



Municipal Government Boards and Committees

- ✓ **Get Involved**
- ✓ **Learn something new**
- ✓ **Meet new people**
- ✓ **Take pride in your Community**
- ✓ **Be part of the decision process**

Don't miss out on your opportunity to **GET INVOLVED** and be part of the decision making process. Join one the following local Municipal Boards and Committees for the upcoming term of December 1, 2014 – November 30, 2018.

Accessibility Advisory Committee (Municipal Code Chapter 30)

Art Gallery Advisory Board (Municipal Code chapter 32)

Committee of Adjustment (Municipal Code Chapter 40)

Community Grants Advisory Committee (Municipal Code Chapter 43)

Economic Development Advisory Committee (Municipal Code Chapter 72)

Environment Advisory Committee (Municipal Code Chapter 51)

Fire Services Advisory Committee (Municipal Code Chapter 47)

Heritage-Museum Advisory Committee (Municipal Code Chapter 57)

Para Transit Appeals Committee (Municipal Code Chapter 63)

Police Service Board – Community Representative

Property Standards Committee (Municipal Code Chapter 745)

Public Library Board (Municipal Code Chapter 65)

Recreation Advisory Committee (Municipal Code Chapter 67)

Sister City Committee

Youth Advisory Committee (Municipal Code Chapter 75)

Woodstock City Council Advisory Committees & Boards

Information Package

After each municipal election, Woodstock City Council invites residents or those working within the City of Woodstock to participate in local government by applying to serve on its boards and advisory committees.

The background on the various boards and advisory committees is listed in this package and may also be found in the Municipal Code section of the City of Woodstock's website.

All appointments to Committees are for the Council term of office; December 1, 2014 - November 30, 2018.

All committee members who are unable to utilize a personal automobile to attend scheduled meetings within the City due to their disability will be reimbursed the equivalent of a local round trip taxi fare.

If you would like to be considered for an appointment, please complete an application and return it to the City Clerk's Office at 500 Dundas Street, Box 1539, Woodstock, Ontario, N4S 0A7. Applications are available for pickup at the City Clerk's Office or on the City website at www.cityofwoodstock.ca

Accessibility Advisory Committee (Municipal Code Chapter 30)

Purpose

- Make recommendations relating to the setting of objectives and policies to be followed in connection with accessibility matters within the City
- Make recommendations relating to the status of accessibility programs and their relationship to community needs
- Make recommendations relating to capital projects
- Assist with the preparation of the annual Accessibility Plan
- Make recommendations regarding the education of the community in regards to accessibility issues
- Make recommendations to increase public awareness and understanding of accessibility issues
- Meet with groups, organizations and individuals interested or involved in accessibility matters to determine concerns or suggestions

Meetings

Meets the 2nd Wednesday of every month (with the exception of the months of July, August and December) at a regular time mutually agreed upon by a majority of the members.

Meetings are held at Woodstock City Hall, 500 Dundas Street, Woodstock.

Committee Composition

- Up to nine voting members who are a resident, an owner of property or an employee within the City of Woodstock; the majority of which shall have a disability;
- Up to four non-voting student members who are students attending any high school or college located in the City of Woodstock
- One member of council

Contacts

For more information concerning the Committee, please contact

Chris Gauthier, Deputy Clerk
519-539-2382 extension 2501

Art Gallery Advisory Board (Municipal Code Chapter 32)

Purpose

- The Board shall provide advice and make recommendations on matters regarding the governance, administration and operation of the Gallery;
- The Board shall have oversight for the development of Gallery policy and procedures and for the monitoring the maintenance of the Gallery and the maintenance and display of the Art Collection.
- The Board shall support the purpose of the Art Gallery as outlined in the by-law and stated below:
 - expand access to art, by collecting, exhibiting and programming, especially art created by artists of the region to audiences within and outside the greater Woodstock Area;
 - present and interpret art with a strong but not exclusive focus on the area surrounding Woodstock and to reflect the culture of the greater region;
 - research, present and interpret art in a professional manner;
 - educate, publish and advocate with respect to art;
 - exhibit the works of contemporary and historic artists of the region, province Canada and elsewhere;
 - enter into lease and loan agreements for the exhibition of art under the control of the art gallery; extend expertise in art to communities in the region.
- Once Council makes the initial appointments to the Board, the Board will be self-nominating going forward;
- Make recommendations regarding the maintenance and operation of the Art Gallery;
- Make recommendations to increase public awareness and understanding of the Art Gallery's purpose and role;
- Make recommendations for the collection of works of art

Meetings

- Meets a minimum of six times annually at a date and time mutually agreed upon by a majority of the members.
- Meetings are held at Woodstock Art Gallery, 449 Dundas Street, Woodstock.

Composition

- Up to twelve (12) members.
- There is no residency requirement.

Contacts

For more information concerning the Committee, please contact
Mary Reid, Art Gallery Director + Curator
519-539-2382 extension 2800

Committee of Adjustment (Municipal Code Chapter 40)

Purpose

The Committee's mandate is to weigh the evidence, apply standards of law and render a decision in a formal manner similar to the court system.

Meetings

Meetings are held in a quasi-judicial setting as needed. Hearings are held on the third Monday of the month, excluding January, July, August and December when the hearing shall be held on the Monday prior to the scheduled Woodstock City Council meeting.

Meetings are held at City Hall, Council Chambers, 500 Dundas Street, Woodstock.

Reimbursement will be paid to all lay committee members, the equivalent of a local round trip taxi fare for all lay members who are unable to utilize a personal automobile to attend scheduled meetings within the City due to their disability.

Remuneration - Committee members shall be paid a remuneration of \$50.00 per meeting.

Composition

Seven voting members who are a resident, an owner of property or an employee within the City of Woodstock.

Contacts

For more information concerning the Committee, please contact
Chris Gauthier, Deputy City Clerk
519-539-2382 extension 2501

Community Grants Advisory Committee (Municipal Code Chapter 43)

Purpose

- Make recommendations relating to the setting of community grant policies in the City of Woodstock;
- Make recommendations relating to grants being allocated by City Council.

Meetings

Meets on an as needed basis at least once per year.

Meetings are held at Woodstock City Hall, 500 Dundas Street, Woodstock.

Composition

- One voting member of Woodstock City Council for the Current Term;
- Up to four voting members of the public who are a resident; an owner of property or an employee within the City of Woodstock; and
- Up to four non-voting student members who are students attending any high school or college located in the City of Woodstock

Contacts

For more information concerning the Committee, please contact

Chris Gauthier, Deputy Clerk
519-539-2382 extension 2501

Economic Development Advisory Committee (Municipal Code Chapter 72)

Purpose

- To provide input into matters relating to economic development;
- Make recommendations relating to the setting of objectives and policies to be followed in connection with economic development and evaluating the performance of the objectives established;
- Make comment on Economic Development's operating budget to ensure it coincides with approved strategies;
- Make recommendations relating to the status of programs and their relationship to business retention and attraction;
- Advocate on behalf of the business community to Council regarding policies from all levels of government which may be seen as affecting business retention and attraction;
- Meet with groups, organizations and individuals interested or involved in economic development to determine their concerns or suggestions;
- Make recommendations to increase public awareness and understanding of economic development issues within the City.

Meetings

Meets are at least once every three months.

Meetings are held at Woodstock City Hall, 500 Dundas Street, Woodstock.

Composition

- Two voting members of Woodstock City Council ; one being a member of Woodstock City Council and one being the Head of Council for the current term;
- One voting member nominated from the Chamber of commerce and approved by Council;
- One voting members nominated form the Woodstock Downtown Business Improvement Association and approved by Council;
- A minimum of six voting members of the public who are a resident, an owner of property, or an employee within the City of Woodstock; and
- Up to four non-voting student members who are students attending any high school or college located in the City of Woodstock.

Contacts

For more information concerning the Committee, please contact
Len Magyar, Economic Development Commissioner
519-539-2382 extension 2112

Environment Advisory Committee (Municipal Code Chapter 51)

Purpose

- Make recommendations relating to the setting of objectives and policies in connection with environmental matters;
- Make recommendations relating to the status of programs and their relationship to community needs;
- Make recommendations relating to capital projects;
- Make recommendations relating to the education of the community on environmental matters;
- Make recommendations to increase public awareness and understanding of the environmental matters.

Meetings

Meets at least once every two months at a regular date and time mutually agreed upon by a majority of the members;

Meetings are held at Woodstock City Hall, 500 Dundas Street, Woodstock.

Composition

- One voting member of Woodstock City Council for the current term;
- Up to nine voting members of the public who are a resident, an owner of property or an employee within the City of Woodstock; and
- Up to four non-voting students members who are students attending any high school or college located in the city of Woodstock

Contacts

For more information concerning the Committee, please contact

Alex Piggot, Works Superintendent
519-539-2382 extension 3140

Fire Services Advisory Committee (Municipal Code Chapter 47)

Purpose

- Make recommendations relating to the setting of objectives and policies to be followed in connection with the fire service program for the City.
- Make recommendations relating to other related policy matters that may come to the attention of the Committee, or that are referred to the committee for consideration by Council.
- Make recommendations relating to capital projects and budgets.
- Make recommendations to increase public awareness and understanding of fire service issues within the City.

Meetings

Meet at the time or times to be determined in advance by the Chair provided that at least one meeting shall be held every six months.

Meetings are held at the Fire Hall, 1203 Parkinson Road, Woodstock.

Composition

- Two voting members of Woodstock City Council for the current term; and
- Up to three voting members of the public who are a resident, an owner of property or an employee within the City of Woodstock with preference being given to representatives from the Downtown BIA and the manufacturing sector.

Contacts

For more information concerning the committee, please contact
Scott Tegler, Fire Chief
59-539-2382 extension 5201

Heritage-Museum Advisory Committee (Municipal Code Chapter 57)

Purpose

- Make recommendations relating to the maintenance and operation of the Museum;
- Make recommendations relating to the collection of works of artifacts;
- Make recommendations relating to the status of programs and their relationship to community needs;
- Make recommendations relating to capital projects;
- Make recommendations to increase public awareness and understanding of the Museum's purpose and role; and
- Make recommendations pertaining to the designation of property of historic and architectural value.

Meetings

Meets are at least once every two months at a regular date and time mutually agreed upon by a majority of the members.

Meetings are held at Woodstock Museum, 466 Dundas Street, Woodstock.

Composition

- One voting member of Woodstock City Council for the current term;
- Up to six voting members of the public who are a resident, an owner of property or an employee within the City of Woodstock; and
- Up to four non-voting students members who are students attending any high school or college located in the city of Woodstock.

Contacts

For more information concerning the Committee, please contact
Karen Houston, Museum Curator
519-539-2382 extension 2900

Para Transportation Appeals Committee (Municipal Code Chapter 63)

Purpose

- Responsible for considering appeals to decisions made regarding eligibility for the City of Woodstock's Para Transportation Program.

Meetings

Meetings are held on an as needed basis.

Meetings are held at Woodstock City Hall, 500 Dundas Street, Woodstock.

Composition

Three voting members comprised of

- One Member of the Accessibility Advisory Committee; and
- Two Members of the public.

Contacts

For more information concerning the Committee, please contact

Chris Gauthier, Deputy Clerk
519-539-2382 extension 2501

Property Standards Committee (Municipal Code Chapter 745)

Purpose

- Established under the Building Code Act to hear appeals that have been filed by property owners with respect to property standards “Orders to Comply” issued by the City’s enforcement staff;
- Considers appeals to Dog Muzzle orders (Municipal Code 202)
- Considers appeals to Fence Views (Municipal Code 722)

Meetings

Meetings are held in a quasi judicial setting on an as needed basis.

Meetings are held at Woodstock Engineering Office, 944 James Street, Woodstock.

Composition

Five voting members who are a resident, an owner of property or an employee within the City of Woodstock.

Contacts

For more information concerning the Committee, please contact

Craig Wallace, Chief Building Official
519-539-2382 extension 3101

Public Library Board (Municipal Code Chapter 65)

Purpose

- The Woodstock Public Library Board is established under provincial legislation and is responsible for the management and control of the Library. Duties include, but are not limited to:
- Determine and adopt written policies to govern the operation and programs of the library;
- Determine the goals of the library and secure adequate funds to fulfill these goals;
- Understand the library's programs and the needs of the community in relation to the library;
- Establish, support and participate in planned public relations programs;
- Prepare a budget adequate to carry out the Library's goals and objectives and present this budget to municipal Council.

Meetings

Meetings are held once per month (with the exception of the months of July and August) at a regular date and time established by the Board.

Meetings are held at Woodstock Public Library, 445 Hunter Street, Woodstock.

Composition

The membership shall include up to eight members to be appointed as follows;

- Up to six members of the municipality who qualified to be elected a member of council;
- Two members of council.

Contacts

For more information concerning the Committee, please contact
Gary Baumbach, Chief Executive Officer
519-539-2382 extension 3000

Recreation Advisory Committee (Municipal Code Chapter 67)

Purpose

- Make recommendations relating to the status of programs and their relationship to community needs;
- Make recommendations regarding the education of the community on recreational issues;
- Make recommendations to increase the public awareness and understanding of recreational issues within the City;
- Make recommendations relating to capital projects;
- Meet with groups, organizations and individuals interested or involved in industrial, commercial or residential recreation activities to determine their concerns or areas of interest.

Meetings

Meetings are at least once every two months at a regular date and time mutually agreed upon by a majority of the members.

Meetings are held at Southside Aquatics Centre, 315 Finkle Street, Woodstock.

Composition

- Two voting members of City Council for the current term;
- Up to ten voting members who are a resident, an owner of property or an employee within the City of Woodstock; and
- Up to four non-voting student members who are attending any high school or college located in the City of Woodstock.

Contacts

For more information concerning the Committee, please contact
Brian Connors, Director of Parks and Recreation
519-539-2382 extension 4100

Woodstock Police Services Board

Purpose

In accordance with Section 31(1) of the Police Services Act, the Board is responsible for the provision of adequate and effective police services within the Woodstock Police service area. As such, the Board must satisfy itself that the community is policed adequately and that all policing standards issued by the Ministry of Public Safety and Security are complied with. The Board must also perform the following duties as required by the Police Services Act:

- Appoint the members of the municipal police force;
- Generally determine, after consultation with the Chief of Police, objectives and priorities with respect to police services in the municipality;
- Establish policies for the effective management of the police force;
- Recruit and appoint the Chief of Police and any Deputy Chief of Police, and annually determine their remuneration and working conditions, taking their submissions into account;
- Direct the Chief of Police and monitor his or her performance;
- Establish policies respecting the disclosure by the Chief of Police of personal information about individuals;
- Receive regular reports from the Chief of Police on disclosures and decisions made under Section 49 of the Act (secondary activities);
- Establish guidelines with respect to the indemnification of members of the police force for legal costs under Section 50 of the Act;
- Establish guidelines for dealing with complaints made under Part V of the Act;
- Review the Chief of Police's administration of the complaints system under Part V of the Act and receive regular reports from the Chief of Police on the administration of the complaint system;
- Responsible for submitting the annual operating and capital budget to Woodstock City Council for approval, as well as the monitoring and administration of the budget;
- Participation in collective bargaining with the Woodstock Police Association and Senior Officers' Association.

Meetings

The Board meets a minimum of 11 times a year, the second Monday of each Month at the Woodstock Police Service Headquarters, Division 1, Woodstock. The meetings commence at 5:00 p.m. and usually run until 9:00 p.m. There are also several other Special Board meetings held throughout the year at the Call of the Chair.

Committees of the Board such as Budget Committee and Board Negotiating Committee meet as required.

Composition

- The head of the municipal council or, if the head chooses not to be a member of the board, another member of the council appointed by resolution of the council;
- One member of the council appointed by resolution of the council;
- One person appointed by resolution of the council, who is neither a member of the council nor an employee of the municipality; and
- Two persons appointed by the Lieutenant Governor in Council.

Contacts

For more information concerning the Committee, please contact
Marilyn Pearson 519-537-2323

Youth Advisory Committee

Purpose

- Provide City Council with direct citizen input into matters relating to youth in order to enhance the well-being of youth in our community.

Meetings

Meets the 1st Tuesday of every month (with the exception of the months of July, August and December) at a regular time mutually agreed upon by a majority of the members.

Composition

The Woodstock Youth Advisory Committee shall be composed of the following voting members:

- a. two members of Woodstock City Council for the current term; and
- b. up to seven youth members who shall be a resident within the City of Woodstock; and
- c. up to five youth representatives, as recommended by the principal or an appropriate representative, from the student councils or as recommended by the student councils of the following Woodstock high schools:
 - Huron Park Secondary School
 - College Avenue Secondary School
 - Woodstock Collegiate Institute
 - St. Mary's Catholic High School
 - École Secondaire Notre-Dame

The term of office for the five student council representative members is one year and can continue for the duration of their high school enrollment as long as the member is on the school student council or recommended by the student council. At the completion of each year the staff liaison will recommend to principals the reappointment of active and contributing Committee members.

Youth – definition

A youth is defined as a person between the ages of 13 and 21.

Contacts

For more information concerning the Committee, please contact
Brian Connors, Director of Parks and Recreation
519-539-2382 extension 4100