



# Staff Report to Capital West Accessibility Advisory Committee

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**DATE:** Wednesday, June 26, 2024

**DEPARTMENT:** Legislative Services

**SUBJECT:** Capital West Accessibility Advisory Committee Meeting Dates and Times

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## EXECUTIVE SUMMARY:

The Capital West Accessibility Advisory Committee has met three times since its establishment in the Fall of 2023. The District of Sooke has advised that they are unable to attend the upcoming meetings due to scheduling conflicts. Sooke's Corporate Officer has expressed an interest in amending the times and dates for these meetings.

## BACKGROUND:

According to the Terms of Reference, the Capital West Accessibility Advisory Committee is to meet at 2:00 pm (two o'clock) on the fourth Wednesday of the months of April, June, September, and November.

## COMMENTARY:

The District of Sooke approached the Committee Chair with a request to change the times and dates of the Capital West Accessibility Advisory Committee meetings. Mondays have been determined completely unsuitable as members are preparing for evening Council meetings or holding them during the day.

Sooke noted that Wednesday and Thursday afternoons are also unsuitable. Tuesday and Friday were listed as potential options, though this is subject to Committee approval.

Member municipalities may wish to consider staffing needs such as vacation time, statutory holidays, flex time, etc. when discussing potential options for a new date and time for Committee meetings. It is also important to consider that each member municipality is different and may have other advisory bodies or commitments previously scheduled on certain days of the week.

Any changes to the previously approved meeting dates and times would need to be communicated clearly. Transparency and effective communication are of high importance. Member municipalities would also need to inform their Councils, staff, and public of any changes made to the Committee.

**FINANCIAL IMPLICATIONS:**

There are several financial implications that must be considered prior to amending the meeting dates and times.

Public Notification:

Local governments are required to post notice of their Regular Meeting schedule annually pursuant to Section 127 of the *Community Charter*. All member municipalities have already completed this task for the year and for some members these notices include the Capital West Accessibility Advisory Committee Meetings.

Section 94 of the *Community Charter* outlines how municipalities will give or publish notice. Many municipalities use the newspaper as their main way to provide statutory notices to the public. Use of newspaper advertising has a cost associated with it that must be considered by the local governments. If the municipality included the Capital West Accessibility Advisory Committee on their annual meeting schedule, a change to the Regular Meeting schedule would require public notification to satisfy Sections 94 and 127 of the *Community Charter*.

Staffing Costs:

Staff time is another consideration that must be weighed. If we deliberate holding meetings after the contracted working hours of member municipalities, there may be overtime costs for staff. These costs are largely unknown as every municipality is different.

As this Committee will be transitioning to a citizen representative membership within the calendar year, any change we make now (if any) should be final as we do not want to continue to incur costs and confuse the public by continually changing the Committee times and dates.

**LEGAL IMPLICATIONS:**

Any amendments to the Regular Meeting schedule of the Committee must be communicated in accordance with Sections 127 and 94 of the *Community Charter*.

**OPTIONS:**

**Option 1**

THAT the Capital West Accessibility Advisory Committee amend the Terms of Reference to allow the meeting date and time to be changed to \_\_\_\_\_; and,

Communicate this change to the public in accordance with each member municipality's procedure bylaw requirements for public notice for Committees;

Communicate this change to each respective Council at an upcoming public meeting and;

Communicate this change through each member municipality's respective websites and social media channels.

**OR Option 2**

THAT the Capital West Accessibility Advisory Committee take no action in respect to amending the Terms of Reference pertaining to meeting dates and times.

**SUBMITTED BY: Nisa Johnston, Legislative Services Administrative Coordinator, City of Langford**

**Concurrence:** Marie Watmough, Director of Legislative & Protective Services, Chair, City of Langford

**Concurrence:** Melisa Miles, Manager of Legislative Services, City of Langford

**Attachments:**

Attachment 1: Capital West Accessibility Advisory Committee Terms of Reference