

Terms of Reference

National Working Group for Seniors Transportation

F.A.S.T. (funding accelerator for seniors transportation) *Track* is a national initiative supporting transportation innovation, led by HelpAge Canada and delivered by CanAge and O'Hara Aging + Accessibility Inc. Funded through a philanthropic Anonymous Donor, it harnesses the collaboration of other national thought-leaders, experts in aging and transportation as well as community consultation with the goal of accelerating the development of innovative transportation solutions for older Canadians.

F.A.S.T Track is presently recruiting for our National Working Group for Seniors Transportation.

Purpose

To create a national dialogue by leveraging the expertise and experience of sector professionals in transportation, aging, community services, and government to help shape the future of age-friendly transportation in Canada.

Objectives

- To identify and connect stakeholders within the seniors' transportation industry on a National level
- To learn about and the work already being done across Canada and through this understanding, enable F.A.S.T. Track to best position itself to empower and contribute the sector
- To gather and share information about the gaps, barriers and challenges in seniors transportation on a pan-Canadian scale
- To identify and consider opportunities for innovation within community-based seniors' transportation
- To promote opportunities for collaboration and future partnerships among public, private and non-profit seniors transportation organizations

Membership

The National Working Group for Seniors Transportation will be divided into three committees based on community size:

- *Rural/Remote & Small Population Centres Committee* - will be comprised of members from communities with populations up to 30,000
- *Medium Population Centre Committee* will be comprised of members from communities with populations of 30,000 to 100,000

- *Larger Population Centre Committee* will be comprised of members from communities with populations over 100,000

Members of the Working Group will include stakeholders relative to the seniors transportation sector, including but not limited to representation from the following:

- Community Transportation Providers
- Seniors Transportation Working Groups & Committees
- Academic Research Groups & Institutions
- Seniors Advocacy Groups
- Transportation Associations
- Transportation Technology Companies
- Public Transit
- Healthcare
- Municipal, Provincial and Federal Government
- Private Transportation Providers
- Seniors Serving Organizations

Ideally each Working Group Committee will include 10 - 15 participants from a diverse range of backgrounds, organizations and fields related to seniors' transportation.

Meetings

Each committee will meet 2 times over the project duration, for a total of 6 working group meetings.

Meetings will be 1.5 hours in length, scheduled during regular business hours, and will be coordinated based on the availability of the members.

One meeting will be held in the last week of January.

One meeting will be held in the last week of March.

Expectations & Time Commitment

Members are expected to attend both meetings and come prepared to openly and candidly share their thoughts, ideas and feedback with the group. Members agree to respect the time and opinions of others and conduct themselves in a professional, respectful and inclusive manner.

Attendance: Members are expected to attend 2 meetings at 1.5 hours each (a total of 3 hours of meeting).

Agenda: Will be sent out via email 1 week in advance of the meetings.

Preparation: Members can expect 1-2 hours of potential preparation time prior to meetings. This may include reviewing project status updates, key findings, reviewing innovative transportation

solutions or considering information asked in agenda and preparing answers to questions prior to meeting accordingly.

Conduct of Meeting: Meetings will be held over Zoom and will be chaired by the *F.A.S.T Track* Project Team seniors transportation strategic advisor, Aislin O'Hara.

Confidentiality: Members agree to respect the confidentiality of the working committee meetings, including not to share or discuss any confidential materials or discussions with anyone outside the committee.

Minutes / Notes: High-level meeting minutes will be provided to members 1 week after each meeting.

Length of Project & Membership: Project duration is 8 months (October 2021 - May 2022). We hope that the work of the National Seniors Transportation Working Group will continue beyond the current phase of the project.

National Conference: Working Group members will also be invited to attend the National Conference on Seniors Transportation (hosted in April 2022).

Compensation and Reimbursement: There is no compensation provided for participation in this Working Group. We appreciate your in-kind contribution of time to this important work and hope that this presents a valuable networking opportunity for all members.

Expression of Interest

Submit your interest in participating in our committee please fill out the following google form:

<https://docs.google.com/forms/d/1u5HkXC5wHDrdkHPL6AQNieyy3E961bGiGDzMoG9ir48/edit>

Additional Information

To learn more about F.A.S.T Track <https://fasttrackcanada.org/en/>

For questions specific to this working group please contact aislin@oharaconsult.com