



**CITY OF COLWOOD
MINUTES OF
CAPITAL WEST ACCESSIBILITY ADVISORY COMMITTEE
Wednesday, September 24, 2025 at 2:00 PM
Council Chambers
3300 Wishart Road, Colwood, BC**

PRESENT

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

Patsy Hamilton, Chair (*via Zoom*)
Janie Finerty, Vice Chair (*via Zoom*)
Maggie Thompson, Citizen Representative
Belinda Jickling, Citizen Representative (*via Zoom*)
Marcy Lalande, Corporate Officer, (*Chairing*)
Amanda Irving, Corporate Officer
Carmen Burca, Corporate Services Assistant

ATTENDING

City of Langford
City of Langford
Township of Esquimalt
Township of Esquimalt
City of Colwood

Marie Watmough, Director of Legislative and Protective Services
Kevin Dube, Senior Manager of IT & GIS
Deb Hopkins, Director of Corporate Services
Victoria McKean, Committee Coordinator
Tiffany MacDonald, Recording Secretary

1. CALL TO ORDER

Marcy Lalande, Corporate Officer, called the meeting to order at 2:03 pm and acknowledged meeting on the shared traditional lands of the Lekwungen speaking people.

Marcy Lalande, advised that September is Disability Employment Awareness Month.

2. APPROVAL OF THE AGENDA

MOVED BY: JANIE FINERTY (METCHOSIN)

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

CARRIED

3. ADOPTION OF MINUTES

MOVED BY: AMANDA IRVING (HIGHLANDS)

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

CARRIED

4. NEW BUSINESS

4.1 Township of Esquimalt

Proposed Amendment to Terms of Reference

Deb Hopkins, Director of Corporate Services, presented the proposed amendment to the Capital West Accessibility Advisory Committee terms of reference.

Committee discussion ensued regarding:

- Positive outcomes of roundtable discussions
- Timing and expectations of roundtable topics

MOVED BY: MAGGIE THOMPSON (ESQUIMALT)

THAT the Capital West Accessibility Advisory Committee recommends to Council:

THAT the Capital West Accessibility Advisory Committee Terms of Reference be amended by adding "7) Roundtable Discussion" to Section 5.4 and renumbering the subsequent order of business.

CARRIED

4.2 City of Langford

Support for Accessible Playground - Happy Valley Elementary School

Marie Watmough, Director of Legislative and Protective Services, provided information on the request for a letter of support for an accessible playground at Happy Valley Elementary School.

Committee discussion ensued regarding:

- Amount of grant funding reflecting what can be accomplished
- Timelines and receiving further detailed information on the design

MOVED BY: BELINDA JICKLING (LANGFORD)

THAT the Capital West Accessibility Advisory Committee prepare a letter of support for the accessible playground project at Happy Valley Elementary that can be used to accompany grant funding applications.

CARRIED

4.3 City of Langford

Audio Accessibility Options for City of Langford Council Chambers

Kevin Dube, Senior Manager of IT and GIS, City of Langford, provided information on the audio accessibility options for the City of Langford Council Chambers.

Committee discussion ensued regarding:

- In person testing of equipment
- Sanitization of the audio equipment
- Regular audio jack capability

MOVED BY: MAGGIE THOMPSON (ESQUIMALT)

THAT the Capital West Accessibility Advisory Committee support the Listen Auracast System (Bluetooth LE) as the audio accessibility enhancement for the City of Langford Council Chambers.

CARRIED

4.4 Membership Updates

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

- Addition of the power door assist will be completed in October
- The parking lot for the District of Highlands Office is fully paved
- Ongoing recruitment of seeking an accessibility citizen representative

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

- Ongoing recruitment of securing a citizen committee member
- Feedback from Access West Shore Society on Colwood's Accessibility Plan

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

Committee members discussion ensued regarding:

- Physical accessibility to the Lagoon beach
- Picnic benches for Colwood being accessible

The Corporate Officers spoke about the process for the Capital West Accessibility Advisory Committee moving forward once approval of Colwood's accessibility plan is received.

4.6 Webinar Opportunity

Disability Justice and Local Government: Tools for Change - September 25, 2025

Marcy Lalande, provided information on a webinar opportunity on Disability Justice and Local Government on September 25, 2025.

5. ADJOURNMENT

MOVED BY: PATSY HAMILTON (VIEW ROYAL)

THAT the meeting adjourn at 3:25 pm.

CARRIED

APPROVED and CONFIRMED

CERTIFIED CORRECT