



Staff Report to Special Capital West Accessibility Advisory Committee

DATE: Wednesday, September 4, 2024

DEPARTMENT: Administration

SUBJECT: Capital West Accessibility Advisory Committee Host Municipality Rotation

EXECUTIVE SUMMARY:

The Capital West Accessibility Advisory Committee has agreed to rotate hosting duties for the Committee annually. The purpose of this report is to discuss the duties this responsibility encompasses, select a new municipality to transition the Committee over to, and to establish a date that this transition will occur.

BACKGROUND:

The City of Colwood, City of Langford, District of Highlands, District of Metchosin, District of Sooke, Town of View Royal, and Township of Esquimalt have come together to form the Capital West Accessibility Advisory Committee. The Committee Terms of Reference state that each partner municipality will host the Committee for one year before it moves to a new location.

COMMENTARY:

The City of Langford has hosted the Committee from November 2023, and the one-year term is ending in accordance with the Terms of Reference. The Committee should select a new host municipality so Langford can begin working with the new host to ensure a smooth transition.

When selecting a new municipality to host the Committee, there are numerous considerations that must be made, as a result, the Committee is looking for a municipality to volunteer for this role. The following are included in the responsibilities:

- Committee administration (preparation of agendas, minutes, calendar invites, establishing quorum, and other administrative responsibilities)
- The Corporate Officer or their delegate will be present at meetings to provide procedural guidance.

The City of Langford is willing to continue the host and administrative duties until January 2025, if necessary. If this is the case, timelines may need to be adjusted for Committee business as Langford will not have full administrative capacity for the month of November.

FINANCIAL IMPLICATIONS:

There are no financial implications associated with this report.

LEGAL IMPLICATIONS:

There are no legal implications associated with this report.

RECOMMENDATION:

THAT the Capital West Accessibility Advisory Committee select _____ as the next host municipality of the Committee with the administrative duties beginning _____.

SUBMITTED BY: Nisa Johnston, Legislative Services Administrative Coordinator

Concurrence: Melisa Miles, Manager of Legislative Services

Concurrence: Marie Watmough, Director of Legislative & Protective Services