



# Staff Report to Special Capital West Accessibility Advisory Committee

---

**DATE: Wednesday, September 4, 2024**

**DEPARTMENT: Legislative Services**

**SUBJECT: Resident Representation for Capital West Accessibility Advisory Committee –  
Recruitment and Considerations**

---

## **EXECUTIVE SUMMARY:**

The Capital West Accessibility Advisory Committee is preparing to recruit citizen representatives to replace the Corporate Officers as voting members as outlined in the Committee's Terms of Reference. Recruitment for this volunteer opportunity has many aspects that need to be considered and this report outlines areas where decision or guidance is required.

## **BACKGROUND:**

Established in 2023, the Capital West Accessibility Advisory Committee was comprised of Corporate Officers from the seven partner municipalities.

At its inaugural meeting held Wednesday, November 22, 2023, the Committee passed the following resolution:

*THAT The Capital West Accessibility Advisory Committee Terms of Reference be amended to ensure that committee membership is expanded within 12 months to include 1 (one) representative with lived experience from each member municipality.*

Since late Fall of 2023, the Committee has kept this timeline in mind as we move forward with the development of an Accessibility Plan focused on the aspects of Service Delivery and Employment as per the recommendation from the Province.

## **COMMENTARY:**

### RECRUITMENT PREPARATION

The Committee is ready to begin recruiting members of the public representative of all seven partner

municipalities. In order to facilitate this recruitment, the following must be developed:

- Creation of a standard application form to be used by all seven partner municipalities.
- Creation of a standard newspaper advertisement to promote citizen representation and involvement on the Committee.
- Creation of website and social media messaging that can be utilized by all seven partner municipalities in order to promote the volunteer opportunity.

The City of Langford has prepared a draft application form, newspaper advertisement, and social media graphics that are attached to this report.

The Committee will need to decide the term length for citizen representatives. For example, some municipal accessibility committees operate on a one-year term ending December 31<sup>st</sup> of the next year while others choose to have the term align with the election cycle.

#### TIMELINES

The Committee will need to establish a timeline for these recruitment proceedings.

During the month of October, the Committee has proposed to have the draft accessibility plan available for public inspection and input. This may be a good time to host interviews for the Committee. If this is the case, we would advertise in the newspaper for two weeks prior to the interviews taking place.

This would allow time for the new Committee members to have an orientation and be ready to meet on November 27<sup>th</sup>, 2024 in line with the Committee's meeting schedule.

If we were to delay the process, the next Committee meeting would likely take place in 2025, unless a Special Meeting is held in 2024.

#### APPLICATIONS, SHORTLISTING, AND INTERVIEWS

The Committee should establish the process to be followed by prospective citizen representatives when submitting an application to the Capital West Accessibility Advisory Committee.

Through research of other jointly working Accessibility Advisory Committees, often one email address is listed as the primary in order to simplify the process. If the Committee chooses to do this, the host municipality may be the best choice.

Applicants may choose to submit their documents in person or via mail to their own municipality. If any applications are received, it will be the responsibility of the receiving municipality to forward the application to the host.

The Committee should decide on a length of time to allow for receipt of applications.

When applications are submitted and the posting has closed, the Committee may wish to volunteer three members to review applications and shortlist. This list should then be forwarded to the host municipality for interview scheduling.

ORIENTATION:

It is recommended that the one joint Committee orientation take place, a suitable location would need to be decided.

Through research, staff have discovered that this practice is typical for joint Committees. If the Committee decides to do this, the location and date will need to be confirmed.

FURTHER CONSIDERATIONS:

Other municipal Accessibility Advisory Committees for example, the Saanich Peninsula Accessibility Advisory Committee or “SPAAC” (comprised of North Saanich, Central Saanich, and Sidney), have three staff liaisons as representatives from each municipality (one person per municipality from an array of departments). Their purpose is to provide procedural guidance to the committee, professional opinions, and report back to their respective municipalities following the meetings. The Capital West Accessibility Advisory Committee may wish to discuss their options regarding staff representation at meetings in a non-voting capacity.

An option worth exploring could be the Corporate Officers taking a turn annually to be the municipal representative (in other words, one turn every 7 years). This would require a motion from the Committee to amend the Membership Requirements in the Terms of Reference under section 3.4 that now state:

*3.4 Committee membership to be expanded within 12 months to include 1 (one) representative with a lived experience from each member municipality.*

With the legislation requiring public bodies to establish a Committee of this nature, it is recommended that a municipal voice remain on the Committee through its existence in a non-voting capacity once the Committee transitions to citizen representatives. The *Accessible BC Act* outlines Committee membership as per the excerpt below:

*2)An accessibility committee must, to the extent possible, have members who are selected in accordance with the following goals:*

- (a)at least half of the members are*
  - (i)persons with disabilities, or*
  - (ii)individuals who support, or are from organizations that support, persons with disabilities;*

- *(b) the members described in paragraph (a) reflect the diversity of persons with disabilities in British Columbia;*
- *(c) at least one of the members is an Indigenous person;*
- *(d) the committee reflects the diversity of persons in British Columbia.*

Once the recruitment effort is complete, the membership of the Committee will be seven voting members and the Corporate Officer of the host municipality (in a non-voting capacity) with additional municipal staff representation attending meetings, in a non-voting capacity, as needed from the other six partnering municipalities depending on agenda subject matter.

It would be the responsibility of the host municipality to provide general administration including procedural guidance and communications to partnering municipalities regarding the business of the Committee.

#### ITEMS REQUIRING DECISIONS OF THE COMMITTEE:

For clarity, outstanding items requiring firm direction as listed throughout this report are as follows:

- Is the committee satisfied with the following
  - Draft application form for citizen representatives
  - Draft advertisement for the newspaper
  - Draft social media and website graphics
- What is the term length for citizen representatives?
- When is the Committee going to begin advertising for the volunteer opportunity?
- When will the posting close?
- Which municipality will be the default for receiving the applications? (The host municipality would likely be a good choice).
- Who will be reviewing the applications and shortlisting (three Corporate Officers are suggested for this)
- Regarding the interview process:
  - Who will be interviewing?
  - Where will interviews be held?
  - What date will interviews be held?
  - Who will be responsible for interview administration including preparing interview packages, scheduling with applicants, writing letters, etc.?
- Regarding Committee Orientation:
  - Who will host the Committee orientation?
  - Are new materials needing to be created for this? If so, who will be responsible for this? If not, which municipality will supply their Committee Orientation materials for rebranding and distribution?
  - What date will the Orientation take place?
  - Where will the Orientation take place?

- Who will be the Committee Liaison for procedural guidance? Will this be the Corporate Officer of the host municipality?
- Which meeting are we anticipating the citizen representatives attending as their first official meeting?

**FINANCIAL IMPLICATIONS:**

There will be advertising costs associated with recruitment. There may also be costs associated with orientation and onboarding processes.

**LEGAL IMPLICATIONS:**

The *Accessible BC Act* explains the recommended makeup of the Committee. While we will endeavour to meet all guidelines as illustrated, the legislation provides flexibility.

**OPTIONS:**

**Option 1**

THAT the Capital West Accessibility Advisory Committee advertise for one (1) citizen representative per partner municipality for a total of seven (7) voting members as per the *Accessible BC Act*.

AND

That the Committee Terms of Reference be amended accordingly to reflect changes arising from the transition of the Committee from Corporate Officers as members to citizen membership.

**Option 2**

THAT the Capital West Accessibility Advisory Committee provide alternate direction at this time to the administrative support:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**SUBMITTED BY: Nisa Johnston, Legislative Services Administrative Coordinator**

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

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

Attachments:

Attachment 1: Draft CWAAC Citizen Representative Application Form

Attachment 2: Draft CWAAC Citizen Representative Newspaper Advertisement

Attachment 3: Draft website and social media graphics