



VILLAGE OF HARRISON HOT SPRINGS NOTICE OF MEETING AND AGENDA

AGE-FRIENDLY COMMITTEE MEETING

Date: Thursday, February 23, 2017
Time: 2:00 p.m.
Location: Council Chambers, 495 Hot Springs Road
 Harrison Hot Springs, British Columbia

1. CALL TO ORDER	
Meeting called to order by the Chair.	
2. INTRODUCTION OF LATE ITEMS	
3. APPROVAL OF AGENDA	
4. ADOPTION OF MINUTES	
(a) THAT the Minutes of the Age-friendly Committee Meeting held on January 26, 2017 be adopted.	Item 4(a) Page 1
5. ITEMS FOR DISCUSSION	
(a) Speakers Series	Item 5(a)
(b) Seniors Guide – Harrison Brochure	Item 5(b)
(c) Implementation & Protocol Strategy	Item 5(c) Page 5
(d) Proposed schedule for Age-friendly Committee Meetings to be held at 2:00 p.m.: <ul style="list-style-type: none"> • April 6, 2017 • June 1, 2017 • August 3, 2017 • October 5, 2017 • December 7, 2017 	Item 5(d)
5. ADJOURNMENT	

**VILLAGE OF HARRISON HOT SPRINGS
AGE-FRIENDLY COMMITTEE MEETING**

DATE: Thursday, January 26, 2017
TIME: 2:00 p.m.
PLACE: Council Chambers
495 Hot Springs Road
Harrison Hot Springs, BC

IN ATTENDANCE: Councillor John Hansen, Chair
Marg Doman
Raymond Hooper
Allan Jackson
Elisabeth Scotson

Debra Key, Deputy Chief Administrative Officer/Corporate Officer
Alanna Carmichael, Community Services Manager

ABSENT:

Recording Secretary: Jaclyn Bhatti

1.

CALL TO ORDER

The Chair called the meeting to order at 2:00 p.m.

2.

INTRODUCTION OF LATE ITEMS

- Next Meeting Date

3.

APPROVAL OF AGENDA

Moved by Allan Jackson
Seconded by Ray Hooper

THAT the agenda be approved as amended.

**CARRIED
UNANIMOUSLY**

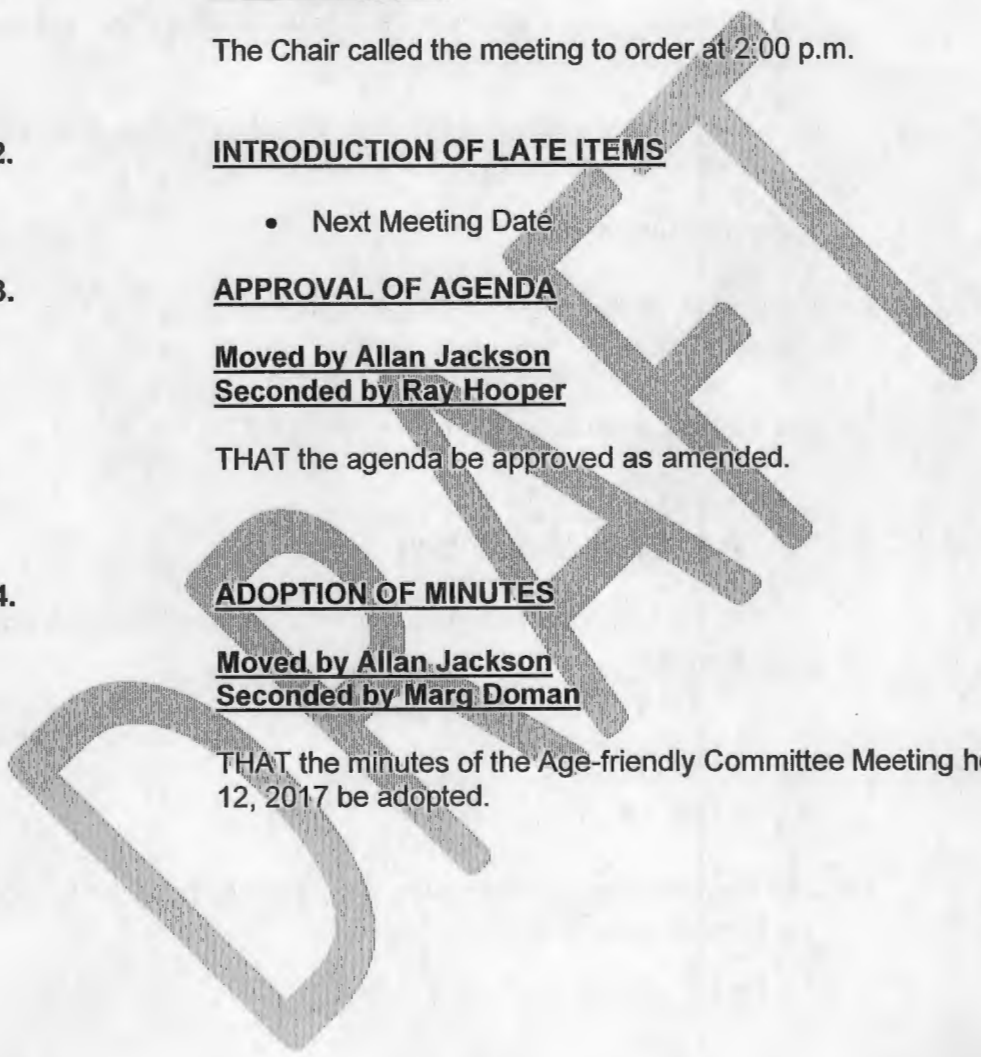
4.

ADOPTION OF MINUTES

Moved by Allan Jackson
Seconded by Marg Doman

THAT the minutes of the Age-friendly Committee Meeting held on January 12, 2017 be adopted.

**CARRIED
UNANIMOUSLY**



*Village of Harrison Hot Springs
Minutes of the Age-friendly Committee Meeting
January 26, 2017*

5.

ITEMS FOR DISCUSSION

- (a) British Columbia Canada 150: Celebrating B.C. Communities and their Contributions to Canada Grant

The Age-friendly Committee is ineligible for this grant.

- (b) Agassiz-Harrison Healthy Communities

The Chair reported that Healthy Communities meetings are held the 3rd Thursday of every month at the Agassiz Recreation Centre and asked if anyone from the Committee would like to attend.

- (c) Revisions to the Committee Terms of Reference

- Amend the "Purpose" of the Committee to reflect a Committee Mission Statement
- Amend the "Procedures" of the Committee to include a process by which to make budgetary recommendations to Council

The Committee briefly discussed suggestions for a "mission statement."

- (d) Discussion of Speakers Series to establish budget, subjects, contacts, dates and venues

Suggested topics were:

- How Tourism Benefits Our Citizens and Enhances Our Communities
- Agassiz Harrison Community Services

Ms. Key excused herself from the meeting at 2:31 p.m.

Moved by Allan Jackson

Seconded by Marg Doman

THAT Council approve a budget of \$5,000 for the Age-friendly Committee

**CARRIED
UNANIMOUSLY**

- (e) Movies in the Park

The Committee discussed having a movie evening in the school field. Costs are to be looked into.

Village of Harrison Hot Springs
Minutes of the Age-friendly Committee Meeting
January 26, 2017

- (f) Discussion of July 1st Events to establish budget and action plan
- Time Capsule
 - Heritage Booth

The Community Services Manager advised the 550th Anniversary Time Capsule is not to be opened until 2049. The Committee brought forward the idea of planning a new 150th Anniversary Time Capsule.

Moved by Marg Doman
Seconded by Elisabeth Scotson

THAT a time capsule be made for the 150 year anniversary of Canada to be buried on July 1, 2017.

CARRIED
UNANIMOUSLY

The Committee discussed:

- A table at Canada Day representing Harrison's history.
- Paddle Wheeler
- Signage at the plaza for the Lake. Next Meeting Date

Thursday, February 9, 2017 at 2:00 p.m.

6.

ADJOURNMENT

Moved by Allan Jackson
Seconded by Elisabeth Scotson

THAT the meeting be adjourned at 3:28 p.m.

CARRIED
UNANIMOUSLY

John Hansen
Chair

Debra Key
Corporate Officer



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

- Committee members will treat Council, staff and each other with respect and listen respectfully to input from all stakeholders.
- The Committee will stay focused on the objective of providing recommendations and advice to Council on matters relating to Age-Friendly initiatives and planning.
- 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.
- The Committee will approach all matters in an open-minded manner and will embrace the concept that 'no idea is too small or too big.
- 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.
- When issuing statements or recommendations, the Committee speaks as one and forwards those statements or recommendations through staff to Council.