and school related events, gatherings with food, etc.

- Activities available include outdoor (e.g., walking) and indoor (e.g., bingo, cards, darts, etc.) activities.

Transportation

- Events and activities are held in locations that are served by affordable and accessible transportation.

Preventing Isolation

- Home visits are provided to those who do not, or cannot, leave their homes.
- A buddy system is set up to include seniors who are not normally active in the community.
- The needs of seniors who are not interested in participating in community life are respected.

Courses, Crafts and Hobbies

- A wide range of courses is accessible and affordable (or free), and courses are offered in convenient locations (e.g., community centre, university) that are served by public transportation.

Affordability and Accessibility

- Activities and events are held in convenient locations and are accessible for all—including those with disabilities.
- Events, activities, and cultural events (e.g., music, theatre) are affordable to all seniors.

Family-Oriented

- Events and activities are intergenerational and designed to appeal to people of different ages and backgrounds.

Promotion of Activities

- Activities are well-publicized to seniors.

(WHO) Respect and Social Inclusion:

- People are regularly consulted by public, voluntary, and commercial services on how to serve them better.
 - Services and products suit varying needs and preferences.
 - Service staff are courteous and helpful.
 - Older and younger people are visible in the media and are depicted positively and without stereotyping.
 - Community-wide settings, activities, and events attract all generations by accommodating age-specific needs and preferences.
 - Schools provide opportunities to learn about aging and older people and involve older people in school activities.
 - People are recognized by the community for their contributions.
-

(PHAC) Respect, Kindness and Courtesy Shown

- Seniors are treated respectfully by the community as a whole; they are addressed using appropriate titles, their input on community issues is sought, their contributions are honoured and their needs are accommodated.

Intergenerational Respect and Interaction

- Community activities bring together different generations—they include pleasure activities (e.g., arts and crafts, etc.) and practical activities (e.g., youth-taught computer courses, "honorary grandparenting" programs, etc.).
- Programs are offered to children and youth that focus on how to treat seniors with respect, and to explain what it is like to get older.

Inclusive Communities

- Seniors are asked to participate in council meetings and similar activities and are recognized for their contributions.
- Older people are asked for their input on public issues (at the local and provincial levels).
- Seniors receive "social" visits from members of their community.

Recognition Events or Awards

- Contributions of seniors are honoured in the community through events and/or awards.
- Seniors are "celebrated" through the media (e.g., their stories are documented and shared).

(WHO) Civic Participation and Employment

- A range of flexible options for volunteers is available, with training, recognition, guidance and compensation for personal costs.
 - The qualities of older employees are well promoted.
 - A range of flexible and appropriately paid opportunities for older people to work is promoted.
 - Discrimination based on age alone is forbidden in the hiring, retention, promotion, and training of employees.
 - Workplaces are adapted to meet the needs of disabled people.
 - Self-employment options for older people are promoted and supported.
 - Training in post-retirement options is provided for older workers.
 - Decision making bodies in public, private, and voluntary sectors encourage and facilitate membership of older people.
-

(PHAC) Civic Participation and Employment Opportunities

Volunteering

- Volunteers are supported in their volunteer work, for example, by providing them with transportation, reimbursing their costs and/or paying them an honorarium.
- A range of volunteer opportunities are available that meet the interests of seniors.
- Volunteering options allow for intergenerational involvement.
- Opportunities for volunteering are flexible (e.g., short-term) to accommodate seniors who travel or have other commitments.

Employment

- There is a range of paid employment opportunities for seniors.
- Older adults are fairly compensated for their work.

Accessibility

- Seniors with disabilities are accommodated in volunteer, civic, or paid work.
- Transportation is available and accessible to older adults who want to participate in volunteer, civic or paid opportunities.

Encouragement to Participate

- Older adults are encouraged to volunteer and remain engaged in the community by providing them with flexible and accessible opportunities.
- Individuals are approached personally to participate in volunteer activities.

Training Opportunities

- Older adults expected to use newer technologies in paid, civic or volunteer work are provided with appropriate training.

Recognition and Appreciation

- Older adults are acknowledged for their contributions in volunteer, civic and paid work.

Civic Participation

- Older adults are well represented on councils, boards, and committees.

(WHO) Communication and Information

- A basic, effective communication system reaches community residents of all ages.
 - Regular information and broadcasts of interest to older people are offered.
 - Oral communication accessible to older people is promoted.
 - People at risk of social isolation get one-to-one information from trusted individuals.
 - Public and commercial services provide friendly, person-to-person service on request.
 - Printed information – including official forms, television captions and text on visual displays – has large lettering, and the main ideas are shown by clear headings and bold-face type.
 - Print and spoken communication use simple, familiar words in short, straightforward sentences.
 - Telephone answering services give instructions slowly and clearly and tell callers how to repeat the message at any time.
 - Electronic equipment, such as mobile telephones, radios, televisions, bank and ticket machines, has large buttons and big lettering.
 - There is wide public access to computers and the Internet, at no or minimal charge, in public places such as government offices, community centres and libraries.
-

(PHAC) Widespread Communication

- There is a regular and reliable distribution of information about events and programs (including contact information) through local government and/or voluntary organizations.
- Information is disseminated/ posted where seniors conduct their daily activities—such as the post office, places of worship, local centres and town halls.
- Local channels (TV and radio) advertise community events and news items of interest to seniors, for example, through "community access channels."
- There is a central directory where older adults can find information about what activities and services are available, and how to access them (including phone numbers).

Interactive Contact (Word of Mouth)

- Important information is disseminated in public forums (including public meetings and information sessions).
- Information for older adults who are socially isolated is delivered by phone, or through personal visits.
- An interactive speaker series is created that delivers important information (e.g., on health issues, protecting against fraud).

Accessible Information

- Written communication is clearly printed in large letters and is easy to read, with simple messaging.
- Literacy programs are available.
- Seniors are recruited and used as volunteers, as experts, disseminators of information, and trainers.

New Technologies

- Access to computers and the internet is available at a local centre open to the public.
- Training courses on new technologies are available and accessible to seniors.

Types of Information

- Information of interest to seniors is disseminated—such as local events (including obituaries), vital information (health, security, etc.), and programs and services that are available to them.
- Seniors' accomplishments are highlighted occasionally in the media.

(WHO) Community Support and Health Services

- An adequate range of health and community support services is offered for promoting, maintaining and restoring health.
 - Home care services include health and personal care and housekeeping.
 - Health and social services are conveniently located and accessible by all means of transport.
 - Residential care facilities and designated housing are located close to services and the rest of the community.
 - Health and community service facilities are safely constructed and fully accessible.
 - Clear and accessible information is provided about health and social services for older people and newcomers.
 - Delivery of services is coordinated and administratively simple.
 - All staff are respectful, helpful, and trained to serve older people.
 - Economic barriers impeding access to health and community support services are minimized.
 - Voluntary services by people of all ages are encouraged and supported.
 - There are sufficient and accessible burial sites.
 - Community emergency planning takes into account the vulnerabilities and capacities of older people.
-

(PHAC) Community Support and Health Services

Caring and Responsive Professionals

- Physicians are available in the community.
- Public health nurses are available at health centres and to conduct home visits.
- Specialists (including gerontologists) conduct assessments on a regular basis in the community and arrange follow-up with primary care physicians.

Home Health and Support Services

- Affordable and available health and home services are in place and include health, personal care and housekeeping.
- Home support is available in a timely manner.
- Affordable meal programs are available to all seniors in the community, regardless of their health status.
- Delivery services (groceries, medicines, etc.) or escorted shopping services are available to seniors.
- Delivery of services is well-coordinated (e.g., through a "cluster of care" model).
- Health assessments are conducted during home visits.

Diversity of Health Services and Facilities

- Healthcare facilities include clusters of services (e.g., doctors, podiatrists, occupational therapists, pharmacists), providing "one stop" health or wellness services.
- Affordable palliative care services are available in the community.

- Specialty services are available in the community, including mental health services, mammogram and diabetes clinics, and cancer care outreach.

Availability of Equipment and Aids

- Medical equipment (including medical alerts) is available through a loan program, at no cost to seniors.

Caregiver Support (Including Respite)

- Caregivers are "given a break" from their responsibilities through programs such as home support and seniors' daycare programs.
- Education programs on elder care and similar available services are provided to families who are, or will be, caring for an older adult.

(WHO) Outdoor Spaces and Buildings

- Public areas are clean and pleasant.
 - Green spaces and outdoor seating are sufficient in number, well maintained, and safe.
 - Pavements are well maintained, free of obstruction and reserved for pedestrians.
 - Pavements are non-slip, wide enough for wheelchairs and have dropped curbs to road level.
 - Pedestrian crossings are sufficient in number and safe for people with different levels and types of disability, with non-slip markings, visual and audio cues and adequate crossing times.
 - Drivers give way to pedestrians at intersections and pedestrian crossings.
 - Cycle paths are separate from pavements and other pedestrian walkways.
 - Outdoor safety is promoted by good street lighting, police patrols, and community education.
 - Services are situated together and are accessible.
 - Special customer service arrangements are provided, such as separate queues or service counters for older people.
 - Buildings are well designed outside and inside, with sufficient seating and toilets, accessible elevators, ramps, railings and stairs, and non-slip floors.
 - Public toilets outdoors and indoors are sufficient in number, clean, well maintained and accessible.
-

(PHAC) Outdoor Spaces and Buildings

Sidewalks, Pathways and Trails

- Sidewalks, pathways, and trails are well-maintained, cleared, non-slip and accessible.
- Sidewalks are continuous, with low curbs and can accommodate wheelchairs and scooters.
- Snow removal is prompt and considerate of seniors (e.g., consideration is given to how snow is piled for those who need to get in and out of cars, and that seniors may be in wheelchairs or using scooters).
- Parking lots are well maintained and cleared of snow and ice.
- Streets are well maintained.
- Rain shelters are available to support pedestrians.

Public Restrooms and Rest Areas

- Public washrooms are accessible and can accommodate people with a variety of disabilities (accommodations include push buttons, wide doors, handrails, locks that are easy for those with arthritis to use) and are located at convenient locations with proper signage.
- Accessible benches (the appropriate height for seniors) are located along sidewalks, paths or trails and are spaced at regular intervals.

Safety and Security

- Action is taken to lower crime rate.
- Neighbourhoods and trails are well lit.
- Traffic volumes are low and/or well-controlled.

Buildings

- Buildings are accessible and have the following:
 - ramps with a slope appropriate for wheelchairs
 - fewer stairs to get into buildings and within buildings
 - non-slip flooring
 - accessible washrooms located on the main floor
 - parking that is well maintained and located near public buildings for easier access

Amenities (Grocery Stores, Churches, Government Buildings, Community Centres)

- Services are grouped together, located in close proximity to where older people live and can be easily accessed (e.g., are located on the ground floor of buildings, including wheelchair ramps, etc.).

Sources:

Public Health Agency of Canada. (2012). Age-Friendly Communities in Canada: Community Implementation Guide – Toolbox. Ottawa, ON: Government of Canada.

World Health Organization. Global Age-Friendly Cities: A Guide. Geneva: WHO, 2007.

APPENDIX C: FOCUS GROUP PLANNING

The following pages provide an example of how to structure a focus group. You may want to use different questions than those outlined here; that is OK! This format was used by an Aging in Place Task Force in Shaunavon; the Task Force later became an Age-Friendly Committee.

A valuable focus group format may also take the shape of an asset mapping exercise. Learn more about this approach in the additional resource under the Resources tab at the end of this binder:

Improving Health Equity through ABCD-Asset Mapping. You can also reach out to Age-Friendly Saskatchewan staff for support and links to other resources or to committees who have conducted asset-mapping.

Focus Group Guide

Focus Group Site:	Date:
Number of Community Members on Site:	Moderators:
Facilitator:	
Notetakers:	Additional Comments
Start time: End time:	

Focus Group Agenda/Format

Introductions & Welcome (2 minutes)

Facilitator will welcome participants, give background on the committee's work, introduce the moderators and any other committee members, and outline what Age-Friendly is. The facilitator generally manages the event and welcomes participants while the moderator/s lead the question portion. The same person may fill both roles.

Moderator:

"We are interested in learning more about your perspective on how to best promote a high quality of life among older adults in <community>. Your responses will be kept confidential and will help contribute to this important planning process. Please remember, there are no right or wrong answers, and we encourage active participation from everybody in the group so that we can hear everyone's perspective.

Additionally, <note taker name(s)> will be taking notes during today's discussion so that we can capture all the things you are saying.

If you have any questions during the discussion, please feel free to ask us. We really appreciate you being here with us today to share your perspective, so please help yourself to refreshments as needed."

Opening Activity (5 minutes).

- Ask participants to do a free word association activity to get them focused on the subject of aging and speaking in the group. Notetaker will record responses on an overhead/flip chart for all to see. Or, participants might add their words to sticky notes and those can be put on the wall.
- *Materials:* Flip chart, markers, sticky notes

Moderator:

“Before we begin our focus group discussion, we would like to start by asking you to name some words that describe what an ideal experience of aging in <community> might look like to you. For example, how does that ideal experience make you feel, or what programs do you think you might need?

We’ll give you a few moments to think, but feel free to shout out any ideas you might have and <note taker name> will write them on the flip chart, or you can jot them on the sticky notes and feel free to add to the wall yourself.”

Discussion Guide (45 minutes – 1 hour)

Moderator:

“Thank you for sharing your ideas with us—that was a very helpful start to the discussion. Now we’d like to focus our discussion a little bit more and will probably refer back to many of the things you’ve already mentioned here on this chart. As we move through this discussion, we can add to this list at any time. Let me know if there is something that you think of that you would like to see on

the flipchart or jot it down on a sticky note and we'll collect those later, or you can get up and add it to the wall."

Question 1: How do older adults in <community> understand and describe their own aging process?

"So, we have just talked about what your ideal vision of aging in <community> would look like. Could you share with us what it has been like for you to grow older in <community>?"

Probes:

- What are the strengths or positive things about growing older in <community>?
- What are the concerns and challenges associated with getting older in <community>?

(Possible prompts if these ideas don't surface)

- community engagement
- housing
- staying in your home for as long as possible
- accessing health-related services
- opportunities for recreation, leisure, wellness activities
- financial planning and preparing for the future
- getting around the community and transportation
- safety

Moderator:

“From what I’ve heard, it sounds like, *<summarize the points you have just heard>*.” Seek confirmation by asking, “Is this correct? Are there any things you would like to add, or any things we’ve missed that haven’t been mentioned or that I forgot to summarize?”

<give time for people to think>

“Now that we have a better understanding of your experiences with aging, we’d like to talk about how local municipality/provincial government programs play a role in growing older here.”

Question 2: What is the role of the local municipality and/or the provincial government/health authority in the lives of aging older adults?

- What does the *<municipality/provincial government/health authority>* do that makes aging easier for older citizens?
- What services are you familiar with that help older citizens live in their homes as they age?
- What services do you use as an older adult in *<community>*?
- What services do you wish were offered?
- What services do you think are essential for the *<municipality/provincial government/health authority >* to provide or maintain to allow citizens the opportunity to live where they choose as they grow old?

Moderator:

“Thanks for sharing that with us—you have talked with us about the different services you might need from different levels of government, but are there any additional resources you can think of that help older adults age in place that are not government-based?”

Question 3: How can the community and its businesses and organizations best partner together to create a positive community for older adults?

- What other non-government resources could be tapped to support older adults as they age?
- Do you know what health care or other support services are available to help older citizens live safely in their homes as they age?
- How do you feel about involvement of churches, schools, community organizations in providing services to older adults?

Question 4: “Are there any additional comments or ideas you have about aging in <community> that you would like to share with us regarding any of the things we have talked about today?”

Review any sticky notes that were added to the wall, etc.

Closing and Thanks

Facilitator:

“Thank you so much for participating in this focus group with us. Your responses will be very helpful to us as we continue to develop our age-friendly initiatives. If you enjoyed participating in today’s focus group, please consider some other opportunities to remain involved throughout the planning process, or plan to attend a future meeting to learn more about what being on the committee involves.

Do you have any questions for us? ”

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APPENDIX D: ACTION PLANNING

Source: webinar originally presented by Linda Pratt, Chair of Age-Friendly Saskatchewan on November 20, 2025. Recording available—contact Age-Friendly Saskatchewan staff for link. Summary of key points below.

Topic: Action Planning

Plan - a 4-letter word

Why Plan? Because ‘winging it’ isn’t a strategy.

Annual Planning Process for AF Committees

Welcome & Introduction

Thank you to all of you who are here. I had a worry that perhaps there wouldn’t be anyone who wanted to learn more about effective planning. My goal today is to give you confidence in approaching planning and help you realize that “plan” may not really be in the category of being a “4 letter word”.

A bit of background about my personal experience with planning. For most of my career—many years ago now—I worked as a project manager in the information technology sector. I was responsible for the planning and management of large business projects that were based on technology—all about computer applications to solve business problems.

More recently I led an Age-Friendly Regina project to build a website to promote the guides (or directories) developed by the Age-Friendly Regina committee. The guides were also made available in the languages needed by the community. We could not have finished within the year without a structured plan.

Project management is planning, followed by the management of that plan, and I loved it. I can get quite excited about the beauty of a well-defined plan.

Today I will give you a brief overview of why planning matters, the steps in the planning process, and how to keep it all manageable.

—Linda Pratt, Age-Friendly Saskatchewan Chairperson (2025)

Why Planning is Important

We'll start with the big question: Why plan at all?

Well, you know what can happen when you don't plan—you end up with five people bringing potato salad to the picnic, and no one brings the plates.

The planning process we recommend for you can be adjusted to suit your needs. It works well either for the initial planning done by new committees, or the ongoing planning needed by established committees.

Planning is done to set direction, not for bureaucracy or because someone has said we “should.” We plan to ensure that real needs are met and, equally important, that our limited resources are used wisely.

Planning ensures:

- Our goals are clear. Everyone knows what we are working on and why.
- Roles are defined. We want to avoid those moments of: ‘Wait, was I supposed to do that?’
- Accountability because if “someone” should do it, it often means that no one will.
- Progress can be measured. We can see how far we’ve come and what is left to do and adjust as needed.
- That we recognize and celebrate success!

For those of you who have applied for grants, I’m sure you recognize the requirement of defining a high-level plan to explain the undertaking. And usually there is a requirement to report progress on the plan.

For age-friendly committees our planning helps ensure the work we do through our committees truly meets our communities’ needs. So—planning isn’t just paperwork. It’s our roadmap.

Overview of the Annual Planning Process

The steps of planning are:

1. Prepare
2. Gather inputs
3. Hold the planning meeting(s)
4. Tell the community what you will be doing
5. Monitor and update the plan

Our approach to planning is to give you a full, but flexible process. Depending on the purpose of your planning exercise, you can customize to fit your initial planning work or subsequent planning cycle.

Step 1 – Set Up the Planning Session

We need to have the right people in the room. Normally the attendees are the full Age-Friendly committee.

You might recognize the following roles on your committee:

- the doers—people who make things happen
- the thinkers—those who see the big picture
- the question-askers—those who keep us honest and curious

You will need a facilitator and a note taker. Most often the facilitator is someone outside of the committee. This gives all committee members the chance to participate fully. Age-Friendly Saskatchewan can help if you need to find a facilitator.

Schedule the session because calendars are like Tetris; they get full quickly. If possible, this should be an “in-person” meeting so that everyone can participate fully.

Step 2 – Gather Inputs

Preparation prevents chaos.

Collect:

- An Action Plan Template:

Age-Friendly Saskatchewan provides a sample template on the website. You can use this or you can create your own template in any tool that is comfortable for your committee; paper based is fine. Google Sheets or Excel may be an easy way to enter the information. Whatever format you choose, your template needs to have the same basic information as the samples.

- Current Action Plan:

If you already have an action plan, ensure it is “current.” If not, update it before the planning session.

- Have a copy or summary of the most recent Survey/Focus Group Analysis Report or whatever you created that clearly identifies the community's needs.

The results of your information gathering are always the guide for choosing your actions and setting your direction. That is so important that I'll say it again: **the results of your information gathering are always the guide for setting your direction.**

In other words, we must not be tempted to identify actions that aren't tied directly to a community need.

If the needs that were identified have already been met, then perhaps one of the items on the plan will be to revisit this activity to gather more information.

Be sure to distribute the documents in advance and encourage everyone to review them, jot down their thoughts, and bring them to the planning meeting.

Step 3 — Conducting the Planning Session

The actual planning work is made up of five steps:

A. Opening

Welcome everyone and have a “warm-up” round table question. This could be a seasonal question such as “what do you like best about fall?”, or something more related to the work: “What do you think the most successful undertaking of our Age-Friendly Committee has been, or what was the most fun to prepare and provide for the community?” Anything that works to relax people and get them used to speaking up.

Present the agenda. It’s good for everyone to know how the meeting will proceed.

B. Set Participation Norms

While this may not feel familiar to you, it will be invaluable as you go through the planning:

Everyone gets input. This is called gatekeeping, and it is the job of the facilitator to ensure that everyone can participate. If some have been quiet, specifically ask the individuals if they’d like to add something, or if they have an opinion on the discussion.

Occasionally someone will monopolize the conversation and, again, it is the job of the facilitator to politely summarize their ideas and suggest that others may have something to add.

One conversation at a time. If side conversations begin—nip them in the bud reminding everyone that there is to be only one conversation at a time.

All ideas are considered. No idea is too small or too large. Planning is a team sport.

Identify the decision-making process. Consensus is recommended but if your committee uses a different method of making decisions, that is okay too.

As you can see, one of the major tasks of the facilitator is keeping everyone on track and respecting these norms. When necessary, remind participants of the norms to keep making progress during discussions.

C. Review of the Current Plan

Consider the following:

- What worked well?
- What didn't go so well?
- Decide if incomplete items need to be carried over, modified, or perhaps even let go.

D. Review Survey/Focus Group Results

Identify what's already been addressed.

By consensus, select one or two domains to focus on—because trying to fix everything may result in fixing nothing.

E. Define the Plan Content

Begin by Dreaming:

This is fun once you get the ideas started: what are the things that we might do in each of the chosen domains related to the needs identified? Record these in a way that allows everyone to contribute (e.g. large sticky sheets on the wall).

Prioritize:

Give participants a marker and have each participant choose three items from each domain. Have them mark their choices on sticky sheets. They do this by rating their chosen items with the priority of their choices with an H, M or L (for High, Medium or Low). (You could also use coloured dot stickers and vote by ‘dotocracy’, by placing stickers beside your most important items.)

Have a break while the facilitator consolidates the selections and identifies the goals for the upcoming plan. Each item selected should be worded as a goal statement.

You are now ready to begin the work of defining the actions associated with each goal. Use the Action Plan Template.

Begin by defining Domain, Project (activity), and Priority (H, M, L) for each action item. You may recognize that this likely won’t be finished in a single planning session. The key is teamwork and clarity. Encourage creativity but stay grounded.

Step 4: Completing the Plan

Choose one action item and complete the Strategies (the steps of what to do), Resources (who to do it), and the Timeline (when to do it).

Be sure that measurement criteria are identified. This is often one of the most difficult sections to complete. You want to answer the question: How will we know when we have been successful? It could be a growing number of people attending—or at least staying about the same, collecting positive comments by a show of hands or by an occasional evaluation question.

As time permits, add details for each action item.

As mentioned, it is unlikely you will finish the entire plan in this session, so you will want to identify how the plan details will be completed. Assign who will finalize and complete the plan, either as a subcommittee, or through another full committee meeting. I prefer using a subcommittee who completes the details and brings back the completed action items to the whole committee.

Hint: if you are uncertain about some of the details, it is tempting to use TBD (to-be-determined) but do so sparingly as it still needs to be defined at some time in the future.

Clarity is key—I'm sure by now you can recognize that thinking "someone" was doing it, is not a successful strategy.

Step 5: Promoting the Plan

Share the results proudly: social media, community newsletters, bulletin boards, and any other methods commonly used by the Age-Friendly committee.

Make sure the community and city/town council know what's happening. Make regular updates to the community and the city/town council. Transparency builds trust and engagement. The more people who know what's happening, the more support you'll have; maybe even offers of help!

Ongoing Monitoring and Updates

A good plan isn't "one and done" and filed away.

Schedule check-ins to monitor progress, evaluate results, and adjust as necessary. This also helps to keep the goals in front of the committee.

Plans are like plants—ignore them for a few months, and you'll be surprised what grows... or dies. Keep it alive and useful.

We recommend that the chair of the Age-Friendly committee has overall responsibility for initiating the ongoing updates as well as the annual or bi-annual review cycle.

It's like maintaining your car—you take it in for regular oil changes rather than waiting until it breaks down.

Closing: The Power of a Well-Planned Year

So, to wrap up—planning gives us the following:

1. Clarity of goals
2. Collaboration with the community
3. Accountability for follow-through
4. Results we can measure and celebrate
5. Pride in a job well done

Planning doesn't have to be overwhelming. It's simply about bringing people together, asking the right questions, and capturing our best ideas. But remember—even the best plan won't execute itself. With teamwork, communication, lots of coffee, and a good leader, anything is possible.