

# **Age-Friendly Newfoundland and Labrador Communities Program Guidelines**



**Department of Children, Seniors and Social Development**

Available in alternate formats

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**Disclaimer:** The Department of Children, Seniors and Social Development strives to ensure that the contents of this document are relevant and evergreen. As resources, tools and information change, this document will be updated.

## About the Guidelines

Creating an age-friendly province is a responsibility we all share. All levels of government, public health and educational institutions, the business and non-profit sectors, community organizations, as well as individual residents/citizens, need to work together to create communities that are inclusive and accessible across the lifespan and support healthy aging. Active aging is a lifelong process of optimizing opportunities for health, participation and security in order to enhance quality of life across the lifespan.

These guidelines provide direction regarding the broad principles of an age-friendly community (AFC) recommended by the World Health Organization (WHO) and the Pan-Canadian Age-Friendly Communities milestones approach adopted by the Public Health Agency of Canada (PHAC). It explains the characteristics of an AFC and demonstrates how the program helps communities and regions have real conversation about sustainability and aging in place. Age-friendly is also an exemplary policy response to the province's changing demographics.

These guidelines aim to provide communities and regions with clear information and practical resources that enable them to embark on the age-friendly journey within a Newfoundland and Labrador context. These guidelines provide a broad range of tools that can be tailored to your community's needs.

Many other organizations and institutions, in Canada and abroad, have developed many of the resources and tools included in these guidelines, please see the References and Resources section on page 18.

## Background

An age-friendly community designs policies, services and physical spaces to engage people of **all ages and abilities** to actively participate in their physical and social environments. Active aging is a lifelong process of optimizing opportunities for health, participation and security in order to enhance quality of life. While the concept of an age-friendly community is relatively new, it originated over 50 years ago in the field of environmental gerontology.<sup>1</sup>

The World Health Organization (WHO) originally developed the **Global Age-Friendly Cities Project** that brought together 33 cities from around the world that were interested in supporting healthy aging by becoming more age-friendly. A total of four Canadian cities: Saanich, BC; Portage la Prairie, MB; Sherbrooke, QC; and Halifax, NS, participated in this project. The project engaged approximately 1,500 older adults, 250 caregivers and 500 service providers. From the information gathered, the WHO identified eight key pillars/domains of the physical and social environments that need to be considered in the age-friendly process. These are:

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

In 2007, the **Federal, Provincial, Territorial (FPT) Age-Friendly Rural and Remote Communities Initiative** used the same method as the WHO Global Age-Friendly Cities Project, but focused on Canadian communities with populations under 5,000. In total, 10 communities across eight provinces participated. These communities were:

- Clarenville, NL
- Port Hope Simpson, NL
- Guysborough, NS
- Alberton, PE
- Bonnechere, ON
- Gimli, MB
- Turtleford, SK
- High Prairie, AB
- Alert Bay, BC
- Lumby, BC

As a result of this initiative, in 2007, the FPT Ministers Responsible for Seniors endorsed **Age-Friendly Rural and Remote Communities: A Guide** reflecting Canadian views and circumstances.

Working toward creating an age-friendly province is a sound investment. Newfoundland

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<sup>1</sup> Hodge, G. (2008). *The Geography of Aging: Preparing Communities for the Surge in Seniors*. Montreal and Kingston: McGill-Queen's University Press; Lawton, M-P., and Nahemow, L. (1973). Ecology of the aging process, in: C. Eisdorfer and M-P. Lawton (Eds.), *Psychology of Adult Development and Aging*, pp. 619–624. Washington, DC: American Psychological Association.

and Labrador, like many other Canadian jurisdictions, has a rapidly aging population. By 2026, approximately 26 per cent of the province's population will be aged 65 or older<sup>2</sup>. This demographic shift is an opportunity for communities to recognize the importance of making our province more age-friendly by engaging people of all ages to participate in the social, cultural and economic life of their communities.

## What is an Age-Friendly Community?

An age-friendly community is a community where the policies, services and physical spaces are designed to enable people of all ages to actively age in a secure and accessible environment from both a physical and social perspective.

## Age-Friendly Community Pillars and Milestones

The WHO has identified eight key pillars/domains of community life required to become truly age-friendly. These include:

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

Please see Annex A for a list of age-friendly features for each of these domains. These features are meant to give your community ideas on how you can initiate more age-friendly policies, services and/or physical spaces and assist your age-friendly committee in identifying how your community is already age-friendly.

Becoming an age-friendly community and/or region is an ongoing process. To help communities with this process, the Public Health Agency of Canada in collaboration with key partners developed the **Pan-Canadian Age-Friendly Communities Milestones (Milestones)**. These milestones describe the steps a community needs to follow to successfully apply the age-friendly communities model. By adopting a milestones approach, communities and regions can successfully become more age-friendly.

Milestones include:

**Step 1:** Establishing an age-friendly committee that includes the active engagement of older adults.

**Step 2:** Securing council or community leadership support of the age-friendly process.

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<sup>2</sup> Statistics Canada

**Step 3:** Establishing a robust and concrete plan of action that responds to the needs identified by a community assessment.

**Step 4:** Demonstrating commitment to action by publicly posting the action plan.

**Step 5:** Committing to measuring activities, reviewing action plan outcomes and reporting on them publicly.

The Public Health Agency of Canada (PHAC) has put together an **Age-Friendly Communities Implementation Toolbox**, which contains many practical tools and resources to help make your community and/or region more age-friendly. These tools include examples from across Canada of samples, templates and checklists to help you implement and assess your progress in developing your age-friendly community. Some of these tools have been incorporated into these guidelines; however, to access the entire toolbox please visit:

<https://www.canada.ca/en/public-health/services/publications/healthy-living/age-friendly-communities-canada-community-implementation-guide-toolbox.html>.

## The Approach – Pathway

### Establishing an Age-Friendly Community Steering Committee

Creating an age-friendly community is a shared responsibility of all levels of government, all sectors and all citizens working together to create communities that foster policies, services and physical spaces that support active aging.

The first step to creating an age-friendly community is to engage key individuals and organizations in the establishment of an **Age-Friendly Committee**. By getting community buy-in and building a grassroots approach, your committee is more likely to get results.

Look around your community to identify stakeholders who have a direct interest and who are the people in your community who get things done. Having a range of perspectives from various individuals, especially older adults, is essential. It is important to include people with a solid knowledge of the community and people from different socioeconomic groups, various cultural/ethnic groups and those who can support the process by providing voluntary time, space, funds and other resources.

Below is a list of possible key stakeholders you should consider and potential roles or contributions they may bring to your steering committee and planning process. This list is not intended to be exhaustive. Communities should engage representatives that best suit their community's needs.

Potential Key Stakeholders	Contributions
Senior's Clubs/Organizations (i.e. 50+ Clubs)	Help assess community needs and provide volunteer time, share their knowledge and skills
Town Council/Local Service District/Band Council	Help assess community needs, and take the lead on providing administrative resources and recommending/submitting funding applications
Parks and Recreation Departments/Recreation Committees	Help assess community needs, provide time and space for meetings and activities
Economic Development Committees/Chambers of Commerce	Help assess community and local business needs and provide opportunities to collaborate on age-friendly initiatives; offer age-friendly practices and sponsorship opportunities
Local Health Authority	Provide health-related education and help assess community needs
Private/Public Health Service Provides (i.e. physiotherapist, chiropractors, massage therapist etc.)	Provide health-related educational talks and other services to promote aging well in place
Private/Public Colleges and Educational Institutions	Assign voluntary interns from nutrition, exercise physiology and community health programs for field experiences in intergenerational activities and events; provide age-friendly facilities for walking or other activities
Fitness Centres (i.e. YMCA)	Provide space or an instructor for health and wellness activity programs
Faith-Based Institutions	Help assess the community and provide volunteer time and space for meetings and activities
Community Newspapers/Cable/Radio Shows	Free or low-cost advertisements, articles or public service announcements for age-friendly events and programs
Community Organizations/Centres	Help assess the community and provide volunteer time and space for meetings and activities
Community Advocacy Groups (i.e. Status of Women, SPCA)	Help assess the community and provide volunteer time from membership for age-friendly activities
Police Services	Help assess community needs and provide safety education/awareness talks to combat financial fraud, elder abuse, violence etc.
Residents/Citizens	Volunteering to share their knowledge and management skills

**Securing Support**

Getting your council, local service district and/or band council to pass a resolution in favour of actively supporting, promoting and working towards an age-friendly community

is an essential milestone to become truly age-friendly. You will want to pass a binding resolution that will foster age-friendly policies and services across the physical and social environments.

Identify a member of your local council who you think could be a champion of the age-friendly movement. Make contact with your champion and ask them to introduce your resolution to council for a vote. It is recommended that you work with municipal government staff to ensure you understand the process and paperwork required to pass a resolution.

See Annex B for an example of an age-friendly community resolution that can be modified to meet your community's needs.

### Completing a Custom Needs Assessment

Assessing your community's age-friendliness is an important step in developing your action plan and enabling your community and/or region to decide what changes you want to make and how. A comprehensive assessment will show your community and/or region what it is already doing well, and identify short and long-term goals and objectives.

There are various ways your age-friendly committee can collect data on your community and/or region to determine needs, gaps and current best practices. Methods include surveys, focus groups and one-on-one interviews. For more information regarding these methods, please refer to PHAC's Age-Friendly Communities Implementation Toolbox:

<https://www.canada.ca/en/public-health/services/publications/healthy-living/age-friendly-communities-canada-community-implementation-guide-toolbox.html>

In addition, there are several organizations, within the province and internationally, that can provide your community and/or region with information, resources and tools to help in your assessment. These include:

Coalition for Persons with Disabilities NL: <https://codnl.ca/>

Universal Design Network of Newfoundland and Labrador: <https://universaldesignnl.ca/>

Empower NL: <https://www.empowernl.ca/>

Universal Design Network of Canada: <https://universaldesign.ca/>

Centre for Excellence in Universal Design: <http://universaldesign.ie/>

It is important to share what your age-friendly committee has learned from community and/or regional needs assessment. A good way to do this is to write a report of your findings to key community stakeholders such as your council, local service district



and/or band council, those who participated in the assessment, local seniors' groups, the chamber of commerce and local health authorities to name a few. Consider publishing one-page summaries of your report in your local newspaper, community channel, websites and social media. Your committee may also want to host a public event to highlight the findings and recommendations of your assessment.

### Developing an Age-Friendly Action Plan

Once your community and/or region's needs assessment is complete and you have shared the results, it is time to begin identifying goals and objectives in your action plan. An action plan is a tool that includes goals, objectives and concrete actions that need to be taken in order to make your community and/or region more age-friendly. Your action plan may have one goal or several. This will depend on the results of your assessment and which of the eight AFC pillars/domains are relevant to your community and/or region.

Goals and objectives should be **SMART**: **S**pecific, **M**easurable, **A**chievable, **R**ealistic, and **T**imely. Some will involve a range of stakeholders, will require more specific actions or activities to implement them and may be ongoing. Others may simply require a new way of thinking about the program or service your community and/or region is already providing.

Developing an age-friendly action plan can be challenging due to competing interests of those involved and the resource capacity of communities and/or regions. It is essential that the age-friendly committee set and prioritize goals into high, medium, low priorities. A useful tool to complete this task is a prioritization grid. Please see Annex C for a sample template.

Once the action plan is completed, it is extremely important to present the plan to your council, local service district and/or band council. Any decision to proceed with the implementation of the action plan, in part or in full, is based on the availability of resources within the community and/or region. For this reason, the adoption of the action plan by council, local service district and/or band council is an essential step to proceed with before the implementation of age-friendly activities.

As in the needs assessment process, it will be very important to share your age-friendly action plan and validate the work of the age-friendly committee. The plan will need to be made public and widely distributed in order for your community and/or region to learn about the initiative and take ownership.

### Implementing an Age-Friendly Action Plan

Once the action plan has been adopted, the next step is to plan and organize the resources needed to ensure it is successfully implemented and monitored.

The implementation and monitoring phases are the most time consuming and are not

the sole responsibility of the age-friendly committee. While the age-friendly committee, may take the lead, it is extremely important to ensure those identified in the action plan as the lead responsible authority for specific actions are engaged and held accountable.

In general, the successful implementation of the actions depends on a number of factors<sup>3</sup>, the most important of which are:

- The political will of the community and the community's engagement and support in carrying out and supporting the actions;
- Participation of the appropriate stakeholders (i.e. those with the necessary knowledge and know-how with respect to the actions planned);
- Inter-sectoral collaboration between stakeholders;
- Training and other support conditions for carrying out the actions;
- The cost-benefit balance of the actions (positive benefits); and
- The quality and consistency of the partnership established between the age-friendly committee and the community partners.

### Monitoring Progress - Evaluation

Creating change on a community-wide level can be a slow process and as a result, communities and/or regions may lose momentum if they feel less connected to the larger cause. An important part of the advisory committee's responsibility is to monitor the action plan to see how the goals are being advanced. Releasing progress reports on monitoring and evaluation will help stakeholders remain engaged and committed.

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<sup>3</sup> F. D. Butterfoss. *Coalitions and Partnerships in Community Health*. (San Francisco: John Wiley & Sons, 2007).

## Annex A

### List of Age-Friendly Features<sup>4</sup>

#### 1. Outdoor Spaces and Buildings

##### **Sidewalks, Pathways and Trails**

- Sidewalks, pathways and trails are well-maintained, cleared, non-slip and accessible.
- Sidewalks are continuous, with low curbs and can accommodate wheelchairs and scooters.
- Snow removal is prompt and considerate of individuals with mobility challenges (e.g., consideration is given to how snow is piled for those who need to get in and out of cars, and that some individuals may be in wheelchairs or using scooters).
- Parking lots are well-maintained and cleared of snow and ice.
- Streets are well-maintained.
- Rain shelters are available to support pedestrians.

##### **Public Restrooms and Rest Areas**

- Public washrooms are accessible and can accommodate people with a variety of disabilities (accommodations include push buttons, wide doors, hand rails, locks that are easy for those with arthritis to use) and are located at convenient locations with proper signage.
- Accessible benches are located along sidewalks, paths or trails and are spaced at regular intervals.

##### **Safety and Security**

- Action is taken to lower crime rate.
- Neighbourhoods and trails are well lit.
- Traffic volumes are low and/or well controlled.

##### **Buildings**

- Buildings are accessible and have the following:
  - o ramps with a slope appropriate for wheelchairs
  - o fewer stairs to get into buildings and within buildings
  - o non-slip flooring
  - o accessible washrooms located on the main floor
  - o parking that is well maintained and located near public buildings for easier access
- Amenities (Grocery Stores, Churches, Government Buildings, Community Centres)

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<sup>4</sup> Public Health Agency Canada, <https://www.canada.ca/en/public-health/services/health-promotion/aging-seniors/publications/publications-general-public/friendly-rural-remote-communities-a-guide/checklist-friendly-features.html>

- Services are grouped together, located in close proximity to where older people live and can be easily accessed (e.g., are located on the ground floor of buildings, include wheelchair ramps).

## 2. Transportation

### **Roads**

- Roads are well maintained, well lit and are supported by clearly visible signage.
- Traffic flow is well regulated (especially in summer cottage communities that experience increased traffic in the summer months).
- Traffic lines on pavement are clear and visible.

### **Snow Removal**

- Snow removal of roads and parking areas is prompt.

### **Parking**

- Parking lots and street parking are located close to amenities.
- Parking regulations are enforced (preventing people from parking in emergency zones and in blue zones).
- Drop-off and pick-up areas are clearly marked.
- There is a sufficient number of blue zone parking spots.

### **Community Transportation Services**

- Affordable and accessible community transport services (including shuttle vans) are available to take older adults and others to events, shopping excursions and field trips.
- Volunteer and/or an informal network of drivers are available and compensated (e.g., gas money) for their efforts.

### **Health Transportation (Including to Larger Centres)**

- Accessible transportation services are available to take individuals to and from health appointments (including appointments in larger centres).

### **Assisted Transportation**

- Accessible transportation for persons with a variety of disabilities is available across the range of transportation services.

### **Public Transport**

- Accessible, affordable and convenient public transportation (buses, ferries, etc.) is available to older adults to conduct their daily activities—to reach such destinations as hospitals, health/community centres, shopping malls and banks.
- Public transportation services are coordinated.
- Services are available throughout the day and evening.

### **Taxis**

- Taxis are available, accessible and affordable.

- Information is provided about the range of transportation services (public and private) available, including information on how and where to access, timetables and cost.
- The use of public and alternative transportation is promoted in the community.

### 3. Housing

#### **Housing Options**

- A range of appropriate and affordable housing options (for sale and for rent) is available and includes apartments, independent living, smaller condominiums and family homes.
- Housing is affordable and includes subsidized housing.
- Home sizes reflect the needs and lifestyles of people in the community.
- Housing is located in close proximity to services.
- Housing is adapted for accessibility.

#### **Aging in Place**

- Affordable supports are available to enable individuals to remain at home or in their community for as long as possible.
- Assisted living options are available.
- In-between housing is available (i.e. options between the large family home and the small apartment, but with more assisted living options that can be considered an intermediary step).
- Alert systems are available for individuals who live alone (i.e. systems that alert health providers when someone needs help).

#### **Long-Term Care**

- Affordable long-term care options are available that prevent the separation of families and the need to move out of the community/region.

#### **Maintenance and Modifications**

- General maintenance of homes is affordable.
- Affordable general maintenance (e.g., yard work) is available for those in need.
- Housing is modified as needed and new housing is built with accessibility in mind.
- Housing modifications are affordable, with financial assistance provided in the form of grants and subsidies.
- Information on financial assistance programs for home modifications is readily available and easily accessible.
- Home insurance is affordable.

### 4. Respect and Social Inclusion

#### **Respect, Kindness and Courtesy Shown**

- Seniors and others are treated respectfully by the community as a whole – their input on community issues is sought, their contributions are honoured and their

needs are accommodated.

### **Intergenerational Respect and Interaction**

- Community activities bring together different generations – they include pleasure activities (e.g., arts and crafts, etc.) and practical activities (e.g., youth-taught computer courses, honorary grand parenting programs).
- Programs are offered to children and youth that focus on how to treat older adults with respect, and to explain what it is like to get older.

### **Inclusive Communities**

- Seniors are asked to participate at council meetings and similar activities and are recognized for their contributions.
- Older persons are asked for their input on public issues (at the local and provincial levels).
- Seniors receive social visits from members of their community.

### **Recognition Events or Awards**

- Contributions of seniors are honoured in the community through events and/or awards.
- Seniors are celebrated through the media (e.g., their stories are documented and shared).

## **5. Social Participation**

### **Events and Activities**

- There is a range of events and activities for seniors of all ages - some are age-specific and others are intergenerational. Activities include physical/recreational activities, spectator sporting events, church and school-related events, gatherings with food, etc.
- Activities available include outdoor (e.g., walking) and indoor activities (e.g., bingo, cards, darts, etc.).

### **Transportation**

- Events and activities are held in locations that are served by affordable and accessible transportation.

### **Preventing Isolation**

- Home visits are provided to those who do not, or cannot, leave their homes.
- A buddy system is set up to include seniors who are not normally active in the community.
- The needs of seniors who are not interested in participating in community life are respected.

### **Courses, Crafts and Hobbies**

- A wide range of courses is accessible and affordable, and courses are offered in convenient locations (e.g., community centre, university) that are served by

public transportation.

### **Affordability and Accessibility**

- Activities and events are held in convenient locations and are accessible.
- Events, activities and cultural events (e.g., music, theatre) are affordable.

### **Family-Oriented**

- Events and activities are intergenerational and designed to appeal to people of different ages and backgrounds.

### **Promotion of Activities**

- Activities are well-publicized using multiple media.

## **6. Communication and Information**

### **Widespread Communication**

- There is regular and reliable distribution of information about events and programs (including contact information) through local government and/or voluntary organizations.
- Information is posted where people conduct their daily activities such as the post office, places of worship, local centres and town halls.
- Local channels (TV and radio) advertise community events and news items of interest.
- There is a central directory where older adults can find information about what activities and services are available, and how to access them (including phone numbers).

### **Interactive Contact (Word of Mouth)**

- Important information is disseminated in public forums (including public meetings and information sessions).
- Information to older adults who are socially isolated is delivered by phone, or through personal visits.
- An interactive speaker series is created that delivers important information (e.g., on health issues, protecting against fraud).

### **Accessible Information**

- Written communication is clearly printed in large letters and is easy to read, with simple messaging.
- Literacy programs are available.
- Seniors are recruited and encouraged to volunteer as trainers.

### **New Technologies**

- Access to computers and the Internet is available at a local centre open to the public.
- Training courses on new technologies are available and accessible.

## 7. Civic Participation and Employment Opportunities

### **Volunteering**

- Volunteers are supported in their work (e.g., providing transportation, reimbursing their costs and/or paying them an honorarium).
- A range of volunteer opportunities is available that meets the interests of seniors.
- Volunteering options allow for intergenerational involvement.
- Opportunities for volunteering are flexible to accommodate seniors who travel or have other commitments.

### **Employment**

- There is a range of paid employment opportunities for seniors.
- Older adults are fairly compensated for their work.

### **Accessibility**

- Seniors with disabilities are accommodated in volunteer, civic or paid work.
- Transportation is available and accessible to older adults who want to participate in volunteer, civic or paid opportunities.

### **Encouragement to Participate**

- Older adults are encouraged to volunteer and remain engaged in the community by providing them with flexible and accessible opportunities.
- Individuals are approached personally to participate in volunteer activities.

### **Training Opportunities**

- Older adults expected to use newer technologies in paid, civic or volunteer work are provided with appropriate training.

### **Recognition and Appreciation**

- Older adults are acknowledged for their contributions in volunteer, civic and paid work.

### **Civic Participation**

- Older adults are well represented on councils, boards and committees.

## 8. Community Support and Health Services

### **Caring and Responsive Professionals**

- Physicians are available.
- Public health nurses are available at health centres and to conduct home visits.
- Specialists (including gerontologists) conduct assessments on a regular basis in the community and arrange follow-up with primary care physicians.

### **Home Health and Support Services**

- Affordable and available health and home services are in place and include health, personal care and housekeeping.



- Affordable meal programs are available.
- Delivery services (groceries, medicines, etc.) or escorted shopping services are available.

### **Diversity of Health Services and Facilities**

- Health care facilities include clusters of services (e.g., doctors, podiatrists, occupational therapists, pharmacists), providing one stop health or wellness services.
- Affordable palliative care services are available in the community.
- Specialty services are available in the community, including mental health services, mammogram and diabetes clinics, and cancer care outreach.

### **Availability of Equipment and Aids**

- Medical equipment (including medical alerts) is available through a loan program, at no cost.

### **Caregiver Support (Including Respite)**

- Caregivers are given a break from their responsibilities through programs such as home support and respite/day programs.
- Education programs on elder care and similar available services are provided to families who are, or will be, supporting an older adult.

## Annex B

### Sample Age-Friendly Resolution<sup>5</sup>

**Whereas** Newfoundland and Labrador has a rapidly aging population and the Province of Newfoundland and Labrador has committed to work with individuals and families, municipalities, the private and non-profit sectors, and communities to meet the changing needs of an aging population;

**Whereas** our community believes that all residents deserve to fully and meaningfully participate in and contribute to the social and economic fabric of our community, regardless of age or ability;

**Whereas** there are numerous social and economic benefits to building an age-friendly community that is inclusive for the seniors of today and tomorrow;

#### **Be it is resolved that:**

The community/region of <Insert Name> actively participates, supports, promotes and works to assess and improve accessibility and inclusion of older persons, persons with disabilities, and for the community as a whole.

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<sup>5</sup> Government of Alberta, <https://open.alberta.ca/dataset/dd383d73-d49e-4939-b153-6cff6bbe8220/resource/5f000f90-b0a5-4791-ac24-7a394f4bef52/download/agefriendly-resolution-2012.pdf>

## Annex C

### Sample Prioritization Grid Template<sup>6</sup>

<b>Rank</b>							
<b>Responsibility</b>							
<b>Time</b>							
<b>Feasibility</b>							
<b>Urgency</b>							
<b>Importance</b>							
<b>Planned Activities</b>							
<b>Goal</b>							

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<sup>6</sup> Modified from the Government of New Brunswick Age-Friendly Community Guide  
[https://www.wellnessnb.ca/wp-content/uploads/2016/07/Age-Friendly-Community-Guide\\_EN.pdf](https://www.wellnessnb.ca/wp-content/uploads/2016/07/Age-Friendly-Community-Guide_EN.pdf)

**Annex D**

**Sample Action Plan Template**

<b>Expected Outcomes</b>						
<b>Required Resources</b>						
<b>Responsibility</b>						
<b>Timeline</b>						
<b>Actions</b>						
<b>Objectives</b>						
<b>Goal</b>						

## References and Resources

### World Health Organization (WHO)

- [Global Age-Friendly Cities: A Guide](#)
- [Checklist of Essential Features of Age-Friendly Cities](#)
- [Global Network of Age-friendly Cities and Communities](#)
- [Towards an Age-Friendly World](#)
- [Age-Friendly Environments Programme](#)

### Canadian Federal Government

- [Age-Friendly Rural and Remote Communities: A Guide](#)
- [Public Health Agency of Canada Age-Friendly Communities Initiative](#)
- [Public Health Agency of Canada Age-Friendly Community Implementation Guide](#)
- [Public Health Agency of Canada Age-Friendly Community Implementation Toolbox](#)
- [Public Health Agency of Canada Age-Friendly Community Evaluation Guide](#)
- [Public Health Agency of Canada Age-Friendly Communication](#)
- [Canada Mortgage and Housing Corporation Aging in Place Success Stories](#)

### Federal/Provincial/Territorial Ministers Responsible for Seniors Forum

- [Thinking About Aging in Place](#)
- [Planning for Aging in Place Video Series](#)
- [Age-Friendly Workplaces: Promoting Older Worker Participation](#)
- [Age-Friendly Workplace Charter](#)
- [Social Isolation of Seniors - Volume 1: Understanding The Issue And Finding Solutions](#)
- [Social Isolation of Seniors - Volume 2: Ideas Exchange Event Toolkit](#)
- [Report on the Housing Needs of Seniors](#)
- [Core Community Supports to Age in Community](#)

### Age-Friendly British Columbia Toolkit

- [Becoming An Age-Friendly Community: Local Government Guide](#)
- [Age-Friendly British Columbia Recognition Application Form](#)
- [Age-Friendly Reading and Resources](#)
- [Age-Friendly Committee Terms of Reference](#)
- [Funding Opportunities](#)
- [Age-Friendly Council / District Board Resolutions](#)

- [How to Pass a Local Council/District Board Resolution: Guidelines for Community Members](#)
- [Age-Friendly and Disability-Friendly Official Community Plans British Columbia](#)
- [Conducting a Focus Group Community Assessment](#)
- [Community Coordinator Guidelines](#)
- [Age-Friendly Consultation Poster Template](#)
- [Sample Action Plan and Template](#)
- [Sample Age-Friendly Community Action Summary \(Saanich\)](#)

#### Other Provincial Age-Friendly Initiatives

- [Age-Friendly Manitoba](#)
- [Age-Friendly Manitoba Initiative](#)
- [Community University Research Alliance \(CURA\) – Age-Friendly Communities - Active Aging Alliance](#)
- [Ontario Age-friendly Communities](#)
- [Nova Scotia Age-Friendly Communities Grants](#)
- [New Brunswick Age-Friendly Communities](#)
- [New Brunswick Age-Friendly Community Recognition Program](#)

#### International Websites

- [Best Cities for Successful Aging](#)
- [International Federation on Aging](#)

#### Other Resources

- [Creating an Age-Friendly Business in British Columbia](#)
- [Saanich Report on Global Age-Friendly Cities Project](#)
- [Simon Fraser University Seniors Program Outreach Project Videos](#)
- [Social Planning and Research Council of British Columbia](#)
- [Coalitions and Partnerships in Community Health. \(San Francisco: John Wiley & Sons, 2007\).](#)