



District of Metchosin

CAPITAL WEST ACCESSIBILITY ADVISORY COMMITTEE

Agenda

Wednesday, February 25, 2026, at 2:00 PM
Council Chambers, Metchosin Municipal Hall
4450 Happy Valley Road

[Teams Meeting Link](#)

PLEASE NOTE: The meeting is being recorded and live streamed at www.metchosin.ca. Participants may join the meeting via [Teams](#). Written and verbal submissions will become part of the public record and are subject to the *Freedom of Information and Protection of Privacy Act*.

(Please turn off your cellphones in the Council Chambers during the meeting).

Page

1. **CALL TO ORDER**
2. **INTRODUCTION OF LATE ITEMS**
3. **APPROVAL OF AGENDA**
 - 3.1 **February 25, 2026 Capital West Accessibility Advisory Committee Agenda**
THAT the February, 2026, Capital West Accessibility Advisory Committee Meeting agenda be adopted as presented/amended.
4. **ADOPTION OF MINUTES**
 - 4.1. **November 26, 2025 Capital West Accessibility Advisory Committee Meeting** 3 - 7
[Minutes](#)
THAT the November 26, 2025, Capital West Accessibility Advisory Committee Meeting minutes be adopted as presented.
5. **PUBLIC PARTICIPATION**
 (5 minutes per person to a maximum of 30 minutes total)
6. **BUSINESS ITEMS**
 - 6.1. **Annual Chair/Vice Chair Appointment**
 - 6.2. **Membership Update** 9 - 11
[Esquimalt Membership Update](#)
[Metchosin Membership Update](#)
 - 6.3. **Esquimalt Recreation Strategic Plan** 13 - 25
[Esquimalt Recreation Strategic Plan](#)
 - 6.4. **City of Langford Accessibility, Feedback Received** 27 - 35
[Accessibility Feedback November 6, 2025 – February 2, 2026](#)

6.5. **Accessibility Upgrades at the District of Highlands Office – Request for Feedback**
[Report](#)

37 - 41

7. **UNFINISHED BUSINESS**

7.1. **Updated Terms of Reference:**

43 - 47

- The following amendments to the Capital West Accessibility Advisory Committee have been endorsed by all participating municipality's Councils:
 THAT the Capital West Accessibility Advisory Committee Terms of Reference be amended to include a public participation portion to the meeting;
 AND THAT the Public Participation portion be limited to a maximum duration of thirty minutes and that each individual speaker be provided up to five minutes.

[CWAAC TOR Amended January 2026](#)

8. **ROUNDTABLE DISCUSSION**

8.1. **Patsy Hamilton:**

- Sidewalk Infrastructure and Safety for persons with Disabilities;
 and
- National Disability Week May 2026.

9. **ADJOURNMENT**

All recommendations as presented are for discussion purposes only, and should not be considered as the opinion or direction of council.



**CITY OF COLWOOD
MINUTES OF
CAPITAL WEST ACCESSIBILITY ADVISORY COMMITTEE
Wednesday, November 26, 2025 at 2:00 PM
Council Chambers
3300 Wishart Road, Colwood, BC**

PRESENT

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

Janie Finerty, Vice Chair
Patsy Hamilton, Chair
Johanne Hemond, Citizen Representative
Belinda Jickling, Citizen Representative (via, Zoom)
Marcy Lalande, Corporate Officer
Amanda Irving, Corporate Officer

REGRETS

District of Sooke

Nancy Owen, Corporate Officer

ATTENDING

City of Langford
Township of Esquimalt
City of Colwood

Marie Watmough, Director of Legislative and Protective Services
Victoria McKean, Committee Coordinator
Tiffany MacDonald, Recording Secretary

GUESTS

City of Langford
Watt Consulting

Katelyn Balzer, Director of Engineering and Public Works
Tim Shah, Planning & Vancouver Island Team Lead

1. CALL TO ORDER

Janie Finerty, Vice Chair, called the meeting to order at 2:06 pm and acknowledged meeting on the shared traditional lands of the Lekwungen speaking people.

2. APPROVAL OF THE AGENDA

MOVED BY: CORPORATE OFFICER, DISTRICT OF HIGHLANDS IRVING

SECONDED: COMMITTEE MEMBER JICKLING

THAT the Agenda of the Capital West Accessibility Advisory Committee meeting of November 26, 2025 be adopted as presented with the following amendment:

- Add Late Item 4.9 Notification of Meetings to Public

CARRIED

3. ADOPTION OF MINUTES**MOVED BY: COMMITTEE MEMBER HAMILTON****SECONDED: CORPORATE OFFICER, DISTRICT OF HIGHLANDS IRVING**

THAT the minutes of the Capital West Accessibility Advisory Committee meeting of September 24, 2025 be adopted as presented.

CARRIED**4. NEW BUSINESS****4.1 City of Langford****Langford Transportation Master Plan (TMP) and Active Transportation Plan (ATP)
Capital West Accessibility Advisory Committee Engagement Questions**

Katelyn Balzer, Director of Engineering and Public Works, City of Langford, Tim Shah, Planning and Vancouver Island Team Lead, Watt Consulting, provided information on the Langford Transportation Master Plan (TMP) and Active Transportation Plan (ATP) and guided the Committee through a series of questions to define and strengthen accessibility throughout the plan.

Committee discussion ensued regarding:

Question 1:

- Twizzies helpful for low vision, but slip risks
- Maintenance of twizzies in relation to leaves, snow and ice
- Timing for crossing
- Audible pedestrian signals and leading pedestrian intervals

Question 2:

- Use of leading pedestrian intervals in school zones
- Noise sensitivity
- Reach of button activated activators for crossing
- Wave activated buttons

Question 3:

- Distance from parking to accessible ramp
- Lack of accessible parking outside of core area
- Illegal parking and blocking sidewalks
- Adaptable van space and various vehicle type considerations
- Sightline issues due to growing shrubbery
- Enforcement of violations

Question 4 and 5:

- Unpredictable mobility moments
- Weather related mobility issues and accessing transit

4.2 Proposed Amendments to Terms of Reference**Discussion: Chair, Patsy Hamilton**

Patsy Hamilton, Chair, provided information on the proposed terms of reference change to include a public participation portion of the meeting.

Committee discussion ensued regarding allotted timing for public participation.

MOVED BY: COMMITTEE MEMBER FINERTY

SECONDED: CORPORATE OFFICER, DISTRICT OF HIGHLANDS IRVING

THAT the Capital West Accessibility Advisory Committee recommend to the Councils:

THAT the Capital West Accessibility Advisory Committee Terms of Reference be amended to include a public participation portion to the meeting.

CARRIED

MOVED BY: COMMITTEE MEMBER HAMILTON

SECONDED: MANAGER OF CORPORATE SERVICES LALANDE

THAT the Capital West Accessibility Advisory Committee recommend to the Councils:

THAT the Public Participation portion be limited to a maximum duration of thirty minutes and that each individual speaker be provided up to five minutes.

CARRIED

4.3 Township of Esquimalt**Municipal Accessibility Network Conference**

Victoria McKean, Committee Coordinator, Township of Esquimalt, provided information on her attendance at the Municipal Accessibility Network Conference.

Committee discussion ensued regarding:

- Open participation and collaboration to share experiences
- Communication among members not in attendance to bring forward topics of discussion

4.4 Roles and Responsibilities - Capital West Accessibility Advisory Committee

Marcy Lalande, Manager of Corporate Services, provided information on the roles and responsibilities documents and that the documents will serve as a guiding reference for committee members regarding their roles and responsibilities.

Committee discussion ensued regarding:

- Wording to be more user-friendly
- Training for new members

4.5 Joint Accessibility Plan - Draft

Janie Finerty, Vice Chair, provided information on the joint accessibility plan and that the City of Langford is working on creating a finalized document of all plans compiled into a shelf ready format.

4.6 Membership Updates

Patsy Hamilton, Chair, spoke to correspondence received from partner municipalities regarding inclusion of the Capital West Accessibility Advisory Committee and signage considerations for Halloween signage.

Katelyn Balzer, Director of Engineering and Public works, spoke to the inclusion of the event being open for all members of the community to attend.

Marcy Lalande, Manager of Corporate Services, Colwood, provided an update on behalf of Metchosin advising that they will be bringing the Terms of Reference - Roundtable discussion to their Council for decision on December 1, 2025.

Amanda Irving, Corporate Services Officer, District of Highlands provided the following updates:

- Completion of paving the entrance and parking lot of the Hall
- New door installed and power assist switch to be completed soon
- Ongoing recruitment of seeking an accessibility citizen representative

4.7 Accessibility Feedback Received from Partner Municipalities - For Committee Information Only

Patsy Hamilton, Chair, spoke to correspondence received from partner municipalities regarding inclusion of the Capital West Accessibility Advisory Committee and signage considerations for Halloween signage.

Katelyn Balzer, Director of Engineering and Public works, spoke to the inclusion of the event being open for all members of the community to attend.

4.8 Disability Alliance of British Columbia Accessibility Committee Members Network Dialogue December 8, 2025 at 1:30 pm

Link to register: https://us02web.zoom.us/webinar/register/WN_ymRpNI-CTgmfyrySYN6kZg

Janie Finerty, Vice Chair, provided information on the Disability Alliance of British Columbia, Accessibility Committee Members Network Dialogue event.

4.9 Notification of Meetings to the Public

Discussion: Patsy Hamilton, Chair

Patsy Hamilton, Chair, provided information on the notification of meetings to the public on City websites being accessible.

Marie Watmough, Director of Legislative and Protective Services, provided an update that Langford's website now contains the link to the City of Colwood's meeting portal page.

5. ADJOURNMENT

MOVED BY: CORPORATE OFFICER, DISTRICT OF HIGHLANDS IRVING

SECONDED: MANAGER OF CORPORATE SERVICES LALANDE

THAT the meeting adjourn at 3:50 pm.

CARRIED

APPROVED and CONFIRMED

CERTIFIED CORRECT

TO: CAPITAL WEST ACCESSIBILITY ADVISORY COMMITTEE

FROM: VICTORIA MCKEAN, COMMITTEE COORDINATOR

DATE: FEBRUARY 25, 2026

SUBJECT: MEMBERSHIP UPDATE

INFORMATION:

On November 3, 2025, Maggie Thompson resigned from the Capital West Accessibility Advisory Committee, resulting in a vacancy on the committee for an Esquimalt representative. Public recruitment ran from November 18th, 2025, to January 5th, 2026, and was advertised on the Township's website and social media platforms, posted at municipal notice boards at Municipal Hall and Esquimalt Recreation Centre, featured on Volunteer Victoria's online volunteer portal. Staff contacted relevant community groups to increase community awareness of this volunteer opportunity.

At the Township of Esquimalt In Camera Council meeting held on January 12, 2026, Council passed the following motion:

That Council appoint Madison Sutcliffe as the Township of Esquimalt's citizen representative on the Capital West Accessibility Advisory Committee for a term effective January 12, 2026, and concluding December 31, 2027.

This appointment staggers term lengths as was previously discussed with the committee.

Madison brings a blend of lived experience, policy knowledge, and engagement skills that aligns closely with the Committee's mandate and purpose.

LIST OF ATTACHMENTS:

There are no attachments to this memorandum.



MEMORANDUM

To: Capital West Accessibility Advisory Committee File No. 0118-20

From: Tina Hansen, Deputy Corporate Officer

Date: February 25, 2026

Re: Membership Update

On January 9, 2026, Janie Finerty resigned from the Capital West Accessibility Advisory Committee resulting in a vacancy for a Metchosin representative on the Committee.

The District of Metchosin has started the recruitment process for a citizen representative by placing an advertisement in the Metchosin Muse for the month of March 2026 and posting the information on the District's website.

We would like to take the opportunity to thank Ms. Finerty for her professional knowledge and her lived experiences that she brought to the Committee.



RECREATION STRATEGIC PLAN

Capital West Accessibility
Advisory Committee

February 24, 2026

Team Introduction



Quentin Talbot-Kelly,
Partner



Project Role:
Project Director

Sarah Nickerson,
Planning Analyst



Project Role:
Planning Associate

Rebeca Galvao,
Planning Analyst

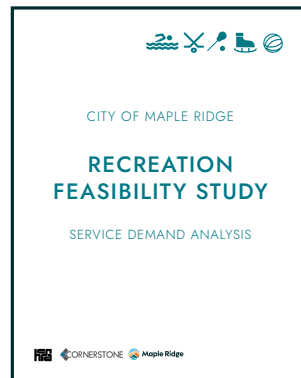
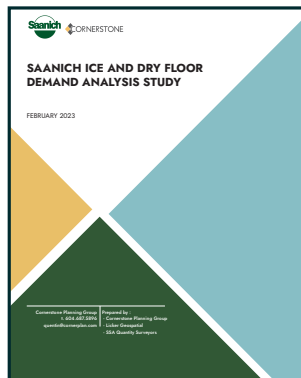


Project Role:
Planning Associate

Firm Introduction

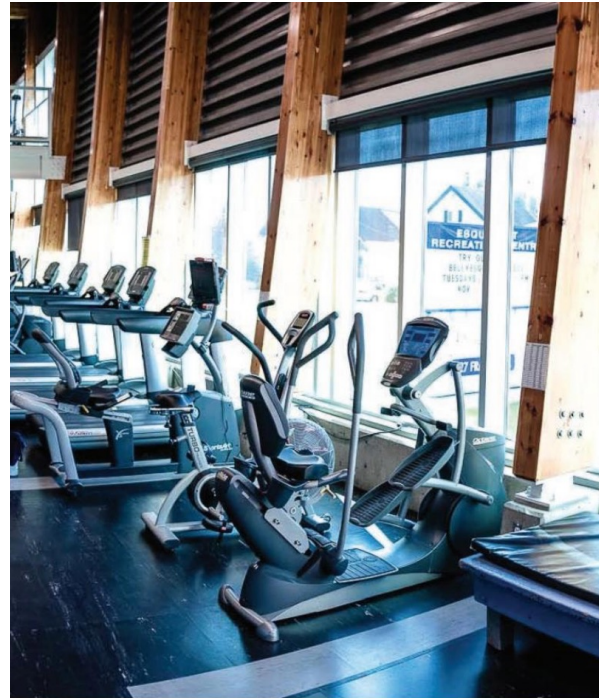


- 53 years in business, with a strong focus on Western Canada
- 1,000+ projects supported
- Project sectors include health, education, civic master planning, arts & culture, recreation and many others.
- Over the the past 5-10 years, Cornerstone has increased it's focus on recreation services, facilities and strategic planning
- As a values-drive organization, Cornerstone's service philosophy centers on delivering thoughtful, client-focused planning that produces meaningful results.
- Inhouse expertise: strategic planning, business analysis, facilitation, service design, architecture, engineering, graphic design and cost modelling.



Session Agenda

1. Study Context
2. Goals, Approach and Timeline
3. Proposed Engagement
4. Questions for the Committee



Study Context

- The Township requires an updated, forward-looking strategy to guide recreation planning and decision-making over the next 15-years.
- Shifts in age, household composition, and growth patterns are placing new demands on recreation services and facilities.
- Residents' recreation interests, service standards, and expectations around inclusion and accessibility have changed over time.
- Current infrastructure and programs may no longer fully meet demand, capacity, or community needs.
- Council and staff require clear, evidence-based guidance to prioritize projects and allocate resources effectively.

Goals, Approach and Timeline

1. Develop a data-driven understanding of Esquimalt's recreation system

Establish a comprehensive picture of current conditions, performance, and capacity through demographic analysis, facility and program inventories, utilization review, and operational assessment.

2. Engage the community and stakeholders to inform future direction

Gather meaningful input from residents, stakeholders, and advisory bodies to understand needs, priorities, and expectations, and ensure the plan reflects community values.

3. Define future recreation needs and deliver actionable recommendations

Identify future service and space requirements and provide phased, feasible recommendations (including cost, funding, and implementation considerations), to guide long-term investment and decision-making.

Goals, Approach and Timeline

December 2025 -
January 2026

STAGE 1



Project
Foundations

January -
February 2026

STAGE 2



Current State
Analysis

February -
March 2026

STAGE 3



Community Needs
& Aspirations

March -
April 2026

STAGE 4



Future Needs
Assessment &
Recommendations

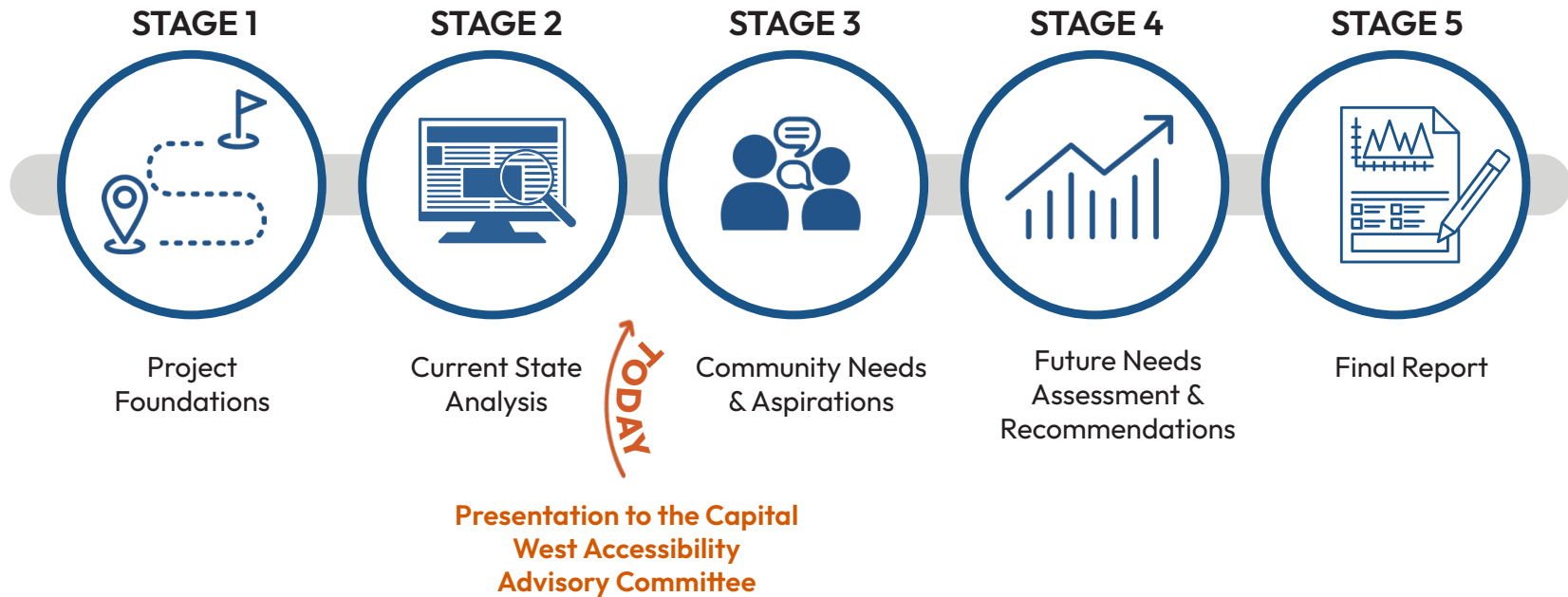
April -
May 2026

STAGE 5



Final Report

Proposed Engagement





Proposed Engagement

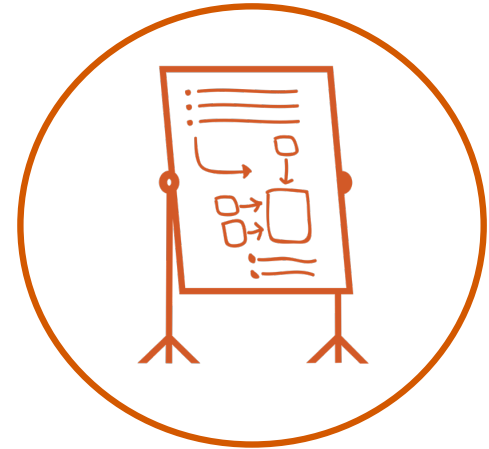
Community Engagement Activities



Community
Survey



Interest Holder
Interviews



Community
Open Houses

Proposed Engagement

Community Survey - Overview

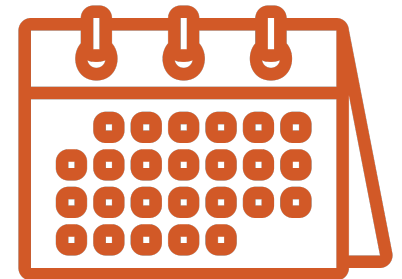


Purpose: To gather information on the community's current patterns of recreational activities, their perceived need for improvements, priorities, and desires.

The survey asks about:

- Respondent demographics
- How residents use recreation today
- Where gaps exist
- Satisfaction, inclusion, and accessibility
- Ideal future state
- Priorities given limited funding

**Survey open for 4
Weeks**



February 11 – March 11

AGENDA ITEM #6.6.3.

Proposed Engagement

Interest Holder Interviews - Overview



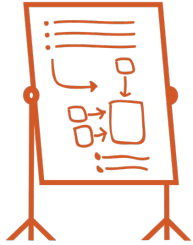
Purpose: To collect insights into the desires and needs of the Esquimalt community related to recreation provision, with a focus on community organizations and key interest holders. This also provides an opportunity to gather operational insights and identify gaps that may not be evident through data alone. Direct participants to online survey for themselves and their peers to complete.

5 separate interview sessions with the following groups:

1. Township Committees
2. Township Staff
3. Recreation User Groups
4. First Nations Representatives
5. Local Community Organizations

Proposed Engagement

Community Open Houses - Overview



Purpose: To present proposed strategy, respond to public questions, and gather feedback to help refine the document.

- Confirm priorities
- Identify gaps before finalization

Two in-person sessions (Spring 2026)

- Public open house
- Invitation-only session for key groups (recreation user groups, community organizations) and First Nations representatives



Questions for the Committee

1. What is the Township doing well to make programs accessible for children, youth, adults, and seniors?
2. Are there known barriers that limit participation in recreation activities due to accessibility concerns?
3. What new, improved, or expanded programs, activities, spaces, and facility types should the Township prioritize to improve accessibility?
4. Given the limited resources, what should be the top priorities when it comes to improving accessibility in recreation services?



Memo

TO: Capital West Accessibility Advisory Committee

FROM: City of Langford

DATE: 2026-02-25

SUBJECT: Accessibility Feedback Received

The City of Langford, in accordance with the *Accessible BC Act*, has established a feedback mechanism to receive comments from the public on the City's accessibility plan and barriers to individuals in or interacting with the municipality.

Please find attached correspondence received from November 6, 2025 – February 2, 2026

Nisa Johnston

From: Megan Wroe
Sent: November 19, 2025 12:23 PM
To: [REDACTED]
Cc: Accessibility
Subject: 20251119 Station Ave West Parking Accessibility and Potholes

To: engineering@langford.ca <engineering@langford.ca>
Subject: New submission from Topic Contact Form

Topics

☐ Streets, Sidewaik, Traffic Control and Parking

Name

[REDACTED]

Phone

[REDACTED]

Address

☐ 2715 Lakehurst Dr
Langford, British Columbia Langford
Canada
[Map It](#)

Email

[REDACTED]

Message

☐ Parking @ Langford Exchange Bus Station.
Entry to psrking area at darkness very difficult to see, more so when facing parked buses with headlights on. Thhre are no handicsp stalls, which I require, but three EV stalls. I have written before with concerns.

Nisa Johnston

From: Megan Wroe
Sent: November 18, 2025 4:29 PM
To: [REDACTED]
Cc: Accessibility; Langford Parking Complaints
Subject: 20251118 [REDACTED] Disabled parking inquiry

From: [REDACTED]
Sent: November 17, 2025 11:13 AM
To: Langford Engineering General Mailbox <engineering@langford.ca>
Subject: Fwd: disabled parking spots in downtown langford

I am writing on behalf of [REDACTED], located at the intersection of Peatt Road and Hockley Avenue, to formally raise concerns regarding the current parking conditions in this area. As a [REDACTED] serving a diverse community—including many seniors and individuals with mobility challenges—I believe these issues warrant prompt attention.

Over the past several months, numerous [REDACTED] with disabilities have reported difficulties finding available parking near the [REDACTED]. Although there are designated two-hour street parking spaces on Hockley Avenue, none of these are designated **accessible** parking stalls. More importantly, these spaces are frequently used for long-term parking by nearby tenants or , with some vehicles remaining in place for several days at a time.

This situation creates significant barriers for individuals with disabilities. The lack of monitoring and enforcement of the posted two-hour limit further exacerbates the problem, leaving many members of the community unable to find appropriate parking when accessing our [REDACTED] or other nearby services.

Given that this area is considered part of downtown Langford and continues to grow—with future developments such as the planned playground increasing demand—we believe that parking management must be strengthened to support accessibility, safety, and fairness.

I respectfully request clarification from the City regarding the following:

AGENDA ITEM #6.6.4.

- 1. Is there active bylaw enforcement of the two-hour parking limit on Hockley Avenue?**
- 2. What is the appropriate process for reporting vehicles that remain parked beyond the permitted duration, including those parked for multiple days?**
- 3. Can the City consider installing one or more designated accessible parking stalls near the intersection of Peatt Road and Hockley Avenue or in peatt rd in front of peatt commons business to improve access for individuals with disabilities**
- 4. Is there an upcoming plan under the City's parking bylaw review or modernization efforts that may address these concerns, like hiring ticketing employee like what I see in Surrey or city of Victoria, to monitor the area!**

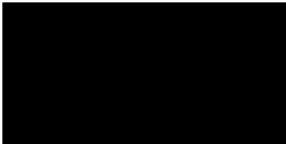
As a local [REDACTED] I am committed to supporting the well-being of our community, and I believe that improved parking management and accessibility would greatly benefit residents, customers, and businesses in this area.

I would appreciate guidance on the appropriate next steps and would welcome the opportunity to discuss these concerns further with staff or participate in any consultation processes.

Thank you for your attention to this matter. I look forward to your response.

Please see attached pictures for examples

Sincerely,











Nisa Johnston

From: [REDACTED]
Sent: November 28, 2025 11:27 PM
To: Katelyn Balzer; Langford Planning General Mailbox; Langford Administration General Mailbox; Accessibility
Subject: Please consider adding the following regarding Transportation and Accessibility
Categories: ADD TO UPCOMING CWAAC MTG CORRESPONDENCE, Forwarded to STAFF

Hi Katelyn, Planning and Langford Administration and Accessibility

Please note that I am only representing myself as a resident of Langford in this email. Thank you.

I've been doing a bit more research and I'm hoping that Engineering can consider this.

As a person who uses a cane I have had a few near misses on the sidewalks with roots of trees that are about to or have already come up through the sidewalk. I actually spoke to the Mayor about it very briefly last year just in passing, he was on his way to a Fair at Ruth King (it was the summer) or maybe even the summer before??

Anyways I suggested that these areas and any other issues on sidewalks be spray painted for visibility. The recent CWAAC meeting spoke about persons who are blind or have low vision and I feel that especially for those with low vision who may not use a cane all the time that this would be an inexpensive and excellent safety measure for not only persons with disabilities but seniors and also persons who are temporarily disabled.

Thanks for reading

Sincerely

[REDACTED]
Langford Resident

REPORT

TO: Capital West Accessibility Advisory Committee

Date: February 12, 2026

File: 0540

FROM: Amanda Irving
Corporate Officer

RE: Accessibility Upgrades at the District of Highlands Office – Request for Feedback

PURPOSE

The purpose of this report is to provide background information on the recently completed accessibility upgrades at the District of Highlands Municipal Office and to seek the Capital West Accessibility Advisory Committee's knowledge, insights, and feedback on these improvements.

BACKGROUND

The District of Highlands has been working to implement priority actions identified in its Accessibility Plan, consistent with the requirements and principles of the *Accessible British Columbia Act*. In 2025, the District successfully applied for funding through the SPARC BC Local Community Accessibility Grant program to support physical accessibility upgrades at the municipal office located at 1980 Millstream Road.

The Capital West Accessibility Advisory Committee provided early support for the District's grant application, recognizing that the proposed improvements aligned with provincial accessibility goals and represented a proactive approach to reducing barriers in civic spaces. Council subsequently approved the project to allow both priority upgrades to proceed.

DESCRIPTION OF ACCESSIBILITY UPGRADES

Two accessibility upgrades were completed at the District of Highlands Municipal Office:

1. Accessible Main Entrance Door

The existing manually operated front door was replaced with a modern, accessible entrance door designed to improve ease of entry for residents, visitors, and staff. This upgrade addressed a long-standing barrier for individuals using wheeled mobility devices, walkers, or other assistive devices, and improves independent access to municipal services.

ACCESSIBLE DOOR

Before



After



2. Driveway and Parking Area Improvements

The former gravel driveway and parking surfaces were upgraded to provide a smooth, stable, and accessible path of travel from Millstream Road and the parking area to the building entrance. The uneven gravel surface had previously posed safety risks and accessibility challenges, particularly for people using wheeled mobility devices or with visual impairments. The upgraded surface now supports safer access to the municipal office for all.

DRIVEWAY**Before****After**

PARKING LOT

Before



After



OUTCOMES AND ALIGNMENT WITH ACCESSIBILITY PRINCIPLES

The completed upgrades advance several key principles set out in the *Accessible BC Act*, including:

- **Inclusion:** Improved and more equitable access to municipal services for people with disabilities, seniors, and others with mobility challenges.
- **Universal Design:** Infrastructure improvements that are usable by all community members without the need for adaptation.
- **Self-Determination:** Removal of barriers that previously limited independent access to the municipal office.
- **Collaboration:** Project development and delivery supported through collaboration with the District of Highlands Council, Capital West Accessibility Advisory Committee, and SPARC BC.

FEEDBACK AND LEARNING TO DATE

As part of the District's accessibility feedback mechanism, residents have been provided information on the new upgrades and have been invited on the District's website and Facebook page to provide comments to accesssibility@highlands.ca.

REQUEST FOR COMMITTEE KNOWLEDGE AND INSIGHTS

Recognizing the value of lived-experience perspectives, the District requests the Capital West Accessibility Advisory Committee's input on the following:

- observations or insights on the completed entrance and parking area upgrades based on the Committee's collective experience; and
- considerations the District should be aware of when planning future accessibility improvements to municipal facilities or outdoor civic spaces.

NEXT STEPS

Feedback received from the Committee will be used to inform future accessibility planning and improvements. The District values the Committee's ongoing partnership in supporting advancements towards improved accessibility and inclusivity in the Highlands.

Respectfully submitted,



Amanda Irving
Corporate Officer

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

3.0 Membership

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.

3.2 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.

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: 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.

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) Public Participation (*up to 5 minutes per person; limited to a maximum of 30 minutes*)
- 6) Business Items
- 7) Unfinished Business
- 8) Roundtable Discussion
- 9) 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.

11.3 Public may participate during public participation and that it be limited to a maximum duration of thirty minutes and that each individual speaker be provided up to five minutes.

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.