



Capital West Accessibility Advisory Committee Agenda

Wednesday, September 25, 2024, 2:00 PM

Council Chambers & Electronic Meeting

To Join a Meeting:

Log into [Zoom.us](https://zoom.us) or the Zoom app on your device.

Enter the Meeting ID: 895 1764 4567

Dial In: 1-855-703-8985 (Canada Toll Free) or 1-778-907-2071 Meeting ID: 895 1764 4567

To Participate: Press Star (*) 9 to "raise your hand".

Participants will be unmuted one by one when it is their turn to speak.

When called upon, you will have to press *6 to unmute the phone from your side as well.

We may experience a delay in opening the meeting due to technical difficulties. In the event that the meeting does not start as scheduled please be patient and stay on the line, we will get started as quickly as possible.

Public Dial-In Details are also posted at www.langford.ca

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1.	TERRITORIAL ACKNOWLEDGEMENT	
2.	CALL TO ORDER	
3.	APPROVAL OF THE AGENDA	
4.	ADOPTION OF THE MINUTES	
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5.5	Accessibility Plan Update The attached template will provide partner municipalities with a beginning framework. Partner municipalities may wish to consult the following when drafting their individual sections of the plan:	21
	<ul style="list-style-type: none"> • Results of Survey #1 "Accessibility Engagement" • Results of Survey #2 "Accessibility and You" • "What People Said" final report from Changing Paces • Accessibility feedback received directly to the municipality 	
	The introduction and conclusion of the Accessibility Plan will be a shared document.	
5.6	Accessibility Feedback Received	22
6.	UNFINISHED BUSINESS	
6.1	Citizen Recruitment Timeline <i>This item was tabled at the Special Capital West Accessibility Advisory Committee Meeting held September 4, 2024</i>	23
6.2	Revised Citizen Representative Application Form & Promotional Materials <i>This item was sent back for revisions at the September 4, 2024 Special Meeting.</i>	27
6.3	Accessibility Plan Design Development Cost Estimate Revision <i>At the Special meeting held September 4th 2024, the Committee considered a quote of \$10,000 - \$12,000 to create a PDF document. Direction was received to inquire about a Word version.</i>	34
7.	ADJOURNMENT	



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

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

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

Certified Correct - Corporate Officer



Memo

TO: Capital West Accessibility Advisory Committee

FROM: Capital West Accessibility Advisory Committee Administrative Support

DATE: 2024-09-04

SUBJECT: Membership Updates

The following updates have been made to the membership of the Capital West Accessibility Advisory Committee:

September 2024 – District of Sooke

Heather Power has accepted the role of Deputy Corporate Officer for the District of Sooke. Heather will now represent the District on the Capital West Accessibility Advisory Committee.



Staff Report to Capital West Accessibility Advisory Committee

DATE: Wednesday, September 25, 2024

DEPARTMENT: Legislative Services

SUBJECT: Capital West Accessibility Advisory Committee Terms of Reference Amendments

EXECUTIVE SUMMARY:

As the Capital West Accessibility Advisory Committee has been operational for nearly a year, and the Committee is preparing to transition to citizen representation, a review of the Terms of Reference document is recommended.

BACKGROUND:

The Capital West Accessibility Advisory Committee Terms of Reference were last amended in January 2024. At the September 4, 2024 Special Capital West Accessibility Advisory Committee meeting, the Committee provided additional points within the Terms of Reference that may need to be amended.

COMMENTARY:

Attached to this report is a redline version of the Committee Terms of Reference outlining proposed amendments. Typos and clerical errors were corrected and are not noted on the redline version. The proposed amendments are explored further within this report organized by section:

2.0 Mandate

Currently, 2.1 reads:

2.1 In accordance with the Accessible BC Act, the mandate of the Capital West Accessibility Advisory Committee is:

2.1.1 to assist member municipalities to identify barriers to individuals in or interacting with the municipality;

2.1.2 to advise member municipalities on how to remove and prevent barriers to individuals in or interacting with the municipality; and

2.1.3 *to confer with the member municipalities in the development and revision of the accessibility plan.*

The proposed amendment is to 2.1.3 specifically:

2.1.3 Receive in a consultative capacity, updates to the member municipality's accessibility plans.

3.0 Membership

Currently, 3.1 reads:

3.1 *The Committee is comprised of each participating member municipality's Corporate Officer, or person acting in that capacity.*

The proposed amendment involves the replacement of the entire clause with one that speaks to citizen involvement and captures Committee discussion relating to the ability for a member municipality to appoint a person outside of their municipal boundary (while still living within a partner municipality) if needed:

3.1 The Committee is comprised of one (1) volunteer citizen member representing each participating member municipality for a total of seven (7) voting members.

Currently, 3.2 reads:

3.2 *The term will be for approximately eighteen (18) months and expire no later than March 1, 2025.*

The proposed amendment is based off Committee discussion regarding term length for citizen representatives:

3.2 The term will be for approximately two years ending on December 31, 2026.

Currently, 3.4 reads:

3.4 *Committee membership to be expanded within 12 months to include 1 (one) representative with a lived experience from each member municipality.*

The proposed amendment is to delete this point entirely as the Committee will fulfill this when these Terms of Reference are in effect (proposed date January 1, 2025).

4.0 Meetings

Currently, 4.1 reads:

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: April, June, September, and November.

The proposed amendment aims to allow the host municipality and Committee the option to work together in order to establish a meeting schedule. By starting meetings earlier in the year, the Committee will have an opportunity to receive an orientation and hold a meeting within 1-2 months rather than 1-4 months.

4.1 The Committee will meet electronically a minimum of four (4) times per year in February, May, September and November or as established by the Committee in consultation with the host municipality.

Currently, 4.3 reads:

4.3 Special meetings if required to address time sensitive business items that are unable to be addressed at the next regularly scheduled business meeting, may be held at the call of the Chair.

Proposed amendment:

4.3 Special meetings may occur if required to address time sensitive business items that are referred to the Committee by a member municipality.

5.0 Agendas

Currently, 5.1 reads:

5.1 At least seven (7) days prior to each meeting, the host municipality shall:

- 5.1.1 prepare an agenda which lists and briefly summarizes the matters to be considered at the meeting;*
- 5.1.2 provide an electronic copy to all Committee members; and*
- 5.1.3 post the agenda at the host municipality's designated public notice posting place and on the host municipality's website.*

The proposed amendment seeks to clarify the agenda preparation period as outlined in 5.1:

- 5.1 At least one week (seven (7) consecutive days) prior to each meeting, the host municipality shall

Currently, 5.4 reads:

- 5.4 The order of business at regular Committee meetings shall be as follows:

- 1) Call to Order
- 2) Introduction of Late Items
- 3) Approval of the Agenda
- 4) Adoption of Minutes
- 5) Business Items
- 6) Unfinished Business
- 7) New Business
- 8) Adjournment

The proposed amendment removes 7) New Business from the order of business as the Committee will be working on referrals from the member municipalities.

8.0 Amendments

Currently, 8.3 reads:

- 8.3 Amendments must be strictly relevant to the main motion and not alter in a material way or be contrary to the principle embodied in the main motion.

Proposed amendment:

- 8.3 Amendments must be strictly relevant to the main motion and not nullify or alter in a material way or be contrary to the principle embodied in the main motion.

12.0 Host Municipality Responsibilities

Add a new 12.2 and renumber the section accordingly:

- 12.2 The annual hosting rotation aligns with the calendar year.

Add a new 12.4:

12.4 A staff person will be selected from the host municipality as a staff liaison to the Committee.

FINANCIAL IMPLICATIONS:

There are no financial implications associated with this report.

LEGAL IMPLICATIONS:

There are no legal implications associated with this report.

OPTIONS:

Option 1

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

AND

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

OR Option 2

1. THAT the Capital West Accessibility Advisory Committee make the following changes to the draft Terms of Reference:

1. _____
2. _____
3. _____

AND

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

SUBMITTED BY: Nisa Johnston, Legislative Services Administrative Coordinator

Concurrence: Melisa Miles, Manager of Legislative Services

Attachment 1: Redline copy of the Capital West Accessibility Advisory Committee Terms of Reference

CAPITAL WEST ACCESSIBILITY ADVISORY COMMITTEE

TERMS OF REFERENCE

1.0 Composition

The Capital West Accessibility Advisory Committee represents the member municipalities of the City of Colwood, the Township of Esquimalt, the District of Highlands, the City of Langford, the District of Metchosin, the District of Sooke, and the Town of View Royal that have chosen to participate in the Committee.

2.0 Mandate

2.1 In accordance with the *Accessible BC Act*, the mandate of the Capital West Accessibility Advisory Committee is:

- 2.1.1 to assist member municipalities to identify barriers to individuals in or interacting with the municipality;
- 2.1.2 to advise member municipalities on how to remove and prevent barriers to individuals in or interacting with the municipality; and
- ~~2.1.3 to confer with the member municipalities in the development and revision of the accessibility plan.~~ **2.1.3 Receive in a consultative capacity, updates to the member municipality's accessibility plans.**

3.0 Membership

- ~~3.1 The Committee is comprised of each participating member municipality's Corporate Officer, or person acting in that capacity.~~ **The Committee is comprised of one (1) volunteer citizen member representing each participating member municipality for a total of seven (7) voting members.**
- ~~3.2 The term will be for approximately eighteen (18) months and expire no later than March 1, 2025.~~ **The term will be for approximately two years ending on December 31, 2026.**
- 3.3 The Chair and Vice Chair will be selected annually at the first meeting by resolution of the Committee members.
- ~~3.4 Committee membership to be expanded within 12 months to include 1 (one) representative with a lived experience from each member municipality.~~

4.0 Meetings

- ~~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: April, June, September, and November.~~ **in February, May, September and November or as established by the Committee in consultation with the host municipality.**
- 4.2 Meeting length is not to exceed two (2) hours.

4.3 Special meetings **may occur** if required to address time sensitive business items that are **referred to the Committee by a member municipality**. ~~unable to be addressed at the next regularly scheduled business meeting, may be held at the call of the Chair.~~

5.0 Agendas

- 5.1 At least **one week** (seven (7) **consecutive days**) days prior to each meeting, the host municipality shall:
- 5.1.1 prepare an agenda which lists and briefly summarizes the matters to be considered at the meeting;
 - 5.1.2 provide an electronic copy to all Committee members; and
 - 5.1.3 post the agenda at the host municipality's designated public notice posting place and on the host municipality's website.
- 5.2 Non-hosting member municipalities shall endeavour to provide a link to the agenda posted on the host municipality's website, once the agenda is posted, in advance of the meeting.
- 5.3 The agenda must include a description of:
- 5.3.1 the way in which the meeting is to be held electronically;
 - 5.3.2 how the public may hear, or see and hear the proceedings; and
 - 5.3.3 the location where the public may attend to hear, or see and hear, the meeting.
- 5.4 The order of business at regular Committee meetings shall be as follows:
- 1) Call to Order
 - 2) Introduction of Late Items
 - 3) Approval of the Agenda
 - 4) Adoption of Minutes
 - 5) Business Items
 - 6) Unfinished Business
 - ~~7) New Business~~
 - ~~8)~~ **7) Adjournment**
- 5.5 Business at Committee meetings must, in all cases, be taken up in the order in which it is listed on the agenda unless otherwise resolved by a majority vote of those members present.

6.0 Quorum

- 6.1 Quorum for the Committee is a majority of its appointed voting members, including the Chair.
- 6.2 If there is no quorum in attendance within 15 minutes of the advertised start time, the recording secretary shall record the names of the members in attendance and those absent and then adjourn the meeting to the next regularly scheduled Committee meeting.

7.0 Motions

- 7.1 Decisions of the Committee shall be made by motion.
- 7.2 Motions shall be seconded before discussion can take place.
- 7.3 Motions that are not seconded will not be recorded in the meeting minutes.

8.0 Amendments

- 8.1 A member may, without notice, move to amend a motion that is being considered at a meeting.
- 8.2 An amendment may propose to add, strike out, or strike out and add words to an original motion.
- 8.3 Amendments must be strictly relevant to the main motion and not nullify or alter in a material way or be contrary to the principle embodied in the main motion.
- 8.4 Only one amendment shall be allowed to be before the Committee at one time and shall be decided before the main motion is decided.
- 8.5 An amendment that has been defeated by a vote cannot be proposed again.

9.0 Voting

- 9.1 Each member has one vote on any motion or question.
- 9.2 Each member present at the time of voting:
 - 9.2.1 must vote on the matter by indicating their assent or dissent, or if participating electronically without video, by verbally stating their vote as either in favour or opposed;
 - 9.2.2 no member may leave a meeting once a vote on a matter has been called; and
 - 9.2.3 if a member abstains from voting or does not indicate how they vote, the member is deemed to have voted in the affirmative.
- 9.3 A motion or any other question before the Committee is decided by a simple majority of the quorum.
- 9.4 If the vote of the members present at the time of voting are equal for and against the motion, the motion is defeated.
- 9.5 The Chair must state the name or names of the members opposed and the recording secretary shall record those names in the minutes.

10.0 Minutes

- 10.1 Minutes of the Committee meetings must:
 - 10.1.1 be legibly recorded;

- 10.1.2 record the names of all members in attendance and record voted in opposition of each motion voted upon in the meeting;
- 10.1.3 be certified correct by the recording secretary;
- 10.1.4 be signed by the Chair or presiding member once the minutes are adopted; and

- 10.1.5 be circulated for information to member municipalities.

10.2 Recommendations for consideration will be included in the Committee minutes provided to member municipalities as described in section 10.1.5.

11.0 Public Attendance and Input

- 11.1 All meetings must be open to the public unless the meeting is permitted to be closed in accordance with the Community Charter.
- 11.2 Meetings will be held electronically for the members with the public able to observe the proceedings either electronically or in-person at a location to be determined and provided by the host community.

12.0 Host Municipality Responsibilities

- 12.1 Committee meetings will be hosted on an annual rotational basis by the member municipalities.
- 12.2 The annual hosting rotation aligns with the calendar year.
- 12.3 During its year of hosting, the host member municipality is responsible to provide:
 - 12.3.1 staff support for agenda preparation, minute-taking, and minute distribution;
 - 12.3.2 a physical location within the host municipality where members of the public can hear, or see and hear, the proceedings of the meeting; and
 - 12.3.3 record keeping for the year, including the posting of public agendas and minutes on the host municipality's website.
- 12.4 A staff person will be selected from the host municipality as a staff liaison to the Committee.



Staff Report to Capital West Accessibility Advisory Committee

DATE: Wednesday, September 25, 2024

DEPARTMENT: Legislative Services

SUBJECT: Draft Capital West Accessibility Advisory Committee Meeting Schedule

EXECUTIVE SUMMARY:

As a result of the proposed amendments to the Terms of Reference, the transition to citizen representation, and the beginning of a new host municipality, the Capital West Accessibility Advisory Committee meeting schedule must be reviewed.

BACKGROUND:

Section 4.0 of the Capital West Accessibility Advisory Committee Terms of Reference outline the specifics of meetings. Section 4.1 currently reads as follows:

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: April, June, September, and November.

If the Committee approves amendments to the Terms of Reference as presented in the report previous, 4.1 will now read as follows:

4.1 *The Committee will meet electronically a minimum of four (4) times per year in February, May, September, and November or as established by the Committee in consultation with the host municipality.*

COMMENTARY:

For convenience, a 2025 calendar has been attached (Attachment 1). There are no proposed meeting dates included however, conferences and statutory holidays are blocked off for scheduling convenience.

The 2025 host municipality, the City of Colwood may have suggestions regarding a date for the February meeting as other partner municipalities have noted it would be helpful to have the first meeting date set out for successful citizen applicants and meeting planning purposes.

FINANCIAL IMPLICATIONS:

There are no financial implications associated with this report.

LEGAL IMPLICATIONS:

There are no legal implications associated with this report.

OPTIONS:

Option 1

THAT the Capital West Accessibility Advisory Committee choose February _____, 2025 at _____ am/pm as the first meeting date hosted by the City of Colwood.

OR Option 2

THAT the Capital West Accessibility Advisory Committee take no action regarding meeting scheduling at this time.

OR Option 3

THAT the Capital West Accessibility Advisory Committee continue with the schedule outlined in the original terms of reference.

SUBMITTED BY: Nisa Johnston, Legislative Services Administrative Coordinator

Concurrence: Melisa Miles, Manager of Legislative Services

Attachments: 2025 Reference Calendar

2025 Calendar for Committee Reference

JANUARY						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
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26	27	28	29	30	31	

FEBRUARY						
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MARCH						
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30	31					

APRIL						
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MAY						
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JUNE						
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29	30					

JULY						
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AUGUST						
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24	25	26	27	28	29	30
31						

SEPTEMBER						
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28	29	30				

OCTOBER						
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NOVEMBER						
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DECEMBER						
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28	29	30	31			

Weekend, Statutory Holiday, or Municipal Convention

File: 0540-20

September 12, 2024

To: Chair, Capital West Accessibility Advisory Committee

From: Deb Hopkins, Director of Corporate Services, Township of Esquimalt

Subject: Request for Letter of Support – Local Community Accessibility Grant Application

The Township of Esquimalt will be applying to the Local Community Accessibility Grant Program through SPARC BC. This funding stream provides local governments with up to \$25,000 in funding to implement one of the initiatives included in the municipality's Accessibility Plan. The Township will be applying to Stream 1 – Local Government led projects – new to install an inclusive and accessible swing at the Adventure Park (adjacent to the Esquimalt Recreation Centre at 527 Fraser Street). An example of this swing component is illustrated in Figure 1 below.



Figure 1 – We-Go-Swing (www.habitat-systems.com)

When replacing playground equipment, Parks and Recreation Staff consider ways to make overall improvements including enhancing and promoting accessibility and inclusion. With the recent removal of a merry-go-round from this location, there is appropriate space for this addition to the Adventure Park. This park is heavily used throughout the year, with significant spikes in number of visitors during the summer season as the waterpark that is also located here is activated. Installation of this component provides an accessible play option in a central location next to the sports field and the recreation centre for families and children in the community. This would be Esquimalt's first accessible play structure specifically designed to accommodate users that does not require a transfer and promotes inclusivity by allowing multiple users to play together.

The Township has received requests via Esquimalt's accessibility feedback mechanism for the installation of accessible playground equipment in local parks, and specifically swings. This project promotes inclusion and social interaction and will help to respond to attitudes and policies relating to accessibility in the community.

Respectfully submitted,
Deb Hopkins
Director of Corporate Services

[INSERT MUNICIPALITY HERE] Accessibility Plan

WHAT WE'VE DONE:

The **[INSERT MUNICIPALITY HERE]** has implemented the following pertaining to accessibility:

- Joined the Capital West Accessibility Advisory Committee.
-

WHAT WE'RE DOING:

Currently, the **[CITY, TOWN, TOWNSHIP, DISTRICT]** is exploring or working toward implementation of the following pertaining to accessibility:

-

WHAT WE MAY EXPLORE:

The **[CITY, TOWN, TOWNSHIP, DISTRICT]** may consider implementing the following regarding accessibility within the topic of Service Delivery:

Staff and/or Council Training:

-

Technological:

-

Physical Space:

-

Policy & Procedure:

-

The **[CITY, TOWN, TOWNSHIP, DISTRICT]** may consider implementing the following regarding accessibility within the topic of Employment:

-

The **[CITY, TOWN, TOWNSHIP, DISTRICT]** may consider implementing the following general accessibility topics:

-



Memo

TO: Capital West Accessibility Advisory Committee

FROM: Capital West Accessibility Advisory Committee Administrative Support

DATE: 2024-09-25

SUBJECT: Langford – Feedback Received

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

- Accessible seating at Starlight Stadium needs improvements to make the experience better for those who need it.
- Received a copy of the “Age and Disability Friendly OCP” document from the Province of BC and shared it with our Planning Department.
- Wish for accessibility planning to be required when the City rents their spaces out as venues for events.
- Emergency preparedness for municipalities should include specific planning for those with accessibility needs.



Staff Report to Capital West Accessibility Advisory Committee

DATE: Wednesday, September 25, 2024

DEPARTMENT: Legislative Services

SUBJECT: Recruitment Processes – Partner Municipalities

EXECUTIVE SUMMARY:

The Capital West Accessibility Advisory Committee is preparing to recruit citizen representatives to replace the West Shore Corporate Officers as voting members. Each partner municipality has submitted their recruitment process details and an outline has been included in this report.

BACKGROUND:

At the Special Capital West Accessibility Advisory Committee meeting held Wednesday, September 4, 2024, the following motion was made:

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

Since the meeting, the partner municipalities have submitted their recruitment processes to the Committee administrative support for inclusion on this agenda for discussion.

COMMENTARY:

The following was provided by each municipality:

TOWNSHIP OF ESQUIMALT:

- Term appointments are made for a period of two years
- Terms commence on January 1 and conclude December 31 of the applicable years
- Annual recruitment is conducted in September – November
- Advertising is done in Vic News, website and social media, official notice boards
- All members wishing to seek re-appointment must advise of their interest to serve additional terms for consideration in the recruitment process

- Council shortlists and holds interviews October – November
- Council appointments are ratified in November
- Orientation held late November
- Vacancies are filled on an as needed basis and the new member resumes the balance of the term for the member they are replacing
- Advisory Body recruitment is established by Council Policy

TOWN OF VIEW ROYAL:

- Run 2 ads in the newspaper (Goldstream Gazette) on Oct. 9 and 16.
- Use the 3 social media postings during the weeks of Oct. 7, Oct. 14 and Oct. 21
- Close the volunteer position on Oct. 25.
- If we are fortunate enough to have more than one applicant, we would arrange to have the candidates interviewed by 2 of our Council members plus Elena and me shortly after the close date of Oct. 25.
- From the interview process, a report would go to Council in November.
- We note that it is rare for us to have more than one applicant for these types of positions so it may be that there is no interview process, but an appointment would still need to be done with a report to Council.

DISTRICT OF HIGHLANDS:

- Publish ads in the October 9 and 16 editions of the Goldstream Gazette
- Post the information on our website with the application.
- Close our process October 25th.
- Council will review the applications for all committees in a closed meeting either in November
Council does not generally interview applicants and base their decision on the applications received.

CITY OF COLWOOD:

- Term appointments are made for a four-year period (to coincide with Council term) current committees expire November 1, 2026
- Recruitment is when required, such as to fill a vacancy
- Advertising is done through the Goldstream Gazette, website, social media, and bulletin board
- Council makes decisions based on applications during a closed meeting of council
- Orientation is held prior to first meeting
- Advertising could occur on October 9th and 16th editions of the Gazette – closing on October 25th

- Appointments could be done October 28th, November 12th or November 25.

DISTRICT OF METCHOSIN:

- Publish ads in the October 9th and 16th editions of the Goldstream Gazette.
- Also advertise in the community paper “Metchosin MUSE” for Advisory Committee members and post on our website. The publication will next be circulated after October 1st.
- We will close October 25th and bring forward to Council in November.
- Appointment Terms are for a period of two years – January 1 to December 31
- Annual Recruitment is September - November
- Council appoints in November
- Vacancies are filled on an as needed basis

DISTRICT OF SOOKE:

- Advertise in the Sooke News Mirror October 9 and 16.
- Advertise on the Twitter (X) platform, District website, and a news release.
- Applications will close October 25th
- Placements to be determined by Council in November
- Appointments will be made before the end of 2024 with an effective date of 2025

CITY OF LANGFORD:

- Publish ads in the October 9th and 16th editions of the Goldstream Gazette.
- Also advertise on website and through City social media channels.
- Posting to run from October 9th and closing on October 23rd
- Interviews Monday, October 28th
- Council consideration of recommended applicant November 4, 2024, with an effective date of January 1, 2025.

FINANCIAL IMPLICATIONS:

There are no financial implications associated with this report.

LEGAL IMPLICATIONS:

There are no legal implications associated with this report.

OPTIONS:

Option 1

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.

OR Option 2

THAT the partner municipalities of the Capital West Accessibility Advisory Committee do the following with respect to citizen recruitment:

SUBMITTED BY: Nisa Johnston, Legislative Services Administrative Coordinator

Concurrence: Melisa Miles, Manager of Legislative Services



**CAPITAL WEST ACCESSIBILITY ADVISORY COMMITTEE RESIDENT
REPRESENTATIVE APPLICATION**

The Capital West Accessibility Advisory Committee serves the City of Colwood, City of Langford, District of Highlands, District of Metchosin, District of Sooke, Town of View Royal and the Township of Esquimalt. The Committee will assist the partner municipalities above as outlined in the *Accessible BC Act*. The Committee may also respond to referrals from the Councils of the partner municipalities or requests for advice from staff to address accessibility issues as noted in the Committee Terms of Reference and the *Accessible BC Act*.

Membership will include one (1) community representative from each of the partner municipalities as voting members. A meeting schedule will be provided to successful candidates. Committee members may generally attend meetings in person or online through the platform utilized by the host municipality. Please review the Terms of Reference on the partner municipality’s websites for more information regarding the Committee.

If you have any questions or require assistance completing this application, please contact _____ via email to: _____ or by phone _____.

The Committee welcomes applicants of all abilities, gender identities and expressions, sexual orientations, racial identities, and or other lived experiences that reflect the diversity of the Capital Region.

Full Name:

Street Address:

City:

Postal Code:

Email Address:

Phone Number:

The Committee is seeking representatives residing in the following municipalities. Please indicate which municipality you live in below:

- City of Colwood
- City of Langford
- District of Highlands
- District of Metchosin
- District of Sooke
- Town of View Royal
- Township of Esquimalt



Do you identify as a person with a disability? YES NO

Are you representing an organization that supports persons with disabilities? YES NO

Do you support or provide care to a person with a disability? YES NO

Please describe your disability/disabilities or relevant experience as a caretaker/support person. Similarly, if you represent an organization that supports persons with disabilities, please provide a description of the work undertaken: *(Optional)*

Do you identify as an Indigenous person? YES NO

Why are you interested in joining the Capital West Accessibility Advisory Committee?

What related skills, knowledge, or experience do you have that may benefit this committee? (limited space below - attachments accepted)



What accessibility accommodations do you require, if any?

Complete applications are due by _____. Please submit applications by email, mail, or in person:

- Email:
- In person at the Municipal Hall of either the City of Colwood, Township of Esquimalt, District of Highlands, City of Langford, District of Metchosin, District of Sooke, or Town of View Royal:

City of Colwood	3300 Wishart Road
Corporation of the Township of Esquimalt	1229 Esquimalt Road
District of Highlands	1980 Millstream Road
City of Langford	2nd floor – 877 Goldstream Avenue
District of Metchosin	4450 Happy Valley Road
District of Sooke	2205 Otter Point Road
Town of View Royal	45 View Royal Avenue

Freedom of Information and Protection of Privacy Act Collection Notice

Personal information is collected by the municipalities of the Capital West Accessibility Advisory Committee (City of Colwood, City of Langford, Town of View Royal, District of Sooke, Township of Esquimalt, District of Metchosin, and the District of Highlands) under the authority of s.26(c) of the Freedom of Information and Protection of Privacy Act for the purpose of processing Accessibility Advisory Committee applications. Should you have any questions about the collection of this personal information, please contact Corporate Services, HOST MUNICIPALITY PHYSICAL ADDRESS Phone: | Email:



Memo

TO: Capital West Accessibility Advisory Committee

FROM: Capital West Accessibility Advisory Committee Administrative Support

DATE: 2024-09-25

SUBJECT: REVISED – Citizen Recruitment Materials and Application

Based on feedback at the Special Capital West Accessibility Advisory Committee meeting held September 4, 2024, the following draft documents have been revised:

- Citizen Representative Application form
- Social media and/or website graphics for use by partner municipalities

The Committee Administration is seeking final approval in order to distribute the materials and support the partner municipalities in their recruitment efforts.



Draft Promotional Image #1: The image is set on a sage green background and shows a cartoon of three people entering and exiting a building. On the left, a person using a wheelchair is utilizing a ramp. They are wearing a tan coat and blue jeans. Another person is leaving the building wearing a backwards white ballcap, a brown coat, and yellow pants. This person is also wearing a belt bag across their chest. The person on the far right is walking up the staircase and they're wearing a long navy coat, coral pants, black heeled boots, and a striped white and pink neck scarf. The bottom of the promotional image proudly displays the logos of the Capital West Accessibility Advisory Committee's partner municipalities. The image contains the following text: "Volunteer Opportunity: The Capital West Accessibility Advisory Committee is looking for citizen representatives. Apply today!"

Volunteers Wanted

Apply to join the Capital West Accessibility Advisory Committee.



Draft Promotional Image #2: The image is set on a brown background and shows a cartoon of four people working collaboratively around a desk at a meeting. On the far left, a person is reading from a notebook, and they are wearing coral pants and navy hooded sweatshirt. This person has short brown hair. Next to them, a person using a wheelchair is smiling and taking notes for the group. They are wearing brown pants and a checkered yellow and coral cardigan over a white shirt. They have short black hair. The next person is describing an idea, and they have their hand out to illustrate their point. They are wearing blue pants and patterned white and blue top with glasses and white hair. The final person is standing beside the table where the others are seated. In their hand, they are holding a few notebooks. They are smiling at the group while listening. They are wearing checkered tan and white pants, a coral sweater, and short brown hair with half up in a bun. The bottom of the promotional image proudly displays the logos of the Capital West Accessibility Advisory Committee's partner municipalities. The image contains the following text: "Volunteers Wanted: Apply to join the Capital West Accessibility Advisory Committee and work towards a more inclusive community!"



Draft Promotional Image #3: The image is set on a navy background and shows a cartoon of three people interacting in their workspace. On the far left, a person is working on a laptop and they are wearing coral pants and navy and white spotted sweater. This person has white hair tied into a bun and dangly ornamental earrings. Next to them, a person using a wheelchair is smiling and accepting a paper from their colleague. This person is working before a very large computer monitor. They are wearing tan pants and a brown coat over a white shirt with a series of triangles printed on it. They have brown hair tied into a bun and matching facial hair forming a beard. The final person is handing a paper to the person at the desk while holding many more papers. This person is wearing tan and white striped pants, a navy tank top, a bracelet, necklace, and earrings. The bottom of the promotional image proudly displays the logos of the Capital West Accessibility Advisory Committee’s partner municipalities. The image contains the following text: “Apply to Volunteer: Interested in enhancing accessibility in your community? Submit an application to join the Capital West Accessibility Advisory Committee”



Memo

TO: Capital West Accessibility Advisory Committee

FROM: Capital West Accessibility Advisory Committee Administrative Support

DATE: 2024-09-25

SUBJECT: Accessibility Plan Development Cost Estimate

At it's Special Meeting held Wednesday, September 4, 2024, the Capital West Accessibility Advisory Committee considered a quote from the City of Langford's consultant, Eclipse 360 regarding the development of the Accessibility Plan. This quote included design work only, not content editing.

Through Committee discussion, administration was directed to return to the consultant to inquire about a Word version Accessibility Plan that could be easily edited by the member municipalities over time.

Eclipse360 has quoted roughly \$8,000.00 for an accessible Word document. They have also provided an option where they would create a series of fillable templates for us amounting to roughly \$2,500.00.

The Committee needs to make a decision regarding the design of the Accessibility Plan at this meeting. All options remain on the table for plan design including the use of a different consultant, no consultant (in house development), or another solution as directed by the Committee.