



# City of Richmond

## Report to Committee

**To:** General Purposes Committee **Date:** October 26, 2017  
**From:** Kim Somerville **File:** 07-3400-01/2017-Vol 01  
 Manager, Community Social Development  
**Re:** **2018 Age-Friendly Communities Grant Submission**

### Staff Recommendation

1. That the application to the Union of British Columbia Municipalities (UBCM) 2018 Age-friendly Communities Grant Program for \$25,000 in the Age-friendly Assessments, Action Plans and Planning Category be endorsed;
2. That should the funding application be successful, the Chief Administrative Officer and a General Manager be authorized to enter into agreement with the UBCM for the above mentioned project and the 5-Year Financial Plan (2018-2022) be updated accordingly.

Kim Somerville  
 Manager, Community Social Development  
 (604-247-4671)

Att. 2

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Intergovernmental Relations & Protocol Unit Recreation Services Finance	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b> CJ	<b>APPROVED BY CAO</b> 

## Staff Report

### Origin

The Ministry of Health has committed an additional \$500,000 in funding for 2018 to support the Age-friendly Communities grant initiative program which assists local governments to prepare for an aging population. Between 2007 and 2017 the Ministry provided \$3.75M to further this initiative. Age-friendly Communities grants have been offered to 144 local governments and 286 plans or projects have been completed or approved for funding. The grant application requires Council resolution indicating support by local government for the proposed project as well as a willingness to provide overall grant management.

This report supports Council's 2014-2018 Term Goal #2 A Vibrant, Active and Connected City:

*Continue the development and implementation of an excellent and accessible system of programs, services, and public spaces that reflect Richmond's demographics, rich heritage, diverse needs, and unique opportunities, and that facilitate active, caring, and connected communities.*

2.1. *Strong neighbourhoods.*

2.2. *Effective social service networks.*

2.3. *Outstanding places, programs and services that support active living, wellness and a sense of belonging.*

This report supports Council's 2014-2018 Term Goal #5 Partnerships and Collaboration:

*Continue development and utilization of collaborative approaches and partnerships with intergovernmental and other agencies to help meet the needs of the Richmond community.*

5.1. *Advancement of City priorities through strong intergovernmental relationships.*

5.2. *Strengthened strategic partnerships that help advance City priorities.*

This reports also supports the 2013-2022 Social Development Strategy Strategic Direction #3 Address the Needs of an Aging Population Action #9:

*Support aging in place initiatives and the ongoing development of Richmond as an age-friendly community*

9.2 *Collaborating with senior governments, Vancouver Coastal Health and community partners in planning and delivery of programs which help older adults continue to live independently in their community for as long as possible*

9.4 *Striving to ensure that City land use plans, policies and developments support aging in place*

In addition, this report supports the Council adopted 2015-2020 Age Friendly Assessment and Action Plan, Action 2.8 Community Support and Health Services: Exploring the Dementia Friendly Communities Training initiative by Alzheimer's Society of BC.

The Dementia-Friendly Communities initiative exists to support municipalities to become more dementia-friendly through tools, education and partnerships. The City was approached by the Alzheimer's Society of BC as part of their campaign to implement Dementia-Friendly Communities across BC. The initiative was noted in the 2015-2020 Age-Friendly Assessment and Action Plan and aligns with the City's commitment to become more age-friendly by focusing on the inclusion of people living with Dementia.

### **Analysis**

In 2015, the City received Age-Friendly Community Designation for its commitment to becoming an age-friendly community. In an age-friendly community, older adults are supported to live active, socially engaged, independent lives and people of all ages and abilities feel included and valued in their communities. The policies, services and structures related to the physical and social environment of an age-friendly community are designed to help seniors age actively.

The 2018 Age-friendly Communities Grant Program intends to assist local governments in BC to best support aging populations, develop and implement policies and plans, or develop projects that enable seniors to age in place and facilitate the creation and sustainability of age-friendly communities. Grants are available under two streams: Stream 1: Age-friendly Assessments, Action Plans and Planning (up to \$25,000) and Stream 2: Age-friendly projects (up to \$15,000).

Staff have prepared and submitted a grant application for funding under Stream 1: Age-Friendly Assessments, Action Plans and Planning to meet the deadline of November 10, 2017. If successful, the grant will be used to create a Dementia Friendly Community Action Plan for Richmond.

The number of people living with dementia in Richmond increased from 955 in 2005/06 to 1657 in 2014/15. Staff have been increasingly reporting challenges when dealing with patrons with Dementia accessing Community Services programs and services. Alzheimer's Society of BC will also support the project through the provision of training, education and tools at no cost to frontline staff dealing with patrons and families living with dementia.

In addition to staff, the project will involve a number of Community Partners including representation from Community Centre Associations, Alzheimer's Society of BC, Minoru Seniors Society, Vancouver Coastal Health and Richmond Public Library (see page 4 of Attachment 2 for a detailed list).

A Dementia Friendly Community Action Plan will ensure those living with dementia and their families/caregivers are connected, supported and valued through public awareness and understanding, responsive and inclusive programming and well designed, accessible and supportive built environments.

Due to tight timelines UBCM has approved that, a Council resolution of support of the grant application can be provided at a later date.

Should the funding requests be successful, the City would be required to enter into funding agreements with the UBCM. The agreements are standard form agreements provided by senior levels of government and include an indemnity and release in favour of UBCM.

As with any submission to senior governments, there is no guarantee that this application will be successful.

### **Financial Impact**

If successful, the application to UBCM 2018 Age-friendly Communities Grant Program will add \$25,000 to the Community Services Operating Budget.

### **Conclusion**

The 2018 Age-friendly Communities Grant Program is intended to assist and support local governments in BC to develop and implement policies and plans, or undertake projects that enable seniors to age in place and facilitate the creation of age-friendly communities.

Staff have submitted a grant application for \$25,000 to UBCM with the intention of developing a Dementia Friendly Communities Action Plan that will further Action 2.8 outlined in the 2015-2020 Age-Friendly Assessment and Action Plan approved by Council in 2015.

Developing a Dementia-Friendly Plan will further Richmond's commitment to being an Age-Friendly community and ensure all seniors living in Richmond have the most inclusive, welcoming and supportive environment to age in place.



Debbie Hertha  
Seniors Coordinator  
(604-276-4175)

- Att. 1: Union of BC Municipalities 2018 Age-friendly Communities Grant Program Guidelines
- 2: Grant Application, Richmond Dementia-Friendly Community Action Plan, submitted November 10, 2017



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525 Government Street, Victoria, BC, V8V 0A8



AgeFriendlyBC

## 2018 Age-friendly Communities Grant Program Program & Application Guide

### 1. Introduction

The Age-friendly Communities grant program is intended to assist local governments in BC to best support aging populations, develop and implement policies and plans, or undertake projects that enable seniors to age in place and facilitate the creation of age-friendly communities.

The Ministry of Health has committed an additional \$0.5 million in funding to the program and grants are now available for 2018 community planning initiatives or community projects.

Formerly under the Seniors' Housing and Support Initiative, which was launched in 2004 through a one-time \$2 million grant from the (now) Ministry of Municipal Affairs & Housing, the Age-friendly Communities program continues to assist local governments to prepare for an aging population.

Between 2007 and 2017, the Ministry of Health provided \$3.75 million to further support the initiative and to incorporate a focus on age-friendly communities. Age-friendly Communities grants have been offered to 144 local governments and 286 plans or projects have been completed or approved for funding.

#### Age-friendly Communities

In an age-friendly community, the policies, services and structures related to the physical and social environment are designed to help seniors "age actively." In other words, the community is set up to help seniors live safely, enjoy good health and stay involved.

The creation of age-friendly communities in BC builds on findings from the [World Health Organization's Age-friendly Cities](#) and the [Canadian Age-friendly Rural/Remote Communities Initiative](#).

The Province of BC, in collaboration with key partners including health authorities, has advanced the age-friendly agenda since 2007 to engage and support local governments in preparing their communities for an aging population. Age-friendly BC (AFBC) is supported by:

1. The Age-friendly Communities grant program, administered by [UBCM](#)
2. A range of services to support age-friendly projects, offered by the [BC Healthy Communities Society](#) (BCHC Society)
3. A commitment to meet the needs of an aging population and work with partners to ensure people of all ages and abilities feel included and valued in their communities, provided by the [Ministry of Health](#)

## 2. Guiding Principles

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The 2018 Age-friendly Communities program is intended to assist local governments in BC to best support aging populations, develop and implement policies and plans, or develop projects that enable seniors to age in place and facilitate the creation and sustainability of age-friendly communities.

Applications should demonstrate a commitment to the following guiding principles:

- Community Driven - Community solutions are based on local priorities and plans
- Catalyst for Action – Community activities are catalysts that enable local governments and community partners, including health authorities, to enhance and improve services for older adults
- Focus on Funding Priorities - Activities are focused on funding priorities with clear outcomes
- Flexible - Required actions differ in each community
- Coordinated - Activities of different levels of government and community partners, including health authorities, are coordinated to avoid duplication among programs and projects
- Sustainable Results – Community activities contribute to improving the lives of older adults over time

## 3. Eligible Applicants

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Eligible applicants are local governments (municipalities and regional districts) in British Columbia. Please see Section 8 for other important information on application requirements.

## 4. Funding Streams

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Under the 2018 Age-friendly Communities program, grants are available under two funding streams:

Stream 1: Age-friendly Assessments, Action Plans & Planning (up to \$25,000)

Stream 2: Age-friendly projects (up to \$15,000)

In order to be eligible for Stream 2, eligible applicants are required to have a completed age-friendly assessment or action plan, or demonstrate that their Official Community Plan, Integrated Sustainability Community Plan, or equivalent, is inclusive of age-friendly planning principles.

Proposed activities under either funding stream should focus on one or more of the eight age-friendly community components:

- Outdoor spaces and buildings
- Transportation (including traffic safety)
- Housing
- Respect and social inclusion
- Social participation
- Communications and information
- Civic participation and employment
- Community support and health services

## **Stream 1: Age-friendly Assessments, Action Plans & Planning**

The intent of this funding stream is to support local governments to develop or update assessments or plans in order to enable seniors to age in place and facilitate the creation of age-friendly communities. The maximum grant under Stream 1 is \$25,000.00.

Examples of eligible planning activities under this funding stream include:

- Development of a local age-friendly assessment or action plan
- Creation of specific plans and/or policies that address one or more of the eight community components (see Section 4)
- Engagement of seniors in planning activities
- Adding an age-friendly or seniors lens to existing plans or policies, such as:
  - Official Community Plans, Integrated Community Sustainability Plans, or community or neighbourhood plans
  - Zoning and other bylaws (subdivision, snow removal, parking, etc.)
  - Development permit requirements
  - Emergency response, evacuation and/or emergency social services plans
  - Design guidelines
  - Active transportation planning
  - Food security and food systems planning
  - Community planning processes related to social determinants of health (e.g. affordable housing, homelessness, etc.)
  - Development of community health plans

## **Stream 2: Age-friendly Projects**

The intent of this funding stream is to support local governments to undertake local projects that enable seniors to age in place and facilitate the creation of age-friendly communities. The maximum grant under Stream 2 is \$15,000.00.

In order to be eligible for Stream 2, eligible applicants are required to have a completed age-friendly assessment or action plan, or demonstrate that their Official Community Plan, Integrated Sustainability Community Plan, or equivalent, is inclusive of age-friendly planning principles.

Examples of eligible projects under this funding stream include developing new community projects for seniors, such as:

- Support for persons with dementia
- Increased community accessibility (transportation, housing, services)
- Provision of recreation and healthy living activities and/or referral and support to link seniors with recreation and healthy living services
- Community gardens and healthy eating
- Health literacy and promotion (e.g. workshops, guides, etc.)
- Chronic disease prevention
- Injury prevention and community safety (including traffic safety)
- Intergenerational projects
- Promotion of age-friendly business practices
- Prevention of elder abuse

The 2018 Age-friendly Communities program is not intended to be a capital funding program. However, minor capital expenditures for eligible activities that have a clear and definable benefit to seniors and that are clearly linked to programming for seniors will be considered for funding.

Please note capital costs cannot exceed 40% of the total requested grant (i.e. an application for a \$15,000.00 grant cannot include more than \$6,000.00 in capital costs).

## **5. Eligible & Ineligible Activities**

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### **Eligible Expenditures**

Eligible activities are new community planning or community projects that are undertaken by a local government and that address the guiding principles and funding priorities of the program.

### **Ineligible Expenditures**

The following are not eligible activities:

- Development of feasibility studies, business cases, architectural, engineering or other design drawings for the construction or renovation of facilities providing services to seniors, including housing and care facilities
- Fundraising
- Sidewalk construction or improvements or other infrastructure projects

## **6. Age-friendly BC Community Recognition**

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All local governments can apply to be recognized as Age-friendly Communities. Once the four criteria (establish a steering committee, pass a council resolution, conduct an age-friendly assessment, and develop and publish an action plan) have been met, the community can apply to be recognized in BC. The completion of these four steps also makes the community eligible for membership in the Pan-Canadian Age-friendly Community Initiative and the World Health Organization Global Network of Age-friendly Cities and Communities.

For more information, please contact:

Sarah Ravlic, Program Coordinator  
BC Healthy Communities Society  
[sarah@bchealthycommunities.ca](mailto:sarah@bchealthycommunities.ca)

## **7. Support from BC Healthy Communities Society**

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The BC Healthy Communities (BCHC) Society is a province-wide not-for-profit organization that facilitates the ongoing development of healthy, thriving and resilient communities.

Applicants approved under the 2018 Age-friendly Communities program may be eligible to apply for a range of services to support their project from BCHC Society.

The purpose of this support is to: 1) Engage sector leaders so they can collaboratively prioritize the goals intended to be achieved through their age-friendly community grant; 2) Understand and utilize key capacities and innovative practices that will support community groups to bring their age-friendly initiatives to the next level; and 3) Determine the next wise actions to achieve the community's age-friendly goals.



## 8. Application Process

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The application form is required to be completed by all applicants. A Council or Board resolution, as well as a detailed budget, is required with the application form.

The Council/Board resolution is required to indicate support for the proposed activities and willingness to provide overall grant management.

Applications are due by November 10, 2017, and applicants will be notified of the status of their application within 60 days.

The Evaluation Committee will assess and score all eligible applications based on the guiding principles and funding priorities. Higher application review scores will be given to applications that:

- Demonstrate direct participation of seniors
- Complement the Provincial priorities regarding seniors outlined in Appendix 1
- Include collaboration with health authorities or others partners (e.g. school districts, First Nations or Aboriginal organizations, seniors, senior-serving organizations, community organizations and other local governments)

The committee will also consider the location of each application in order to ensure a balanced representation of projects across the province.

Please note the following important points when preparing your application:

- Only one application per local government will be accepted.
- Funds are for new activities that support age-friendly communities and are not for on-going operations or regular planning activities.
- All funded activities are to take place within the 2018 calendar year.
- The detailed budget must indicate proposed expenditures and align with the proposed activities outlined in the application form. Although additional funding or support is not required, any other grant funding or in-kind contributions should be identified.
- Council/Board resolutions must indicate support by the local government for the proposed project as well as a willingness to provide overall grant management.
- All application information and final reports will be shared with the Ministry of Health and the BCHC Society.

## 9. Grant Management & Applicant Responsibilities

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### Notice of Decision

All applicants will receive written notice of the Evaluation Committee's decision as well as the terms and conditions of any grant that is awarded. Grants are awarded in two payments: 70% at the approval of the project and 30% when the project is complete and UBCM has received the required final report and a financial summary.

### Applicant Responsibilities

Please note: Grants are awarded to local governments only. When collaborative projects are undertaken with community partners, the local government remains the primary organization responsible for the grant.

Due to this, and in addition to the terms and conditions that will be provided to all successful applicants, approved applicants are responsible for:

- Proper fiscal management, including acceptable accounting records
- Final reports (using UBCM forms) and certification of costs

### **Final Reports**

All funded activities are to take place within the 2018 calendar year, and the final report will be due within 30 days of project completion and no later than January 26, 2019. Applicants are required to complete the final report form, available on the [UBCM website](#).

The certification of costs on the final report must be signed by the local government Chief Financial Officer.

### **Changes to Funded Activities**

Approved applicants are required to advise UBCM of any significant variation from the approved project as described in the completed application form. Approval from UBCM is required in advance for such changes.

### **Extensions**

Please note that all funded activities are required to be completed within the 2018 calendar year and any requests for extensions beyond this date must be in writing and be approved by UBCM.

## **10. Additional Information**

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For further information on grants and the application process, please contact:

**Union of BC Municipalities**  
Local Government Program Services  
(250) 356-2947 or [lgps@ubcm.ca](mailto:lgps@ubcm.ca)

For further information on age-friendly communities, please contact:

**BC Healthy Communities Society**  
Sarah Ravlic, Program Coordinator  
250.590.1845 or [sarah@bchealthycommunities.ca](mailto:sarah@bchealthycommunities.ca)  
[www.bchealthycommunities.ca](http://www.bchealthycommunities.ca)

For further information on other provincial initiatives, please visit the [Age-friendly BC website](#) or contact:

**Ministry of Health:**  
(250) 952.2574 or [AgeFriendlyBC@gov.bc.ca](mailto:AgeFriendlyBC@gov.bc.ca)

## Provincial Priorities

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The following are examples of provincial priorities that may complement age-friendly planning and projects:

**Accessibility 2024** ([http://www2.gov.bc.ca/assets/gov/government/about-the-bc-government/accessible-bc/accessibility-2024/docs/accessibility2024\\_update\\_web.pdf](http://www2.gov.bc.ca/assets/gov/government/about-the-bc-government/accessible-bc/accessibility-2024/docs/accessibility2024_update_web.pdf))

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In 2014, *Accessibility 2024: Making B.C. the most progressive province in Canada for people with disabilities by 2024* was released. This 10-year action plan is designed around 12 building blocks: inclusive government, accessible service delivery, accessible internet, accessible built environment, accessible housing, accessible transportation, income support, employment, financial security, inclusive communities, emergency preparedness and consumer experience.

### **Example of an age-friendly assessment/project incorporating accessibility**

**Sun Peaks Mountain Resort Municipality** has committed to being an age-friendly community by providing essential amenities to facilitate walking and skiing around the village, as well as accessible recreation and adaptive sports. (Awarded age-friendly recognition in 2015)

**Aging Well** (<https://www.healthyfamiliesbc.ca/aging-well>)

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Supporting older adults to think about and plan for the future helps them anticipate needs as they age. Knowing where to find the right information if and when they need it is key to planning for a healthy and independent future. Aging Well is an online resource on Healthy Families BC, the Province's health promotion plan to encourage British Columbians to make healthier choices. Aging Well has information, tools and videos on topics including health and wellness (includes healthy eating and physical activity), finance, transportation, housing and social connection - areas of life that are important and interconnected when it comes to healthy aging.

### **Example of an age-friendly project incorporating planning for a healthy and independent future**

**Columbia-Shuswap Regional District** has engaged the Communities of the South Shuswap in the development of a resource centre to support age-friendly community planning. Services offered through the centre include financial planning, computer literacy training, transportation and health eating programs.

**Better at Home** (<http://www2.gov.bc.ca/gov/content/family-social-supports/seniors/health-safety/health-care-programs-and-services/better-at-home>)

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Better at Home, an innovative non-medical home support program funded by the Province and managed by the United Way of the Lower Mainland, helps seniors with day-to-day tasks so that they can continue to live independently in their own homes and remain connected to their communities. Better at Home services may include transportation to appointments, light housekeeping, light yard

work and home visits. There are currently 67 community-based Better at Home programs across B.C., including six rural and remote pilot sites.

**Example of an age-friendly project incorporating the Better at Home program**

**District of Invermere** created an age-friendly business directory, companion program, monthly luncheons and a mentorship program. The companion program matched seniors with volunteers who will assist with everyday living activities such as shoveling the sidewalk, driving to and from the grocery store or appointments. Business owners and employees were offered training on how their operations can be more age-friendly.

**Physical Activity Strategy** (<http://www.health.gov.bc.ca/library/publications/year/2015/active-people-active-places-web-2015.pdf>)

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The BC Physical Activity strategy is designed to guide and stimulate co-ordinated policies, practices and programs in physical activity that will improve the health and well-being of British Columbians and the communities in which they live, learn, work and play. It aims to foster active people and active places, and its development was guided by key leaders and organizations across the province who worked collectively to determine the best approach to increasing physical activity rates.

**Example of an age-friendly project incorporating physical activity**

**Town of Oliver** developed an outdoor fitness park with input from partners including Interior Health, service clubs and seniors groups. The year-round park is well utilized and provides a no-cost opportunity for seniors to be physically active.



## 2018 Age-friendly Communities Grant Program

Phone: 250 356-2947 E-mail: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)

Mail: 525 Government Street, Victoria, BC, V8V 0A8

### APPLICATION FORM for STREAM 1

## Age-friendly Assessments, Action Plans & Planning

Please complete and return this form by **November 10, 2017**. All questions are required to be answered by typing directly in this form.

#### Applicant Information

**Local Government:** City of Richmond

**Complete Mailing Address:** 6911 No. 3 Road,  
Richmond BC V6Y 2C1

**Contact Person:** Debbie Hertha

**Position:** Seniors Coordinator

**Phone:** 604-276-4175

**E-mail:** [dhertha@richmond.ca](mailto:dhertha@richmond.ca)

#### 1. PROJECT INFORMATION

Project title: Richmond Dementia-Friendly Community Action Plan

Proposed project start and end dates: Start: January 22, 2018 End: December 21, 2018

Proposed project budget: \$25,000

#### 2. PROPOSED FOCUS AREA(S) - Please indicate which age-friendly components will be the primary focus of the proposed planning activities:

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Outdoor spaces & buildings     | <input checked="" type="checkbox"/> Social participation                      |
| <input type="checkbox"/> Transportation (including traffic safety) | <input type="checkbox"/> Communications and information                       |
| <input type="checkbox"/> Housing                                   | <input type="checkbox"/> Civic participation and employment                   |
| <input checked="" type="checkbox"/> Respect & inclusion            | <input checked="" type="checkbox"/> Community support & health services       |
|  | <input checked="" type="checkbox"/> Plan/Assessment dealing with all features |

**3. AGE-FRIENDLY ACCOMPLISHMENTS TO DATE AND RECOGNITION.** Many BC communities have already completed steps required to be recognized as an age-friendly community. Please indicate below if your community has completed the following:

- Established an age-friendly advisory or steering committee that includes the active participation of older adults. An existing committee can also take on this mandate.
- Passed a council or district board resolution to actively support, promote and work towards becoming an age-friendly community. As an alternative, local governments may have chosen to commit to being age-friendly through specific goals, objectives or policies in an official community plan or strategic plan.
- Conducted an age-friendly assessment in consultation with older adults.
- Developed and published an action plan.

Can BC Healthy Communities Society contact you to discuss completing Age-friendly Community recognition?

Yes  No

**4. DESCRIPTION OF PROPOSED ACTIVITIES** - Please describe the specific activities you plan to undertake. Refer to Section 4 of the Program & Application Guide for eligible activities under Stream 1.

The intent of this project is to create a Dementia-Friendly Community Action Plan for Richmond. Specific activities will include:

1. Dementia-Friendly Working Group: comprised of seniors, a person(s) living with dementia, caregivers/family members of those living with dementia, City Staff and representatives from Vancouver Coastal Health (VCH), an Alzheimer Society of B.C. staff and community organizations/partners
2. Literature Review: review of age-friendly and dementia-friendly work globally, in BC and in Richmond. Evaluations of dementia-friendly action plans and activities in other BC municipalities.
3. Marketing, Communication and Distribution Plan Development: posters, email messages, newspaper ads, media releases, social media as well as utilizing existing City tools and those available from project stakeholders. Develop a plan to reach isolated/hard to reach seniors utilizing project stakeholder tools and existing networks/connections.
4. Education/Focus Group Sessions: in partnership with the Alzheimer Society of B.C. to be delivered to internal City staff, frontline Seniors Centre and Community Centre staff and staff and volunteers involved in delivering programs and services
5. Walking Interview: with a person living with Dementia that would lead City staff from departments including Community Services, Engineering, Planning and/or Community Safety.
6. Neighbourhood Meetings: a combination of a focus group, education and information sharing session, these meetings will gather information from seniors, families, caregivers, community organizations and businesses
7. Community Forum to present project findings to the public and utilize a Graphic Recording Artist to collect information to assist in creating an action plan and shared community vision.
8. Evaluation Activities: to determine whether goals were met and to support the creation of an action plan
9. Creation of an Action Plan: utilizing information collected from the working group feedback, literature review, survey results and above activities and events to develop proposed actions with timeframes

**5. PROGRAM GOALS & OBJECTIVES** - How will the proposed planning activities meet the goals of the 2018 Age-friendly Communities grant program? How will this make your community more age-friendly?

The proposed planning activities will meet the goals of the 2018 Age-friendly Communities grant program by providing valuable information collected from City of Richmond staff and the community that will help to create a Dementia-Friendly Community Action Plan for Richmond. The Action Plan will enable seniors to age in place and facilitate the creation of an age-friendly community in Richmond. The planning activities proposed in this project focus on all of the age-friendly community components with an emphasis on: Outdoor Spaces and Buildings; Respect and Social Inclusion; Social Participation and Community Support and Health Services.

A Dementia-Friendly Action Plan will support the City of Richmond's commitment to become more age friendly by proposing specific actions with timelines that will guide the work towards an Age-Friendly Richmond. An Action Plan will ensure those living with dementia, their families/caregivers as well as all Richmond residents feel supported and connected in their communities with access to tools and resources to age in place independently, safe and with a better sense of inclusion and belonging.

**6. INTENDED OUTCOMES & DELIVERABLES** - What do you hope the proposed planning activities will achieve? What will be the specific deliverables?

The proposed planning activities are intended to achieve the following:

1. Dementia-Friendly Working Group: guide the project activities, directly participate in the events and activities and contribute to the literature search. The hope is that the group will stay involved with future dementia-friendly and age-friendly activities and assist in the implementation of the action plan
2. Literature Review: the review will help to inform the community and staff engagement activities and strategies and further add to the action plan
3. Marketing, Communication and Distribution Plan: will increase awareness of the project and attendance at activities and events in all areas of Richmond. An intentional distribution plan will help to reach those not actively involved in the community and who may be isolated and to increase attendance at the events.
4. Education/Focus Group Sessions: educate and raise awareness of dementia, inform staff of community needs, help to inform the plan by gathering information and expertise from staff in key departments, help with buy-in and explore how the City can help to address community needs. These will also demonstrate the need for on-going training sessions for other City staff, Community Partners, businesses and the general public
5. Walking Interview: the outcome of this walk would be to highlight to City staff what is and is not dementia friendly in the City to inform their current and future work, to modify existing plans if necessary and help to inform the Action Plan
6. Neighbourhood Meetings: will assist with gathering valuable information from the Richmond community, raise awareness of dementia and show the impact of dementia on the community. Meetings will also provide an opportunity for the larger community and those living with dementia to network and connect. It is hoped that holding meetings in strategic and accessible locations in the City will reach a larger proportion of Richmond's population and assist in the creation of a shared vision for Richmond as a dementia-friendly community.
7. Community Forum: a larger event to present project findings and collect further information to assist in creation of the action plan and overall community vision
8. Evaluation Activities: evaluate whether the goals of the project were met, information for future activities and to support the creation of the action plan

The specific deliverables will include a completed Dementia-Friendly Community Action Plan for Richmond that will include the literature review, findings from the staff and community

engagement activities, evaluation results with proposed actions and directions for implementation and monitoring as well as timelines that will guide future work.

## **7. COMMUNITY PARTNERS & PARTICIPATION BY SENIORS**

- A) Local governments are encouraged to work with their local Health Authority. How will the proposed planning activities include your health authority?

Vancouver Coastal Health is one of the City's major government partners. Staff work closely on a regular basis with various departments within VCH including Community Engagement, Falls Prevention, Home and Community Care, Public Health and Mental Health. In addition, VCH representatives sit on the Richmond Age-Friendly Assessment and Action Plan Steering Committee.

Specific departments from VCH including Community Engagement, Public Health and Primary Care and the Falls Prevention Team will be involved in planning activities through participation on the working group, contribution to the literature review, marketing of the project and providing connections clients (seniors and those living with Dementia), families/caregivers and staff as well as direct involvement and participation with community engagement activities (ie. facilitators and panel presenters at neighbourhood meetings and the community forum).

- B) List all confirmed partners (e.g. school districts, First Nations or Aboriginal organizations, seniors, senior-serving organizations, community organizations and other local governments) that will directly participate in the proposed planning activities and the specific role they will play.

Confirmed partners that will directly participate in the proposed planning activities include the following:

1. Alzheimer Society of B.C.: working group member; resources and staff for education, training, support; access to clients and families/caregivers; resource and promotional materials, research and provincial and municipal specific statistics; marketing and promotion support; panel speakers
2. Minoru Seniors Society (operates Minoru Place Activity Centre - Seniors Centre): working group member; provision of volunteers to assist at events; connections and access to people living with dementia and caregivers/families; in-kind space at new Minoru Centre for Active Living; Community Leisure Transportation Bus Use; staff to attend training and education; marketing and promotions
3. City of Richmond Facility Staff; working group members; marketing and promotions; training and education
4. VCH - Community Engagement, Public Health and Primary Care, Falls Prevention: working group member; in-kind space; connections to staff, seniors and families; marketing and promotions; event and activity planning; education at meetings and forum; panel speakers
5. Richmond Cares, Richmond Gives: working group member, connection to users (seniors, those living with dementia, caregivers) of their Seniors Support Services and Better at Home program; provision of volunteers to assist at events
6. Richmond Public Library: working group member; in-kind space; marketing and promotions
7. Richmond Addiction Services Society: working group member; connections to clients and families; marketing and promotions
8. Richmond Food Bank: working group member; connections to clients and families;



marketing and promotions

9. Cedarwood Non-Profit Seniors Housing (Metro Vancouver Housing Corporation): working group member; connections to residents who are seniors and those living with dementia and their families/caregivers; marketing and promotions

C) Describe any direct participation by seniors in the proposed planning activities.

Seniors will directly participate in the project as participants, staff and/or caregivers as well as assisting as volunteers through the following activities:

- Participation on the Working Group (seniors, those living with dementia and caregivers/family of those living with dementia)
- Attendance as a person living with dementia, volunteer in program/service delivery and/or volunteer helping at Education and Focus Group Sessions
- Person living with dementia to lead and participate in the Walking Interview
- Attendance and/or volunteering at Neighbourhood Meetings and/or Community Forum
- Assistance with completion of evaluation activities
- Volunteering to assist with marketing, communication and distribution plan

**8. EVALUATION** - What tools will be used to evaluate the completed planning activities? How will this information be used?

Tools that will be used to evaluate the completed planning activities will include the following:

1. A special evaluation session for the working group as well as City staff and volunteers involved in the project
2. Targeted informal discussions with City staff, volunteers, seniors and community organizations about the completed activities and their feedback
3. Feedback forms at seniors activities and events promoting the use of the City of Richmond's online community engagement tool, "Let's Talk Richmond" for any feedback on all aspects of the project
4. Volunteers and staff involved with the project will also be trained to record informal feedback from participants at the activities and events

This information gathered through the above activities will be shared with the working committee and be incorporated into the Action Plan guiding the proposed future actions.

**9. IMPACT ON LOCAL GOVERNMENT** - List any policies, practices, plans or local government documents that will be developed or amended as a result of the proposed planning activities.

This project will have a positive impact on our local government and the following plans and documents will be updated/amended as a result:

1. Official Community Plan 2041
2. Council Term Goals 2014-2018
3. Richmond Community Wellness Strategy 2018-2023
4. Community Social Development Strategy 2013-2022
5. Seniors Services Plan 2015-2020
6. Age-Friendly Assessment and Action Plan 2015-2020

**10. SUPPORT FROM BC HEALTHY COMMUNITIES (BCHC) SOCIETY.** Applicants approved under the 2018 Age-friendly Communities grant program may be eligible to apply for a range of services from BCHC Society.

The purpose of this support is to: 1) engage sector leaders so they can collaboratively prioritize the goals intended to be achieved through their age-friendly community grant; 2) understand and utilize key capacities and innovative practices that will support community groups to bring their age-friendly initiatives to the next level; and 3) determine the next wise actions to achieve the community's age-friendly goals.

Would you be interested in additional information to learn more about possible supports from BCHC Society?

Yes  No

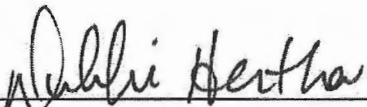
**11. ADDITIONAL COMMENTS** - Please use this space to add any additional comments.

A report to Council requesting support for the proposed project will be presented at the end of November 2017. If endorsed, a letter will follow shortly.

**12. REQUIRED ATTACHMENTS** - Please submit the following with your application:

- Council/Board Resolution – Indicating local government support for the proposed project and a willingness to provide overall grant management
- Detailed budget

**13. SIGNATURE** – Applications are required to be signed by the local government applicant. Please note all application materials will be shared with the Province of BC and BCHC Society.

  
Signature

Debbie Hertha, Seniors Coordinator

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Name and Title

Please send the completed Application Form and all required attachments as an e-mail attachment to Local Government Program Services (UBCM) at [lqps@ubcm.ca](mailto:lqps@ubcm.ca).

If you submit by e-mail, hardcopies and/or additional copies of the application are not required. Please submit your application as either a Word or PDF file(s) and note "2018 Age-friendly" in the subject line.