



**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