

Community Recognition Guide



For more information, contact the Age-Friendly Communities Staff



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

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 Milestones based on the WHO framework. These Milestones demonstrate a community's commitment to Age-Friendly principles through community engagement and action. Each Milestone is designed to help communities increase awareness and gather support from key partners (for example, citizens, local agencies, non-government organizations, and local business).

The process for the Age-Friendly Communities approach includes the following Milestones:

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 this Community Recognition Guide. Applications will be evaluated by the Saskatchewan Seniors Mechanism. The names of communities that are determined to be ready for Provincial 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

Provincial Recognition does not necessarily happen every year. Therefore, it is important that you check with your Liaison or Age-Friendly Staff before beginning the application process.

Timeline for Committees applying for Provincial Recognition

January - February. Please note that your Liaison appointed by the Age-Friendly Saskatchewan Committee and the Age-Friendly Staff must be informed before the local Age-Friendly Committee begins completing the application for Recognition. The Liaison role is to help the local Age-Friendly Committee determine when the Committee is ready to apply for Recognition, and to ensure that the application is completed thoroughly by using this Age-Friendly Recognition Guide.

Ensure that all details of your Community Page on the Age-Friendly Saskatchewan website are up-to-date. Notify Age-Friendly Staff by January 15 if you are requesting any updates. Please submit updates by February 1 so that Website Staff can do the updates by February 28 at the latest. Short or last-minute updates can happen until March 15.

March 21. Application due. Submitted digitally. Contact Age-Friendly Staff about what email address to submit to.

Late April. Local AF Committee is notified if more information 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.

What the Application Looks Like:

Please remember this important information throughout the application process:

- The application should be no longer than **10 pages** including the cover page naming the applicant and the signatures.
- It is expected that for each of the 4 Milestones below, your application will refer to your Community Page on the Age-Friendly Saskatchewan website. <https://agefriendlysk.ca/>. You may also have your own website or a webpage on another site to refer to. You do **not** need to repeat anything on the application that can be found on your Community Page or your own website/page. Rather, refer the reader to the applicable page(s) or site(s) and include the link(s). Please note: The reviewers of your application may or may not have access to social media such as Facebook or Instagram. Therefore, include links that are public only. If you have questions about including links rather than repeating info in your application, please contact Age-Friendly Staff. Simply, we do not want you to overwork.
- Here is an example of how you would refer to your Community Page on the Age-Friendly Saskatchewan website. Milestone #2 asks for the following:
 - Steering committee name (please specify type: advisory committee, steering committee or other).
 - How many people are active 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.

To complete this part of the application, you would refer the reader to your Community Page where your **Age-Friendly Committee Members** are listed. You do *not* need to type names in your application. However, you would type in your application the Committee Name and type, and how the older population is represented. You would then refer again to your Community Page to show **Community Organizations Supporting the Age-Friendly Committee**. You do not need to type these organizations in your application. However, you would explain how the development of community relationships has helped your committee.

APPLICATION FORM FOR RECOGNITION

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

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

I _____ confirm that the contents of this application are accurate to the best of my knowledge. I agree that SSM may publish the documents I have provided on the Age-Friendly Saskatchewan website on our Community Page, 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

Describe how your community completed **the FOUR Milestones** required to be recognized as taking sustainable action towards becoming Age-Friendly. These Milestones are described in greater detail in *BECOMING AN AGE-FRIENDLY COMMUNITY*. The words “Community Page” below refer to your community’s page on the Age-Friendly Saskatchewan website.

Please add your responses to the questions, and any attachments, to your completed signature page. Please submit the entire document as one PDF. Contact Age-Friendly Staff about what email address to submit to.

1. Passed a local municipal council resolution that actively supports, promotes, and works towards becoming Age-Friendly. *(Please refer to the resolution on your Community Page including 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 or partners in the community who could 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. *(Please ensure this info is up-to-date on your Community Page, and provide further explanation in your application as needed.)*
 - Steering committee name (please specify type: advisory committee, steering committee or other).
 - How many people are active 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.
 - What are your Terms of Reference? Please attach if not on your Community Page.

3. Conducted an Age-Friendly community assessment. *(Please ensure that a copy of the assessment questions is on your Community Page. Attach a report of the results to your application.)*
 - Identify date Age-Friendly assessment(s) completed. *(This may be a survey, focus group and/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 *(for example, 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 activities, timing & resources *(human & financial)*. *(Please see example of action plan included in BECOMING AN AGE-FRIENDLY COMMUNITY. Please ensure that a summary of your community's action plan is on your Community Page, and provide further explanation in your application as needed.)*
 - 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.
 - Describe how you have utilized local media to promote Age-Friendly. This could include traditional media (radio, TV, newspaper or other print) and digital media (online news, web page/site, social media).
 - 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 BECOMING AN AGE-FRIENDLY COMMUNITY under Tools or online at <https://agefriendlysk.ca/for-communities/>. Some Age-Friendly Committees may have undertaken more than 2-3 actions/initiatives. You can include an action plan for these additional actions/initiatives if you wish, but it is not necessary. You may simply include a list, or refer readers to a list on your Community Page.
 - This action plan should include evaluation of your actions/initiatives. What worked, what didn't, what will you do differently in the future, what's next? As the evaluation of what you carried out may not be on the action plan on your Community Page, please include that info in your application.
 - Describe ways you have used or plan to use your community Age-Friendly Logo.

Finally, and by attachment:

Please summarize how your community will perform ongoing observation, maintenance, action and evaluation of your Age-Friendly action plan.

Any additional comments?