

Committee Approval Date: May 15, 2025

Council Approval Date: June 2, 2025

## **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.