

WESTVIEW DEMENTIA SUPPORT COMMUNITY COLLABORATIVE COMMITTEE (*Collaborative*)



TERMS OF REFERENCE

Vision

To create a community that is inclusive, where people living with dementia feel safe and welcome, and have the opportunity for social engagement and an increased quality of life.

Background

The *Collaborative* will build on the work completed in Phase 1. Phase 1 consisted of expanding the communities' awareness and incorporating new strategies to create a friendly environment for people living with dementia. Research included a singing program, intergenerational program, memory café and physical activities strategies. From the work in Phase 1, several challenges were identified for people living with dementia and their care partner in our community, these include: accessible recreational and social opportunities, access to respite and transportation. Finding solutions to these challenges has guided our work as we enter phase 2 of the project.

Phase 2 of our dementia friendly community project aims to create a community champion volunteer program that will be able to connect people living with dementia to resources and community. All involved will work together to codesign recreational and social programs that they want to see offered in the community.

Which brings us to the Dementia Collaborative moving forward by engaging people living with dementia under the Dementia Connections Project.

The Dementia Connections Project will catalyze inclusion! We have created a community champion volunteer program that will be able to connect people with living dementia and provide resources. This program will include 3 components, engaging volunteers, including people living with dementia and offering dementia friendly social opportunities.

This project continues to create a dementia friendly community.

Aim

Supporting people to living well with dementia in our communities.

Purpose

The *Collaborative* is a network of community organizations and members who share their experiences with the aim to well-being of people living with dementia in the Tri-Community Area (Town of Stony Plain, Parkland County and City of Spruce Grove).

Members of the *Collaborative* come from various community, non-profit, health, social service, and community, bringing diverse life and work experiences to share.

The *Collaborative* is a forum for collaboration, support, problem solving, learning, and celebrating success.

Goals

1. To facilitate people and resources coming together locally to enhance the well-being of people living with dementia, their families and care partners by:
 - Identifying opportunities for dementia education and awareness
 - Sharing of best practices and resources
 - Community partners working together collaboratively
 - Advocating for the needs of people living with dementia
2. Support the work of partnerships:
 - a. Liaise and support the work of the [PHC IGSI](#) team – PHC IGSI - Connecting People and Community for Living Well
 - b. Support the work of the [CIDC](#) grant
 - c. Support the work of community-based grants.

Network Processes

1. The *Collaborative* meets in person or online every second month, with an option of having an annual event to review progress.
2. The meetings will last up to 2 hours. Time and days to be determined.
3. The Chair or designate will: -The collaborative decided that the chairperson will be from a community based organization.
 - d. Organize the meeting
 - e. Develop an agenda
 - f. Develop and ensure the *Collaborative* shared information platform is maintained
 - g. Maintain the *Collaborative* membership list
 - h. Ensure an annual review of the Terms of Reference is completed
3. Business support (minutes, agendas etc.) will be provided by the chair or designate of the committee.
4. The minutes of the previous meeting and other papers will be circulated within 20 working days following the meeting. Agendas and other papers will be circulated at least 7 working days before the meeting.
5. Working groups will be drawn from, and led by, *Collaborative* members. The frequency and length of each working group will be set by the Chair in agreement with the committee.
6. The collaborative is an active member of PHC IGSI and supports their work.
7. New projects will be evaluated and supported depending on resources available.

Communications with other agencies and the public

Collaborative members would be responsible for linking with specific partner agencies to ensure they can contribute to and hear of the work of the Collaborative.

Decision-making

Decisions are made by the consensus of members.

Financial

There is not budget for the collaborative and all expenses are the responsibility of the member/organization.

Membership

Involve individuals living with dementia and care partner

Two members from each agency/organization

Each organization may not have more than two members

If members are unable to attend, they (Red Deer)

The membership may expand from time to time, depending on the activities of the collaborative

A new member will be provided an orientation that will include the history, tour, and brochure from Phase I Project.

Discrimination based on ageism, disability, gender, faith, sexuality, ethnicity, or transgender will be challenged.

Names	Organization
Arlene Huhn	Alzheimer Society of Alberta and Northwest Territories
Lisa Gilchrist	Stony Plain Community & Social Development
Deanna Butz	Stony Plain Community & Social Development
Sharon Cornelius	Stony Plain Community & Social Development
Jim Rigby	Community Member
Jenn Ireland	WestView Home Living Program
Jane Newman	WestView Home Living Program
Karen Southwell	WestView Home Living Program
Helen Lightfoot	PHC IGSI
Sharon Hamlin	AHS: Health Canada Grant
Tracy Sommerfeld	WestView Health Centre
Ellen Elliot	WestView Health Centre – Site Director
Marti Pickett	WestView Primary Care Network
Treena Trustham	WestView Primary Care Network
Social Worker	WestView Primary Care Network
Community Connector	WestView Primary Care Network

Conflicts of Interest

Any member, who has a personal interest in any business of the Collaborative, including a financial interest, must declare this.