

NOTICE OF MEETING AND AGENDA AGE-FRIENDLY COMMITTEE

Thursday, May 15, 2025, 2:00 PM
Village Office, 495 Hot Springs Road
Harrison Hot Springs, BC V0M 1K0

THIS MEETING WILL BE CONDUCTED IN-PERSON ONLY

| | | |
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| 1. CALL TO ORDER | | |
| Meeting called to order by Mayor Talen. | | |
| 2. LAND ACKNOWLEDGMENT | | |
| Acknowledgment of traditional territory of Sts'ailes. | | |
| 3. INTRODUCTION OF LATE ITEMS | | |
| 4. APPROVAL OF AGENDA | | |
| 5. ADOPTION OF MINUTES | | |
| (a) | THAT the minutes of the March 20, 2025 Age-Friendly Committee Meeting be adopted. | Page 1 |
| (b) | THAT the minutes of the April 17, 2025 Age-Friendly Committee Meeting be adopted. | Page 5 |
| 6. ITEMS FOR DISCUSSION | | |
| (a) | Report of Corporate Officer dated April 2, 2025 Re: Council Procedure Bylaw No. 1216, 2025 and Updated Terms of Reference Recommendation: THAT the updated Age Friendly Committee Terms of Reference be endorsed by the Committee and forwarded to Council for approval. | Page 7 |
| (b) | Report of Community Services Manager dated May 15, 2025 Re: Memorial Hall Kitchen | Page 11 |
| (c) | Age-Friendly Bingo | |
| (d) | Community Gardens Fence Art Project | |
| (e) | Walking Trails (Marlene) | |
| (f) | Public Washrooms (Marlene) | |
| (g) | Age Friendly Action Plan | |
| 7. ADJOURNMENT | | |



Amanda Graham
Corporate Officer

**VILLAGE OF HARRISON HOT SPRINGS
MINUTES OF THE AGE-FRIENDLY COMMITTEE**

DATE: Thursday, March 20, 2025
TIME: 2:00 p.m.
PLACE: Council Chambers, Village Office
495 Hot Springs Road, Harrison Hot Springs, BC

IN ATTENDANCE: Mayor Fred Talen, Chair
Judy Barron
Alison Douglas
Hannelore Gidora
Audrey Johnstone
Marlene Reimer
Karen Seraphim

Corporate Officer, Amanda Graham
Community Services Manager, Christy Ovens
Communications & Community Engagement Coordinator, Kalie
Wiechmann

ABSENT: Liz Webber

1. CALL TO ORDER

Mayor Talen called the meeting to order at 2:02 p.m.
Mayor Talen acknowledged the traditional territory of Sts'ailes.
The Committee introduced themselves to one another as there were several new members in attendance.

2. INTRODUCTION OF LATE ITEMS

None.

3. APPROVAL OF AGENDA

Moved by Audrey Johnstone
Seconded by Judy Barron

THAT the agenda be approved.

**CARRIED
UNANIMOUSLY**
AFC-2025-03-01

4. ADOPTION OF MINUTES

Moved by Audrey Johnstone
Seconded by Judy Barron

THAT the minutes of the February 20, 2025 Age-Friendly Committee Meeting be adopted.

**CARRIED
UNANIMOUSLY**
AFC-2025-03-02

*Village of Harrison Hot Springs
Minutes of the Age-Friendly Committee
March 20, 2025*

5. ITEMS FOR DISCUSSION

(a) Presentation by Community Services Manager

Re: Age-Friendly Overview

The Community Services Manager presented a PowerPoint outlining what it means to be an Age-Friendly community, questions for the Committee to consider, focus areas, and the Village's Age-Friendly Action Plan. The Committee discussed the following:

- Transit does not run in the Village on Sundays
- There is overlap with the Accessibility Committee especially with respect to built environment considerations
- Resident parking passes, especially for those who live in the southern part of the Village

(b) Verbal Update from Community Services Manager

Re: Community Gardens Fence Art Project with Students

The Community Services Manager advised that as part of last year's Age-Friendly grant application, an intergenerational art project at the Community Gardens was approved. Wooden pieces in the shapes of butterflies, flowers and carrots have been ordered. Staff have been in contact with the school and there are three classes interested in participating in a painting event with Committee members and Council. Weather permitting, the painting would take place outside in the overflow parking lot.

The decorative pieces can be placed on the fence prior to the fence being moved. There is no timeline for the fence expansion as of yet, due to the need for surveying of the below ground utilities.

(c) Dishwasher at Memorial Hall (Alison)

The Committee discussed the lack of a dishwasher at Memorial Hall how it limits Agassiz Harrison Community Services' ability to host Seniors Lunches there. Discussion ensued on dishware at the Hall in general, and the overall intended purpose of the kitchen. Staff will bring a report back to the Committee outlining how the Hall is currently being used, the types of renters/users, and what expanding the kitchen might involve.

(d) Art Classes (Alison)

The Committee discussed renting Memorial Hall for crafting on Thursday afternoons and whether that would be a resident rental or an expansion of the Social Club's hours. Discussion ensued on the purpose of Memorial Hall and the fact that it is not a recreation or community center, but a multipurpose space used for various commercial events, conferences, meetings and private gatherings.

*Village of Harrison Hot Springs
Minutes of the Age-Friendly Committee
March 20, 2025*

6. ADJOURNMENT

Moved by Alison Douglas
Seconded by Karen Seraphim

THAT the meeting be adjourned at 2:58 p.m.

**CARRIED
UNANIMOUSLY**
AFC-2025-03-03

Mayor Fred Talen, Chair
Age-Friendly Committee

Amanda Graham
Corporate Officer

**VILLAGE OF HARRISON HOT SPRINGS
MINUTES OF THE AGE-FRIENDLY COMMITTEE**

DATE: Thursday, April 17, 2025

TIME: 2:00 p.m.

PLACE: Council Chambers, Village Office
495 Hot Springs Road, Harrison Hot Springs, BC

IN ATTENDANCE: Mayor Fred Talen, Chair
Judy Barron
Hannelore Gidora
Audrey Johnstone

Community Services Manager, Christy Ovens
Communications & Community Engagement Coordinator, Kalie
Wiechmann

ABSENT: Alison Douglas
Marlene Reimer
Karen Seraphim
Liz Webber

1. CALL TO ORDER

Mayor Talen called the meeting to order at 2:02 p.m.

The meeting was unable to proceed and adjourned due to lack of quorum.

Mayor Fred Talen, Chair
Age-Friendly Committee

Amanda Graham
Corporate Officer

COMMITTEE REPORT

File No: 0360-20-03

Date: April 17, 2025

To: Age-Friendly Committee
From: Amanda Graham, Corporate Officer
Subject: Council Procedure Bylaw No. 1216, 2025 and Updated Terms of Reference

RECOMMENDATION

THAT the updated Age-Friendly Committee Terms of Reference be endorsed by the Committee and forwarded to Council for approval.

SUMMARY

To provide the Committee with information regarding recent changes to the Village's Council Procedure Bylaw which impact Committee procedures.

BACKGROUND

At the March 17, 2025 Regular Council Meeting, Council adopted a new Council Procedure Bylaw No. 1216, 2025. This bylaw formalizes many practices that are already in place, and contains several new provisions for Committees including the following:

- Council must approve Terms of Reference developed by the Committee
- Reports and recommendations to Council must be made at the next Regular Council Meeting
- Select Committee chairs must be appointed by resolution of the Committee
- Committee members will serve a term that runs concurrently with the Council term. After each general local election, the new Council may either dissolve or reconstitute the Committee. Previous members may be re-appointed at that time.
- Select Committee members wishing to resign must do so in writing to the CAO
- The Committees may develop and submit annual work plans to Council
- The Committees will report to Council annually on their activities and work plan progress
- Committee meeting minutes, once adopted, must be forwarded to Council at the next Regular Council Meeting for receipt

DISCUSSION

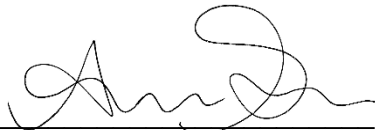
With the above changes, some provisions of the previous Terms of Reference are no longer compatible with the new bylaw. Attached to this report is an updated draft Terms of Reference for the Committee's consideration.

A summary of the changes as compared to the previous Terms of Reference include:

- Citing the new procedure bylaw as the guiding document for procedures
- Removal of section 2.2, appointment of the Chair by the Mayor, as this is inconsistent with the bylaw
- Removal of sections 2.4 (meeting notice) and 2.5 (meeting minutes), the provision to allow delegations under section 3, and the section relating to Committee length of terms, as these are now addressed by the bylaw
- Clarifying the purpose to state that the Committee is a Select Committee
- Addition of usual meeting days and times, location of meetings, and a clause to state that the Committee will not use Zoom or Youtube

There were no changes to the Committee's list of responsibilities.

Respectfully submitted:



Amanda Graham
Corporate Officer

Attachment: Draft Terms of Reference dated April 17, 2025

Committee Approval Date: _____
Council Approval Date: _____

1. PURPOSE

The Age-Friendly Committee is a Select Committee of Council established to provide recommendations and advice to Council on matters relating to age-friendliness in the Village of Harrison Hot Springs. An age-friendly community benefits people of all ages and abilities.

2. PROCEDURES

Save with respect to matters expressly dealt with or provided for in this Terms of Reference, the Committee will conduct its proceedings in accordance with the procedures established by Council Procedure Bylaw No. 1216, 2025.

3. MEMBERSHIP

- (a) To the extent possible, the Committee's membership will reflect the diversity of persons in British Columbia.
- (b) The Committee will consist of up to eight (8) voting members, and should always have a minimum of five (5) voting members, as appointed by Council. One (1) member will be a member of Council.

4. MEETINGS

- (a) The Committee will reserve the third Thursday of each month for its meetings, to be held at 2:00 p.m.
- (b) Meetings will be scheduled at the call of the Chair and the Committee will structure its activities so as to meet at least three (3) times per year.
- (c) Notwithstanding section 4(a), the Chair may call a meeting at any time.
- (d) The Committee will ordinarily meet in Council Chambers at the Village Office, 495 Hot Springs Road, Harrison Hot Springs, however, it may also meet at Memorial Hall, 290 Esplanade Avenue, Harrison Hot Springs if required as determined by the Chair.
- (e) If a Committee member is absent for two (2) consecutive meetings without leave of the Chair, that Committee member may be disqualified from holding office as a Committee member. This section is not applicable in the case of illness or injury which impedes the Committee member's ability to attend and participate in meetings.

- (f) The meetings will not be live-streamed via Zoom video conference and will not be posted on the Village's Youtube page.

5. RESPONSIBILITIES

- (a) The Committee will consider the following or other matters as directed by Council:
 - (i) Provide recommendations on the implementation of the Age-Friendly Action Plan
 - (ii) Promote awareness of age-friendly principles to residents, local agencies and businesses
 - (iii) Encourage the community to view policies, projects and programs with an age-friendly lens
 - (iv) Make recommendations to the Village to continue age-friendly initiatives
- (b) In the provision of their services to the Village, the Committee and its members have a responsibility to act in the best interests of the Village and in accordance with bylaws, procedures, policies and guidelines established by the Village.

6. REPORTING AND AUTHORITY

- (a) The Chair will act as the spokesperson for the Committee.
- (b) The Committee does not have the authority to directly change bylaws or policies.
- (c) All recommendations requiring Council's consideration will be forwarded to Council via a written report from the Chair at the next Regular Council Meeting.

File No: 4200-01
Date: May 15, 2025

To: Mayor and Council
From: Christy Ovens, Community Services Manager
Subject: Memorial Hall Kitchen

RECOMMENDATION

THAT the Community Services Manager's report dated May 15, 2025 be received for information.

SUMMARY

To provide the Age-Friendly Committee with information regarding use of Memorial Hall for events and costs associated with hosting events including food service.

BACKGROUND

At the March 20, 2025 Age-Friendly Committee meeting, the Committee discussed the lack of a dishwasher at Memorial Hall and how it limits the ability of groups to host lunches there. It was requested that staff bring back a report on Memorial Hall use outlining what expanding the kitchen might involve.

DISCUSSION

The Committee discussed additional expenses potentially being charged to user groups to rent dishware, and that these expenses would be mitigated if the Hall had a dishwasher and plates available on site. Staff reached out to local catering companies and were informed that dishware and cutlery are included in the service cost. Catering companies are equipped to support dishwashing and typically include it as part of an all-inclusive service. The Village has had meals catered in the Hall several times recently and has never been charged an additional fee due to lack of a dishwasher.

Memorial Hall is rented for several events each year that include catering, such as weddings, celebrations of life, and meetings. Staff have not received any recent complaints regarding the amenities available in Memorial Hall. If the Village were to purchase and install a dishwasher and corresponding plateware, additional administrative costs would be incurred. Village staff would need to be responsible for ensuring plates are always cleaned, which would mean additional time to run the dishwasher after each event and lengthen the amount of time that staff are on site.

Given the costs that are already incurred for maintenance of Memorial Hall, and that local catering companies include plateware in their service costs, staff do not recommend making any alterations to the kitchen at Memorial Hall at this time.

FINANCIAL CONSIDERATIONS

There are no financial considerations associated with this report.

Respectfully submitted:

A handwritten signature in black ink, reading "Christy Owens". The signature is written in a cursive, flowing style. Below the signature is a horizontal line.

Christy Owens
Community Services Manager