



# Special Capital West Accessibility Advisory Committee Agenda

Wednesday, December 18, 2024, 2:00 PM

Council Chambers & Electronic Meeting

THIS MEETING WILL BE HELD AT THE CITY OF COLWOOD COUNCIL CHAMBERS LOCATED AT 3300 WISHART ROAD, COLWOOD BC, V9C 1R1

**To Join a Meeting:**

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**6. ADJOURNMENT**



# Capital West Accessibility Advisory Committee Minutes

September 25, 2024, 2:00 PM  
Council Chambers & Electronic Meeting

PRESENT: S. Jones, Corporate Officer, View Royal (Vice-Chair)  
D. Hopkins, Corporate Officer, Esquimalt (Remote)  
T. Hansen, Corporate Officer, Metchosin  
M. Lalande, Corporate Officer, Colwood  
A. Irving, Corporate Officer, Highlands  
H. Power, Deputy Corporate Officer, Sooke

ABSENT: M. Watmough, Corporate Officer, Langford

ATTENDING: M. Miles, Manager of Legislative Services  
B. Agland, Systems Administrator, Information Technology  
N. Johnston, Legislative Services Administrative Coordinator

Meeting available by teleconference.

**1. TERRITORIAL ACKNOWLEDGEMENT**

M. Miles, Manager of Legislative Services read the City of Langford's Territorial Acknowledgment.

**2. CALL TO ORDER**

The Vice-Chair called the meeting to order at 2:02 pm.

**3. APPROVAL OF THE AGENDA**

THAT the Committee approve the agenda as presented.

**4. ADOPTION OF THE MINUTES**

4.1 Minutes of the Special Capital West Accessibility Advisory Committee Meeting - September 4, 2024

MOVED BY: Deb Hopkins  
SECONDED: Marcy Lalande

THAT the minutes of the Capital West Accessibility Advisory Committee meeting held September 5, 2024 be adopted as circulated.

**Motion CARRIED.**

**5. REPORTS**

5.1 Membership Updates

The Vice-Chair welcomed Heather Power, Deputy Corporate Officer, District of Sooke to the Committee.

5.2 Committee Terms of Reference - Proposed Amendments

The Vice-Chair provided an overview of the report and walked the Committee through the proposed Terms of Reference amendments. Committee members discussed the merits of the Terms of Reference Amendments as presented and suggested additional amendments for consideration.

MOVED BY: Marcy Lalande

SECONDED: Deb Hopkins

THAT the Capital West Accessibility Advisory Committee approve the Terms of Reference amendments as presented in the report dated September 25, 2024 with the following amendment:

4.1 The Committee will meet electronically a minimum of four (4) times per year at 2:00 p.m. on the fourth Wednesday of the following months: February, May, September and November or as established by the Committee in consultation with the host municipality.

AND

THAT the amended Terms of Reference be distributed to all member municipalities prior to their effective date of January 1, 2025.

**Motion CARRIED.**

5.3 2025 Capital West Accessibility Advisory Committee Meeting Schedule

The Vice-Chair noted this item had been sufficiently covered by the item prior.

5.4 Township of Esquimalt - Request for Letter of Support SPARC BC Grant

The Vice-Chair opened the floor to D. Hopkins, Director of Corporate Services, Township of Esquimalt. D. Hopkins, Director of Corporate Services, Township of Esquimalt provided an overview of the grant application to the Committee.

The Committee discussed the application and noted that more grant applications will likely be coming forward to the Committee for consideration.

MOVED BY: Sarah Jones

SECONDED: Marcy Lalande

THAT the Capital West Accessibility Advisory Committee provide a letter of support to the Township of Esquimalt to be included with their SPARC BC Local Community

Accessibility Grant Application to install an inclusive and accessible swing at the Esquimalt Adventure Park adjacent to 527 Fraser Street.

**Motion CARRIED.**

5.5 Accessibility Plan Update

The Vice-Chair provided an overview of the materials presented within the agenda. The Committee discussed the following:

- Introduction, conclusion, and appendices will be considered a shared document.
- The middle will include the individual plan specific to each municipality.

M. Miles, Manager of Legislative Services, City of Langford provided an overview of Langford's timeline. The following was discussed:

- Accessibility Plan coming to the second Council meeting in October
- Collaboration occurring internally with senior management team to ensure Strategic Plan alignment.
- Public feedback will be collected by the City for the month of November.
- Feedback will be incorporated in December to be presented at the first 2025 Council meeting.

The Vice-Chair discussed the template for the Accessibility Plan provided.

MOVED BY: Heather Power

SECONDED: Marcy Lalande

THAT the Capital West Accessibility Advisory Committee forward the Draft Accessibility Plan to the member municipalities' Councils for receipt and make the document available for public input.

5.6 Accessibility Feedback Received

The Vice-Chair provided an overview of accessibility feedback received. The Vice-Chair noted that municipalities may be receiving accessibility related feedback through other channels and email addresses, encouraging member municipalities to inform their staff that relevant communications can be forwarded to the established feedback mechanisms for the municipality.

**6. UNFINISHED BUSINESS**

6.1 Citizen Recruitment Timeline

The Vice-Chair noted that each member municipality will be running their own recruitment process for their one (1) citizen representative.

MOVED BY: Deb Hopkins

SECONDED: Heather Power

THAT the partner municipalities of the Capital West Accessibility Advisory Committee each undertake their unique recruitment processes for one (1) citizen representative and report back to the host municipality by early 2025.

**Motion CARRIED.**

6.2 Revised Citizen Representative Application Form & Promotional Materials

The Committee reviewed the draft promotional materials and had no further revisions.

6.3 Accessibility Plan Design Development Cost Estimate Revision

The Committee discussed the quotes provided for the Accessibility Plan design. The City of Langford will return to the Committee with sample documents and further information regarding templates, accessibility features, and editing.

**7. ADJOURNMENT**

MOVED BY: Tina Hansen

SECONDED: Marcy Lalande

THAT the Capital West Accessibility Advisory Committee meeting adjourn at 2:43pm.

**Motion CARRIED.**

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Presiding Council Member

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Certified Correct - Corporate Officer



# Memo

TO: Capital West Accessibility Advisory Committee

FROM: City of Langford

DATE: 2024-12-18

SUBJECT: Recruitment Update – Citizen Representative

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The City of Langford undertook a recruitment campaign from October 9-23<sup>rd</sup> 2024 in search of a citizen representative to replace the Corporate Officer as a voting member on the Capital West Accessibility Advisory Committee.

At its meeting held November 4, 2024, Langford Council selected Belinda Jickling as the City of Langford representative on the Capital West Accessibility Advisory Committee. Ms. Jickling’s appointment will begin in 2025.

November 4, 2024, In-Camera Council Meeting Resolution:

*THAT Council appoint Belinda Jickling to the Capital West Accessibility Advisory Committee for a term ending on December 31, 2026;*

*AND*

*THAT Council direct staff to send notification of the City of Langford’s citizen representative appointment to the Capital West Accessibility Advisory Committee.*

The City is looking forward to Belinda Jickling joining the Capital West Accessibility Advisory Committee and representing the City of Langford in this capacity.



# DISTRICT OF METCHOSIN

File: 0225-20

*Sent via email*

November 15, 2024

Capital West Accessibility Advisory Committee  
Corporate Officers, Member Municipalities

Dear Corporate Officers,

**Re: District of Metchosin's Resident Representative to the Capital West Accessibility  
Advisory Committee**

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This is to advise that at its In Camera Meeting held November 4, 2024, the District of Metchosin Council passed the following resolution:

**Capital West Accessibility Advisory Committee Metchosin Representative Appointment**

*THAT Council appoint Janie Finerty to the Capital West Accessibility Advisory Committee for a two-year term ending December 31, 2026;*

*AND THAT Council direct staff to send notification of the District of Metchosin's citizen representative to the Capital West Accessibility Advisory Committee.*

The District of Metchosin looks forward to Ms. Finerty joining the Capital West Accessibility Advisory Committee.

Sincerely,

Tina Hansen  
Deputy Corporate Officer





# Memo

TO: Capital West Accessibility Advisory Committee

FROM: Township of Esquimalt

DATE: 2024-12-18

SUBJECT: Recruitment Update – Citizen Representative

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The Township of Esquimalt undertook a recruitment campaign from August to September 2024 in search of a citizen representative to replace the Corporate Officer as a voting member on the Capital West Accessibility Advisory Committee.

At the December 2<sup>nd</sup>, 2024 Council Meeting, Council undertook a Rise and Report that the Township of Esquimalt Council selected Johanne Hemond as Esquimalt’s representative on the Capital West Accessibility Advisory Committee. Johanne has been appointed to a two-year term from January 1, 2025 to December 31, 2026.



# Staff Report to Special Capital West Accessibility Advisory Committee

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**DATE: Wednesday, December 18, 2024**

**DEPARTMENT: Administration**

**SUBJECT: City of Langford Accessibility Related Project Update**

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## EXECUTIVE SUMMARY:

The City of Langford has completed the projects outlined within this report throughout the last half of the year prior to the adoption of the accessibility plan. This report serves as a brief update on initiatives in Langford.

## BACKGROUND:

At its Regular Meeting held Monday, October 21, 2024, the City of Langford Council passed the following resolution:

*THAT Council receive the City of Langford's Draft Accessibility Plan in partnership with the Capital West Accessibility Advisory Committee;*

*AND*

*THAT the document be made available for public inspection at City Hall and on the City's website.*

The City published the document on the Let's Chat Langford engagement platform including a detailed timeline of events as well as a list of options for those wishing to leave feedback. Printed copies were available for public inspection at City Hall. The public engagement closed on December 6, 2024.

Currently, staff are preparing a report for the January 13, 2025 Regular Council meeting to include a summary of feedback received, a potentially revised Accessibility Plan if feedback received indicates changes may be required, and a recommendation to adopt the plan.

During this time, the City has been working on accessibility related initiatives identified in the draft plan and wishes to provide a year end update to the Committee and broader community.

**COMMENTARY:**

Below are some recently completed initiatives in respect to accessibility improvements in Langford.

Initiative from Langford's Accessibility Plan: *"Commissioned an Accessibility Audit on the Langford Station Cultural District."*

As identified in the Langford Station Cultural District Accessibility Audit, the City has installed an automatic door and permanent ramp for the largest (40') business unit to increase public accessibility. In addition, the City is in the process of supplying a portable ramp for the Cultural District that will suit the smaller business units at this location. Further improvements and changes will be made in alignment with the accessibility audit and through feedback from the public.

Initiative from Langford's Accessibility Plan: *"Purchased Assistive Tools for Use at Reception and Public Facing Areas."*

Through the Canadian National Institute for the Blind (CNIB), the City was able to purchase a variety of signing guides that will help individuals with visual impairments sign documents and complete cheques. These guides are black plastic and create a boundary area for someone to sign within. The high contrast between the white paper and black plastic will help individuals sign documents confidently. This tool may also work for those with tremors as the individual may hit the plastic guide with the pen and prevent someone from erroneously filling in another area of the document.

Initiative from Langford's Accessibility Plan: *"Designed Inclusive Banners for Streetlights."*

The City commissioned new streetlight banners for display throughout the City. These banners offer inclusive representation. Through feedback collected, it was noted that the City could go further to highlight and celebrate diversity within the community. The banner proofs have been attached as Attachment 1 to this report.

Initiative from Langford's Accessibility Plan: *"Included Accessibility Considerations in the Community Garden Policy."*

The City just introduced a new policy regarding Community Gardens. Langford is hoping to work with a service provider who will oversee the garden spaces. Accessibility considerations were included within the policy to ensure the space can serve a diverse population. As the policy is implemented and the garden is established, further accessibility updates will be provided.

**FINANCIAL IMPLICATIONS:**

There are no financial implications associated with this report.

**LEGAL IMPLICATIONS:**

There are no legal implications associated with this report.

**OPTIONS:**

This report has been submitted for information only.

**SUBMITTED BY: Nisa Johnston, Legislative Services Administrative Coordinator**

**Concurrence:** Melisa Miles, Manager of Legislative Services

**Concurrence:** Marie Watmough, Director of Legislative & Protective Services

Attachments: City of Langford Banner Proofs



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# Memo

TO: Capital West Accessibility Advisory Committee

FROM: City of Langford

DATE: 2024-12-18

SUBJECT: Langford – Feedback Received

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The City of Langford has received the following accessibility related feedback during the period of September 2024 – December 2024:

- Auto-generated closed captioning service on our Committee and Council meetings are not always accurate.
- Food Truck Festival feedback noted more work could be done to ensure accessibility at municipal events.

Through ongoing YMCA engagement, accessibility has been brought up when individuals provide their input regarding the potential purchase of the building.