



**CITY OF COLWOOD
NOTICE OF
CAPITAL WEST ACCESSIBILITY ADVISORY COMMITTEE
MEETING**

**Wednesday, May 28, 2025 at 2:00 PM
Council Chambers
3300 Wishart Road, Colwood, BC**

Approved By: Corporate Officer

A G E N D A

“We acknowledge with respect that we are meeting on the traditional territory of the Lekwungen speaking people and we are honoured to have the opportunity to build strong working relationships with the people of the Songhees and Xwsepsum Nations.”

The meeting will stream live on our website at colwood.civicweb.net/Portal/Video.aspx

Feedback: The partner municipalities invite feedback about accessibility in their communities with information available on each of their websites. For Colwood, that contact information is as follows:

- Email: accessibility@colwood.ca
- Mail: 3300 Wishart Road, Colwood BC V9C 1R1

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1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

**2.1. Capital West Accessibility Advisory Committee Meeting
Agenda - May 28, 2025**

RECOMMENDATION

THAT the Agenda of the Capital West Accessibility Advisory Committee meeting of May 28, 2025 be adopted as presented.

3. ADOPTION OF MINUTES

3.1. Minutes of the Capital West Accessibility Advisory Committee Meeting - February 26, 2025 3 - 6

RECOMMENDATION

THAT the minutes of the Capital West Accessibility Advisory Committee meeting of February 26, 2025 be adopted as presented.

4. BUSINESS ITEMS

4.1. Town of View Royal 7 - 10
Discussion - Tips for Holding Inclusive Meetings/Events

4.2. City of Langford 11
Accessibility Feedback Received - For Committee Information Only

4.3. Membership Updates

5. ADJOURNMENT

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

This Notice is posted in accordance with "Council Procedure Bylaw No. 1890, 2021" and the *Community Charter*.



**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

Tips for Holding Inclusive Meetings/Events

Introduction

Meetings and events are our bread and butter – engagement and participation are key touchpoints of local government work. We want people to come to these offerings to share in their community – be it the sharing of information, developing of strategies, working towards common goals, or celebrating successes.

Full participation is key and by considering accessibility in the planning process, the opportunity for that participation is increased, making for a successful meeting or event.

The following tips are provided to aid you in planning inclusive meetings/events.

For more detailed information, including resources, such as forms and checklists, please refer to the Government of Canada document entitled [Guide to Planning Inclusive Meetings - Canada.ca](#).

Planning Your Meeting/Event

Know Your Participants

- Do you know what the participants' accommodation needs may be already?
- You can ask in the initial notice or invitation.

Scheduling

- Advertise/invite well in advance of the meeting/event to allow for accommodation requests you may need to arrange and for transportation arrangements the participant may need to arrange
- Promote as a scent-free meeting/event
- Are there materials you can provide in advance to those who may need more time or quiet to digest information?

Facilities

- Is the space accessible?
 - o Automatic doors and obstacle-free pathways
 - o Doorways approximately 1 metre wide
 - o Should there be tactile signage such as Braille provided?
 - o Should other temporary signage be put up to make things easier to navigate/find?

- Is there access to outdoors for guide/service dogs; provide a filled water dish
- Is the meeting room large enough with the layout used for participants to move around freely?
- Is the meeting room large enough to accommodate assistive listening technology, translation booths, and seating for sign language interpreters?
- Do the restrooms meet CSA accessibility standards and are they on the same floor as the meeting/event?
- Does the facility have lever door handles (not knobs)?
- Think about noise from the ventilation system and what can be done to turn it down during the event.
- Think about the lighting levels in the room; ideally non-fluorescent lighting if possible.

Plan for Safety

- Discuss evacuation plans and procedures with facility manager in advance.
- Invite participants to identify if they have particular evacuation needs in advance if a registered meeting/event (share with facility manager).
- Open the meeting/event by advising of emergency exits.
- Arrange for volunteers in advance to help with emergency evacuations if required.

Conducting Your Meeting/Event

For Organizers

- Introduce staff and volunteers helping with the meeting/event
- Think about room layout to ensure ease of movement
- Think about/plan for food thoughtfully
- Plan for bio breaks
- Provide high-contrast name tags for all participants at large meetings
- Ensure temporary signage is large print and high-contrast

For Chairpersons

- Advise participants of available services at start of meeting/event, including emergency exits and restroom locations

- Ask participants to introduce themselves each time they speak and ask that they speak clearly and at moderate pace (incl. if Q A& A)
- Be clear in topic changes, bio breaks and adjournments

For Speakers

- Provide materials in advance, if applicable
- Ensure audiovisual aids are at least 18-point sans serif font (Arial or Verdana) with high-contrast colours (black font on white background is best) and not too “busy”
- Include captions with video materials; provide descriptive narration format, especially for charts and graphs
- Speak clearly and at moderate pace

Providing Accessible Services and Materials

Interpreter and intervenor services

- Contact Canadian Hearing Society (CHS) or Association of Visual Language Interpreters of Canada (AVLIC) to be directed to local service provider for interpreters
- Contact Canadian Deafblind and Rubella Association (CDRA) to be directed to local service provider for intervenors

Real-time captioning and note taking services

- Delay is typically less than 2 seconds and can be on a monitor or projected to a screen; also provides an electronic record of proceedings
- Can use real-time captionist or note taker

Alternative to print formats

- Braille, large print, audio, diskette, flash or jump drives, CD, DVD, DAISY or a format that can be downloaded may be relied on though you will need to consider any requests as converting materials may take some time
- An alternative format may just be as simple as saving something a different way (so may be very straightforward) – check with person who made the request re. format needed

Captioned material

- Caption videos/film clips used during meeting/event; these can be viewed with standard television (sets built after 1993 have built-in captioning microchip and t.v. menu or CC button on remote provides access to captioning)

Assistive listening devices

- Requires amplification system, tables will need microphones – system may be able to be rented



Memo

TO: Capital West Accessibility Advisory Committee

FROM: City of Langford

DATE: 2025-05-28

SUBJECT: Accessibility Feedback Received – For Committee Information Only

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.

Accessibility related feedback received by the City of Langford between February 15, 2025, and April 25, 2025, has been referred to staff and appears below for Committee information:

- Request for building upgrades and retrofits for accessibility purposes.
- Suggestions and observations that may enhance accessibility at City events.
- Interest from local care facilities wishing to participate in any accessibility related engagement.