



## **Advisory Committee on Aging**

Room 206, 2nd Floor, Jubilee Centre  
9909 Franklin Avenue, Fort McMurray, AB T9H 2K4

Thursday, August 11, 2022  
1:00 PM

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### **Agenda**

1. **Call to Order**
2. **Adoption of Agenda**
3. **Minutes of Previous Meetings**
  - 3.1. Advisory Committee on Aging Meeting – July 14, 2022
4. **New and Unfinished Business**
  - 4.1. Workplace Inclusion Charter
  - 4.2. 2021-2022 Committee Accomplishments
  - 4.3. Administrative Updates
    - Accessibility Audit Scope of Work
  - 4.4. Information Updates

### **Adjournment**

**Minutes of a Special Meeting of the Advisory Committee on Aging held in Room 206, Jubilee Centre, in Fort McMurray, Alberta, on Thursday, July 14, 2022, commencing at 9:00 AM.**

**Present:**

Henry Hunter, Chair, Wood Buffalo Housing Representative  
 Luana Bussieres, Vice-Chair, St. Aidan's House Society Representative (via MS Teams)  
 Carolyn Evancio, Seniors Resource Committee Representative  
 Darline Reid, Alberta Health Services Representative (via MS Teams)  
 Ken Saunderson, Golden Years Society Representative  
 Denise Wilkinson, Senior At Large – Urban (via MS Teams)  
 Ken Ball, Councillor (via MS Teams)

**Absent:**

Nicholas Paulson, Indigenous Representative

**Administration:**

Toni Elliott, Senior Manager, Community and Protective Services  
 Martin Byaruhanga, Acting Supervisor, Community and Protective Services  
 Heidi Major, Department Administrator, Community and Protective Services  
 Caitlin Sheaves, Clerk, Legislative Services

**1. Call to Order**

Chair Henry Hunter called the meeting to order at 9:03 a.m.

**2. Minutes of Previous Meetings**

**2.1. Advisory Committee on Aging Meeting - June 9, 2022**

THAT the Minutes of the Advisory Committee on Aging Meeting held on June 9, 2022, be approved as presented.

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	Carolyn Evancio
<b>SECONDER:</b>	Ken Ball
<b>FOR:</b>	Ball, Hunter, Wilkinson, Evancio, Bussieres, Saunderson
<b>ABSENT:</b>	Reid, Paulson

### **3. New and Unfinished Business**

#### **3.1. Advisory Committee on Aging Annual Report Update**

Chair Henry Hunter advised that the Committee would begin drafting their Annual Report following the next Committee Meeting, and would tentatively present to Council in October.

Action:

Administration committed to providing a list of the Committees accomplishments at the next meeting.

#### **3.2. Healthy Aging Gathering Update**

Vice-Chair Luana Bussieres provided an update from the Healthy Aging Gathering in Athabasca, noting that several local groups attended as well as representatives from different regions in the North Zone. The gathering was to inform attendees on the funding supports that are available and discuss the shared outcomes in helping seniors age at home.

Entrance:

Darline Reid entered the meeting via MS Teams at 9:13 a.m.

#### **3.3. Administrative Updates**

Martin Byaruhanga, Acting Supervisor, Community and Protective Services provided an update on senior's engagement noting that each event hosted has been a great success, and that Administration is working towards further presentations with local organizations.

Isela Contreras-Dogbe, Acting Manager, Community and Protective Services provided an update on the accessibility audit noting that the Department has been collaborating with Communications and Engagement on a communications plan, and that once the scope of work has been finalized it will be presented to the Accessibility Audit Working Group to gain their feedback.

Martin Byaruhanga, Acting Supervisor, Community and Protective Services, provided an update on the Alberta Age Friendly Designation, noting that a request will be made to Mayor and Council for a letter of support.

#### **3.4. Information Updates**

Committee Member Carolyn Evancio advised that the Seniors Resource Committee participated in a Wayfinding Engagement Session and suggested that the Advisory Committee on Aging make a recommendation on font sizes for any signage.

Committee Member Darline Reid, provided an update on behalf of Alberta Health Services, noting that the Respite Program has been reinstated at Willow Square and they have begun to accept clients.

Vice-Chair Luana Bussieres provided an update on the SMART Bus presentation that was made at the July 12, 2022 Council meeting, noting that the SMART Bus will be operating on regular transit hours for the month of August.

Action Items:

Administration committed to reaching out to Communications and Engagement to invite them to a Wayfinding Engagement Session.

Administration committed to providing an update on Seniors Week at the next Committee meeting, including statistics on SMART Bus usage for the week.

**Adjournment**

The meeting adjourned at 10:04 a.m.

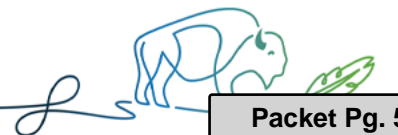
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Chair

**Wood Buffalo  
Workplace Inclusion  
Charter:  
Implementation and  
Expansion Phase  
ACoA- August 11,  
2022**



[Wood Buffalo Workplace Inclusion Charter: Implementation and Expansion Phase]



# Road Map

Why did we develop a Workplace Inclusion Charter?

Who worked on the development?

What are the main components of the Charter?

What about the impacts of the pandemic?

Next Steps



# Why to Develop a Workplace Inclusion Charter?

- According to local research, discrimination, including in the workplace, was the No. 1 challenge reported by residents.
- Studies in Canada and the United States consistently find evidence of discrimination in hiring procedures.
- The Wood Buffalo Workplace Inclusion Charter supports businesses in becoming more inclusive, which has many benefits, including improving employee attraction and retention, increasing productivity and financial returns, customer experience and being better able to tap into underserved markets.

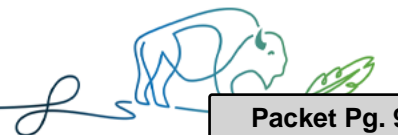
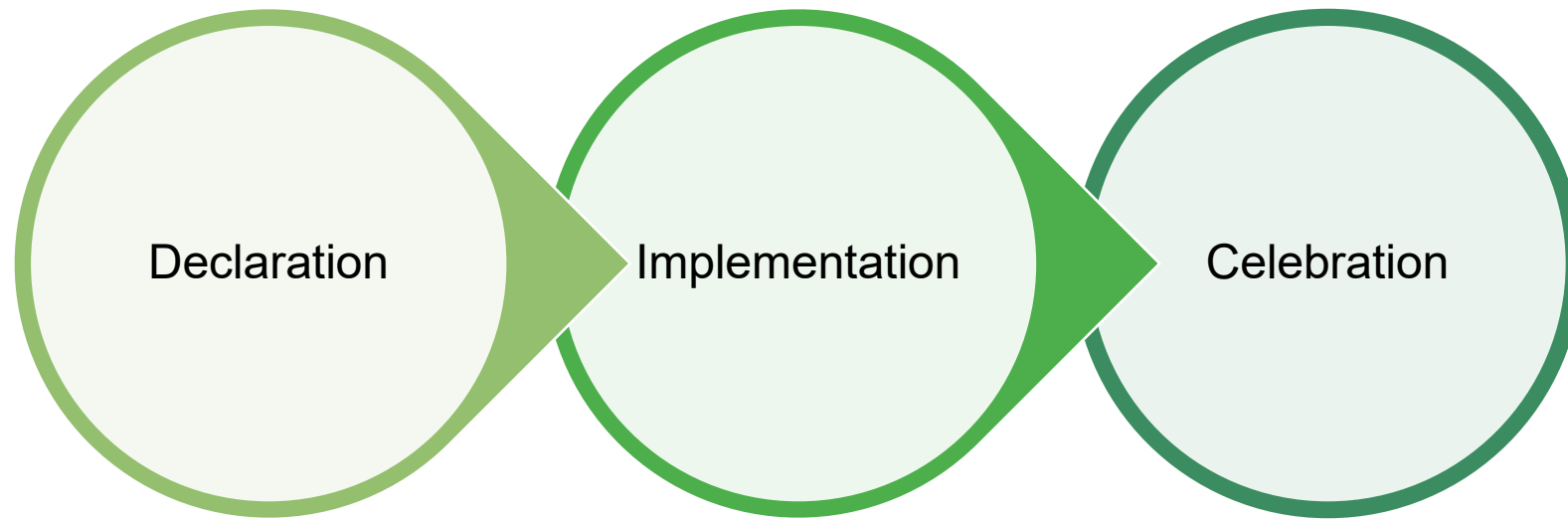


# Who was part of the Development?

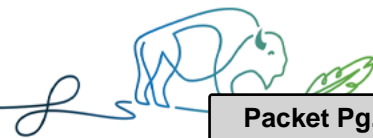
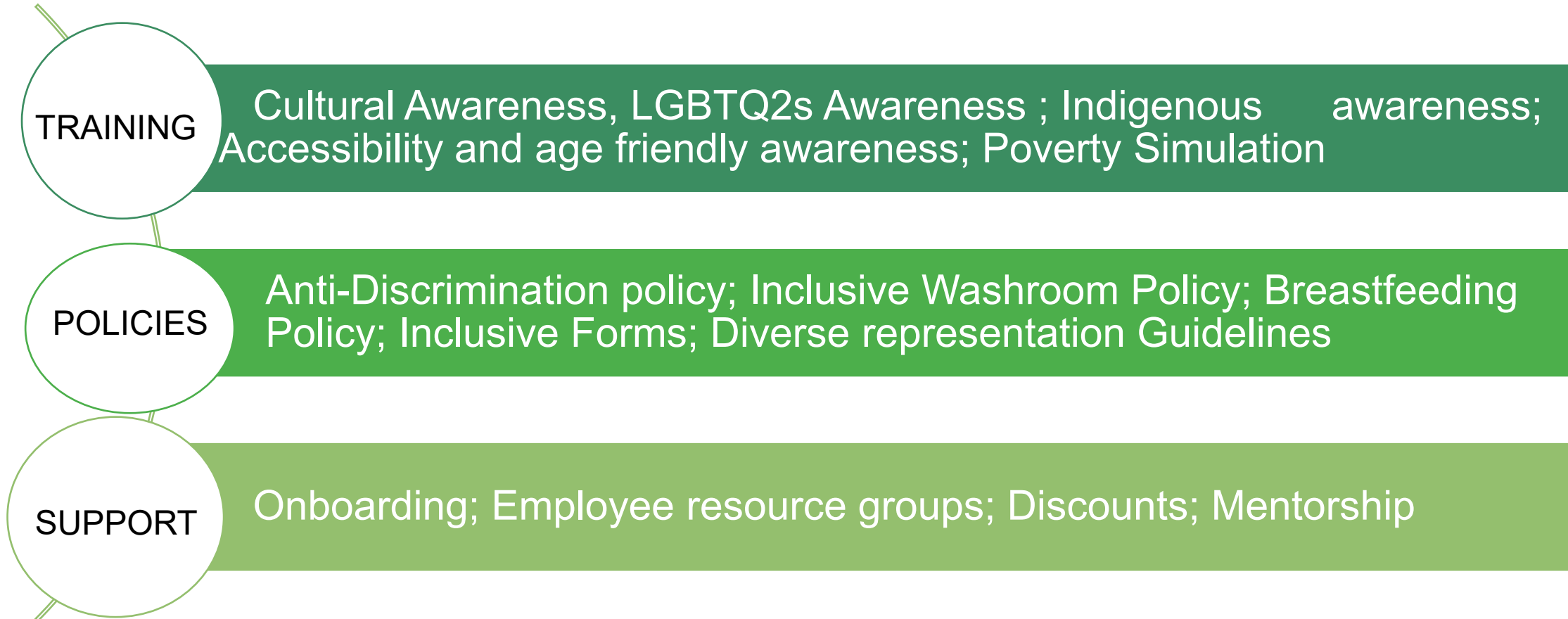
- Alberta Human Rights Commission
- Business Support Network
- Chamber of Commerce
- Government of Alberta
- Inclusion Advisory Committee
- Advisory Committee on Aging
- Regional Advisory Committee on Inclusion, Diversity and Equity.
- Coalitions Creating Equity
- Newcomer Interagency Network
- Poverty Reduction Network
- Regional Inclusive Committee
- St. Aidan's Society
- Waypoints
- Regional Municipality of Wood Buffalo



# The Main Components of the Charter: The Process



# The Main Components of the Charter: The Commitments



# The Main Components of the Charter: The Commitments

## INCLUSIVE SPACES

Quiet Rooms; Accessibility Checks; Inclusive Washrooms

## HUMAN RESOURCES

Inclusive job postings; Complaint Procedure; Inclusive Hiring Panels



# The Main Components of the Charter: The Resources

- Templates of the policies mentioned on the commitments
- Sample of signage for inclusive spaces
- Criteria to inclusive spaces
- Resources to learn what to look for to ensure the forms are inclusive e.g. Simple language, easy to read
- Training connections with local organizations
- Human Resources guidelines for inclusive job postings, etc.



# The Main Components of the Charter: The Recognition Program

## Gold

Complete all 5 Training Commitments • Complete all 5 Policy Commitments • Complete all 3 Human Resource Commitments • Complete all 4 Support Commitments • Complete all 3 Inclusive Spaces Commitments

## Silver

Complete 3 Training Commitments • Complete 4 Policy Commitments • Complete 2 Human Resource Commitments • Complete 3 Support Commitments • Complete 3 Inclusive Spaces Commitments

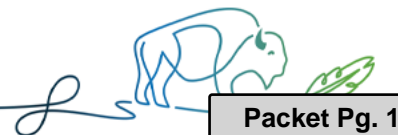
## Bronze

Complete 2 Training Commitments • Complete 2 Policy Commitments • Complete 1 Human Resource Commitment • Complete 2 Support Commitments • Complete 2 Inclusive Spaces Commitments



# Implementation and Expansion Phase

- Collaboration with the Local Immigration Partnership
- Employers will have access to support for assessment, implementation, empowerment through education, evaluation, and public recognition for their efforts.
- Expansion of the existent toolkit to include guidelines related to barriers exacerbated by the COVID-19 pandemic Recruitment and retention strategies



# The Expansion

- Commitment related to support women experiencing domestic violence.
- Commitments related to addressing sexual harassment at the workplace, such as educational and awareness strategies, and the creation of safe spaces to report and receive support.
- Commitment related to retention and recruitment of women, in particular those who have been out of the workforce for more than 12 months and seniors.
- Commitment related to recruitment, retention and accommodation of people with disabilities.

# Implementation - Training

- The project will include a workshop series for HR professionals and leadership, particularly for those employers who are working on implementing the toolkit criteria. This workshop series will support the education and training needed to successfully use the toolkit and implement changes within their businesses.



# Implementation - Inclusion Team

Upon signing onto the WIC, employers will have access to an inclusion team:

- Local Immigration Partnership Coordinator
- Two trained equity and inclusion coaches with lived experience
- The RMWB Equity and Inclusion Program Manager and Social Planner who would mentor and support the E&I Coaches



# Thank You



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# ACoA 2021/22 Accomplishments

Presenter: Culture and Social Development

Department: Community and Protective Services

Meeting Date: August 11, 2022



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# Highlights of the ACoA Accomplishments

Age-Friendly Work Plan

Seniors Week

Snow Angel Program

Accessibility Audit Scope of Work

# Age-Friendly Work Plan

Work Plan presented to council

Implementation Working Group formed

Stakeholder Engagement

Launched the Work plan

Introducing Work Plan

- May 25<sup>th</sup> Council accepted Work plan for Information
- Council directed Administration to Support the implementation
- Since February, the Implementation Working Group has connected with more than 50 Community Stakeholders
- More than 20 Stakeholders have attended engagement sessions with more sessions scheduled
- Work Plan Short-term actions are on track.

# Age-Friendly Designation



1

Step 1.  
Establish an  
Advisory  
Committee

2

Step 2.  
Secure a local  
resolution

3

Step 3.  
Establish a plan  
of Action based  
on Needs  
Assessment

4

Step 4.  
Publicly Post  
the pan of  
action

5

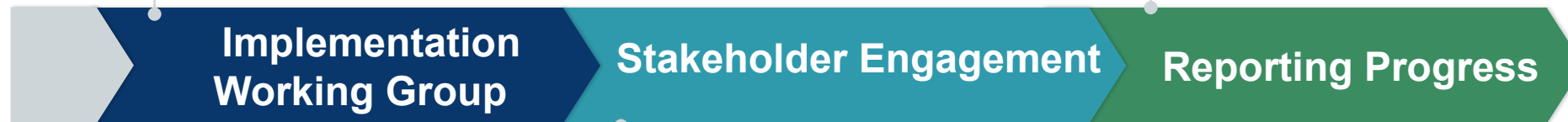
Step 5.  
Evaluate:  
Measure,  
Review and  
Report.



# Next Steps

Will continue to meet and advising on the implementation process

Annual Progress Report to the ACoA



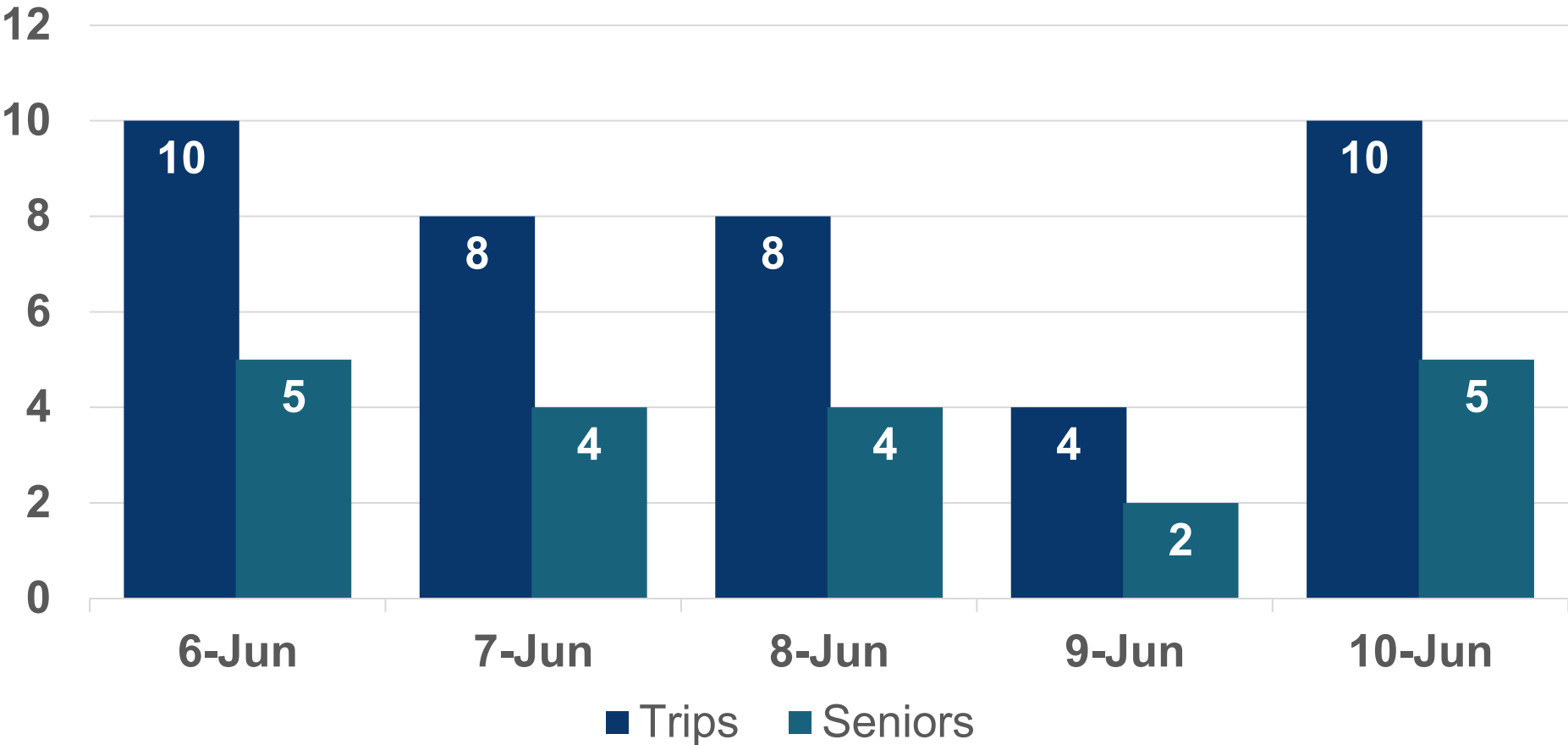
Building relationships, collaborations and creating more synergies

# Seniors' Week Events

- The Golden Years Society hosted Mayor's Seniors Luncheon Event.
- The Canadian Legion hosted Bingo games
- St. Aidan's Society in partnership with the library and the Salvation Army hosted a tailgate party
- The Regional Library hosted a guided painting
- The Regional Recreation Corporation hosted several seniors' events: Social Art, Gentle Yoga, and Zumba
  - Other events include; Proclamation reading, Senior of the year Awards, Bridge lights and Purple Lawn signs at Willow Square.
- Transit supported the week's event with free SMART Bus services for Seniors.



# Seniors Week SMART Bus transportation



# Snow Angels Program



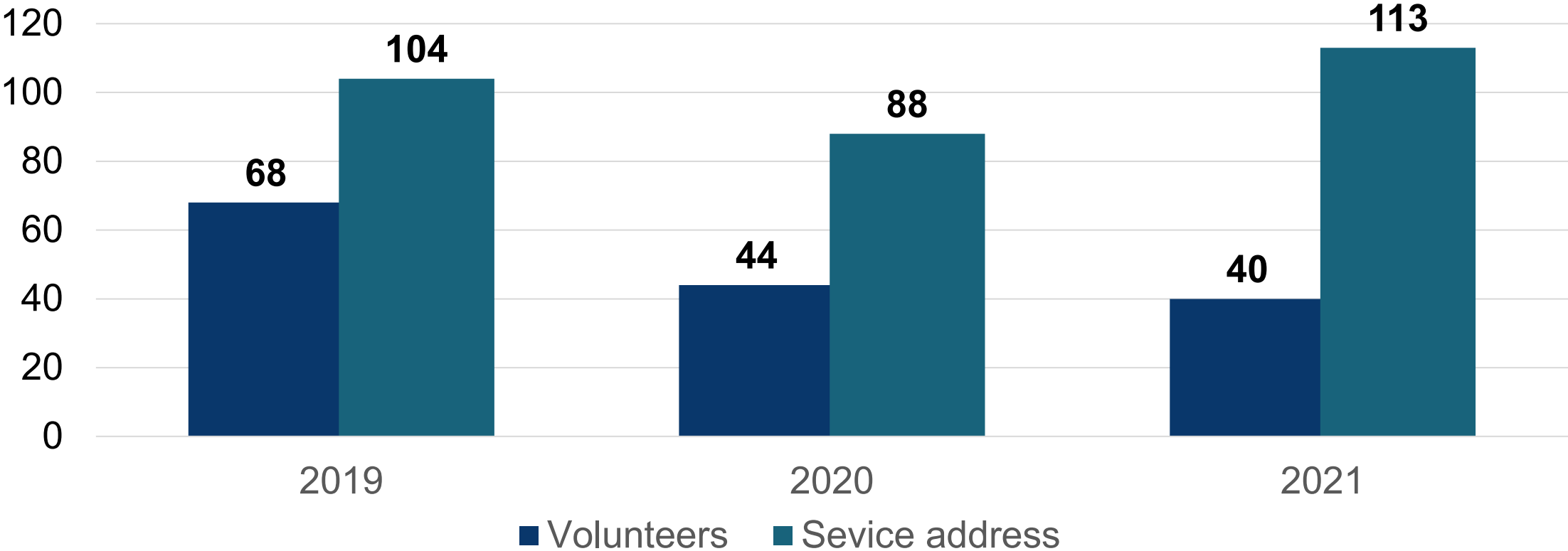
# Snow Angel Program Impact

- Snow Angel Program connects Seniors with Volunteers
- Aims at improving Social Support for Seniors and aging in place
- Improve seniors Safety and reduce risk of slip and fall
- Improve seniors' sense of belonging to their neighborhood and respected.
- Promote Intergeneration Interactions when seniors are matched with youth/Young adults
- Year end event- June was attended by 40 Seniors and about 14 Volunteers to connecting volunteers and seniors.



# Snow Angle Program

Three year service trend



Attachment: 4.2 2022 Committee Accomplishments (2022 Committee Accomplishments)



# Next Steps

1

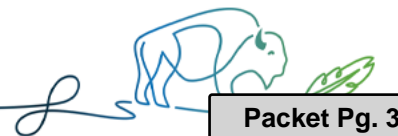
Evaluating the program and researching for best practices

2

Continuing enhancing communications and volunteer recruitment

3

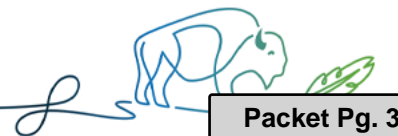
Planning for a Volunteer recruitment event for the 2022/23 season.



# Accessibility Audit



# Questions ?



# Thank You



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# Accessibility Working Group SOW Review

Presenter: Culture and Social Development Team

Department: Community and Protective Services

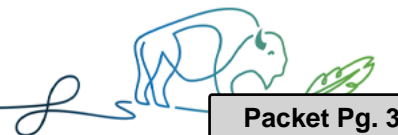
Meeting Date: July 27 2022



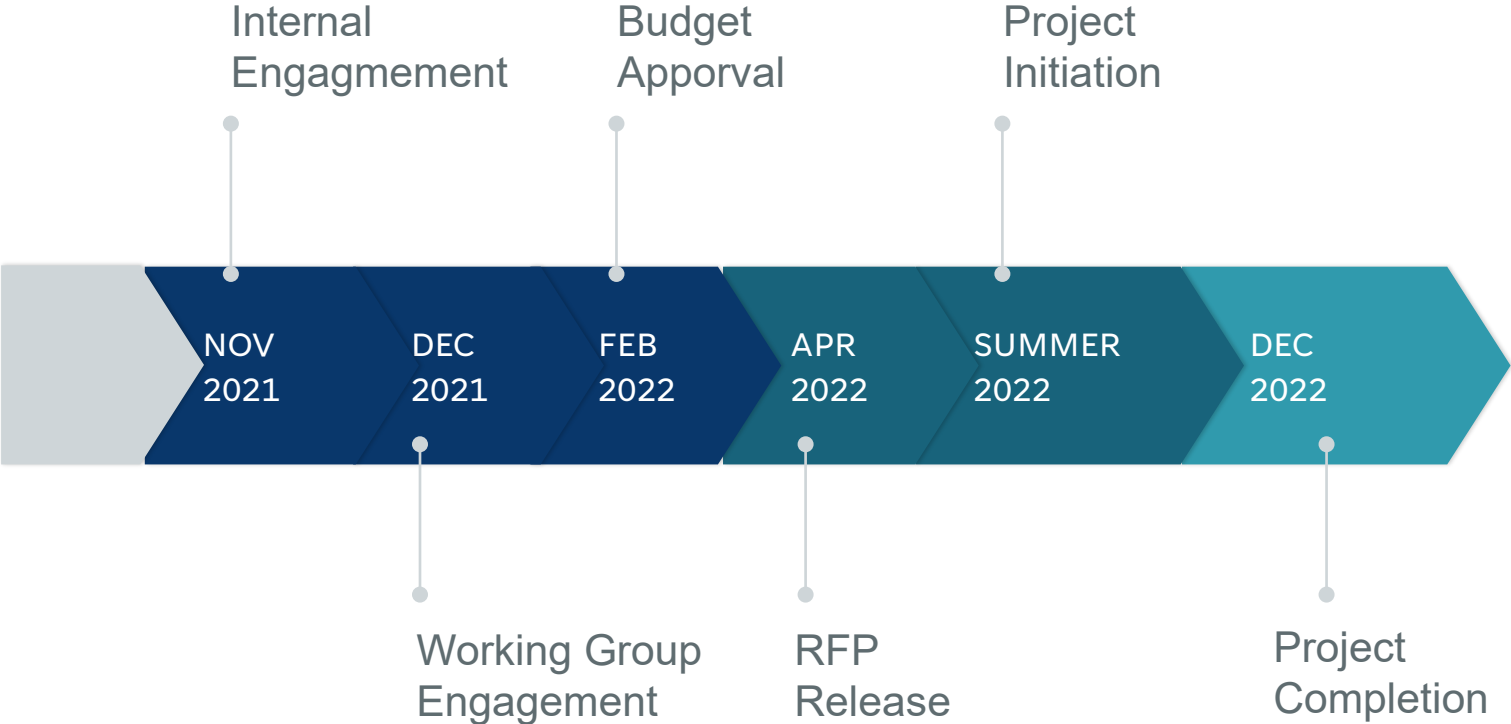
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# Agenda

- Presentation – 10 min
  - Timelines
  - Ongoing work
  - Scope or Work
  - Communications Plan
- Project Steps



# Timelines



Timelines dated February 2022

Attachment: 4.3 Accessibility Audit Scope of Work (Adminisitrative Updates)



# Summary of Actions



## Development of the Accessibility Working Group (AWG)

The Working group was appointed by ACoA, RACIDE and RIC.

Since March several members join the discussion and agree in a path forward for this project



## Development of the Scope of Work

Options were presented to the AWG on:

- Different standards
- Type of facilities to include in the audit
- Public Engagement



## Development of the Engagement Plan

Determine the internal strategy and tactics for public engagement



## Synergies with other organizations and Municipalities

Finding synergies with other organizations that can provide guidance and advance Accessibility

# Scope of Work proposal

## Overall Objectives



- To support the initiatives:
  - Council Appointed Committees: ACoA, RACIDE, and WBD Rac
  - Regional Inclusive Committee (RIC)
  - The Age-friendly Work Plan
  - The Diversity and Inclusion Plan
  - Equity and Inclusion RMWB commitments
- To promote:
  - universal access and services in the Municipality
  - existing programs (DRIP)
  - Awareness of accessibility and its benefits
- Define a long-term strategy for the future on Accessibility

# Contract Services – Scope of Work proposal



- Accessibility Assessments on selected buildings
- Reports on each facilities/buildings/spaces
- Identify required upgrades to facilities/buildings/spaces
- Create a checklist for future use
- Provide training – Accessibility 101

# Public Engagement

## Objectives

1. Identify the facilities that have accessibility challenges to be considered for an assessment.
2. Provide an opportunity for all urban and rural stakeholders and Indigenous partners to provide feedback on facilities that should be audited through in-person and online engagements.
3. To share the results of the audit with the facilities and the public.

## Timeline

- Engagement campaign to be launched mid-August
- Duration: 3- 4 weeks
- Evaluation and report by September



# Public Engagement

## Tactics

- Survey hosted on Participate Wood Buffalo
- Social media promotion through organic and paid opportunities
- Promoted internally through the RMWB
- Work with Indigenous and Rural Relations department to ensure rural communities and Indigenous partners have access to the survey.
- Work directly with agencies to promote the survey within their communities with in-person meetings available upon request.

# Project Steps



Public Engagement  
August to September

Selection of buildings/spaces  
Based on public feedback

Contract Services –  
Accessibility Expert  
September to December

Final Assessment and  
Reporting  
December to January  
2023



# Thank You



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