



VILLAGE OF HARRISON HOT SPRINGS

TERMS OF REFERENCE

Age-Friendly Committee

1. PURPOSE

To provide recommendations and advice to Council on matters relating to age-friendliness in the Village of Harrison Hot Springs (the Village). An age-friendly community benefits people of all ages and abilities.

2. MEMBERSHIP & MEETINGS

- 2.1 To the extent possible, the Committee's members will reflect the diversity of persons in British Columbia. The committee shall consist of up to seven (7) voting members, and should have a minimum of five (5) members at all times, as appointed by Council. One (1) member of the committee will be a member of Council. A quorum shall consist of a majority of voting members.
- 2.2 The Chairperson shall be appointed by the Mayor.
- 2.3 The Committee may meet as required and shall structure its activities to meet at least three (3) times per year. Meetings may be called at any time by the Chairperson.
- 2.4 The Committee meeting schedule will be posted on the Village of Harrison Hot Springs' website. Committee meetings are open to the public.
- 2.5 Meeting minutes will be taken by Village staff. Upon adoption, Committee meeting minutes shall be forwarded to Council for information.
- 2.6 If a Committee member is absent from a meeting for two (2) consecutive regularly scheduled meetings, that member may be disqualified from holding office as a Committee member. Disqualification will not apply if the absence is due to illness, injury or is with leave of the Chair.

3. RESPONSIBILITIES

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) Promote awareness of age-friendly principles to residents, local agencies, and businesses;
- c) Encourage the community to view policies, projects and programs with an age-friendly lens; and
- d) Make recommendations to the Village to continue age-friendly initiatives.

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.

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.

4. REPORTING AND AUTHORITY

The Committee Chair will be the spokesperson for the Committee. The Committee does not have the authority to directly change bylaws or policies. All recommendations must be referred to Council.

Save with respect to matters expressly dealt with or provided for in this Terms of Reference, 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. 1164, 2021."

5. TERM

The term of the Committee shall commence upon approval of the Terms of Reference document and terminate annually on September 30th. This Select Committee exists at the pleasure of Council and may be reconstituted at the first meeting of Council in October of each year.