Community Recognition Guide

Age Friendly Saskatchewan

January 2022

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Contact Information

Saskatchewan Seniors Mechanism
112-2001Cornwall Street
Regina, SK S4P 3X9
Phone: (306) 359-9956
Fax: (306) 359-6922
Email: ssm@skseniorsmechanism.ca
www.skseniorsmechanism.ca

Age-Friendly Communities Staff
Catherine Barnsley
Email: catherine.barnsley@sasktel.net
Website: www.agefriendlysk.ca
Saskatchewan Seniors Mechanism 306-359-9956

PURPOSE

Age-Friendly Communities is a global initiative started by the World Health Organization. It promotes healthy, accessible, inclusive communities where all people are valued, included & supported.

The Saskatchewan Age-Friendly Recognition Program recognizes success and encourages communities to take sustainable action towards becoming Age-Friendly. The Recognition Program is not an end in itself. Rather, it is a step on the continuum of strong encouragement and advocacy for communities to continue to be Age-Friendly through continuous reflection and action.

4 BASIC STEPS TO RECOGNITION

To be recognized for their Age-Friendly efforts, communities must complete the following 4 basic steps based on the WHO framework. These steps demonstrate a community's commitment to Age-Friendly principles through community engagement and action. Each step is designed to help communities increase awareness and gather support from key partners (e.g. citizens, local agencies, non-government organizations, and local business).

The process for the AFC approach includes the following steps:

1. Establish an Age-Friendly Committee.
2. Secure the support of your municipal government.
3. Assess the community, determining where Age-Friendly initiatives are needed.
4. Develop, publicize and implement an action plan.

APPLYING FOR AGE-FRIENDLY RECOGNITION STATUS

Applications are made using the Application Form found in the Community Recognition Guide. Please ensure that you have the most up-to-date application dated October, 2021. Applications will be evaluated by the Saskatchewan Seniors Mechanism. The names of communities that are determined to be ready for recognition will be recommended to the Government of Saskatchewan.

If a community is successful the community will receive:

- An Age-Friendly Recognition Award from the Province of Saskatchewan
- National recognition by the Public Health Agency of Canada

The application and recognition process usually takes place annually. However, the pandemic has forced everyone to make adjustments to priorities and possibilities. We hope that in the Fall of 2022, there may be government recognition of Age-Friendly communities that have been determined to be ready for recognition.

2022 Timeline for Committees applying for Provincial Recognition

January - February. Local AF Committee begins the Application process in consultation with the Liaison (or AF SK Committee designate), and informs the Age-Friendly Saskatchewan Staff of their plan to apply.

March 21. Application Due. (Submitted digitally or mailed through Canada Post or a combination. Postmarked no later than March 21.)

Late April. Local AF Committee is notified if more info is required to complete their application.

Late June: Local Committee is notified about the status of their application.

Late Fall: Community receive Recognition by Government of Saskatchewan.

APPLICATION FORM FOR RECOGNITION

See Applying for Age-Friendly Recognition Status (previous page) re: timeline and contact info.

Please note that your Liaison appointed by the AF Saskatchewan Committee and the Age-Friendly Communities Staff must be informed before you begin completing the application for Recognition. Their role is to help the local AF Committee determine when they are ready to apply for Recognition, and to ensure that the application is completed thoroughly by using the Age-Friendly Recognition Guide.

Community Applicant	
Community:	Mailing Address:
Contact Person:	Position:
Phone:	Email:

Other Contact (if applicable)	
Community:	Mailing Address:
Contact Person:	Position:
Phone:	Email:

Describe how your community completed the 4 basic steps required to be recognized as taking sustainable action towards becoming Age-Friendly. These steps are described in greater detail in BECOMING AN AGE-FRIENDLY COMMUNITY.

Please type up your responses and attach them to your completed application form.

1. Passed a local council or board resolution that actively supports, promotes, and works towards becoming Age-Friendly. *(Please attach a copy of the resolution and indicate date passed.)*
   - Explain how the council's leadership has created conditions to reinforce the promotion and execution of plans for your community in becoming Age-Friendly. Local governments may choose to strengthen the Age-Friendly commitment through specific goals, objectives or policies in an official community plan or strategic plan.
   - Demonstrate broad-based community support from stakeholders in the community this can include community leaders, service clubs and organizations.

2. Established a steering committee to actively engage the community and ensure participation by older adults in the planning of Age-Friendly activities. An existing committee with a mandate that aligns with the Age-Friendly initiative and includes older adult representatives within a community can serve this purpose.
   - Steering committee name (please specify type: advisory committee, steering committee or other).
   - How many people sit on the committee?
   - Demonstrate how the older adult population is represented on your committee.
   - Demonstrate how the development of community relationships has helped your committee in creating an inclusive community.
   - Describe how you have utilized resources and talents (including older adults) in your community to support action and initiate change.
   - How has the committee engaged with older adults in the community? For example, through community meetings or other events.

3. Conducted an Age-Friendly community assessment. Please attach a copy of the assessment questions as well as the report of results.
   - Identify date Age-Friendly assessment(s) completed. *(This may be a survey, focus group or other form of assessment.)*
   - Describe how citizens of varying ages and abilities (including older adults) were involved as full partners in the assessment process *(e.g. focus groups, surveys, number of participants).*
   - Demonstrate how older adults have played a role in suggesting changes to implement and monitor improvements.

4. Developed an action plan in consultation with older adults. The plan sets the foundation for evaluation as it states goals and intended outcomes. The plan outlines the actions to be taken including activites, timing & resources *(human & financial)*. *(Please see example of action plan included in BECOMING AN AGE-FRIENDLY COMMUNITY and attach a copy of your community's action plan.)*
   - Date action plan was approved by committee. Identify short-term items you implemented and timelines for longer-term items.
   - Demonstrate public commitment by explaining how you publicly posted and shared the Action Plan.
   - Explain how your process has engaged and mobilized partners (including older adults) to draw on their existing strengths and assets to improve capacity, set priorities, make decisions, plan strategies, and implement programs which will lead to sustainable change.
   - Describe 2-3 actions/initiatives that your committee undertook as a result of your assessment. Please use the Action Plan Worksheet (or a similar one containing the same categories) found in the BECOMING AN AGE-FRIENDLY COMMUNITY under Tools or online https://agefriendlysk.ca/action-plan-template-worksheet/
   - This resource may help in your indicators/evaluation: https://www.canada.ca/en/public-health/services/health-promotion/aging-seniors/friendly-communities-evalua-tion-guide-using-indicators-measure-progress.html

Please include the following attachments and/or website links. Required submissions to include with your application:

- Age-Friendly committee terms of reference.
- Age-Friendly council resolution.
- Age-Friendly needs assessment.
- Age-Friendly action plan.
- One-page action summary highlighting community steps and initiatives taken to achieve Age-Friendly status.

Additional Comments: *(if you wish, include pictures but this isn't required)*

I _____ confirm that the contents of this application are accurate to the best of my knowledge. I agree that the SSM may publish the action summary document I have provided and may reference my community in Age-Friendly Saskatchewan and/or Government of Saskatchewan program material.

_____ _____

Signature of Chair of the Age-Friendly Committee Date

_____ _____

Signature and Role of Municipal Official
(Mayor, Councillor, or an administrator) Date