



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 6480-01

From: Chief Administrative Officer

Date: January 6, 2020

Subject: 2020 Age-friendly Communities Program Grant Application (Stream 1)

PURPOSE:

The purpose of this report is to obtain Council support to apply for grant funding through the 2020 Ministry of Health's Age-friendly Communities Program Grant.

CAO RECOMMENDATION:

THAT based on the January 6, 2020 staff report "2020 Age-friendly Communities Program Grant Application (Stream 1)", Council approve OPTION 1 and authorize the application for grant funding through the 2020 Ministry of Health's Age-friendly Communities Program to include an age-friendly lens to policies in the OCP.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The Provincial Government has provided over \$7 million to support the Age-friendly Communities grant program since 2005. To date, over 150 communities in BC have completed projects or been approved for funding, including local governments and First Nation communities.

With strong alignment with the Official Community Plan (OCP), staff intend to apply for Stream 1, which is designed to support the development of plans in order to enable seniors and Elders to age in place and to facilitate the creation of age-friendly communities. The maximum grant under Stream 1 is 100% of the cost of eligible activities – to a maximum of \$25,000. As part of the application, submission of a Council resolution indicating support for the application and willingness to provide overall grant management resource is required. The application guide is attached to this report (**Attachment No. 1**).

DISCUSSION:

Preparation for aging society is an urgent matter for many communities in Canada as rapid senior population growth is anticipated in the next few decades. Located in a desirable climate, Comox Valley is considered one of the best places in Canada to live. As such, many retirees are lured to the Valley from other parts of the country. In Courtenay, the population over 65 years of age represents 26.1% of the total population (2016 Census).

A healthy and age-friendly community for seniors will be one of the topic areas of the OCP update process which is currently underway, and some local experts in the field are members to the OCP Advisory Committee. If successful, the grant would be an opportunity to provide dedicated resources and allow the City to investigate further into seniors needs and opportunities.

Staff have discussed the grant opportunity with community stakeholders including members of the OCP Advisory Committee and Comox Valley Elders Take Action. While the Elders Take Action organization declined to provide support, Vancouver Island Health Authority, Glacier View Lodge, Comox Valley Coalition to End Homelessness and the Community Health Network as well as the OCP Advisory Committee are supportive of the grant application (**see attached letters**). Staff consider there is a tremendous value in applying for the grant in terms of both enhancing the OCP review process and setting the stage for future age-friendly community projects with other partners.

Proposed tasks will include consultation targeting seniors, needs assessment, and establishment of goals and strategies. Staff hope that the effort made in Stream 1 would qualify the City to apply for a Stream 2 grant in the future. Stream 2 is a funding stream to support local projects that enable seniors to age in place as identified in the previous stream.

ADMINISTRATIVE IMPLICATIONS:

Development Services department staff will administer the grant and oversee policy development in coordination with the OCP project. This will include liaising with community partners, while acting as the point of contact with the grant administrator. As the policies will be developed in concert with the OCP update, for which resources are already committed, staff impacts will be negligible.

FINANCIAL IMPLICATIONS:

There are no direct financial implications. All tasks will be conducted through the grant funds provided.

ASSET MANAGEMENT IMPLICATIONS:

There are no direct asset management implications in Stream 1 stage.

2019 - 2022 STRATEGIC PRIORITIES REFERENCE:

Strategic Priorities 2019 - 2022

We continually invest in our key relationships

- ■ Consider effective ways to engage with and partner for the health and safety of the community

We support diversity in housing & reasoned land use planning

- Complete an update of the City's OCP and Zoning Bylaw

November 2019 Strategic Priority Chart (NOW)

- OCP – Consultation Process (public input/consult report)

OFFICIAL COMMUNITY PLAN REFERENCE:

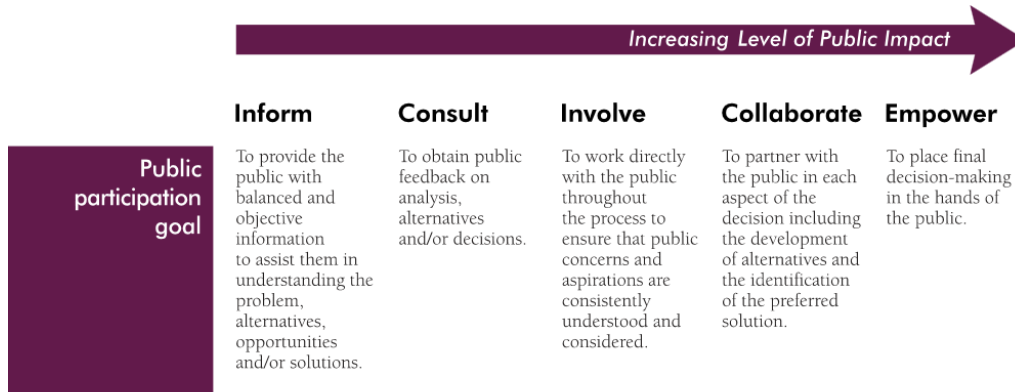
Not specifically referenced but the project aligns with the current work on updating the OCP.

REGIONAL GROWTH STRATEGY REFERENCE:

Not referenced.

CITIZEN/PUBLIC ENGAGEMENT:

If the grant application is successful, Staff will “collaborate” with the community based on the IAP2 Spectrum of Public Participation during the development of the OCP and the age-friendly policies.



OPTIONS:

OPTION 1: That Council authorize staff to apply for grant funding through the Age-friendly Communities programs Stream 1 to include an age-friendly lens to policies in the OCP. **(Recommended)**

OPTION 2: Council not support application for the Age-friendly Communities programs Stream 1.

Prepared by:

Tatsuyuki Setta, MCIP, RPP
Manager of Community and Sustainability Planning

Reviewed by:

Ian Buck, MCIP, RPP
Director of Development Services

Attachment No. 1 – 2020 Program & Application Guide

Attachment No. 2 – Letters of Support

Appendix No. 1 - 2020 Program & Application Guide



Age-friendly Communities 2020 Program & Application Guide

1. Introduction

The Age-friendly Communities program assists communities in BC to support aging populations by developing and implementing policies and plans, undertaking projects that enable seniors and Elders to age in place, and facilitating the creation of age-friendly communities.

Since 2005, the provincial government has provided over \$7 million to support the program. To date, over 150 communities in BC have completed projects or been approved for funding, including local governments and First Nation communities.

2020 Age-friendly Communities Program

The Ministry of Health has committed additional funding to the program and grants are now available for 2020 program.

For local governments, this will include the continuation of funding under Stream 1: Age-friendly Assessments, Action Plans & Planning and Stream 2: Age-friendly projects.

All First Nations are now eligible to apply directly for Stream 1 funding.

2. Other Programs & Resources

In an age-friendly community, the policies, services, and structures related to the physical and social environment are designed to support seniors and Elders to "age actively." In other words, the community is set up to enable seniors and Elders to be healthy and well, to continue to participate in activities they enjoy, live safely, and stay engaged with their families, communities, Nations, and cultures.

The creation of age-friendly communities in BC builds on findings from the [World Health Organization's Age-friendly Cities](#) and the Canadian Age-friendly Rural & Remote Communities projects in 2007.

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

1. The Age-friendly Communities grant program, which is administered by [UBCM](#).
2. [Age-friendly BC Community Recognition](#), which is administered by the BC Ministry of Health.
3. Services to support age-friendly projects or planning, which are provided by the [BC Healthy Communities Society](#) (BCHC):
 - Applicants approved under the 2020 Age-friendly Communities program may be eligible to apply for a range of process, planning, and policy supports from BCHC.

4. A commitment to meet the needs of an aging population and work with partners to ensure people of all ages and abilities feel included and valued in their communities, which is provided by the [Ministry of Health](#).

3. Guiding Principles

All 2020 applications should consider a commitment to the following guiding principles:

- Community Driven and Flexible - solutions are based on local priorities and plans;
- Catalyst for Action and Sustainability – activities enable local governments and Indigenous peoples to enhance and improve services for older adults and over time;
- Focus on Age-Friendly Components - activities are focused on one or more of the eight age-friendly community components with clear outcomes;
- Coordinated - activities of different levels of government and community partners, including health authorities, are coordinated to support community-based outcomes and avoid duplication among programs and projects;
- Inclusive – activities consider equity and inclusion for all populations, including Indigenous peoples.

4. Eligible Applicants

All local governments (municipalities and regional districts) in BC are eligible to apply for Stream 1 or Stream 2 funding. All First Nations in BC are eligible to apply for Stream 1 funding only.

Eligible applicants can each submit one application.

5. Eligible Projects

Eligible projects are new community planning or projects that are undertaken by an eligible applicant and that demonstrate congruency with the guiding principles of the program.

In addition, to qualify for funding, projects must:

- Be a new project (retroactive funding is not available);
- Be capable of completion by the applicant within one year of approval;
- Focus on one or more of BC's eight age-friendly community components:
 - Outdoor spaces and buildings
 - Transportation (including traffic safety)
 - Housing
 - Respect, social inclusion, or cultural safety
 - Social well-being and participation
 - Communications and information
 - Community engagement and employment
 - Community support and health and wellness services

Eligible & Ineligible Activities & Costs

Eligible costs are direct costs that are approved by the Evaluation Committee, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. Eligible costs can only be incurred from the date of application submission until the final report is submitted.

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

The intent of this funding stream is to support communities to develop or update assessments or plans in order to enable seniors and Elders to age in place and to facilitate the creation of age-friendly communities. The maximum grant under Stream 1 is \$25,000.

Under Stream 1, eligible activities must be cost-effective and may include:

- Development of a local age-friendly plan or assessment;
- Creation of specific plans and/or policies that address one or more of the eight community components (see Section 5);
- Engagement of seniors and Elders in planning activities;
- Adding an age-friendly or seniors'/Elders' lens to existing plans or policies, such as:
 - Comprehensive Community Plans, Official Community Plans, Integrated Community Sustainability Plans, Health and Wellness Plans, or community or neighbourhood plans;
 - Reconciliation plans, frameworks, or agreements;
 - Zoning and other bylaws (subdivision, snow removal, parking, etc.);
 - Development permit requirements;
 - Emergency response, evacuation, and/or emergency social services plans;
 - Design guidelines;
 - Active transportation planning;
 - Food security and food systems planning;
 - Community planning processes related to social determinants of health (e.g. affordable housing, homelessness, etc.);
 - Community health plans.

Stream 2: Age-friendly Projects

The intent of this funding stream is to support local governments (municipalities and regional districts) to undertake local projects that enable seniors and/or Elders to age in place and facilitate the creation of age-friendly communities. The maximum grant under Stream 2 is \$15,000.

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

Under Stream 2, eligible activities must be cost-effective and may include:

- Support for persons with dementia;

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

The 2020 Age-friendly Communities program is not intended to be a capital funding program. However, minor capital expenditures for eligible activities that have a clear and definable benefit to seniors and/or Elders and that are clearly linked to programming for seniors and/or Elders will be considered for funding under Stream 2.

Capital costs cannot exceed 40% of the total requested Stream 2 grant (i.e. an application for a \$15,000.00 grant cannot include more than \$6,000.00 in capital costs).

Ineligible Activities & Costs

Any activity that is not outlined above or is not directly connected to activities approved in the application by the Evaluation Committee is not eligible for grant funding. This includes:

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

6. Grant Maximum

Stream 1 can contribute a maximum of 100% of the cost of eligible activities – to a maximum of \$25,000. Stream 2 can contribute a maximum of 100% of the cost of eligible activities – to a maximum of \$15,000.

In order to ensure transparency and accountability in the expenditure of public funds, all other grant contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the grant.

7. Application Requirements & Process

Application Deadline

Applications are due by January 17, 2020 and applicants will be notified of the status of their application within 90 days.

Required Application Contents

- Completed Application Form;
- Local government Council/Board resolution, or Band Council Resolution, indicating support for the current proposed activities and willingness to provide overall grant management; and
- Detailed budget that indicates the proposed expenditures and aligns with the proposed activities outlined in the application form. Although additional funding or support is not required, any other grant funding or in-kind contributions should be identified.

Submission of Applications

Applications should be submitted as Word or PDF files. If you choose to submit your application by e-mail, hard copies do not need to follow.

All applications should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: lgps@ubcm.ca Mail: 525 Government Street, Victoria, BC, V8V 0A8

Review of Applications

UBCM will perform a preliminary review of applications to ensure the required application elements (identified above) have been submitted and to ensure that basic eligibility criteria have been met. Only complete application packages will be reviewed.

Following this, the Evaluation Committee will assess and score all eligible applications based on the proposed activities and alignment with the guiding principles. Higher application review scores will be given to applications that:

- Demonstrate direct participation of seniors and/or Elders;
- Complement the Health Promotion Initiatives regarding seniors and/or Elders outlined in Appendix 1;
- Include collaboration with health authorities or other partners (e.g. school districts, First Nations or Indigenous organizations, seniors and/or Elders, senior- and/or Elder-serving organizations, community organizations, and other local governments).

Point values and weighting have been established within each of these scoring criteria. Only those applications that meet a minimum threshold point value will be considered for funding.

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

All application materials will be shared with the Province of BC and the
BC Healthy Communities Society

8. Grant Management & Applicant Responsibilities

Grants are awarded to eligible applicants only and, as such, the applicant is responsible for completion of the project as approved and for meeting reporting requirements.

Applicants are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

Notice of Funding Decision

All applicants will receive written notice of funding decisions. Approved applicants will receive an Approval Agreement, which will include the terms and conditions of any grant that is awarded, and that is required to be signed and returned to UBCM.

Grants are awarded in two payments: 70% at the approval of the project and when the signed Approval Agreement has been returned to UBCM, and 30% when the project is complete and UBCM has received the required final report and a financial summary.

Please note that in cases where revisions are required to an application, or an application has been approved in principle only, the applicant has 30 days from the date of the written notice of the status of the application to complete the application requirements. Applications that are not completed within 30 days may be closed.

Changes to Approved Projects

Approved grants are specific to the project as identified in the application, and grant funds are not transferable to other projects. Approval from the Evaluation Committee will be required for any significant variation from the approved project.

To propose changes to an approved project, approved applicants are required to submit:

- Revised application package, including updated, signed application form, budget, and an updated Council, Board, or Band Council resolution; and
- Written rationale for proposed changes to activities and/or expenditures.

The revised application package will then be reviewed by the Evaluation Committee.

Applicants are responsible for any costs above the approved grant unless a revised application is submitted and approved prior to work being undertaken.

Extensions to Project End Date

All approved activities are required to be completed within one year of approval and all extensions beyond this date must be requested in writing and be approved by UBCM. Extensions will not exceed six months.

9. Final Report Requirements

Applicants are required to submit an electronic copy of the complete final report, including the following:

- Completed Final Report Form;
- Financial summary;
- Optional: photos of the project, media clippings, and/or any reports or documents developed or amended with grant funding.

All final report materials will be shared with the Province of BC and the
BC Healthy Communities Society

Submission of Final Reports

All final reports should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: lgps@ubcm.ca Mail: 525 Government Street, Victoria, BC, V8V 0A8

10. Additional Information

Union of BC Municipalities

For further information on grants and the application process, please contact: Local Government Program Services: (250) 952-9177 or lgps@ubcm.ca

BC Healthy Communities Society

For further information on age-friendly communities, visit www.bchealthycommunities.ca or contact: Jodi Mucha, Executive Director: (250) 590-8442 or jodi@bchealthycommunities.ca

Ministry of Health

For further information on other provincial initiatives, please visit the Age-friendly BC website or contact: (778) 698-7375 or AgeFriendlyBC@gov.bc.ca

Appendix No. 2 - Letters of Support



December 16th, 2019

RE: (UBCM) Age-friendly Communities grant – Stream 1: Age-friendly assessments, action plans & planning.

To Whom It May Concern,

The Comox Valley Coalition to End Homelessness (the Coalition) is writing this letter in support of the City of Courtenay's request for funding towards the UBCM Age-friendly Communities grant – Stream 1: Age-friendly assessments, action plans and planning.

The Coalition works as a collective to plan, coordinate, recommend, advocate for, and implement responses to homelessness and affordable housing in the Comox Valley. The City of Courtenay has taken an important leadership role in our community to help in creating effective solutions to local homelessness and affordable housing initiatives by supporting the Coalition in a variety of projects including the establishment of a Homelessness Response Team, working with us in the creation of a drop-in centre for the homeless, and for helping us to advocate on a provincial and federal level for affordable housing and homelessness supports. The City of Courtenay also participates in the Comox Valley Regional District Homelessness Supports Service (HSS) tax. This HSS tax allows the CVRD to fund local affordable housing initiatives based on the recommendations of the Coalition through our 5 Year Plan to End Homelessness.

The Coalition has been advocating for a continuum of housing options to address the various needs of our community - from emergency shelters, supportive/transitional housing, all the way to affordable rentals, and home ownership. Results from our 2018 Homelessness Point in Time Count showed a 12% increase in seniors (aged 55+) homelessness. We are hearing daily from seniors who are having challenges making ends meet and finding appropriate housing that is safe, accessible and will allow them to age in their community with dignity.

We are very excited for the City of Courtenay's 2020 Official Community Planning Process and anticipate much like the rest of the province, and across Canada, that housing will be a top priority. Given our concerns regarding senior's homelessness and housing affordability in a community with a growing seniors population, we are pleased to see the City of Courtenay OCP process prioritize working with this important segment of our population.

We know from experience, that the power of collaboration and partnership can provide affordable, safe and appropriate housing for all our community members, and we encourage you to support the City of Courtenay in their funding request.

Thank you,

A handwritten signature in black ink, appearing to read "Andrea Cupelli", with a stylized flourish at the end.

Andrea Cupelli
Coordinator for the Comox Valley Coalition to End Homelessness

December 15, 2019.

Age-friendly BC Community Program
Assessment Panel

As the newly-elected Deputy Chair , Advisory Council, for the Courtenay Official Community Plan, I write in support of this application for funding. I am a senior who retired to the Comox Valley 12 years ago, after living here part-time three months per year for four years. During this period of nearly two decades, I have observed many changes. The acceleration of senior demographics moving to this area peaked after it was identified as one of the top 10 locations in Canada. However, more recently, Courtenay has been criticized as not an attractive city. The reality is that many services are offered, but gaps in services make it difficult for newcomers to know what is available and it is also difficult for long-time residents to wade through many bureaucratic requirements. Seniors do have health issues; some also have serious economic issues and live in poverty. Others simply do not know how to use senior programs and thus, can overload some programs. For example, seniors might go directly to hospital emergency departments, when, in fact, their requirements might be met by a personal care worker. Others are lonely but do not know how to access the many types of organizations that would welcome more volunteers. I am active with Elder College (we have more approximately 1100 members). One course is “be kind to those whom you leave behind”. As the title indicates it is an opportunity to plan for the final stages of life, taught by a retired senior. Unfortunately, not all seniors are members of Elder College; therefore, many are underprepared. Cumulatively, the public cost can be high if crisis management is required

In addition to developing an inventory of existing programs for the wide range of senior needs, it might be wise to provide a (voluntary) registry of senior residents. It can be difficult for staff, in any organization to contact seniors because their formal and informal networks are now well-known. For example, I have a friend whom I met in the Regional Aquafit class. She was advising another woman about how to contact an organization that offers free transportation to Victoria for cancer patients. Finding a trades person or housecleaner can be challenging – even when these workers need more contracts. Transportation is a perennial complaint that could be reduced if seniors were better informed about how to

avoid bottle necks but making appointments or shopping during non-peak traffic hours. Also, businesses might offer more effective age-friendly reductions as encouragement.

I think the City of Courtenay Council, staff, advisors and residents have many skills and resources. They would willingly “pull together” once they had more information about how to match services with seniors. I am confident that an age-friendly grant would help bridge current gaps. Should we be successful in our application, I invite you to visit us and see the results!.

Sincerely,
Dr. E Lisbeth Donaldson
Professor Emerita, University of Calgary
15 – 111 20 St
Courtenay, BC
V9N 8B1
Email: edonalds@ucalgary.ca



December 17th, 2019

RE: UBCM Age-Friendly Communities Program

To Whom It May Concern,

On behalf of the Comox Valley Community Health Network, I am writing in support of the City of Courtenay's application to the Age-Friendly Communities Program, to provide funds to ensure an age-friendly lens on their Official Community Plan Update.

The Comox Valley Community Health Network (CVCHN) is committed to bringing people together to take action on issues that impact well-being and health in the Comox Valley. The Network is a forum to identify, prioritize and take collaborative action to make improvements in determinants of health. We focus on areas for change that require the involvement of multiple people, groups and organizations to develop and implement solutions. Our work focuses on the root causes of problems our community faces. One area that has been prioritized for action in our community is seniors wellness.

Aging well requires access to many factors which will be covered in the City's Official Community Plan. Access to affordable and appropriate housing, healthy foods and opportunities for social engagements are all areas that have been identified for improvement by seniors in our community. Ensuring that older adults from all socio-economic backgrounds can provide input on the Official Community Plan will require dedicated funds to meet folks where they are in our community. We support the City's application for these funds and look forward to working with them on their engagement opportunities.

We urge you to consider providing financial support to this project and we look forward to supporting the City in this endeavour.

Sincerely,

Lindsay McGinn
Facilitator, The Comox Valley Community Health Network
info@cvchn.ca



2450 Back Road, Courtenay, BC V9N 8B5 • Phone: 250-338-1451 • Fax: 250-338-1115

December 16, 2019

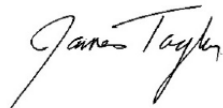
Letter of Support for City of Courtenay

Age- Friendly Communities grant

Glacier View Lodge, a complex care facility which provides 102 residential care, beds for Vancouver Island Health, has had a long and very supportive partnership with the City of Courtenay. The land upon which our facility was built, and the adjoining 42 acres, were at one point owned by the City of Courtenay. The land was transferred to our Society in 1981 when our current facility was constructed.

Very recently we have begun plans to use our undeveloped land to provide affordable, appropriate, energy efficient housing for seniors with modest incomes. This involves a partnership with the Planning Faculty at Vancouver Island University. The City of Courtenay has been extremely supportive in helping us in this endeavour. The mayor and a council member as well as senior engineering staff have provided much needed support in helping us to move forward. They have been most generous with their time and commitment to this project. Additionally they have been willing to cooperate with the adjoining communities of Comox, Cumberland and the Regional District for the betterment of our whole community.

We are deeply appreciative of their support and we fully endorse their application for the Age-Friendly Communities Grant.



James Taylor- Board Chair

Wanda McMillan- Executive Director