

Board - Committee

Chapter 0030 - Accessibility Advisory Committee

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Article 1 - Established

30.1.1 Committee - purpose

A special body to be known as the "Woodstock Accessibility Advisory Committee" herein after called the "Committee" is hereby established in accordance with the provisions of the *Ontarians with Disabilities Act, 2001* in that Woodstock City Council may receive direct citizen input into matters relating to accessibility. By-law 7987-04, April 1, 2004.

30.1.2 Committee - composition - members - qualifications

The Committee shall be composed of:

- a. up to nine voting members who are either a resident, an owner of property or an employee within the City of Woodstock; the majority of which shall have a disability; and
- b. up to four non-voting student members who are students attending any high school or college located in the City.
- c. one member of City Council.

30.1.3 Appointments - effective - upon resolution - expiry

All appointments to the Committee shall be for a four year period and become effective upon the passing of a resolution of Council which provides for such appointments, and shall expire on completion of the term appointed by Council or when a successor has been appointed. All appointments are at the discretion of Council. By-law 8251-06, September 21, 2006; By-law 8320-07, February 1, 2007.

30.1.3.1 Repealed: By-law 8320-07, February 1, 2007

30.1.3.2 Vacancy - term

Persons appointed to fill vacancies where a committee member has resigned or is removed, shall have the same term as the committee member who has resigned

or is removed. By-law 8251-06, September 21, 2006; By-law 8320-07, February 1, 2007.

30.1.4 Chair - chosen - first meeting

A Chair shall be chosen from among the members at the first meeting of the Committee following the Council's appointment at which at least a majority of members are present after November 30.

30.1.5 Chair - term - expiry

An appointment as Chair shall continue until November 30 in the following year, unless revoked by the Committee in the interim. By-law 7987-04, April 1, 2004.

30.1.6 Quorum - minimum

A quorum shall consist of a majority of the currently appointed voting members of the Committee either in person or, in special circumstances, by means via teleconference if deemed appropriate by the staff representative and the chair. Committee members attending meetings via teleconference shall constitute as being part of quorum. By-law 8320-07, February 1, 2007, By-law 9365-20, May 7, 2020.

30.1.7 Members - with disability

The City will reimburse Committee members the equivalent of a local round trip taxi fare for all lay members who are unable, due to the nature of their disability, to utilize a personal automobile to attend scheduled meetings within the City.

Article 2 - Responsibility

30.2.1 Presentation - to Council

The Committee shall be responsible for presenting to Council its recommendations relating to the matters set out in this Article in the form of a written report which may be accompanied by a presentation to Council.

30.2.2 Objectives - policy - development

The Committee shall make recommendations relating to the setting of objectives and policies to be followed in connection with accessibility matters within the City.

30.2.3 Objectives - activities - consideration - as required

The Committee shall make recommendations relating to those matters pertaining to the general objectives and policies as may from time to time be referred to it for consideration by Council.

30.2.4 Policy matters - as required

The Committee shall make recommendations relating to other related policy matters that may come to the attention of the Committee.

30.2.5 Program - status - need - determination

The Committee shall make recommendations relating to the status of accessibility programs and their relationship to community needs.

30.2.6 Capital project - determination - as required

The Committee may make recommendations relating to capital projects as may from time to time be deemed necessary.

30.2.7 Fund - raising venture - as required

The Committee shall obtain the authorization of Council prior to proceeding with fund raising ventures.

30.2.8 Members - to speak as Committee - directly to Council

The role of the Committee is to provide advice to Council on matters identified herein by-law and matters referred to it from time to time by Council. Individual members shall contribute to the recommendations of the Committee and are expected to respect any recommendations forwarded to Council by the Committee.

30.2.9 Committee recommendations - to Council

Committee recommendations are to be directed to Council and not to external agencies, boards, individuals, or other authorities unless authorized in writing by Council.

30.2.10 Committee members - to respect decisions

Individual members of the Committee have a responsibility to speak through the Committee and to respect the decisions of the Committee and Council. They shall not criticize the deliberations and decisions of the Committee or Council to any outside body or person.

30.2.11 Para transportation appeals

The Committee shall hear appeals from applicants denied the use of the City's para transportation services as required. By-law 9236-18, August 9, 2018.

30.2.11.1 Committee decisions – final

All decisions of the Committee regarding para transportation appeals are final and binding. By-law 9236-18, August 9, 2018.

30.2.11.2 Meeting – closed – confidential matters

The portion of the meeting in which para transportation appeals are considered and dealt with shall be closed to the public in accordance subsection 239 (2) of the Municipal Act, 2001, c. 25 as the subject matter being considered relates to personal matters about identifiable individuals. By-law 9236-18, August 9, 2018.

Article 3- Staff - Responsibility

30.3.1 Clerk - attendance - advisory capacity only

The Clerk or designate shall attend all meetings in an advisory capacity only.

30.3.2 Secretary

The Clerk or designate shall serve as the secretary at Committee meetings to be responsible for the recording of the minutes of the Committee and preparing the reports as required to communicate the recommendations of the Committee to Council.

Article 4 - General Provisions

30.4.1 Meetings - determined by Clerk - minimum

The Committee shall meet at least once per month with the exception of the months of July, August and December.

30.4.2 Meeting - notice - in advance - all members - Clerk

The Clerk or designate shall give notice of any such meeting to all members of the Committee and the Clerk at least twenty-four hours in advance of the meeting. The notice of the meeting shall include an agenda detailing the matters to be dealt with.

30.4.3 Meeting - interested group - organization

The Committee shall meet from time to time, with groups, organizations and individuals interested or involved in accessibility matters, to determine their particular concerns in regards to the process or the policy.

30.4.4 Meeting - open - exception

All meetings of the Committee shall be public except when the provisions of subsection 239 (2) of the *Municipal Act, 2001, c. 25*, apply to the matter or matters being discussed.

30.4.5 Annual accessibility plan

The Committee shall assist with the preparation of the annual accessibility plan. The Committee may make comments to Council, if deemed desirable.

30.4.6 Education - community

The Committee may make recommendations regarding the education of the community in the regards to accessibility issues.

30.4.7 Public awareness - understanding

The Committee may make recommendations to increase the public awareness and understanding of accessibility issues.

30.4.8 Fund-raising venture - as required

The Committee shall obtain the authorization of Council prior to proceeding with fundraising ventures.

30.4.9 Policy - procedure - established by Council - execution

Upon establishment by Council of any change in policy as set out in this Chapter or any other Chapter or by-law, the Chief Administrative Officer, through the Clerk and such other members of the City administrative staff as may be prescribed or may be necessary, the Committee shall be responsible for the proper execution of those policies and procedures.

Article 5 - Enactment

30.5.1 Effective date

This Chapter becomes effective as of third and final passing of the enabling by-law. By-law 7987-04, April 1, 2004.