

2024 Age-friendly Communities Grant Funding Application – City of West Kelowna

Applicant and Project Information

1) There are two streams available for the Age-friendly Communities grants:

- **Stream 1 Planning (completing an age-friendly assessment and developing an action plan) - (up to \$25,000)**
- **Stream 2 Projects (project implementation) - (up to \$15,000)**

This application is for (select one stream):*

Stream 1: Planning

Stream 2: Projects

2) Please indicate the name of the local or Indigenous government, organization, or community applying.*

City of West Kelowna

3) Please indicate the type of local or Indigenous government, organization or community applying.*

First Nation Band or Self-Governing First Nation

First Nation Tribal Council

Métis Chartered Community

Municipality

Regional District

Other - write In:

4) What is the name or proposed title of your plan/project?

Age-Friendly and Accessible Active Transportation Audit

Applicant Details

5) Applicant government mailing address*

Street address, RR, or PO Box: 3731 Old Okanagan Hwy.

City, District, Village or Town: West Kelowna

Postal Code: V4T 0G7

6) Who is the primary contact for this application?*

Full Name: Melissa Hunt-Anderson

Title or Position: Community and Social Development Coordinator

Organization: City of West Kelowna

Email: Melissa.HuntAnderson@westkelownacity.ca

Phone: 778.797.2257

7) Is there a secondary contact for this application?

Yes

No

8) If yes, who is the secondary contact for this application?

Full Name: Brent Magnan

Title or Position: Director of Development Approvals

Organization: City of West Kelowna

Email: brent.magnan@westkelownacity.ca

Phone: 778-797-8837

Overview and Workplan

9) What are [B.C.'s age-friendly community features](#) that are the focus of your plan/project? (select all that apply)

- Outdoor spaces and buildings
- Transportation (including road safety)
- Housing
- Social well-being and participation
- Respect, social inclusion, and cultural safety
- Community engagement and employment
- Communications and information
- Community support, and health and wellness services

10) Participation of older adults.

Please identify how this plan/project includes the participation of older adults. Please check all that apply and describe their direct participation in the space provided below.

- Age-friendly assessment
- Inclusion of age-friendly planning principles in the OCP/CCP/other plans
- Age-friendly action plan
- Other - write In:

11) Describe the direct participation by older adults in your proposed plan/project.

The direct participation of older adults is a central element of the proposed plan, particularly through the focus group aspect of the workplan. We will conduct three virtual focus groups, specifically designed to engage older adults, members of the Age-Friendly Community (AIC), and representatives from relevant organizations. These focus groups will gather valuable insights into the transportation challenges and priorities from those with lived experience. Each session will be two hours long, with a total of 25 participants, and an honorarium of \$30 will be provided to each participant to recognize their contribution.

During the focus groups, participants will identify areas within the City that are difficult to navigate from an active transportation perspective. If budget allows, this information will be captured using GIS web mapping, allowing us to visualize and prioritize key neighborhoods and access points that need improvement. For those unable to attend the focus groups, an online survey will be available, with paper copies provided at key locations in the City to ensure broad accessibility and participation. This comprehensive engagement strategy ensures that older adults play a direct and active role in shaping the outcomes of the transportation audit, making the plan more responsive to their needs and concerns.

12) What is your target population(s) and why? Please describe any target population(s) within the overall older adult population.

The target populations for the Age-Friendly and Accessible Active Transportation Audit includes older adult residents of West Kelowna and/or those facing accessibility challenges such as mobility, sensory, or cognitive impairments. By focusing on these overlapping populations, the audit specifically aims to identify and address barriers that hinder safe and convenient active transportation for older adults. Transportation accessibility is essential for social wellbeing and age-friendly planning must consider it as a key component of aging in place.

13) What is the purpose of the plan/project? (i.e., What do you intend to achieve?)

The purpose of the Age-Friendly and Accessible Active Transportation Audit is to work closely with West Kelowna's Accessibility and Inclusion Committee (AIC) to evaluate the existing infrastructure that supports active transportation and connectivity in West Kelowna and identify barriers that prevent older adults, particularly those with accessibility challenges, from safely and conveniently navigating the community. The project aims to develop an actionable overview to address critical gaps in the built environment, ensuring that transportation options are inclusive, equitable, and supportive of aging in place. Some aspects of accessible transportation that the audit will consider include sidewalks, street lighting, crosswalks, and parking. Ultimately, the project seeks to identify actions that will enhance the independence, safety, and social participation of older adults, contributing to a more age-friendly and accessible community for all residents.

14) What are the intended outcomes/What changes do you anticipate as a result of this plan/project?

The intended outcomes of the Age-Friendly and Accessible Active Transportation Audit include raising awareness of current transportation accessibility needs for older adults and people with disabilities in West Kelowna, strengthening collaboration with the Accessibility and Inclusion Committee (AIC), relationship building with organizations that

support and involve older adults, and identifying key action areas for improvement. Additionally, the project aims to center best practices in accessibility throughout the audit process, ensuring that the findings lead to targeted, effective interventions in active transportation planning that enhance mobility, safety, and social participation for residents of all ages, particularly those facing accessibility challenges.

Anticipated challenges include ensuring robust engagement from older adults with diverse accessibility needs, balancing the audit's scope with available resources, and coordinating between stakeholders such as the Accessibility and Inclusion Committee (AIC) and City staff.

15) How will this plan/project make your community more age-friendly?

This project will make the community more age-friendly by identifying and addressing key barriers to active transportation that affect older adults and individuals with accessibility challenges. By conducting an audit and providing actionable recommendations, the project aims to build on previous planning by the City’s Accessibility and Inclusion Plan to enhance active transportation options, improve safety, and increase accessibility for older adults. The recommendations will focus specifically on removing physical barriers in the built environment, thus enabling older adults to participate more fully in community life and age in place with greater ease and independence.

16) Please describe the activities that you plan to complete. Be as specific as possible. (Note: Key milestones from this description should be included in your workplan. For a sample work plan, refer to the [grant application guide](#).)

Project Milestone	Brief Description
Kick off Meeting	Convene the project team to review the grant objectives and workplan. The kick off meeting will also provide an opportunity to identify other community organizations and groups that involve or support older adults who should be invited to participate in engagement.
Best Practice Review	The best practice review will build on recommendations from the City’s Accessibility and Inclusion Plan to develop a draft list of elements and features that should be addressed by the audit. This review will involve a selection of best practices and standards relating to the intersection of age, accessibility, equity, and active transportation.
Develop Audit Guidelines	A meeting will be held with the Accessibility and Inclusion Committee to review the draft list of audit elements and features to determine any gaps and additions. Input from this meeting will shape the scope of the audit tool.

<p>Participatory Audit</p>	<p>3 virtual focus groups will be held with members of the AIC, staff, and other identified organizations and community groups. Individuals who cannot make the focus group session will be invited to complete an online survey (paper copies to be available at key locations in the City).</p> <p>During focus groups, staff will support participants in identifying areas within the City that are challenging to navigate from an active transportation perspective. Insight will be collected through notes and also use of GIS web mapping. Honoraria will be provided to individuals with lived experience who participate in a focus group session.</p>
<p>Share Findings and Final Reporting</p>	<p>Key themes, lessons, and findings will be shared with members of the AIC, staff, and other participant organizations from the audit process.</p> <p>A report will be developed presenting findings and recommending key actions to advance accessible transportation for older adults in West Kelowna. The report will include an implementation table highlighting identified issues, recommendations based on best practices, timelines and responsibilities.</p>

17) How will you apply an equity lens to your plan/project? Please refer to the 'Program Streams' section of the [application guide](#) for more information on using an equity lens in AFC planning.

Equitable access to transportation is essential for people of all ages and abilities to participate meaningfully in their community. For older adults, active transportation supports greater independence, enabling people to travel conveniently and safely to meet daily needs, reliably access appointments, and stay connected with their community as they age. In addition to health advantages that are more possible with access to active transportation, continued social wellbeing is supported from improved connectivity to social, cultural, volunteer, and recreational activities. These activities support older adults in maintaining healthy social networks that contribute to a high quality of life and facilitate aging in place.

To apply an equity lens to the Age-Friendly and Accessible Active Transportation Audit, we will intentionally focus on reducing inequities faced by older adults by examining how diverse intersecting identities, such as disabilities, mobility challenges, sensory impairments, and social isolation, impact transportation access. The audit will engage with organizations and community groups that support these populations to identify specific gaps and barriers in the existing active transportation network (e.g., sidewalk connectivity, frequency of rest stops, design of bus stops, etc.). By reaching out to these groups and collecting qualitative data through focus groups, we aim to uncover and address the unique challenges faced by this key community demographic. Additionally, we will share our identified actions with the community to ensure they align with their needs and to garner support for the proposed improvements.

18) How will you know if your plan/project is successful?

Key Input Quality:

- Measure the extent and quality of meaningful input from the Accessibility and Inclusion Committee (AIC), City of West Kelowna staff, and community members, particularly older adults and individuals facing accessibility challenges.

Insights from the Audit:

- Evaluate the quantity and quality of insights surfaced from the audit.
- Assess whether opportunities to advance age-friendly transportation in West Kelowna have been clearly outlined.

Alignment with Standards:

- Ensure the audit aligns with and supports accepted accessibility standards (e.g., Rick Hansen Foundation, CSA B651: Accessible Design for the Built Environment).
- Cross-reference findings with best practices for ageing in place and accessible transportation and built environment planning.

19) How will you track progress and/or evaluate your plan or project?

To track progress during the Age-Friendly and Accessible Active Transportation Audit, our project management approach will include regular check-ins with the project team to ensure efforts remain timely and aligned with AFC grant objectives. We will build feedback opportunities into the process to encourage input from the Accessibility and Inclusion Committee (AIC), City staff, and community members. The audit and associated action items will also be supported with projected timelines and SMART goals for implementation to ensure appropriate supports are in place to advance transportation accessibility for older adults in West Kelowna beyond the timeline and scope of the Age-Friendly and Accessible Active Transportation Audit project.

20) [FOR STREAM 1: PLANNING APPLICANTS ONLY] Please share any ideas you have to follow this planning phase with implementation of actions you may outline in your action plan.

Following the planning phase, we propose prioritizing the identified actions based on impact and feasibility. We will collaborate with key parties involved in the audit to develop a detailed implementation strategy with clear timelines, allocated resources, and assigned responsibilities. The community and social development coordinator will play a crucial role in facilitating communication during implementation, ensuring ongoing community

input is integrated and that the community remains informed and engaged throughout the process.

22) Is the proposed plan/project building on previous work in your community?

Yes

No

Not sure

23) If yes, please tell us the previous plan/project name and how the current proposed plan/project will build on this previous work.

Yes, the proposed Age-Friendly and Accessible Active Transportation Audit is building directly on West Kelowna's Accessibility and Inclusion Plan. The plan outlines transportation-related actions, including initiating this accessible transportation audit to evaluate existing transportation infrastructure to assess its current level of accessibility. The Plan suggests working with the AIC in the audit process to establish accessibility guidelines and identify critical gaps and priorities. The Plan also emphasizes incorporating the actions identified in the audit into ongoing or planned projects wherever possible. The proposed audit directly aligns with these suggestions, advancing the plan's goal to create a more accessible and inclusive community in West Kelowna.

The proposed audit also supports key values outlined in the Regional District of Central Okanagan's (RDCO) Central Okanagan Poverty and Wellness Strategy (COPAWS) including social inclusion, participation, and connection. In the creation of COPAWS, community engagement revealed that transportation, especially transportation modes beyond private vehicles, was a key barrier limiting community involvement and access to basic needs for residents facing poverty. Older adults in this population, particularly those with accessibility challenges, are even more vulnerable to these barriers. In COPAWS, two key areas for intervention that relate to this proposed audit include Transportation and Diversity & Accessibility.

Collaboration and Key Partners/Stakeholders

24) Which partners, including health authorities and potential collaborators in other sectors, will be involved in your plan/project?

Using the table below, please list a) any partner organizations; b) a short description of how they will be involved and c) a specific contact person within each organization, if known.

Example categories include: Indigenous government and/or Indigenous organizations; older adult-serving organizations (e.g., groups, clubs); community organizations in general; other local governments (e.g., municipalities, regional districts); other partners (e.g., school districts, specific older adults, community businesses).

	Proposed Partner Organization	Contact Name	Proposed Roles and Responsibilities
1	Accessibility & Inclusion Committee	Spring Hawes	AIC Consultant; connection to the AIC and engagement with their input
2	Westside Health Network Society	Sonia Newman	Executive Director; connecting older adults/seniors to the engagement sessions; input and support on the project and planning
3	Seniors Outreach & Resource Centre	Ian Gerbrandt	Executive Director; connecting older adults/seniors to the engagement sessions; input and support on the project and planning
4	Interior Health Authority	Tanya Osbourne	Community Health Facilitator; overview and input on project planning re: health supports of older adults and seniors
5	Westbank First Nations	Kyle Allen	Wellness Advocate; Indigenous lens, engagement with elders and input and support on project planning
6	United Way BC	Lisa Cyr	Regional Community Developer, Government Relations and Government Programs; connection to older adult government initiatives to support the planning development of the audit

Age-friendly Accomplishments to-Date & BC Age-friendly Community Recognition Status

In-kind Supports

29) The Age-friendly Communities Program grants include a cash award as well as in-kind support from BC Healthy Communities staff. What support do you anticipate, if any?

Check all that apply:

- Support in development of project, including planning & design, monitoring and evaluation
 - Research support (e.g., environmental scans, sourcing literature or other resources)
 - Document review & providing feedback
 - BCHC staff participation on advisory committees
 - Accessing resources developed by BCHC (e.g., Live webinars, Action Guides, other tools and resources, newsletters, on-demand webinars)
 - Online training (e.g., training on the use of an equity lens in AFC planning)
 - Connecting you with your health authority or other organizations
 - Development of community engagement processes (e.g., planning and/or design support, including facilitation design)
 - Development of data collection tools (e.g., surveys, interview guides)
 - Developing monitoring and evaluation frameworks including the development of indicators
 - Other - Write In: ¶
 - We do not anticipate needing any support from BCHC.
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Budget and Workplan

32) Please provide your documentation of formal approval from council, board, band, chief administrative officer (CAO), or equivalent.

Please select one of the following:

- I would like to upload the formal approval

- I would like to email the formal approval
- The meeting/formal approval will occur at a later date.

35) If you wish, provide any additional details about when and how formal approval will be confirmed below:

Health Authorities and past AFC funding or BCHC Capacity Building Support

36) Has your organization received AFC funding or support in the past (i.e., AFC funding from BC Healthy Communities (BCHC), the Union of BC Municipalities (UBCM), and/or Age-friendly Capacity Building (AFCB) support from BCHC?)*

- Yes
- No
- Unknown

37) If yes, please indicate the plan/project name, year, and whether it was funding from BCHC, UBCM or Age-friendly Capacity Building support from BC Healthy Communities.

Plan/project name:

Plan/project year:

Please check all that apply

- Capacity building support from BCHC
- Age-friendly Communities grant funding from UBCM
- Age-friendly Communities grant funding from BCHC

38) Please indicate the health authority region in which your local government/organization/community or Indigenous government/organization/community is located. Please also indicate if your community is served by the First Nations Health Authority.

- Fraser Health
- Interior Health

- Island Health
- Northern Health
- Vancouver Coastal Health
- First Nations Health Authority

39) Do you have an existing relationship with your health authority(ies)?

- Yes
- No

40) If you have an existing partnership with your health authority(ies), please provide key contact information for each.

Primary health authority contact name: **Tanya Osbourne**

Primary health authority contact position: **Community Health Facilitator**

Primary health authority contact email: tanya.osborne@interiorhealth.ca

Primary health authority contact phone: **250-469-7070 x12287**

Secondary health authority contact name: **Rebecca Klassen**

Secondary health authority contact position: **Community Integration Care Coordinator**

Secondary health authority contact email: rebecca.klassen@interiorhealth.ca

Secondary health authority contact phone: **250-878-7031**

41) Have you discussed this plan/project with your health authority(ies)?

- Yes
- No
- Other - write In:

42) If yes, indicate what discussions have occurred, and if the health authority(ies) support the initiative.

We have had discussions with Tanya Osborne, our regional Community Health Facilitator about the progress of our Accessibility & Inclusion Plan have indicated to her that one of the main action goals for the Accessibility & Inclusion Committee (AIC) is to perform and accessibility audit that will review the accessibility and inclusiveness of our active

transportation networks, Tanya is very supportive of this initiative and understands how important a healthy, inclusive and accessible a transportation system is to older adults in

our community, the largest growing population demographic group (see Interior Health support letter)

Previous Age-friendly Plans

Stream 2: Projects stream only

Please share the age-friendly communities plan, assessment, or equivalent which will guide this Stream 2 - project.

43) I would like to share the age-friendly communities assessment and action plan that will be used to guide this project by:

- uploading the document(s).
 - emailing the document(s).
 - sharing a hyperlink to where the document is published on a website.
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Additional Files

47) Do you have anything else to add that we should know about your plan/project? (e.g., plan/project is coordinated with a sister city; measurables that will be applied to monitor the success of this planning process or project)?

48) Do you have any additional files to include that support your application (e.g., presentations, diagrams, pictures, stories)? *Please note that letters of support from plan/project partners are strongly encouraged as they will result in a higher score. Up to three letters of support as evidence of partnership or collaboration can be included in this section.*

- Yes
- No

Age-friendly Communities Program grant budget



Applicant Community:	City of West Kelowna
Project Lead name:	Melissa Hunt-Anderson

Item	Description	Projected Cost	AFC Contribution
GENERAL COSTS			
Kick-off and ongoing project management	Kick off meeting with project team, reviewing grant objectives and workplan. This will also include an initial meeting with the AIC to share the project objectives and discuss their involvement.	\$4,000.00	\$4,000.00
Develop audit guidelines	Meet with AIC to discuss desired audit guidelines and considerations.	\$1,700.00	\$1,700.00
Best practice review	Review and cross reference provincial best practices in accessibility, transportation, and equity as it pertains to age-friendly community planning.	\$4,200.00	\$4,200.00
Conduct Age-Friendly and Accessible Transportation Audit	Develop online web map (GIS) tool to facilitate community engagement (<i>Optional value add</i>)	\$1,200.00	\$1,200.00
	Develop and disseminate survey to community partners to collect information on key areas / issues. Assumes creation of dissemination list (could get support from client here), social media wording & survey itself.	\$2,200.00	\$2,200.00
	Conduct 3 Virtual Focus Groups with identified participants to collect information on areas of concern and priorities. Collect information using GIS web map for overview of key neighbourhoods / access points. Assume focus groups are 2 hours each. Assume total focus group participants 25 (and \$30 each honoraria)	\$6,900.00	\$6,900.00
Share back	Review engagement findings and share back with AIC to provide opportunity for feedback and input.	\$1,700.00	\$1,700.00
Report on findings	Share audit findings in final report that highlights key actions to advance accessible transportation for older adults in West Kelowna.	\$5,000.00	\$5,000.00
General Costs Subtotal		\$26,900.00	\$26,900.00
CAPITAL COSTS			
Capital Costs Subtotal		\$0.00	\$0.00
Total Expenses		\$26,900.00	\$26,900.00

Expected Support from AFC and Other Sources	Cash or In-kind?	Projected Amount
Support developing engagement strategy and survey	In-kind	\$1,900.00
AFC	Cash	\$25,000.00
Total Revenue		\$26,900.00

Total Requested Funds from AFC:	\$26,900.00
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Workplan Template

Age-friendly Communities Program



Applicant community:	City of West Kelowna
Project Lead:	Melissa Hunt-Anderson

Project Milestone	Description	Completion Date	Who is Responsible	BCHC Support Anticipated
PHASE 1: Kick off				
Kick-off and ongoing project management	Convene the project team to review the grant objectives and workplan. The kick off meeting will also provide an opportunity to identify other community organizations and groups that involve or support older adults who should be invited to participate in engagement.	November		Support connecting to contacts from relevant organizations
Best practice review	The best practice review will build on recommendations from the City's Accessibility and Inclusion Plan to develop a draft list of elements and features that should be addressed by the audit. This review will involve a selection of best practices and standards relating to the intersection of age, accessibility, equity, and active transportation.	December		Review list of identified standards and share additional resources/best practices
PHASE 2: Assess				
Develop audit guidelines	A meeting will be held with the Accessibility and Inclusion Committee to review the draft list of audit elements and features to determine any gaps and additions. Input from this meeting will shape the scope of the audit tool.	January		None

<p>Conduct Age-Friendly and Accessible Transportation Audit</p>	<p>3 virtual focus groups will be held with members of the AIC, staff, and other identified organizations and community groups. Individuals who cannot make the focus group session will be invited to complete an online survey (paper copies to be available at key locations in the City). During focus groups, staff will support participants in identifying areas within the City that are challenging to navigate from an active transportation perspective. Insight will be collected through notes and also use of GIS web mapping. Honoraria will be provided to individuals with lived experience who participate in a focus group session.</p>	<p>April</p>		<p>Support reaching survey participants from identified groups; support development of focus group engagement process and survey</p>
PHASE 3: Report				
<p>Share back and report on findings</p>	<p>Key themes, lessons, and findings will be shared with members of the AIC, staff, and other participant organizations from the audit process. A report will be developed presenting findings and recommending key actions to advance accessible transportation for older adults in West Kelowna. The report will include an implementation table highlighting identified issues, recommendations based on best practices, timelines and responsibilities.</p>	<p>July</p>		<p>Support review of draft report.</p>