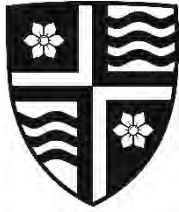


Township of  
**Langley**



Est. 1873

## REPORT TO MAYOR AND COUNCIL

**PRESENTED:** OCTOBER 7, 2019 - REGULAR AFTERNOON MEETING  
**FROM:** COMMUNITY DEVELOPMENT DIVISION  
**SUBJECT:** AGE- AND DEMENTIA-FRIENDLY ACTION PLAN  
TERMS OF REFERENCE

**REPORT:** 19-150  
**FILE:** LSP00012

### RECOMMENDATIONS:

**That** Council approve the Terms of Reference for the preparation of an Age- and Dementia-friendly Action Plan and the establishment of a Dementia-friendly Task Force by the Seniors Advisory Committee, in the form presented substantially as Attachments A and B to this report, respectively;

**That** Council amend Section 8.0 – Task Forces of the Terms of Reference for the Seniors Advisory Committee, by replacing the words “a maximum of 90 days” with the words “a maximum of 180 days unless approved by Council”; and further

**That** Council authorize staff to submit an application to the UBCM Age-friendly Communities Program and indicate support for the age- and dementia-friendly planning work.

### EXECUTIVE SUMMARY:

Based on recent work undertaken by the Seniors Advisory Committee (SAC), staff have prepared, for Council’s consideration, Terms of Reference for the preparation of an Age- and Dementia-friendly Action Plan (Attachment A) and the establishment of a Dementia-friendly Task Force (Attachment B). Building on the Township’s Age-friendly Strategy that was approved by Council in 2014, the Age- and Dementia-friendly Action Plan would update the existing Implementation Plan that was finalized in 2015 in order to integrate dementia-friendly concepts. Dementia-friendly concepts complement age-friendly initiatives by adding nuance and depth with respect to the needs of people with dementia.

In broad terms, the Age- and Dementia-friendly Action Plan would identify current and emerging issues related to both aging and dementia in the Township, and recommend actions that reflect the Township’s role as a local government and opportunities to collaborate with other organizations. As detailed in the project Terms of Reference, the preparation of the Action Plan will consist of three phases of work over approximately one year, involving research, analysis, and community engagement. The Alzheimer Society of B.C. will support the project by providing guidance and input, and external consultant(s) will be drawn upon to augment staff resources and provide expertise.

In keeping with the process recommended by the Alzheimer Society of B.C. in developing dementia-friendly plans, a Dementia-friendly Task Force will be established by the SAC to provide guidance and input into the preparation of the Action Plan. As detailed in the Task Force Terms of Reference, the Task Force should consist of about 8 to 12 members, and include members of the SAC (including the Fraser Health Authority representative), the Council representatives to the SAC, 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. As the Task Force will need to exist for the entire length of the planning process, an amendment to the Terms of Reference for the SAC is required in order to extend the maximum duration of a task force beyond the current 90 days.

To provide funding for the project, staff have prepared, in consultation with the SAC, a grant application to the Union of British Columbia Municipalities (UBCM) Age-friendly Communities Program, which can provide up to \$25,000 to support developing or updating age-friendly plans. A Council resolution authorizing the submission of the grant application and indicating support for the age- and dementia-friendly planning work is a requirement of the UBCM application criteria. Should Council authorize staff to submit the grant and the Township be successful with the application, staff will commence the work outlined in the project Terms of Reference. The deadline for the submission of applications is January 17, 2020.

**PURPOSE:**

The purpose of this report is to obtain Council's approval of the Terms of Reference for the preparation of an Age- and Dementia-friendly Action Plan (Attachment A), the Terms of Reference for the formation of a Dementia-friendly Task Force (Attachment B), and the submission of an application to the UBCM Age-friendly Communities program for grant funding.

### **BACKGROUND/HISTORY:**

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 (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 five 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.*

At its September 17, 2019 meeting, staff presented for SAC's review and input draft Terms of Reference for the preparation of an Age- and Dementia-friendly Action Plan and the formation of a Dementia-friendly Task Force, and SAC passed the following motion:

*That the Seniors Advisory Committee endorse the draft Terms of Reference for the Age- and Dementia-friendly Action Plan and the Dementia-friendly Task Force.*

### **DISCUSSION/ANALYSIS:**

In consultation with SAC, staff have prepared, for Council's consideration, Terms of Reference for the preparation of an Age- and Dementia-friendly Action Plan (Attachment A) and the establishment of a Dementia-friendly Task Force (Attachment B). Building on the Township's Age-friendly Strategy, the Age- and Dementia-friendly Action Plan would update the existing Implementation Plan that was finalized in 2015 in order to integrate dementia-friendly concepts. Dementia-friendly concepts complement age-friendly initiatives by adding nuance and depth with respect to the needs of people with dementia.

#### Project Terms of Reference:

The project Terms of Reference (Attachment A) are intended to guide the preparation of the Age- and Dementia-friendly Action Plan, providing an understanding of the process, deliverables, and estimated schedule for the project.

In broad terms, the Age- and Dementia-friendly Action Plan would identify current and emerging issues related to both aging and dementia in the Township, and recommend actions that reflect 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 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.

The three-phase process to prepare the Action Plan is anticipated to take one year to complete, and will involve research, analysis, and community engagement. The community engagement program has been designed to integrate the goals and recommendations of the Public Engagement Strategy, and will include engagement with a Dementia-friendly Task Force and, more broadly, the general public and local stakeholders. 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.

Task Force Terms of Reference:

In accordance with Council Policy 01-008 (Appointments to Committees, Boards, and Task Forces), the Terms of Reference for the Dementia-friendly Task Force 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.

Consistent with the process recommended by the Alzheimer Society of B.C. in developing dementia-friendly plans, a Dementia-friendly Task Force, with a representative from the Society and a person living with dementia, will be established by the SAC to provide guidance and input. 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.

The Task Force should consist of about 8 to 12 members, and include members of the SAC (including the Fraser Health Authority representative), the Council representatives to the SAC, 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. Members of the SAC, 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 SAC will then select the Task Force members for Council's review and approval, in accordance with Council Advisory Committee Establishment Bylaw 2008 No. 4700.

The Task Force will meet approximately six times over the length of the planning process, and Task Force meetings may be held in lieu of a SAC meeting (or a portion of the meeting). The Task Force will be disbanded upon completion of a draft Action Plan for Council's consideration.

Seniors Advisory Committee Terms of Reference:

The Terms of Reference for the SAC currently provides for the establishment of a task force for a maximum of 90 days. As the Dementia-friendly Task Force will need to exist for the entire length of the planning process (approximately one year), an amendment to the Terms of Reference for the SAC is required. Thus, it is proposed that Section 8.0 – Task Forces be amended by replacing the words “a maximum of 90 days” with the words “a maximum of 180 days unless approved by Council.” Section 8.0 of the Terms of Reference currently state:

*The Committee may establish a task force for a specific purpose with duration of up to a maximum of 90 days to undertake special projects which may require extended consultation, review and planning, subject to prior approval by Council.*

After the proposed amendment, Section 8.0 would state:

*The Committee may establish a task force for a specific purpose with duration of up to a maximum of 180 days unless approved by Council to undertake special projects which may require extended consultation, review and planning, subject to prior approval by Council.*

The amendment makes the SAC Terms of Reference consistent with Section 15.1 of Council Advisory Committee Establishment Bylaw 2008 No. 4700 which states “each Advisory Committee may establish, subject to the approval of Council, a Task Force for specific purpose that has a maximum one hundred and eighty (180) days duration unless Council approves within the Advisory Committee’s Terms of Reference a different term for the Task Force.”

#### UBCM Age-friendly Communities Program

The Union of British Columbia Municipalities (UBCM) is currently accepting applications to the Age-friendly Communities grant program, which can provide up to \$25,000 to support developing or updating age-friendly plans. A Council resolution authorizing the submission of the grant application and indicating support for the age- and dementia-friendly planning work is a requirement of the UBCM application criteria. The deadline for the submission of applications is January 17, 2020.

#### **FINANCIAL IMPLICATIONS:**

The Age-friendly Communities grant program does not require local governments to provide additional funding or support, and it is anticipated that the \$25,000 maximum grant available would be sufficient cover the project costs.

Should the Township receive the grant funding, the social planning function of the Community and Policy Planning Department will be responsible for managing the work program and grant funds. As the social planning function is already operating at full capacity with other major projects (such as the Social Sustainability Strategy, Child Care Space Creation Action Plan, and Housing Needs Report), external consultants will likely be drawn upon to augment staff resources and provide technical expertise. Consulting costs are eligible expenditures under the UBCM grant program. The Alzheimer Society of B.C. will also assist with the project by providing guidance and input.

This report seeks to obtain Council’s approval of the Terms of Reference for the preparation of an Age- and Dementia-friendly Action Plan (Attachment A), the Terms of Reference for the formation of a Dementia-friendly Task Force (Attachment B), and the submission of an application to the UBCM Age-friendly Communities program for grant funding. Should Council approve the Terms of Reference and authorize staff to submit the grant, and should the Township be successful with the grant application, staff will aim to commence the work immediately.

Respectfully submitted,

Patrick Ward  
 STRATEGIC/SOCIAL PLANNER  
 for  
 COMMUNITY DEVELOPMENT DIVISION

ATTACHMENT A      Draft Age- and Dementia-friendly Action Plan Terms of Reference  
 ATTACHMENT B      Draft Dementia-friendly Task Force Terms of Reference

**ATTACHMENT A****TOWNSHIP OF LANGLEY  
AGE- AND DEMENTIA-FRIENDLY ACTION PLAN****Draft Terms of Reference**

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**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 five 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

**ATTACHMENT B****TOWNSHIP OF LANGLEY  
DEMENTIA-FRIENDLY TASK FORCE****Draft Terms of Reference**

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**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