



SENIORS ADVISORY COMMITTEE

Wednesday, February 19, 2020 at 7:00pm
Salmon River Committee Room
4th Floor, 20338 – 65 Avenue, Langley, BC

A G E N D A

Election

Election of Co-Chair for the year 2020
(Bylaw 4700 – 8.1)

Page

A. APPROVAL AND RECEIPT OF AGENDA ITEMS

1. Seniors Advisory Committee – February 19, 2020

Recommendation that the Seniors Advisory Committee approve the agenda and receive the agenda items of the February 19, 2020 meeting.

B. ADOPTION OF MINUTES

1-7

1. Seniors Advisory Committee – December 18, 2019 January 22, 2020

Recommendation that the Seniors Advisory Committee adopt the Minutes of the December 18, 2019 meeting.

Recommendation that the Seniors Advisory Committee receive the Notes of the January 22, 2020 meeting.

C. DELEGATIONS AND PRESENTATIONS

D. REPORTS

1. Co-Chair Reports

E. CORRESPONDENCE

Page

F. WORK PROGRAM

8-18

1. 2020 Work Plan

Finalize the 2020 Work Plan, including continuation of the discussion on the possible re-naming of the Seniors Advisory Committee pursuant to Council's November 4, 2019 motion:

That the possible re-naming of the Seniors Advisory Committee to the "Seniors and Social Planning Advisory Committee", or potential other name, be referred to the Seniors Advisory Committee for discussion with the 2020 work plan.

The list of 2020 Work Plan ideas raised at the January 22, 2020 meeting, along with additional background information, the potential SAC role, and the potential timing, is provided for information.

G. COUNCIL REFERRALS

H. OTHER BUSINESS AND ITEMS FOR INFORMATION

1. SAC Picture

I. NEXT MEETING

Date: March 18, 2020
Location: Salmon River Committee Room
4th Floor, 20338 – 65 Avenue
Time: 7:00 pm

J. TERMINATE

Township of
Langley



Est. 1873

SENIORS ADVISORY COMMITTEE

Wednesday, December 18, 2019 at 11:00am
Salmon River Committee Room
4th Floor, 20338 – 65 Avenue, Langley, BC

MINUTES

Present:

Councillor P. Arnason (Council Co-Chair)
Councillor S. Ferguson (Council Co-Chair)

E. Brett, M. Gill, and S. Hedao

Staff:

P. Ward, Strategic/Social Planner
K. Stepto, Recording Secretary

A. APPROVAL AND RECEIPT OF AGENDA ITEMS

1. Seniors Advisory Committee – December 18, 2019

Moved by E. Brett,
Seconded by M. Gill,
That the Seniors Advisory Committee approve the agenda and receive the
agenda items of the December 18, 2019 meeting.
CARRIED

B. ADOPTION OF MINUTES

1. Seniors Advisory Committee – November 20, 2019

Moved by M. Gill
Seconded by E. Brett,
That the Seniors Advisory Committee adopt the Minutes of the November 20,
2019 meeting.
CARRIED

C. DELEGATIONS AND PRESENTATIONS

D. REPORTS**1. Co-Chair Reports**

Councillor Arnason thanked the members for their contribution to the committee and wished everyone a Merry Christmas.

Councillor Ferguson commented on the good work that the committee has accomplished this year, and further noted that representatives from the Langley Senior Resources Society recently met with Tamara Jansen, MP, and discussion included a potential senior's caucus.

E. CORRESPONDENCE**F. WORK PROGRAM****1. Seniors Advisory Committee 2019 Annual Report**

The revised 2019 SAC Annual Report was presented to the committee for review.

MOTION

Moved by S. Hedao,

Seconded by M. Gill,

That the Seniors Advisory Committee receive and endorse the SAC 2019 Annual Report and ask staff to forward to Council.

CARRIED

G. COUNCIL REFERRALS**1. Seniors Advisory Committee Re-Naming**

At its November 4, 2019 regular afternoon meeting, Council passed the following motion:

That the possible re-naming of the Seniors Advisory Committee to the "Seniors and Social Planning Advisory Committee", or potential other name, be referred to the Seniors Advisory Committee for discussion with the 2020 work plan.

MOTION

Moved by S. Shashank,

Seconded by M. Gill,

That the Seniors Advisory Committee receive the Council referral regarding renaming the Seniors Advisory Committee and refer the matter to the January meeting for further discussion with the 2020 Work Plan.

CARRIED

H. **OTHER BUSINESS AND ITEMS FOR INFORMATION**

I. **NEXT MEETING**

Date: Wednesday, January 22, 2020
Location: Salmon River Committee Room
4th Floor, 20338 – 65 Avenue
Time: 7:00 pm

J. **TERMINATE**

Moved by E. Brett,
Seconded by S. Hedao,
That the meeting terminate at 11:35am.
CARRIED

CERTIFIED CORRECT:

Community Representative Co-Chair

Council Representative Co-Chair

Township of
Langley



Est. 1873

SENIORS ADVISORY COMMITTEE

Wednesday, January 22, 2020 at 7:00pm
Salmon River Committee Room
4th Floor, 20338 – 65 Avenue, Langley, BC

NOTES

Present:

Councillor P. Arnason (Council Co-Chair)
Councillor S. Ferguson (Council Co-Chair)

E. Brett, L. Gates, G. Larson, and S. Martin

Staff:

P. Ward, Strategic/Social Planner
K. Stepto, Recording Secretary

Code of Ethics Signing

Members signed the *"Code of Ethics, Confidentiality, and Conflict of Interest for Council Members and Appointees"*

As no quorum was present, Notes only were taken.

A. APPROVAL AND RECEIPT OF AGENDA ITEMS

1. Seniors Advisory Committee – January 22, 2020

The Seniors Advisory Committee agenda of the January 22, 2020 meeting was accepted, as presented.

B. ADOPTION OF MINUTES

1. Seniors Advisory Committee – December 18, 2019

The Seniors Advisory Committee Minutes of the December 18, 2019 meeting were accepted, as presented

C. DELEGATIONS AND PRESENTATIONS

D. REPORTS

1. Co-Chair Reports

Councillor Ferguson acknowledged the passing of Debbie Froese, wife of Mayor Froese, on January 9, 2020. A Celebration of Life is scheduled for January 24, 2020 at Christian Life Assembly.

Councillor Ferguson further reported that he will be attending the City of Langley Mayor's Gala on behalf of the Langley Seniors Resources Society.

Councillor Arnason reported that she attended a discussion with Fraser Health and other municipalities regarding health care.

Round table introductions took place.

E. CORRESPONDENCE

F. WORK PROGRAM

1. 2020 Work Plan

P. Ward facilitated a brainstorming session regarding the 2020 Work Plan, including a discussion on the possible re-naming of the Seniors Advisory Committee, pursuant to Council's November 4, 2019 motion:

That the possible re-naming of the Seniors Advisory Committee to the "Seniors and Social Planning Advisory Committee", or potential other name, be referred to the Seniors Advisory Committee for discussion with the 2020 work plan.

Discussion ensued regarding the re-naming of the committee and the following comments were provided:

- Changing the name of the committee may entice more residents to apply to participate on the committee
- The Age-friendly Strategy and the work of the committee has intergenerational considerations
- The "Social Planning and Seniors Advisory Committee" was suggested
- "Social planning" is a broad and potentially ambiguous term
- The "Age-friendly Advisory Committee" was suggested
- The name of the committee should reflect its purpose and mandate in its terms of reference

Action: This topic will be discussed further at the February meeting.

A Work Plan template, populated with potential projects identified in the Seniors Advisory Committee 2019 Annual Report, was provided for information. In addition to participating in the preparation of the Age- and Dementia-friendly Action Plan and the Housing Needs Report (the two projects identified in the 2019 Annual Report), the following potential projects were raised:

F. WORK PROGRAM

- Receive an update on the Communications Strategy
- Support or implement activities during Seniors Week
- Review and make recommendations on intergenerational programs
- Provide input on seniors recreational activities
- Consider a hidden mobility disability pilot project
- Provide input on the hospital standards parking assessment
- Provide input into micro-transit service and emerging ride hailing options
- Convene a transit round table with TransLink
- Receive a presentation on pedestrian safety
- Review current transportation standards in consideration of increased mobility scooter use
- Provide input into accessible / adaptable housing policies
- Consider opportunities to increase affordable housing
- Consider sponsoring or co-hosting a workshop or job fair on senior employment opportunities
- Identify opportunities for a community health care model
- Collaborate on a redevelopment plan for the Langley Memorial Hospital site
- Receive an update on the Social Sustainability Strategy

Action: The Work Plan will be discussed further at the February meeting.

G. COUNCIL REFERRALS

H. OTHER BUSINESS AND ITEMS FOR INFORMATION

1. **Terms of Reference**

Seniors Advisory Committee Terms of Reference provided for review.

2. **2020 Meeting Schedule**

Provided on table for information.

3. **2020 Membership List**

Provided on table for information.

4. **SAC Picture**

Deferred to the February meeting.

I. **NEXT MEETING**

Date: February 19, 2020
Location: Salmon River Committee Room
4th Floor, 20338 – 65 Avenue
Time: 7:00 pm

J. **TERMINATE**

The meeting terminated at 8:38pm.

CERTIFIED CORRECT:

Community Representative Co-Chair

Council Representative Co-Chair

Seniors Advisory Committee 2020 Work Plan Ideas

The following items were raised as potential 2020 projects at the January 22, 2020 SAC meeting, and, in some cases, include additional details submitted in writing at and following the meeting. For potential projects that correspond to existing strategies identified in the Age-friendly Strategy (AFS), the theme, strategy number, and timeframe are noted.

1. **Age- and Dementia-friendly Action Plan**

Background: With SAC's endorsement in 2019, the Township has applied for grant funding to support the development of an Age- and Dementia-friendly Action Plan, as an update to the existing AFS Implementation Plan.

Potential SAC role:

- Establish the project Task Force, including deliberation on the recruitment and selection process
- Participate on the project Task Force, providing input and feedback at key points during the project (see attached project and task force terms of reference for more information)

Potential timing: Early 2020 – Late 2020

2. **Housing Needs Report**

AFS: Housing – Strategies #1 – #7 (Short – Long Term)

Background: The Township is undertaking a Housing Needs Report to better understand existing and projected gaps in housing supply.

Potential SAC role: Receive a presentation on initial project findings, and share thoughts and information on housing-related matters in the Township.

Potential timing: Early 2020

3. **Township Communications Strategy**

AFS: Communication & Information – Strategy #3 (Short Term)

Background: The Township is currently preparing a communications strategy.

Potential SAC role: Receive an update on the project, particularly information related to seniors.

Potential timing: Early 2020

4. **Seniors Week**

AFS: Respect & Social Inclusion – Strategy #3 (Medium Term)

Background: The Township delivers various recreation and social programs and events during Seniors Week (the first week of June).

Potential SAC role: Support or implement programs or activities associated with Seniors Week, including a potential seniors' resource fair.

Potential timing: Early 2020 – Mid 2020

5. **Social Sustainability Strategy Project Update**

Background: The Township is in the final phase of the process to prepare a Social Sustainability Strategy, a comprehensive plan for social well-being. The SAC participated in the project in 2018 by establishing the project task force and received an update on the project in 2019.

Potential SAC role: Receive an update on the project and provide feedback.

Potential timing: Mid 2020

6. Accessible / Adaptable Housing Policies

AFS: Housing – Strategy #1 (Short Term)

Background: The AFS recommends the regular review and update of the adaptable housing policy.

Potential SAC role: Strategic participation further to the housing needs assessment with respect to broadly implementing SAFER standards, accessibility enhancements, and a strategic review of our current Adaptable Housing Policy as the seniors demographic increases. Liaise with Township staff in order to advance the number of accessible/adaptable units in all new rental buildings and affordable housing developed in the Township.

Potential timing: Late 2020

7. Affordable Housing

AFS: Housing – Strategies #2 and #5 (Short and Medium Term)

Background: The AFS recommends implementation of the Housing Action Plan as well as work with the development community and other levels of government to encourage affordable housing.

Potential SAC role: Continue to work with Township staff to ensure the creation of more affordable housing options by proactively pursuing senior government funding and reviewing strategic Township opportunities to leverage land or other policies to enhance the financial viability of such plans, in order to enhance the number of over-all units throughout the Township. Review of developed options and strategies with potential recommendations to be conducted by SAC.

Potential timing: Late 2020

8. Micro-Transit Service and Emerging Ride Hailing Options

AFS: Transportation – Strategy #4 (Short Term)

Background: The AFS includes recommendations regarding improved transit service. On December 16, 2019, Council directed staff to report on the potential implementation of a micro-transit pilot project by TransLink within the Township.

Potential SAC role: Co-ordinate a potential recommendation regarding community shuttle options and a multi-modal transportation approach.

Potential timing: To be determined

9. Transit Round Table

AFS: Transportation – Strategy #4 (Short Term)

Background: The AFS recommends community outreach to identify underserved areas and services.

Potential SAC role: Engage in exploration of potentially hosting a “round table” based on facilitated dialogue with TransLink to address, among other items, identified HandyDART gaps and concerns as expressed by SAC in 2019.

Potential timing: To be determined

10. Seniors Recreational Activities

AFS: Social Participation – Strategy #2 (Short Term)

Background: Parks and Recreation continually reviews its programs and event offerings. Note that SAC received presentations from Parks and Recreation staff on programs for older adults in 2017 and 2019.

Potential SAC role: Make recommendations on necessary programs to meet the needs, such as community challenges, community walks/runs for specific causes, and PARTICIPATION programs.

Potential timing: To be determined

11. Community Health Care Model

AFS: Community Support & Health Services – Strategy #1 (Short Term)

Background: The AFS recommends supporting Fraser Health and community service providers in addressing community health needs.

Potential SAC role: Liaise with Fraser Health, Healthier Community Partnership, Langley Division of Family Practice, and Township staff in order to identify opportunities for siting comprehensive interdisciplinary primary health care facilities within local communities in the Township.

Potential timing: To be determined

12. Inter-generational programs

AFS: Respect & Social Inclusion – Strategy #4 (Medium Term)

Background: The AFS recommends the development of programs and initiatives that bring multiple generations together, and the Township has piloted such initiatives in the past.

Potential SAC role: Review, identify and recommend appropriate programs and initiatives that can be implemented at established events, such as hot lunch days, reading to elementary / K-classrooms, PAC assistance (finance and accounting), field trips / crosswalks, and band / concert assistance.

Potential timing: To be determined

13. Pedestrian Safety

AFS: Transportation – Strategy #6 (Medium Term)

Background: The AFS recommends a pedestrian safety evaluation.

Potential SAC role: Receive a presentation on pedestrian safety, and the “pedestrian delay model” for light signalization and “traffic refuge islands” as potential components of a pilot project in the Township.

Potential timing: To be determined

14. Mobility Transportation

AFS: Transportation – Strategy #8 (Long Term)

Background: The AFS recommends considering the increased use of motorized scooters when reviewing road, sidewalk, and trail design standards.

Potential SAC role: Incorporate scooters and the expanding use of other mobility devices for immediate analysis to accelerate the timeline for review in current Age-friendly Strategy. Township staff to coordinate with SAC on assessments and review of current standards for consideration of amendments to design standards in the Township to reflect an age-friendly “lens.”

Potential timing: To be determined

15. Seniors Employment

AFS: Civic Participation & Employment – Strategy #7 (Long Term)

Background: The AFS includes actions that encourage local businesses to identify employment positions for older adults.

Potential SAC role: Consider sponsoring or co-hosting a workshop or job fair on senior employment opportunities by liaising with senior-service stakeholder agencies such as the Langley Seniors Community Action Table, the Langley Seniors Resources Society and other identified senior-serving agencies.

Potential timing: To be determined

16. Redevelopment of Langley Memorial Hospital Site

AFS: Community Support & Health Services – Strategy #6 (Long Term – Ongoing)

Background: The AFS recommends collaborating with Fraser Health in preparation of a Master Site Plan for the Langley Memorial Hospital.

Potential SAC role: Liaise with Fraser Health, Langley Memorial Hospital Foundation, and Township staff in order to inform “Age-friendly” values such as “aging in place” with respect to creating a viable and vibrant re-design of the existing hospital site to include housing and campus of care with focussed geriatric programmes and other complementary disciplines, further to the focus and interests of SAC.

Potential timing: To be determined

17. Invisible Disability Pilot Project

Background: In 2019, the SAC received a presentation on hidden mobility disability, which included suggestions for potential pilot projects.

Potential SAC role: Moving forward with project analysis and potential implementation based on partnering with a local developer and the Healthier Community Partnership, in order to coordinate a design and budget for a business plan to include design elements such as benches, informal seating, as well as way-finding signage.

Potential timing: To be determined

18. Hospital Standards Parking Assessment

Background: On May 13, 2019 Council authorize staff to review the Township’s parking requirements for “Government Institutional Buildings” and, if warranted, present an amendment to the Zoning Bylaw to define specific parking requirements for “Hospitals” for Council consideration.

Potential SAC role: Provide input into any recommended changes / amendments to hospital parking criteria.

Potential timing: To be determined

TOWNSHIP OF LANGLEY AGE- AND DEMENTIA-FRIENDLY ACTION PLAN

Terms of Reference

1.0 INTRODUCTION

Age-friendly communities support and enable people to age with dignity, respect, and independence, and promote the inclusion of older adults in all areas of community life. Dementia-friendly communities complement age-friendly initiatives by adding nuance and depth with respect to the needs of people with dementia.

1.1 Purpose of the Age- and Dementia-friendly Action Plan

Building on the Township's Age-friendly Strategy that was approved by Council in 2014, the Age- and Dementia-friendly Action Plan (the "Action Plan") would provide clear, straight-forward actions that would help the Township become a more age- and dementia-friendly community. This Action Plan would update and replace the existing Age-friendly Strategy Implementation Plan that was finalized in 2015 in order to integrate age- and dementia-friendly concepts. It is anticipated that the actions identified in the Action Plan would be implemented over a five- to ten-year timeframe.

1.2 Purpose of this Document

This document outlines the Terms of Reference to guide the preparation of the Age- and Dementia-friendly Action Plan. The Terms of Reference provide an understanding of the process, deliverables, and estimated schedule for the project.

2.0 BACKGROUND

In September 2014, Council approved the Age-friendly Strategy, which provides a number of strategies to create an age-friendly community. Based on the work undertaken as part of the Age-friendly Strategy, in June 2015, the Seniors' Healthy Living Secretariat of the Provincial Ministry of Health formally recognized the Township as an age-friendly community under the Age-friendly BC Recognition program. In November 2015, an Age-friendly Strategy Implementation Plan was completed to advance the overall Strategy by updating and refining the strategies and providing clear, straight-forward actions over a ten-year timeframe.

In 2018, the Township's Seniors Advisory Committee (the "SAC") began to explore dementia. Dementia is an overall term for a set of symptoms that are caused by disorders affecting the brain, including memory loss and difficulties with thinking, problem-solving or language, severe enough to reduce a person's ability to perform everyday activities. Age is the strongest known risk factor for dementia, but some younger people, in their 40s or 50s, are diagnosed with early onset. After the age of 65, the risk of developing dementia doubles approximately every 5 years. There are approximately 1,800 people living with dementia in the Langley area, and due to the aging population, these numbers are projected to rise to an estimated 3,200 people in 2030.

At its May 15, 2019 meeting, the SAC received a presentation from a representative with the Alzheimer Society of B.C. who provided an overview of its Dementia-friendly Communities

initiative. Dementia-friendly communities support people with dementia to participate in their community to the fullest extent possible by addressing barriers in the social and built environment. The Society's initiative provides a guide for municipalities in working towards a dementia-friendly community through the following general process:

- Partnering with the Society in offering a dementia-friendly education session to Council, municipal staff, and the general public;
- Setting up a dementia-friendly working group;
- Developing a dementia-friendly action plan or applying a dementia-friendly lens to an existing age-friendly plan;
- Implementing the action plan; and
- Staying accountable.

After considering this initiative and the fact that the Union of BC Municipalities (UBCM) has historically made available grant funding to support dementia-friendly community work, the SAC passed the following motion at its June 19, 2019 meeting:

That the Seniors Advisory Committee recommends a future application to the UBCM Age-friendly Communities Grant Program to assist the Township in working towards becoming a dementia-friendly community, by applying a dementia-friendly lens to its existing Age-friendly Strategy.

3.0 SCOPE OF WORK

The scope of work includes public and stakeholder engagement, best practice research, and analysis to support the development of an Age- and Dementia-friendly Action Plan. The aims of the work are to:

- Identify current and emerging issues related to aging and dementia in the Township
- Develop actions that address the identified issues in keeping with the Township's role as a local government and opportunities to collaborate with other organizations

It is anticipated that the Action Plan will follow the framework established by the Age-friendly Strategy, exploring potential actions across eight themes:

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

The existing Age-friendly Strategy Implementation Plan (the "Implementation Plan") will be used as basis for developing the actions in the new Age- and Dementia-friendly Action Plan. Actions in the Implementation Plan that are not yet complete and, based on this work, are still considered appropriate, will be analyzed through a dementia-friendly lens and refined as

required. This planning process may also identify new actions that would help the Township become a more age- and dementia-friendly community.

3.1 Community Engagement Program

The community engagement program has been designed to integrate the goals and recommendations of the Public Engagement Strategy (endorsed by Council on March 21, 2016). The engagement program will include engagement with a Dementia-friendly Task Force and, more broadly, the general public and local stakeholders.

3.1.1 Dementia-friendly Task Force

A Dementia-friendly Task Force will be formed to provide guidance and input. The purpose and role of the Task Force are outlined in its separate Terms of Reference.

3.1.2 General Public and Local Stakeholders

The general public and local stakeholders will have various opportunities to learn about and contribute to the development of the Action Plan. The general public is generally comprised of Township residents, workers and other interested individuals. In the case of this project, seniors, people living with dementia, and caregivers will be specifically targeted to participate in the engagement activities. For this project, local stakeholders are generally comprised of non-profit associations, community groups, the health authority, the business community, and faith and cultural groups.

Engagement opportunities for the general public and local stakeholders may include, but are not limited to, community forums, focus groups, and open houses. Communication methods to advertise the engagement opportunities may include, but are not limited to, website updates, social media posts, email, newspaper advertisements, and press releases.

3.2 Work Program

The work program consists of three key phases of work:

- Phase 1: Initiating and Framing the Project
- Phase 2: Exploring the Issues and Ideas for Action
- Phase 3: Developing the Action Plan

Phase 1: Initiating and Framing the Project

Overview:

Phase 1 of the work program involves:

- The establishment of the Dementia-friendly Task Force
- A review of the current Age-friendly Strategy Implementation Plan, in consultation with the Seniors Advisory Committee and/or the Dementia-friendly Task Force and various Township departments, to consider implementation successes and challenges and provide a framework for the dementia-friendly planning work

- Research on emerging age-friendly issues and best practices, and specifically the dementia-friendly work undertaken in other municipalities
- Community engagement and communications to raise awareness about the project and dementia

Community and Staff Engagement:

Phase 1 will include one or more Task Force meetings and a “dementia friends community forum” co-hosted by the Alzheimer Society of B.C. for the public, local stakeholders, Township staff, and Township Council.

Estimated Schedule:

The Phase 1 work is estimated to take approximately three months to complete.

Phase 2: Exploring the Issues and Ideas for Action

Overview:

Phase 2 of the work program involves community engagement and, as required, additional research to surface existing community strengths and challenges related to dementia and aging as well as to generate ideas for action.

Community and Staff Engagement:

Phase 2 will include one or more Task Force meetings, focus groups for the general public and local stakeholders, and focus groups for Township staff.

Estimated Schedule:

The Phase 2 work is estimated to take approximately four months to complete.

Phase 3: Developing the Action Plan

Overview:

Phase 3 of the work program involves drafting the Action Plan based on all of the work completed in the previous phases, along with additional community and staff engagement. Phase 3 concludes with Council’s consideration of the draft Action Plan.

Community and Staff Engagement:

Phase 3 will include one or more Task Force meetings, and an event for the general public and stakeholders to learn about and provide feedback on the early directions for the draft Action Plan. Township staff will be engaged on an ongoing basis during the preparation of the draft Plan.

Estimated Schedule:

The Phase 3 work is estimated to take approximately five months to complete.

4.0 PROJECT MANAGEMENT

The Community and Policy Planning Department will be responsible for managing the work program. To support the preparation of the Action Plan, the Alzheimer Society of B.C. will assist by providing guidance and input and external consultant(s) will be drawn upon to augment staff resources and provide expertise.

5.0 PROJECT DELIVERABLES

The project will culminate with the development of, for Council's consideration, a draft Age- and Dementia-friendly Action Plan that provides clear, straight-forward actions to help the Township become a more age- and dementia-friendly community. The Action Plan should contain, but is not limited to, the following components:

- An introductory section that outlines the purpose of the Action Plan and its relationship to the Age-friendly Strategy
- A summary of the process for preparing the Action Plan
- An overview of the roles and responsibilities of the Township and its key partners
- A list of recommend actions and potential partners
- An implementation section that outlines an ongoing monitoring and reporting program

TOWNSHIP OF LANGLEY DEMENTIA-FRIENDLY TASK FORCE

Terms of Reference

1.0 INTRODUCTION

To provide guidance and input into the preparation of the Age- and Dementia-friendly Action Plan, a Dementia-friendly Task Force will be established by the Seniors Advisory Committee, subject to Council's approval, consistent with Council Advisory Committee Establishment Bylaw 2008 No. 4700 and Council Policy 01-008 (Appointments to Committees, Boards, and Task Forces).

1.2 Purpose of this Document

This document outlines the Terms of Reference for the Dementia-friendly Task Force (the "Task Force"). The Terms of Reference provide an understanding of the purpose, expected term of service, membership composition, the means by which prospective members will be sought and appointed to the Task Force, meeting frequency/schedule, and necessary staff support.

2.0 PURPOSE

The purpose of the Task Force is to support the broader community engagement program for the development of the Age- and Dementia-friendly Action Plan (the "Action Plan") by providing input and feedback at key points during the project. Specifically, the Task Force will support the preparation of the Action Plan by:

- Helping to identify existing strengths, challenges, trends, and opportunities
- Brainstorming ideas for action
- Providing feedback on the early directions for the draft Action Plan
- Helping to raise broader community awareness about the process to prepare the Action Plan

As the Task Force will not be responsible for generating any reports, information, or recommendations, the Task Force will be non-voting and, as such, selecting a chair and establishing quorum will not be necessary.

2.1 Expected Term of Service

The Task Force will exist for the entire length of the planning process, which is anticipated to take one year, with the start and end of the process contingent upon the timing of UBCM Age-friendly Communities Program grant funding. The Task Force will be disbanded upon completion of a draft Action Plan for Council's consideration.

3.0 MEMBERSHIP

The Task Force should consist of about 8 to 12 members, and include members of the Seniors Advisory Committee (including the Fraser Health Authority representative), the Council representatives to the Seniors Advisory Committee, a representative from the Alzheimer Society of B.C., and at least one person living with dementia. Other members of the Task Force could

include caregivers for people with dementia and representatives of local organizations serving or engaging with seniors or people with dementia.

3.1 Recruitment and Selection Process

Members of the Seniors Advisory Committee, with the support of Township and Alzheimer Society of B.C. staff, will be responsible for identifying potential Task Force members through networks of community members and local stakeholders groups (e.g. non-profit associations, community groups, the health authority, the business community, and faith and cultural groups). The Seniors Advisory Committee will then select the Task Force members for Council's review and approval.

4.0 MEETING FREQUENCY / SCHEDULING

The Task Force will meet approximately six times over the length of the planning process, which may be held in lieu of a Seniors Advisory Committee meeting (or a portion of the meeting).

5.0 STAFF SUPPORT

Township staff, with support from an external consultant, will facilitate the participation and contributions of the Task Force by:

- Scheduling the meetings and preparing the agendas
- Attending the meetings to facilitate the discussion, provide technical advice, and obtain input
- Preparing summary notes of meetings