



# VILLAGE OF HARRISON HOT SPRINGS NOTICE OF MEETING AND AGENDA

## AGE-FRIENDLY COMMITTEE MEETING

**Date:** Wednesday, July 6, 2016  
**Time:** 9:30 a.m.  
**Location:** Council Chambers, 495 Hot Springs Road  
 Harrison Hot Springs, British Columbia

<b>1. CALL TO ORDER</b>	
Meeting called to order by the Chair.	
<b>2. INTRODUCTION OF LATE ITEMS</b>	
<b>3. APPROVAL OF AGENDA</b>	
<b>4. ADOPTION OF MINUTES</b>	
(a) THAT the Minutes of the Age-friendly Committee Meeting held on May 16, 2016 be adopted.	Item 4(a) Page 1
<b>5. ITEMS FOR DISCUSSION</b>	
(a) May 18, 2016 Message from Agassiz Harrison Healthy Communities Committee re: Seniors Publishing Project	Item 5(a) Page 5
(b) June 9, 2016 Ministry of Health News Release: Harrison Hot Springs Honoured for Supporting Seniors	Item 5(b) Page 7
(c) Letter from the Province of British Columbia regarding Age-friendly Recognition	Item 5(c) Page 9
(d) June 17, 2016 letter from the Ministry of Health re: Age-friendly BC 2016 Recognition Award	Item 5(d) Page 11
(e) Harrison Hot Springs Age-Friendly Committee Revised Terms of Reference – Revised	Item 5(e) Page 13
(f) Harrison Hot Springs Age-Friendly Committee DRAFT Implementation & Protocol Strategy	Item 5(f) Page 14
<b>5. ADJOURNMENT</b>	

VILLAGE OF HARRISON HOT SPRINGS  
AGE-FRIENDLY COMMITTEE MEETING

4(a)

**DATE:** May 16, 2016  
**TIME:** 9:30 a.m.  
**PLACE:** Council Chambers  
495 Hot Springs Road  
Harrison Hot Springs, BC

**IN ATTENDANCE:** Councillor Buckley, Chair  
Donna Bruins  
Harold Bruins  
Councillor Hansen  
Ray Hooper  
Michael Scott

Chief Administrative Officer, Madeline McDonald

**ABSENT:** Elaine Marrington

*Recording Secretary: Jaclyn Bhatti*

1. **CALL TO ORDER**

The Chair called the meeting to order at 9:30 a.m.

Round table introductions.

2. **INTRODUCTION OF LATE ITEMS**

None

3. **APPROVAL OF AGENDA**

**Moved by Michael Scott**  
**Seconded by Councillor Hansen**

THAT the agenda be approved.

**CARRIED  
UNANIMOUSLY**

4. **ADOPTION OF MINUTES**

None

5. **ITEMS FOR DISCUSSION**

(b) Draft Terms of Reference for the Harrison Hot Springs Age-Friendly Committee

Discussion on the following:

- What members would like to get out of the committee:
  - 50+ group, not just "seniors" groups. Can charge membership fee. Regular place where people can meet.

*Village of Harrison Hot Springs  
Minutes of the Age-Friendly Committee Meeting  
May 16, 2016*

- Rules for conduct during meetings.
- Objectives, how we measure/evaluate goals for things like risk and impact on community. Have a format for this.

CAO – this could be worked into an implementation strategy which could be the groups next step.

- A working module that every other municipality would like to adopt. In regards to cycling, walking, general safety, pleasantness.
- A physical meeting place for people.
- Don't discard any idea because it will cost too much money.
- Get going on easily actionable items and set long term goals.
- Social aspect/communication is big. Organizing events. Does not cost a lot of money but will take effort.

Discussion on the following:

- Scheduling the next meeting at the end of each meeting.
- Amending the purpose to include improvements that benefit people of all ages
- Using community members to help write grants.

**Moved by Harold Bruins**  
**Seconded by Councillor Hansen**

THAT the Terms of Reference be approved as amended.

**CARRIED  
UNANIMOUSLY**

**Communications Strategy:**

- Summarizing what is discussed at the meetings and get it into the local newspaper
- Getting involved with local groups – Social Club, Agassiz Harrison Community Services, Lions, Legion, etc.
- Age Friendly Agenda on different colour paper

Volunteer/work program to help with various task around the homes, fence painting, tree trimming, etc, to help people be able to stay in their homes longer.

Similar to Better at Home Program.

Making it more friendly for youth. Have areas in open areas where they can gather, ie: basketball court etc. so prevent them being in the trails etc.

For the youth – park behind Fire Hall, make into mountain bike course or something similar.

Village of Harrison Hot Springs  
Minutes of the Age-Friendly Committee Meeting  
May 16, 2016

Implementation strategy for committee, so they can set priorities and move them forward to Council.

(c) Village of Harrison Hot Springs 2015 Age-Friendly Action Plan

*Donna Bruins excused herself from Chambers at 10:34 a.m.*

The next meeting is scheduled for Wednesday, July 6, 2016 at 9:30 a.m.

6.

**ADJOURNMENT**

**Moved by Harold Bruins**  
**Seconded by Councillor Hansen**

THAT the meeting be adjourned at 10:40 a.m.

**CARRIED  
UNANIMOUSLY**

\_\_\_\_\_  
John Buckley  
Chair

\_\_\_\_\_  
Debra Key  
Corporate Officer

**Madeline McDonald**

**From:** Provost, Deborah <Deborah.Provost@fraserhealth.ca>  
**Sent:** May-18-16 6:52 PM  
**To:** Agassiz Harrison Ministerial Association; Anderson, Leskie (Work BC Agassiz); "Anderson, Maureen" <MaureenAnderson; Arueyingho, Francesca; Asquin, Arnice; Ayliffe, Brenna; Barg, KariLee; Barner, Donna; Bartel, Martin; Bird, Kevin (SD78); Bohach, Collette - Big Brothers & Sisters FV; Bunner, Karen ; Clement Seymour; Collins, Marilyn; Colman-Lawley, Wendy; Commodore, Laura; Cranch, Jana; Delcourt, Fiona; Dyble, Gerry; Eick, Suzie; Ellis, Joey (Lions Club); Emergency Social Services Kent Harrison Disaster Assist.; Epp, Melissa; Erikson, Lee; Fabijan, Rosemarie; Leo Facio; Farlin, Kimberly; Gabel, Kelli; Garfield, Heather; Glentworth, Nicole; Gross, Brian; Hamilton, Marg (Sts'ailes); John Hansen; Hasanine, Mohamed; Hayre, Bal (Shoppers Drug Mart); Izawa, Lori; Jaeger, Barb; Kennedy, Bev; Kerton, Debi (MCFD); Kheleh, Harinder; Kozel, K; Lamberger, Debbie; Larder, Andrew; Lawley, Greg; Laychak, Greg; Leijen, Ann Marie; Madeline McDonald; Mueller, Liz; Muth, Brian; Nelsen, Karen; Neufeld Carolyne (carolyneneufeld@seabirdisland.ca); O'Brien, Paula; Pardy, Petra; Patrice, Kristen; Pauls, Debbie (Hope Transition Society); Phimister, Wayne; Point, Keith; Provost, Deborah; Rajotte, Betty; Relland, Ruth; Roberts, Kim; Room Booking; Scott, Terrill; Spaeti, Susan; Stam, Robert; Stropole, Ron (Sts'ailes); Thorton, Jennifer; Trites, Penny (MCFD); Verigin, Kim; Virginia Peters - Siamyex (virginia.peters@stsailles.com); Wahlstrom, Darlene; Wendt, Maureen; Wiebe, Catherine (Hope)  
**Subject:** Senior Publishing Project  
**Attachments:** New Horizons for Seniors Publishing Project.docx

Hello Agassiz Harrison Healthy Communities Committee,

Please see Debbie Lamberer's email and attachment about the Seniors Publishing Project.

Thank you,

*Debbie Provost*

Administrative Assistant to:

-Catherine Wiebe, Director, Clinical Operations, Chilliwack/Agassiz/Hope & Fraser Canyon Hospital

-Dr. Joshua Greggain, Site Medical Director, Fraser Canyon Hospital

FRASER CANYON HOSPITAL

1275 – 7<sup>th</sup> Avenue

Hope, BC V0X 1L4

Phone: 860-7720 (x 637720) Fax: 604-860-7732

Hours: Monday to Friday 8:00 am – 4:00 pm

---

**From:** CALL Agassiz-Harrison [[mailto:call\\_agassiz@live.ca](mailto:call_agassiz@live.ca)]

**Sent:** Wednesday, May 18, 2016 12:53 PM

**Subject:** Senior Publishing Project

Please see attachment for new program for seniors over the age of 55. For more info, contact Jen at Agassiz-Harrison Community Services.

Please send out to your networks. Thank you.

Debbie Lamberger  
CALL Coordinator

# New Horizons for Seniors Publishing Project

Do you have a story to tell and want to share it through print?

Or perhaps you are a photographer and wonder how to publish your photos?

Maybe you would like to design and print cards, zines or a custom calendar for family and friends?

Agassiz Harrison Community Services has received funding through Government of Canada – New Horizons for Seniors Project. Seniors in the Agassiz Harrison area are invited to work on individual self-directed projects in a group environment.

“In my experience as a librarian and sitting on many committees in my communities, and as a writer myself, I have seen the power that writing has for people of all ages, specifically seniors and teens to bring them out of themselves. It can bring the most unlikely, shy individuals together in the common practise of getting words on paper, bettering that work and then sharing them, I feel this project is not only a great idea, but an important one. “explains Agassiz Public Library Supervisor, Terrill Scott.

The project begins this month, and will continue until March, 2017. There will be weekly drop in space where seniors can work on individual projects, learn new skills, and provide feedback on each other’s work. Cameras, tripods, laptops, printers and supplies are available to borrow. There will be photography and publishing workshops as well as training sessions. Members may showcase their completed projects at a book launch at the Agassiz Public Library.

**Seniors aged 55 and older, from Agassiz and Harrison who are interested in participating are invited to contact Jen Sibley, Event Coordinator AHCS. [eventcoordinator@agassizcs.ca](mailto:eventcoordinator@agassizcs.ca) 604-796-2585.**

British Columbia News

## Harrison Hot Springs honoured for supporting seniors

<https://news.gov.bc.ca/11195>

Thursday, June 9, 2016 12:45 PM

**Victoria** - Helping seniors stay active and engaged has earned Harrison Hot Springs Age-friendly BC Recognition.

Harrison Hot Springs will receive a letter of congratulations, Age-friendly BC Recognition poster and \$1,000 to create a legacy project or celebration.

“When a community’s focus is on making age-friendly improvements, it makes a big difference in helping seniors stay healthy and independent,” said Health Minister Terry Lake. “Harrison Hot Springs is a perfect example of the work that is ongoing across the province to make communities safer, more accessible and inclusive for older residents.”

The Age-friendly BC recognition program acknowledges local governments that have taken four steps to become age-friendly, including establishing an age-friendly advisory or steering committee; passing a local council or district board resolution to support age-friendly activities; conducting an age-friendly assessment; and, developing and publishing an age-friendly action plan.

Harrison Hot Springs will make improvements to sidewalks so seniors can walk two-by-two, with a walker or cane. It will also make its municipal buildings more accessible by adding ramps and handrails.

“The work that will be done in Harrison Hot Springs to help make sure seniors have a chance to share their experiences and feel even more a part of the community is welcome news,” said Laurie Throness, Chilliwack-Hope MLA. “Planned upgrades to sidewalks and municipal buildings will make the community even more accessible.”

“A pedestrian-friendly environment creates the kind of vibrant residential community that benefits seniors and families alike,” said Leo Facio, Harrison Hot Springs mayor. “Our Age-friendly committee continues to work on initiatives to make the village of Harrison Hot Springs the most inclusive community possible.”

“It’s important to recognize planning efforts made by communities that take seniors into consideration,” said Parliamentary Secretary for Seniors Darryl Plecas. “Whether it’s making a building easier to access, or something as simple as growing a garden, taking steps to support seniors helps them stay connected to their communities and remain active.”

Pitt Meadows is also being honoured, bringing to the total number of B.C. municipalities that have received Age-friendly BC Recognition since 2012 to 38.

The Age-friendly BC Recognition program is a partnership between the BC Healthy Communities Society and the Ministry of Health.

**Learn More:**

For more information on Age-Friendly BC Recognition, visit:

<http://www2.gov.bc.ca/gov/content/family-social-supports/seniors/about-seniorsbc/seniors-related-initiatives/age-friendly-bc/age-friendly-communities/getting-recognized>

For a photo, please visit: <https://www.flickr.com/photos/bcgovphotos/26954616204/>

### **Media Contacts**

**Kristy Anderson**

Media Relations Manager

Ministry of Health

250 952-1887 (media line)

RECEIVED

JUN 17 2016

BY VILLAGE OF HARRISON HOT SPRINGS

560



1056042

His Worship Leo Facio  
Mayor of the Village of Harrison Hot Springs  
PO Box 160  
Harrison Hot Springs BC V0M 1K0

Dear Mayor Facio:

We are pleased to announce that your application for the Age-friendly BC 2016 Recognition program has been approved. This recognition acknowledges the steps Harrison Hot Springs has taken to engage seniors in age-friendly assessment and planning processes as well as Harrison Hot Springs' ongoing commitment to becoming more age-friendly.

The Age-friendly BC Recognition program is a partnership between the Ministry of Health and the BC Healthy Communities Society. Together, we are delighted to recognize Harrison Hot Springs as an Age-friendly Community with an age-friendly poster and a \$1,000 award. The grant is intended to support and celebrate Harrison Hot Springs' age-friendly accomplishments and future age-friendly efforts with a gathering or age-friendly legacy project. Should you wish to discuss your ideas for the project, or to showcase your community's age-friendly work on the BC Healthy Communities Society's website, please contact Michelle Sandsmark, Program Coordinator for Healthy Communities, by email at [michelle@bchealthycommunities.ca](mailto:michelle@bchealthycommunities.ca), or by phone at: 250 213-7915.

A staff person from the BC Healthy Communities Society will contact your office to arrange for delivery of Harrison Hot Springs' Age-friendly BC Recognition poster and cheque. For further information about Age-friendly BC, please visit [www.SeniorsBC.ca/agefriendly](http://www.SeniorsBC.ca/agefriendly), or email [AgefriendlyBC@gov.bc.ca](mailto:AgefriendlyBC@gov.bc.ca).

Congratulations and many thanks for your efforts and your commitment to creating healthy, age-friendly communities for the benefit of seniors and all British Columbians.

Sincerely,

Dr. Daryl Plecas  
Parliamentary Secretary to the  
Minister of Health

Jodi Mucha  
Executive Director  
BC Healthy Communities Society

pc: Lisa Grant, Manager of Development and Community Services  
Michelle Sandsmark, Program Coordinator

## Harrison Hot Springs Initiates Age Friendly Committee

In early 2014, the Village of Harrison Hot Springs Village Council contracted Cherie Enns Consulting to conduct an analysis to determine how the village complies with current age friendly standards. The consultation and research contained within the resulting report closely followed the internationally recognized essential features of an age-friendly community, according to the World Health Organization.

An age-friendly community encourages active aging by optimizing opportunities for health, participation and security in order to enhance quality of life as people age from youth through to old age.

Through various stakeholder events and community analysis both strengths and challenges related to 'age-friendly' character of the Village of Harrison Hot Springs were identified. These ideas were separated in four Priority Action Areas; transportation and built environment, social and civic participation, environment and volunteerism and housing and health. Each priority action area identified opportunities for action.

The Harrison Hot Springs Village Council established an Age-Friendly Committee to advise Council on how best to address the challenges identified in the report. The Committee members are Elaine Marrington, Donna Bruins, Ray Hooper, Michael Scott, Harold Bruins and Councillor John Buckley who serves as the Committee Chair. Councillor John Hansen is the alternate member for Mr. Buckley.

The first meeting of the Committee was held on Monday May 16, where members were given the opportunity to meet each other, share their visions of a future Harrison Hot Springs and come to consensus as to the scope and purpose of the committee. The initial focus of the group will be to identify and action quick hits, opportunities that are easily achieved and show immediate results. One idea was to set apart a section of the community bulletin board dedicated to age friendly notices and activities.

It was quickly realized that there are a number of government and community groups in the immediate area that have similar purposes and it was agreed that they would be informed of our new committee. Also identified was the wealth of experience and knowledge within our community which could be recruited to help with processes such as grant writing.

The next meeting of the Age Friendly Committee is scheduled for July 6 at 9:30 am at the Village of Harrison Hot Springs Municipal Hall. Anyone with interest in participating in age friendly initiatives are encouraged to attend. For more information please contact Madeline McDonald, CAO @ 604 796-2171 or by email @ [mmcdonald@harrisonhotsprings.ca](mailto:mmcdonald@harrisonhotsprings.ca)



## VILLAGE OF HARRISON HOT SPRINGS

### TERMS OF REFERENCE

#### Age-Friendly Committee

#### PURPOSE

To provide recommendations and advice to Council on matters relating to age-friendliness in the Village of Harrison Hot Springs (the Village). Age-friendliness is recognized to include improvements and amenities which benefit people of all ages and abilities.

#### MEMBERSHIP

The committee shall consist of six (6) members and should have a minimum of five (5) members at all times, as appointed by Council. One member of the committee will be a member of Council. A quorum shall consist of three members.

#### PROCEDURES

1. The Chairperson shall be appointed by Council.
2. The Committee may meet as required and shall structure its activities to meet at least three times per year. The Committee is not required to meet every month of the year.
3. Upon adoption, Committee meeting minutes shall be forwarded to Council for information.
4. The time and date of the next Committee Meeting shall be scheduled at the end of each Committee meeting.
5. Committee meetings are open to the public.

#### RESPONSIBILITIES

1. The Age-Friendly Committee shall consider the following or other matters as directed by Council:
  - a) Provide recommendations on the implementation of the Age-Friendly Action Plan;

- b) Serve as the age-friendly champion for the community by developing a vision, gathering momentum and encouraging action;
  - c) Develop a coordinated approach between local government, citizens, service providers and community organizations to make the community age-friendly;
  - d) Promote awareness of age-friendly principles to residents, local agencies and businesses;
  - e) Encourage the community to view policies, projects and programs with an age-friendly lens;
  - f) Monitor changes to age-friendliness, with consideration of the impact on people of all generations and abilities; and
  - g) Make recommendations to local government on a regular basis to continue age-friendly initiatives.
2. The Committee may hear and consider representations by any individual, organization or delegation of citizens on matters regarding the above or as may be referred to it by Council.

## **REPORTING AND AUTHORITY**

In the provision of their services to the Village, the Age-Friendly Committee and its members have a responsibility to act in the best interests of the Village and within the procedures, policies and guidelines established by the Village.

### **Termination of the Committee**

The Committee exists at the pleasure of Council and may be reconstituted at the first meeting of Council in January of each year.

Save with respect to matters expressly dealt with or provided for in this bylaw, the rules governing proceedings of the Committee shall be those governing proceedings of the Council under the "Village of Harrison Hot Springs Council Procedure Bylaw No. 1002, 2012".





## VILLAGE OF HARRISON HOT SPRINGS

### IMPLEMENTATION & PROTOCOL STRATEGY

#### Age-Friendly Committee

#### PURPOSE

To provide guidance to the Harrison Hot Springs Age-Friendly Committee in how to implement the Responsibilities of the Committee as described in the Committee Terms of Reference.

#### COMMITTEE IMPLEMENTATION PROCESS

1. The Committee will set Objectives and identify Opportunities which address the mandate of the Committee as identified in the Committee Terms of Reference. All proposed actions and initiatives will relate to the Objectives and Opportunities as identified by the Committee.
2. For each Objective or Opportunity the Committee will undertake the following:
  - Determine whether or not the initiative or action falls within the purview of the Committee
  - Clearly identify the desired outcome of the initiative or action
  - Identify the intended customer or beneficiary of the initiative or action (i.e. Seniors, Youth, Tourists, Council)
  - Assess the impact of the initiative or action with respect to:
    - Cost of implementation
    - Maintenance and lifecycle costs
    - Administrative resources required for implementation
  - Evaluate the risks/constraints to implementation of the action or initiative, where applicable, with respect to:
    - Safety
    - Environmental Impact
    - Compliance with existing policies, laws and bylaws including the Village of Harrison Hot Springs Official Community Plan
    - Community support
    - Impact on stakeholder
  - Determine measurable milestones from each action or initiative

- Assign responsibilities and completion dates for each objective
- Review actions and initiatives upon completion and implantation to determine how successful they are in delivering the desired outcome

## COMMITTEE PROTOCOL

1. The Committee will stay focused on the objective of providing recommendations and advice to Council on matters relating to Age-Friendly initiatives and planning.
2. Committee members will treat Council, staff and each other with respect and listen respectfully to input from all stakeholders.
3. Committee members commit to participate openly and honestly and will exclude themselves from participating in any discussion or decision in which they may have a personal or professional conflict of interest.
4. The Committee will approach all matters in an open-minded manner and will embrace the concept that 'no idea is too small'.
5. Committee members are encouraged to question anything that they don't understand and are free to ask or suggest anything which falls under the Committee's mandate and responsibilities.
6. When issuing statements or recommendations, the Committee speaks as one and forwards those statements or recommendations through staff to Council.