



Request for Proposals

Senior and Elder Friendly Community Plan

The Village of Pemberton on behalf of the *Joint Winds of Change Committee* is inviting qualified consulting firms and/or individuals to submit proposals to develop a Senior and Elder Friendly Community Plan for the communities of Pemberton and Mount Currie. This is a collaborative initiative of the Village of Pemberton and the Mount Currie Indian Band (Lil'wat Nation).

Steering Committee:

Representatives from Pemberton Seniors Society and First Nations elders will be invited to join members of the *Joint Winds of Change Committee* to oversee and provide input into this initiative. The *Joint Winds of Change Committee* includes representation from Mount Currie Indian Band, Village of Pemberton, Squamish Lillooet Region District, Vancouver Coastal Health Authority, Sea to Sky Community Services, RCMP and Statlimx Tribal Police. The Senior and Elder Friendly Community Plan will contribute to a review of options and recommended course of action by the *Joint Winds of Change Committee* to appropriate local governments and agencies.

Scope of Work:

Seniors and elders in Pemberton and Mount Currie face many challenges such as a significant lack of culturally appropriate seniors housing, transportation, recreation and access to medical services to name a few. Through this initiative the Village of Pemberton and Mount Currie are working cooperatively to develop a specific plan of action which will improve the quality of life for seniors and elders in our communities.

The plan will create a specific framework for the development of a senior and elder friendly community. The plan will be based on local priorities of both Pemberton and Mount Currie, incorporating recommendations of not only social but also cultural significance. Additionally, the plan will support activities that can be shown to contribute to improving the lives of seniors and elders over time.

The development of a *Senior and Elder Friendly Community Plan* will be an essential first step towards assisting both the Village of Pemberton and Mount Currie in preparing for an aging population and in enhancing and improving culturally appropriate services for seniors and elders within our communities.

Goal of the Project

The goal of this project is to develop a comprehensive *Senior and Elder Friendly Community Plan* (the Plan), with the collaboration of our community partners, local seniors/elders, and the community at large.

The Plan will identify and make recommendations to eliminate or reduce the challenges that seniors and elders face everyday. The plan will address, but is not limited to:

- Identifying short and long term goals with regards to the development of seniors' and elders' housing that is sensitive to the needs of both cultures.
- Identifying potential sources of funding and community partners for the future development of seniors/elders housing.
- Identifying short and long term goals with regards to transportation for seniors/elders in the community.
- Identifying potential sources of funding and community partners for the future development of seniors/elder transportation.
- Identifying steps that local businesses and new developments can take to make their businesses and properties more senior/elder friendly.
- Identify and make recommendations as to ways in which municipal and band policy, planning, programs and services can better promote a senior and elder friendly community.

Detailed Description of Work:

The Project Leader will:

- Facilitate discussions between the organizations represented by the steering committee, the business community, and the community in general. Allow for a minimum of four visits to Pemberton/Mount Currie (initial introductory meeting, interview stakeholders and collect information, public consultation session, presentation of final report).
- Host community consultation session(s) with key stakeholders for both Pemberton and Mount Currie.
- Conduct independent research in the area of seniors'/elders' needs, wellbeing, and safety, and survey local seniors/elders as to their thoughts regarding day-to-day living, housing, transportation, safety and medical services.
- Analyze and evaluate current services and facilities available within and to seniors/elders of the Pemberton Valley, primarily but not limited to, Pemberton and Mount Currie.
- Analyze and evaluate the need and thus the potential use of additional services, activities and facilities.
- Analyze and identify sources of funding, both capital and operational, for facilities, activities and/or services identified.

- Work closely with both the communities of Pemberton and Mount Currie to establish guidelines and recommendations which are culturally sensitive.
- Develop and present a *Senior and Elder Friendly Community Plan*. This plan will be based upon the information gathered over the course of the project, and will address the goals of the project as specified above.

Study Area:

The study will address an area which includes Mount Currie Indian Band village sites and Village of Pemberton.

Deliverables:

- **Senior and Elder Friendly Community Plan:** A comprehensive Plan that identifies and makes recommendations to eliminate or reduce the challenges that seniors and elders face in our communities. The Plan will incorporate short and long term goals, identify potential sources of funding and community partners, and provide strategic next steps to be implemented (Electronic and five (5) hard copies).
- **Business Case for Funding:** In consultation with the *Joint Winds of Change Committee* provide a business case for potential provincial and federal funding agencies. Ensure all information required by the provincial and federal governments is provided.
- **Senior and Elder Friendly Community Information Brochure:** Provide copy for an 8½ by 11 inch three fold information brochure.

Proposal Requirements:

To ensure the best understanding of the needs of seniors/elders, this contract seeks a consultant who is familiar with issues facing seniors in both Native and nonnative communities. All proposals should include the following information:

1. Contact Information

Include members and roles of Consultant team

2. Background and Experience:

- Describe current and/or prior experience of you or your firm in providing similar plans/studies for municipalities, local governments and/or First Nations,
- Provide names of contact persons, addresses and phone numbers of local governments and First Nations that your firm has provided similar studies/plans, and
- Village and Band staff resources will be made available to support the study however in order to assist staff to manage their schedules applicants are required to produce, within the proposal, a forecast of information and support required.

3. Method of Approach

Provide a detailed Method of Approach. This should address how the applicant plans to meet the requirements of each goal as outlined in the Detailed Description of Work.

Applicants shall provide a time line of activities to complete the study, which may be negotiated with successful applicant.

4. Cost – Proposed fee schedule

Twenty thousand dollars (\$20,000) has been allocated to undertake this study. This is the upset cost and will include all consulting fees, disbursements, travel and tax. Facility, refreshment and advertising for public consultation session(s) will be provided by the Village of Pemberton and Mount Currie Band.

5. Proposal Deadline:

An electronic copy plus one original and five (5) hard copies of your proposal must be received on or before 9:00 a.m. on Monday, June 25, 2007. Please submit by:

Mail to: Lori Pilon, Administrator
PO Box 100, Pemberton BC, V0N 2L0

or Deliver to: Lori Pilon, Administrator
7400 Prospect Street, Pemberton BC, V0N 2L0

Applicants requiring further clarification should contact the following:

Lori Pilon, Administrator
7400 Prospect Street
Pemberton BC, V0N 2L0
Telephone (604) 894-6135 #225
Email lpilon@pemberton.ca

If during the review and preparation of the Proposal, certain errors, omissions or ambiguities are discovered, questions should be addressed to Lori Pilon at the address stated above. Written clarification will be provided to all potential applicants. No person has the authority to verbally alter the details of the proposal.