



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

PRESENT

City of Colwood	Marcy Lalande, Corporate Officer, Chairing
District of Highlands	Amanda Irving, Corporate Officer
District of Sooke	Thomasina Barnes, Corporate Services Assistant
City of Langford	Belinda Jickling, Citizen Representative (via Zoom)
District of Metchosin	Janie Finerty, Citizen Representative
Town of View Royal	Patsy Hamilton, Citizen Representative
Township of Esquimalt	Johanne Hemond, Citizen Representative

ATTENDING

Town of View Royal	Sarah Jones, Deputy Chief Administrator Officer
City of Langford	Nisa Johnston, Legislative Services Administrative Coordinator
City of Colwood	Tiffany MacDonald, Recording Secretary

1. CALL TO ORDER

Marcy Lalande, Corporate Officer, City of Colwood, called the meeting to order at 2:00 pm and acknowledged meeting on the shared traditional lands of the Lekwungen speaking people.

2. APPROVAL OF THE AGENDA

MOVED BY: AMANDA IRVING (HIGHLANDS)

THAT the Agenda of the Capital West Accessibility Advisory Committee meeting of February 26, 2025 be adopted as amended:

- Add Business Item 4.1 Chair and Vice Chair Appointments
- Add Business Item 4.7 Membership Updates

CARRIED

The committee members introduced themselves and shared their related experience and interest in the Capital West Accessibility Advisory Committee.

3. ADOPTION OF MINUTES

MOVED BY: AMANDA IRVING (HIGHLANDS)

THAT the minutes of the Capital West Accessibility Advisory Committee meeting held December 18, 2024 be adopted as presented.

CARRIED

4. BUSINESS ITEMS

4.1 Chair and Vice Chair Appointments

MOVED BY: JANIE FINERTY (METCHOSIN)

THAT Patsy Hamilton be appointed as the Chair of the Committee.

CARRIED

MOVED BY: PATSY HAMILTON (VIEW ROYAL)

THAT Janie Finerty be appointed as Vice Chair of the Committee.

CARRIED

4.2 District of Metchosin

Request for Letter of Support - The Social Planning and Research Council of BC Grant

MOVED BY: JANIE FINERTY (METCHOSIN)

THAT the Capital West Accessibility Advisory Committee provide a letter of support to the District of Metchosin to be included with their SPARC BC Local Community Accessibility Grant Application to resurface the parking lot at the Community House and accessibility ramp at the Metchosin School Museum.

CARRIED

4.3 Town of View Royal

Request for Letter of Support - Local Community Accessibility Grant Application

Sarah Jones, Director of Corporate Administration, Town of View Royal provided information on the letter of support request for accessibility grant application to improve the following:

- *Replacement of activation door switches for the town hall entrance*
- *Council Chambers exterior ramp to provide a safe exit for mobility devices*
- *Website refresh to enhance accessibility features*

MOVED BY: PATSY HAMILTON (VIEW ROYAL)

THAT the Capital West Accessibility Advisory Committee provide a letter of support to the Town of View Royal's application to SPARC BC Local Community Accessibility Grant Application for the replacement of door activation switches, Council chambers ramp and a website refresh.

CARRIED

4.4 City of Langford

Request for Letter of Support - Crosswalk and Intersection Improvements at Jacklin Road and Goldstream Avenue

Nisa Johnston, Legislative Services Administrative Coordinator, City of Langford, provided information on the letter of support request for accessibility grant application to install tactile warning indicators at Goldstream Avenue and Jacklin Road and to further receive support for installation throughout the community.

Committee discussion ensued regarding:

- *How the tactile warning indicators work*
- *Type of surface and placement on the sidewalk*
- *Debris removal practices*

MOVED BY: PATSY HAMILTON (VIEW ROYAL)

THAT the Capital West Accessibility Advisory Committee provide a letter of support to the City of Langford to accompany their SPARC BC Grant Application to purchase and install tactile warning indicators at the Goldstream Avenue and Jacklin Road intersection.

CARRIED

4.5 City of Langford

Accessibility Feedback Received

Nisa Johnston, Legislative Services Administrative Coordinator, City of Langford, provided information on accessibility feedback received from the City of Langford.

4.6 Contact Accessibility Standards Canada - Accessible Service Delivery

[Feedback: Design and Delivery of Accessible Programs and Services](#)

Marcy Lalande, Corporate Officer, provided information on the survey from the Government of Canada for design and delivery of accessible programs and services, which can be submitted until April 14, 2025.

4.7 Membership Updates

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

- *Ongoing active recruitment process of seeking an accessibility citizen representative*
- *Accessibility plan adopted in February 2025 by their Council*
- *Council allocated funds to implement the accessibility plan*

Staff advised that comments received through accessibility feedback will be compiled and presented at each meeting and staff will provide response to correspondence, the information is presented to the Committee for information only.

Marcy Lalande, Corporate Officer, City of Colwood provided the following update:

- *Colwood's Draft Accessibility Plan can be viewed on the city website and invite feedback from the public until April 25, 2025*
- *Once all approvals come from each municipality's Council, they will be compiled and be brought back to the Committee*

Staff advised on agenda availability, process on how items are added to the agenda and general processes.

5. ADJOURNMENT

MOVED BY: PATSY HAMILTON (VIEW ROYAL)

THAT the meeting adjourn at 2:55 pm.

CARRIED

APPROVED AND CONFIRMED

CERTIFIED CORRECT