

AFC – STEERING COMMITTEE ACTION PLAN - Community support and health services

Objective #1 – Ensure a full range of health and support services are available to Saint Andrews’ residents.

Recommended Actions	Responsible Party(ies)	Potential Funding Source	Resources Available	Timelines	Performance Indicators	Status
1. Develop a new medical/wellness facility	Town Council, Province of New Brunswick	Province of New Brunswick, Town, Donors	Provincial Government, Contractors	Short term	Public consultation, Funding secured, Facility built as an inclusive medical/wellness facility, Availability, staff attracted,	Complete January 2021
2. Have medical/wellness facility be inclusive of a variety of medical modalities, as well as be an educational center on a variety of health issues	Medical professionals, including dentistry, nutritionists, smoking cessation counsellors, mental health providers, podiatrists, and Extra Mural care givers to name but a few.	Medical professional, Province of New Brunswick, town organizations and individuals who have the skills to educate on wellness-themed topics	There are a number of medical professionals in the town and county already. Help from the Province to attract more. Town help with recruitment of health professionals.	Short term, on going	Facility exists that has the space to include holistic medical team Medical professionals work at the facility Uptake by residents	Offering Physio, Medical, options for dentistry. Red Cross and Heart and Stroke working on programs for 2021-2023
3. Have a space in the medical/wellness facility for such health-related activities as yoga, Tai Chi and aerobics	Town, Province, local providers of yoga, Tai Chi and aerobics	Government programs and user fees	Government programs (senior, recreational, health), users	Short term, on going	Awareness of available space Usage	Space available for gym/classes. Will be in place after COVID-19
4. Create a resource booklet of all programs available to seniors, families, those who have handicaps, financial difficulties, autism, those living with a family member with dementia or mental illness	Town, Province, Federal government	Town, Province, advertisers, donors	Town, Province, Federal government, Spindrifters, Other organizations	Short term, on going	Resource booklet exists and is available and publicized both on-line and in hard copy. Feedback from users, as well as those providing a service	Complete December 2020
5. Create a Recreation Director position.	Town	Town, Province, Organizations, Donors	Other communities willing to share their experience and successes with recreational directors (Grand Bay, etc.)	Short term, on going	Development of recreational programs for children, adults and seniors, the development of a walking/running track around Mallory Field, the placement of outdoor exercise equipment throughout the town, improved physical fitness of Saint Andrews’ citizens	In process with the Regional Service Commission

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AFC – STEERING COMMITTEE ACTION PLAN – Housing Objective #2 – Ensure that housing is affordable, safe and well-designed for seniors, families, students and singles.

Recommended Actions	Responsible Party(ies)	Potential Funding Source	Resources Available	Timelines	Performance Indicators	Status
1. Update current zoning by-laws and Town policies allowing different types of housing – especially in the downtown core.	Town		Town	Short term –	A change in bylaws allowing a variety of housing options in the down town core and elsewhere within the town.	Municipal Plan and Secondary Plan passed December 2020. Zoning By-Law in process. Further work to be done on housing and long-term housing strategy.
2. Look at changing estate/residential zoning to service/residential.	Town		Town	Short term	A change in by-laws	In process with Zoning By-Law
3. Incorporate universal design in any new building.	Town, Builders, Contractors, Public		Town, Builders, Contractors	Short term,	All new construction using the universal design concept. Smart homes concepts incorporated	As part of the Municipal Plan passed December 2020
4. Work with developers and contractors to identify any impediments to their building in Saint Andrews.	Town, Developers, Contractors		Town, developers, contractors, planners	Short term, on going	Seeing more construction within the town. More housing options. More accessibility. on going
5. Provide developers the information gathered during the AFC assessment process and encourage their development of age-friendly, intergenerational housing	Town, Seniors Advisory Committee (yet to be formed – Council and members of the public)		Province, Federal government	Short term, on going	The construction of age-friendly, intergenerational housing. Construction of affordable housing options	On going

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AFC – STEERING COMMITTEE ACTION PLAN – Transportation Objective #3 – Ensure there are accessible and affordable transportation options for seniors and all residents of Saint Andrews. Ensure traffic and parking do not discourage the use of our town’s businesses and services.

Recommended Actions	Responsible Party(ies)	Potential Funding Source	Resources Available	Timelines	Performance Indicators	Status
1. Advocate for public transportation.	Town, Province, South West Transit Authority.	Existing, Province, Donors, Federal government.	South West Transit Authority	On going	Increased ridership Improved information on what is available and when	.. On going. Potential for bus service with partnership with Kingsbrae Garden
2. Explore the purchase of transportation (small bus) dedicated to seniors and those physically challenged.	Town, Seniors Advisory Committee (yet to be formed), local organizations, Passamaquoddy Lodge	Provincial and Federal governments, Organizations, Donors.		Short term, on going	Grant applications completed, Funding realized, Vehicle purchased, Usage.	Kingsbrae Garden has purchased a bus.
3. Have a hop on/hop off bus during the busy tourist season so people could leave their cars at home – convenient and attractive for tourists and townspeople	Town, Organizations, Chamber of Commerce, businesses	Provincial and Federal programs, local businesses, advertisers, donors.		Short term, on going	Research cost completed. Bus available. Grant applications completed, Funding realized, Vehicle purchased and operating, Signage.	Transportation Master Plan accepted February 2021
4. Designate more of the parking spaces behind Town Hall are for handicapped users.	Town		Town Crew	Short term	The spaces are painted and signs installed indicating the spaces are for handicapped users.	Ongoing though town.
5. Make Water Street a one way from late June to early October.	Town, (Province?)		Town Crew	Long term	Traffic study completed. Signs installed. Information sent out to the businesses and residents, educating them on the change.	Pilot for 2020, potential for seasonal starting 2021
6. Restrict trucks from off-loading their goods (especially on Water) to designated hours.	Town, local businesses owners (BIA), Chamber of Commerce, trucking companies.		Town, local business owners, BIA, Chamber of Commerce, trucking companies.	Short term, on going	Discussion of this option between Town officials, business owners and trucking companies. Restricted off- loading hours implemented.	Truck delivery ok with one way street.

AFC – STEERING COMMITTEE ACTION PLAN - Outdoor spaces and buildings Objective #4 – Ensure outdoor spaces and buildings are safe and well designed for seniors and all residents of Saint Andrews.

Recommended Actions	Responsible Party(ies)	Potential Funding Source	Resources Available	Timelines	Performance Indicators	Status
1. Build paved sidewalks around the perimeter of the town plat and in the subdivision. Identify curb to street for those who are vision impaired.	Town	Town, Province, Federal government	Town, Province	Long term, on going	Conduct traffic study. The construction of paved sidewalks where recommended, Identification between curb and street.	Ongoing with town construction and Transportation Master Plan
2. Need more cross walks, with some being lit.	Town	Town, Provincial funding programs	Town, Province	Long term, ongoing	Study where cross walks most needed (Town crew may already know), do a cost analysis. Install more side cross walks.	Transportation Master Plan review for next moves with crosswalks
3. Clearly designate the sidewalk on the wharf and more safety rails.	Town	Town, Provincial and Federal governments.	Town	Short term, on going	A decision made on how to more clearly mark the sidewalk on the wharf. Sidewalk clearly defined. Install better safety rails.	Will review.
4. More benches and garbage cans in our parks and along sidewalks and trails.	Town	BIA, Chamber of Commerce, Local organizations, Donors, Residents.	Town, BIA, Chamber of Commerce, Organizations, donors, residents.	Short term, on going	Town deciding where they can go, and more benches and garbage cans purchased and installed.	Benches purchased by Age-Friendly for Van Horne Trail. Continued purchases coming.
5. Need more public washrooms (in town and on the trails) and they need to be made accessible.	Town	Town, Province, Local Businesses, Organizations	Town	Short term, on going	The installation of more bathrooms in town and on the trails. Better, more visible signage for all public washrooms.	Port-o-potties used throughout town during summer months. Staff looking at alternative washrooms.
6. Trails need to be better identified, have maps printed for tourists. Use the trails for educational purposes.	Town, Chamber of Commerce, organizations	Town, Provincial and Federal programs, Local organizations, Donors	Town, Chamber of Commerce, local organizations, schools.	Short term, on going	Trails being clearly identified. A map of trails designed, printed and disseminated to businesses and, residents and tourists.	Work with Costal Link Trail and SORTI on trail mapping and continued development

AFC – STEERING COMMITTEE ACTION PLAN - Social Participation Objective #5— Ensure that opportunities are available for seniors to be socially active, with an emphasis on intergenerational activities.

Recommended Actions	Responsible Party(ies)	Potential Funding Source	Resources Available	Timelines	Performance Indicators	Status
1. More effective dissemination of information about activities already happening in town.	Town (Recreation/events coordinator/director)	Town, Province, local organizations	Town, Province, Local Organizations (Spindrifters, Saint Andrews Arts Council, BIA, Churches, etc.)	Short term, on going	Review done of how people receive information. Cost analysis done, Creation of an “events” website/information package	Town has increased engagement but can continue to improve
2. Organize intergenerational events (ex. Ethnic potlucks, courses in DIY projects, affordable art classes, mentorships)	Local Organizations, Churches, Sunbury Shores, Saint Andrews Arts Council, Kingsbrae Gardens, Town, Schools	User fees, Donation of time and expertise by course providers, Province	Local artists, artisans, and expert. Local Organizations already providing some of these services Schools	Short term, on going	Tracking intergenerational events already happening and showing an increase of the same.	Passamaquoddy Lodge runs intergenerational art classes; NBCC students to attend Church supper. On hold with COVID-19
3. Create a “look after your neighbour” mentality	Churches, Spindrifters, Local Organizations, Extra mural Red Cross	Province	Other communities/organizations that have already developed programs that support and encourage this approach.	Short term, ongoing	Organization or group of volunteers research best practices, develop program, funds, implement the plan. Red Cross implemented.	implemented buddy system for residents of seniors’ apartment building; requested funds to buy magnets for emergency info
4. Create volunteering opportunities for all ages.	Town, Province Passamaquoddy Lodge, schools, NBCC, Chamber of Commerce, Churches, Local Organizations, not- for-profit organizations		All Local Organizations, Churches, Businesses, Schools, etc. who already use volunteers.	on going	Analysis of who volunteers and which organizations use volunteers completed. Registry of volunteers, their skills, and when they want to do, as well as skill sets needed from volunteers, created.	
5. Create employment opportunities for seniors.	Business community (BIA, Chamber of Commerce)		Business Community (BIA, Chamber of Commerce)	on going	Job fair directed specifically to seniors hosted Opportunities publicized	
6. Open an “inclusion” center	Churches, Local Organizations, Spindrifters, Medical facility	Province	Churches, Local Organizations, Spindrifters	Short term, on going	A local group, church or Spindrifters has taken on this project. Drop-in centre for seniors found and opened	

AFC – STEERING COMMITTEE ACTION PLAN - Respect and Social Inclusion Objective #6— Ensure that relationships within the community are respectful and inclusive.

Recommended Actions	Responsible Party(ies)	Potential Funding Source	Resources Available	Timelines	Performance Indicators	Status
1. Establish a community kitchen to educate (nutrition, cooking, growing food), prepare food in bulk, canning and preserving, seed and recipe library, and open to everyone for lunch.	Community Garden, Local organizations, Churches	Province, Donors, Local Organizations	Local Organizations, Churches, Community Garden, Kingsbrae Gardens, Ministers Island, Residents	Long term, on going	Organization/individual has taken the lead, Concept developed, cost analysis done, funding secured. Community kitchen up and running people/organizations to managing it.	Medical/wellness. Grant applied to through New Horizon for Seniors. Other opportunities to come forward.
2. Develop a “gratitude list” or recognition program	Town, Local Organizations, BIA, Chamber of Commerce, Residents		Town, Local Organizations, Chamber of Commerce, BIA, Residents	Short term, on going	Organization/individual has taken the lead. Concept developed. Gratitudes posted regularly	Town’s volunteer recognition program is on-going.
3. Create opportunities where elders might share their wisdom with younger generations.	Local Organizations, Spindrifters, Churches, schools, recreational groups	Province, Local Organizations, Spindrifters, Churches	Local Organizations, Spindrifters, Churches, schools, recreational groups	Short term, on going	Organization/individual has taken the lead. Concept developed. Events hosted.	literacy program with the elementary school; elementary school participates in art program at Passamaquoddy Lodge; day care participants visit Lodge on a regular basis
4. Remove physical barriers to all municipal buildings and Town-owned sites. Encourage business owners to make their properties more accessible.	Town, Business owners, Chamber of Commerce	Town, Province, Federal government, BIA	Town, Businesses, Saint Andrews Civic Trust, heritage information	Long term, on going	Inventory of all businesses and service provider locations developed. Options to make accessible and sources of funding compiled and shared (Town and Businesses, local organizations). Buildings made more accessible	churches have installed ramps – spring 2019

AFC – STEERING COMMITTEE ACTION PLAN - Civic Participation and Employment Objective #7 — Ensure that seniors can take part in volunteer, political and employment opportunities.

Recommended Actions	Responsible Party(ies)	Potential Funding Source	Resources Available	Timelines	Performance Indicators	Status
1. Survey businesses to see if they might be willing to hire seniors.	Businesses, Seniors Advisory Committee (not yet formed)	Chamber of Commerce, BIA	Chamber of Commerce, BIA New Provincial Program – Tourism Employment Fund for Seniors	Short Term	List of jobs and skill sets needed developed and publicized. Seniors hired	
2. Develop a data bank of people looking for work, full and part-time, their skills, and what jobs are available.	Businesses	Chamber of Commerce, BIA	Chamber of Commerce, BIA	Short term, on going	Interactive website where this data is inputted developed and available both for business owners and those looking for work.
3. Promote the co-op program at Sir James Dunn Academy within the business community.	SJDA, Chamber of Commerce, BIA	SJDA, Chamber of Commerce, BIA	SJDA, Chamber of Commerce, BIA	Short term, on going	Promotion program created and publicized. Monitor any increase in positions held by the SJDA students.	well implemented
4. Create opportunities for people who are isolated, allowing them to volunteer and become more connected to their community.	Town, Passamaquoddy Lodge, SJDA, NBCC, Chamber of Commerce, Churches, Local Organizations	Province	Town, Passamaquoddy Lodge, SJDA, Chamber of Commerce, Churches, Local Organizations	Short term, on going	Organization has taken on this initiative. Isolated individuals within the community feel more engaged, volunteer or participate in activities. More volunteers, less isolated individuals. Recognize volunteers.	..continue to seek volunteers to participate in activities and organizations throughout the Town

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AFC – STEERING COMMITTEE ACTION PLAN - Communication and Information Objective #8 — Communication is fundamental to our day-to-day existence. Accessibility and distribution of information support inclusion and social participation, critical to ensuring the health and well-being of seniors, in fact, of people of all ages. Information should be easy to find and in easy to understand document(s).

Recommended Actions	Responsible Party(ies)	Potential Funding Source	Resources Available	Timelines	Performance Indicators	Status
1. Develop a resource booklet/data base: medical, social, financial, recreational, volunteer, community services.	Town, Churches, Local Organizations, Province	Town, Province	Town, Province, Churches, Local Organization, Chamber of Commerce, BIA Info. Kiosks	Long term	Lead organization/individual for this initiative identified. Analysis of how information is disseminated and received completed. Cost analysis done Funding secured. Booklet/data base/website developed and publicized.	Complete December 2020
2. Create a recreation/communication director/coordinator position to develop and carry out a communication strategy.	Town, Chamber of Commerce	Town, Province, Local Organizations, BIA, Chamber of Commerce	Town, Province, Local Organizations, BIA, Chamber of Commerce	Short term, on going	Cost analysis done. Funding secured Job description and ad for the position developed. Director/coordinator hired Town needs to find funds. In process.
3. Communication website to include interactive section so local organizations can post information regarding events.	Town (Communication director), Local Organizations		Communications Director (Town)	on going	A website exists where at part of it is interactive. Organizations post information to the site	..
4. Disseminate information at monthly community pot luck.	See Number 2, under social participation	People are informed of events and attend.
5. Encourage people to use information services already in place – CHCO, bulletin boards, Town newsletters, church bulletins, organizations’ websites, Spindrifters, etc.	Town, Local Organizations, Spindrifters, Churches, CHCO, Residents		Town, Local Organizations, Spindrifters, Churches, Residents	Short term, on going	A strategy for greater reader/viewership is developed. Organizations track visitors to their websites.	CHCO is recording community events, and distributes “breaking news” to community residents; Town Sentinel System