



**CITY OF COLWOOD
MINUTES OF
CAPITAL WEST ACCESSIBILITY ADVISORY COMMITTEE
Wednesday, May 28, 2025 at 2:00 PM
Council Chambers
3300 Wishart Road, Colwood, BC**

PRESENT

Town of View Royal
District of Metchosin
City of Langford
City of Colwood
District of Sooke

Patsy Hamilton, Chair
Janie Finerty, Vice Chair
Belinda Jickling, Citizen Representative (*via Zoom*)
Marcy Lalande, Corporate Officer
Nancy Owen, Deputy Director of Corporate Services (*via Zoom at 2:03 pm*)

REGRETS

Township of Esquimalt
District of Highlands

Johanne Hemond, Citizen Representative
Amanda Irving, Corporate Officer

ATTENDING

City of Langford
Town of View Royal
City of Colwood

Melisa Miles, Manager of Legislative Services (*via Zoom*)
Sarah Jones, Deputy Chief Administrative Officer
Tiffany MacDonald, Recording Secretary

1. CALL TO ORDER

Patsy Hamilton, Chair, called the meeting to order at 2:02 pm and acknowledged meeting on the shared traditional lands of the Lekwungen speaking people.

2. APPROVAL OF THE AGENDA

MOVED BY: JANIE FINERTY (VIEW ROYAL)
SECONDED: MARCY LALANDE (COLWOOD)

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

CARRIED

3. ADOPTION OF MINUTES

MOVED BY: MARCY LALANDE (COLWOOD)

SECONDED: JANIE FINERTY (VIEW ROYAL)

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

CARRIED

4. BUSINESS ITEMS

4.1 Town of View Royal

Discussion - Tips for Holding Inclusive Meetings/Events

Sarah Jones, Deputy Chief Administrative Officer, Town of View Royal, provided information on tips for holding inclusive meetings and events for partnering municipalities to take into consideration when hosting meetings or events.

Committee discussion ensued regarding:

- *Flexibility and accommodating to needs as they happen*
- *Mobility supports for meeting and events such as non-rolling chairs with arms*
- *Accessible washrooms and educating on misuse*
- *Accessible parking availability and location*
- *Distance to emergency exits and arrangements for safe exit*
- *Event announcements to clearly communicate accessibility features and a point of contact*
- *Quiet areas and location*
- *Clear signage to amenities*

The updated tips for holding inclusive meetings and events have been appended to the agenda.

4.2 City of Langford

Accessibility Feedback Received - For Committee Information Only

Melisa Miles, Manager of Legislative Services, City of Langford, provided background on the accessibility feedback received.

Committee discussion ensued regarding:

- *Use of surveys to gather input*
- *Clear and specific language with detailed follow ups*
- *Privacy considerations when sharing*
- *Keeping a log of suggestions for future project planning*

4.3 Membership Updates

Marcy Lalande, Manager of Corporate Services, City of Colwood provided the following updates:

- *Colwood's Draft Accessibility Plan will be presented to Council on June 23, 2025*
- *Bathroom retrofits at Emery Hall are complete and fully accessible*

Sarah Jones, Deputy Chief Administrative Officer, Town of View Royal, provided an update on the grant monies received from the SPARK local community accessibility grant application to update their door switches, exterior ramp and website refresh.

Melisa Miles, Manager of Legislative Services, City of Langford, advised that they will provide the information for the tactile surface.

Marcy Lalande, Manager of Corporate Services, City of Colwood also provided an update that Colwood will be exploring hearing assistance devices to improve accessibility during meetings.

5. ADJOURNMENT

MOVED BY: MARCY LALANDE (COLWOOD)

SECONDED: JANIE FINERTY (VIEW ROYAL)

THAT the meeting adjourn at 2:40 pm.

CARRIED

APPROVED and CONFIRMED

CERTIFIED CORRECT