



Staff Report to Capital West Accessibility Advisory Committee

DATE: Wednesday, September 25, 2024

DEPARTMENT: Legislative Services

SUBJECT: Draft Capital West Accessibility Advisory Committee Meeting Schedule

EXECUTIVE SUMMARY:

As a result of the proposed amendments to the Terms of Reference, the transition to citizen representation, and the beginning of a new host municipality, the Capital West Accessibility Advisory Committee meeting schedule must be reviewed.

BACKGROUND:

Section 4.0 of the Capital West Accessibility Advisory Committee Terms of Reference outline the specifics of meetings. Section 4.1 currently reads as follows:

4.1 The Committee will meet electronically a minimum of four (4) times per year at 2:00 p.m. on the fourth Wednesday of the following months: April, June, September, and November.

If the Committee approves amendments to the Terms of Reference as presented in the report previous, 4.1 will now read as follows:

4.1 *The Committee will meet electronically a minimum of four (4) times per year in February, May, September, and November or as established by the Committee in consultation with the host municipality.*

COMMENTARY:

For convenience, a 2025 calendar has been attached (Attachment 1). There are no proposed meeting dates included however, conferences and statutory holidays are blocked off for scheduling convenience.

The 2025 host municipality, the City of Colwood may have suggestions regarding a date for the February meeting as other partner municipalities have noted it would be helpful to have the first meeting date set out for successful citizen applicants and meeting planning purposes.

FINANCIAL IMPLICATIONS:

There are no financial implications associated with this report.

LEGAL IMPLICATIONS:

There are no legal implications associated with this report.

OPTIONS:

Option 1

THAT the Capital West Accessibility Advisory Committee choose February _____, 2025 at _____ am/pm as the first meeting date hosted by the City of Colwood.

OR Option 2

THAT the Capital West Accessibility Advisory Committee take no action regarding meeting scheduling at this time.

OR Option 3

THAT the Capital West Accessibility Advisory Committee continue with the schedule outlined in the original terms of reference.

SUBMITTED BY: Nisa Johnston, Legislative Services Administrative Coordinator

Concurrence: Melisa Miles, Manager of Legislative Services

Attachments: 2025 Reference Calendar