



Special Capital West Accessibility Advisory Committee Minutes

September 4, 2024, 2:00 PM
Council Chambers & Electronic Meeting

PRESENT: M. Watmough, Corporate Officer, Langford – Chair
D. Hopkins, Corporate Officer, Esquimalt
S. Jones, Corporate Officer, View Royal – Remote
T. Hansen, Corporate Officer, Metchosin
M. Lalande, Corporate Officer, Colwood
A. Irving, Corporate Officer, Highlands
M. Watmough, Corporate Officer, Langford – Chair

ABSENT: J. Bagnall, Director of Corporate Services, Sooke

ATTENDING: M. Miles, Manager of Legislative Services
E. Bolster, Deputy Corporate Officer, View Royal
L. Zetaruk, Application Developer/Analyst,
Information Technology
N. Johnston, Legislative Services Administrative
Coordinator

Meeting available by teleconference.

1. TERRITORIAL ACKNOWLEDGEMENT

M. Watmough, Director of Legislative and Protective Services with the City of Langford and Chair of the Capital West Accessibility Advisory Committee read the City of Langford's Territorial Acknowledgment.

2. CALL TO ORDER

The Chair called the meeting to order at 2:01 pm.

3. APPROVAL OF THE AGENDA

MOVED: Amanda Irving

SECONDED: Marcy Lalande

THAT the Committee approve the agenda as presented.

Motion CARRIED.

4. ADOPTION OF THE MINUTES

4.1 Minutes of the Capital West Accessibility Advisory Committee - June 26, 2024

MOVED BY: Sarah Jones
SECONDED: Marcy Lalande

THAT the minutes of the Capital West Accessibility Advisory Committee meeting held June 26, 2024 be adopted as circulated.

Motion CARRIED.

5. REPORTS

5.1 Membership Update

The Chair welcomed Amanda Irving, Corporate Officer of the District of Highlands to the Capital West Accessibility Advisory Committee.

5.2 "What People Said" Report from Changing Paces

The Chair introduced T. Robichaud and M. Marchildon from Changing Paces.

M. Marchildon provided a presentation to the Committee.

5.3 Committee Transition - Resident Representatives

The Chair provided an overview of the report. The Committee discussed the following:

- Amendments to the draft citizen representative application form.
- Amendments to the draft social media/website graphics.
- Amendments to the draft newspaper advertisement.
- Term limits and length for citizen representatives.
- Membership composition in the event that a municipality cannot find a representative.
- Updating the Terms of Reference for review at the next Committee meeting.
- Member municipalities will follow their own processes and procedures in order to procure a citizen representative and report back to the Committee regarding their selection.
- Committee orientation will be held by the host municipality.

MOVED BY: Marcy Lalande
SECONDED: Deb Hopkins

THAT the discussion regarding Committee citizen representation recruitment, advertising, and timelines be tabled to the next meeting on September 25, 2024.

Motion CARRIED.

5.4 Host Municipality Switch Discussion

The Chair asked for a volunteer to serve as the next host municipality for the Capital West Accessibility Advisory Committee. The City of Colwood volunteered.

MOVED BY: Deb Hopkins

SECONDED: Amanda Irving

THAT the Capital West Accessibility Advisory Committee select Colwood as the next host municipality of the Committee with the administrative duties beginning 2025.

Motion CARRIED.

5.5 Next Steps - Accessibility Plan

The Chair provided an overview of the item, and the Committee discussed the following:

- Inquiries about the ability to create the Accessibility Plan within the partner municipalities.
- Inquiries as to how many revisions we would receive with a contractor if we outsourced the overall design and graphics of the plan.
- Inquiries as to maintaining accessibility features if revisions were required after the working contract had ended.
- Confirmation that the partner municipalities Councils will review the beginning, end, and their specific part of the Accessibility Plan only.
- Timelines regarding Council and public comment on the draft Accessibility Plan.

6. **ADJOURNMENT**

MOVED BY: Marcy Lalande

SECONDED: Deb Hopkins

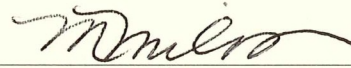
THAT the Capital West Accessibility Advisory Committee meeting adjourn at 3:04 pm.

Motion CARRIED.



Presiding Member

Marie Watmough
Corporate Officer



Certified Correct - Corporate Officer

Melissa Miles
Deputy Corporate Officer