

Action Plan

Timeline	Action Items	Committee Resources	Expected Outcomes	Partners/Stakeholders
Identify target start and completion dates.	Identify specific action items integral to accomplish the stated objective.	Identify working groups, subcommittees, and/or committee member(s) responsible to lead the objective, as appropriate.	Outline expected achievements and deliverables from each action item. Ideally, these are measurable indicators of success which can be reported through annual reports.	Identify opportunities or needs to collaborate with groups / organizations within or outside of the City (e.g., City staff).
Objective 1: Improve understanding of the issues facing older adults and elders as matters of equity, diversity and inclusion.				
Start date. – 7/16/2021	Motion, business case, education and solicit community engagement as needed to secure a COV Planner dedicated to issues facing older adult and elders	Executive and the Government Relations and Communication task group	Best case – the requested position will be adopted in the 2022 budget approved in Nov 2021. Or Interim result, specific responsibilities for older adults and elders will be identified in the responsibilities of planners in key designated areas.	City Councillors and senior City staff. Senior-serving organizations in Vancouver.

Objective 2: Develop effective mechanisms for mobilizing knowledge of seniors' issues through a concerted communication strategy targeting City of Vancouver Councillors, staff, senior-serving organizations, and older adults and elders in community.

Start date. – 9/17/2021	<p>Develop communication protocol, strategy and action plan to effectively communicate internally with City staff, cross-advisory committees, and Councillors and externally with senior-serving organizations. Activities include:</p> <ul style="list-style-type: none"> • Draft streamlined protocol for raising seniors' issues to City Council • Seek or draft communications plan with tailored strategies for each stakeholder audience • Implement strategies from communications plan • Develop performance measurement framework to evaluate success of communication strategies 	Government Relations and Communication Task group.	<p>SAC members have clear and effective communication channels internally and externally including tools and resources they need to effectively understand current policies and procedures, seek community input and propose recommendations to Council to address our mandate.</p>	All SAC members, partner organizations, City staff and Councillors
	<p>Clarify governance structure and mandates for the SAC and its subcommittees, working groups, and task forces. Activities include:</p> <ul style="list-style-type: none"> • Develop Terms of Reference for each sub-committee • Initiate a new sub-committee on aging in place • Develop work plans for each sub-committee 		<p>Sub-committees of the SAC will have clear mandates, goals, and priorities each year. The clarified mandates will support sub-committee members to identify appropriate priorities for annual work plans.</p>	

	<ul style="list-style-type: none"> Finalize governance structure and reporting mechanisms 			
	<p>Contextualize best practices in equity, diversity, and inclusion for older adults to the City of Vancouver's needs and resources. Activities include:</p> <ul style="list-style-type: none"> Create stakeholder engagement framework to gain insights on current supports and resources Review evidence from environmental scan and literature review and compare against system map Seek cost-benefit analysis on analysis of adoption Provide recommendations on revised resources and infrastructure to the Seniors' Advisory Committee to bring forward to City Council. 	Community Engagement Work Group	Completion of stakeholder engagement, Cost-benefit analysis of revised municipal approach to supporting equity, diversity, and inclusion of older adults in community services and programming. Motion to City Council with evidence-informed recommendations for improvements	Dedicated senior's planner, city staff associated with Equity Framework, Councillors, General manager of Arts, Culture, and Community Services
	Create education programming with the goal of keeping abreast of current research and initiatives that can inform best practices in supporting healthy ageing in the context of municipal planning, programming and services for older people. Activities include:	Education Committee with input from all subcommittees	We anticipate hosting a minimum of 8 webinars during the current term, and creating a guide for future SAC members.	Seniors Planner, Civic Engagement & Communications, City Clerk Office, Councillors, Seniors community organization

	<ul style="list-style-type: none"> Development and dissemination of webinars on healthy aging Engagement with community organizations and leaders in healthy aging on issues of importance to City Council 			
	<p>Supporting SAC related social media activities to foster engagement of Council, City Staff and Community members. Activities include:</p> <ul style="list-style-type: none"> Update CoV SAC webpages Initiate Twitter account 	Education Committee with input from all subcommittees	<p>Improve SAC web presence to better communicate existing city resources and activities for older adults.</p> <p>Connect with City Councilors and senior-serving organizations over Twitter (min. 30) to facilitate knowledge exchange of SAC activities.</p>	Seniors Planner, Civic Engagement & Communications, City Clerk Office, Councillors, Seniors community organization

Objective 3: Identify & promote leading practices in municipal infrastructure, services, and programming that promote equity, diversity, and inclusion of older adults.

Start date. – Completion date.	<p>Conduct an environmental scan of municipal models for age-friendly cities. Activities include:</p> <ul style="list-style-type: none"> Identify age-friendly municipalities across Canada 	Community Services and Programming Subcommittee,	Generate a deeper understanding of municipal models and approaches that support equity, diversity, and inclusion of older adults in community services and programming.	Dedicated senior's planner, city staff Councillors associated with Equity Framework, Cross-Canada municipalities contacts, Union of BC Municipalities,
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	<ul style="list-style-type: none"> • Create interview guide and interview representatives from other jurisdictions • Seek or initiate a best practices literature review on supporting equity, diversity and inclusion of seniors in community services and programming, prepare report. 			Federation of Canadian Municipalities
Start date. – Completion date.	<p>Map the infrastructure, resources, and assets of the City of Vancouver Council that support accessibility and inclusion of older adults in community services and programming. Activities include:</p> <ul style="list-style-type: none"> • Identify resources, processes, personnel and tools promoting accessibility and inclusion of older adults • Identify gaps in CoV infrastructure, services, and programming that act as barriers to accessibility or inclusion of older adults. • Facilitate the creation of a business case to address gaps. 	Community Services and Programming Subcommittee,	Produce a system map of assets and gaps in community services and programming that support equity, diversity, and inclusion of older adults in the municipality of Vancouver.	Dedicated senior's planner, city staff associated with Equity Framework, Councillors, General manager of Arts, Culture, and Community Services
	Advancing multi-modal and accessible transportation options for older adults in City of Vancouver. Activities include:	Transportation, Access and Mobility (TAMS) Sub-Committee	<ul style="list-style-type: none"> • Establish monthly TAMS meetings with liaisons from PDAC, TRAC and City Staff, 	Transportation Advisory Committee, Persons with Disability Committee, City Staff, Seniors' Planner, Councillors (Translink, PDAC,

	<ul style="list-style-type: none"> • Collaborating with the Transportation Advisory Committee, Persons with Disability Committee and relevant transportation staff to ensure needs and concerns of older adults are addressed in decision making, • initiate and maintain environmental scan transportation initiatives, related research projects, identifying and addressing gaps. • Participating on City of Vancouver Accessibility Task Force. • Organize a Spring Forum in collaboration with SAC Climate Change/Emergency Preparedness working Group 		<ul style="list-style-type: none"> • Attend city staff presentations and report back to SAC. <p>Working with City of Vancouver's dedicated planner to:</p> <ul style="list-style-type: none"> • map transportation and accessibility city programs, services, and research projects, • create and propose action plans to address gaps in multi-modal transportation options & accessibility barriers for older adults in Vancouver • develop a business case for Safe Routes for Seniors programs • establish rotating schedule of meetings to accommodate attendees and • finalize conference plan and speaker line-up. 	SAC, Climate Emergency), Civic Engagement and Communications
	<p>To meet with City Staff on Vancouver's Climate Change Plan to:</p> <ul style="list-style-type: none"> • better understand what initiatives are planned, • how they impact seniors and provide feedback, 	Climate Change/Emergency Preparedness Working Group	<p>Committee members will be more knowledgeable about Vancouver's Climate Change Plan, contribute input through applying a Seniors Lens and share this information with the Seniors' community</p>	

	<ul style="list-style-type: none"> increase awareness of senior-related climate challenges and solutions <p>To meet with City Staff on Emergency Preparedness to:</p> <ul style="list-style-type: none"> receive an update on the status of Emergency Preparedness planning for major disasters including fires, heat, floods, storms, earthquakes, and civil unrest identify and support emergency plans focused on seniors learn what support would be expected of non-profits to assist the City in the event of a major disaster <p>To organize a one-day forum on April 22nd 2022 on climate change, food security, and emergency preparedness</p>		<p>Committee members will be more knowledgeable about Vancouver's Emergency Preparedness Plan, contribute input through applying a Seniors Lens and share this information with the Seniors' community.</p> <p>Hosted a one day forum engaging community members on climate change, food security, and emergency preparedness</p>	
Objective 4: Expand opportunities for creating and preserving safe, affordable, inclusive, supportive and transitional housing where all older residents are able to thrive and participate in high quality community programs and services in their neighbourhoods.				
Start date. – Completion date.	<p>Transforming community priorities into recommended policies and practices related to affordable housing. Activities include:</p> <ul style="list-style-type: none"> Data collection: Collating and expanding demographic data (Geo-Mapping), to build on prior work and support the identification of vulnerable senior populations 	Housing Committee lead: Marc White Shelters and Homelessness: Jenny Konkin	Support and inform city initiatives that facilitate culturally appropriate, age-friendly housing with accessible pathways to mitigate social inclusion. To preserve, protect and expand on safe, accessible, inclusive, supportive and transitional housing. To support rapid expansion of non-market	Social planning, Deputy City Manager, Councillors, Peter Marriott, SPARC BC Community Data Program

	<ul style="list-style-type: none"> ● Sharing data: across subcommittees, city staff and community agencies ● Community engagement: with data, research and best practices ● Identifying felt needs and high priorities related to seniors' housing needs. ● Translating Priorities into Policies: Gaining insights into current policies, identifying low-lying fruit and developing medium to long-term plans 		housing, co-housing, intergenerational housing, secondary suites.	
Start date. – Completion date.	<p>Realignment of the Vancouver Plan to address a broad range of housing for the projected 25% of Vancouver population by 2041. Activities include:</p> <ul style="list-style-type: none"> ● Reviewing and addressing issues of equity, diversity and inclusion, and social goals of social connection and community ● Speaking to Councillors at public hearings on city initiatives as they relate to seniors housing, or the exclusion of seniors housing 	Housing, Consultation with Persons with Disability Advisory Committee, and all Advisory Committee concerned with housing issues inclusive of seniors and elders.	The Vancouver Plan will specifically begin actively working with a broad range of community partners and non-profit housing providers to appropriate plan for Seniors Housing.	Seniors Planner, Director of Housing, Deputy City Manager, Councillors, City Staff, SPARC BC, Neighbourhood Associations.

Objective 5: Build the long-term capacity of the Seniors' Advisory Committee to deliver on its mandate through the development of standardized tools and resources for members.

Start date. – Completion date.	<p>Develop orientation materials to support new members of the SAC during the onboarding process.</p> <p>Activities include:</p> <ul style="list-style-type: none"> • Development of orientation handbook • Development of standardized tools for new members • Development of annual calendar of activities for SAC members • Development and maintenance of a document sharing protocol and database 	Executive and the Government Relations and Communication task group	New members will be quickly oriented to SAC mandate and work. Working memory of the committee will be easily transferred to new terms. The SAC will be prepared to meet its annual obligations on time due to pre-existing resources.	
Start date. – Completion date.				

