



Moving Beyond Barriers: The City of Woodstock's 2013-2017 Municipal Accessibility Plan

Accessible formats and communication supports are available, upon request.

Acknowledgements

The City of Woodstock would like to thank the Accessibility Advisory Committee for its guidance and advice in the development of ‘Moving Beyond Barriers: The City of Woodstock’s 2013-2018 Municipal Accessibility Plan’.

The City of Woodstock would also like to thank members of the public for their input and help in developing the Plan.

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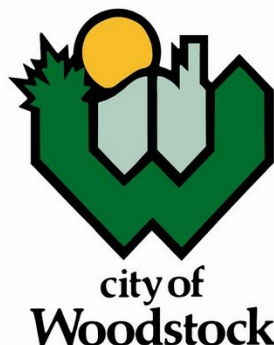
Background and Purpose

The Accessibility for Ontarians with Disabilities Act (AODA) was passed in 2005. Its goal is to make Ontario accessible for people with disabilities by 2025. The purpose of this plan is to make the public aware of the City of Woodstock's initiatives in regards to accessibility and improving opportunities for persons with disabilities. This plan establishes goals and objectives for the next five (5) years.

The City's vision on accessibility is:

- To promote public awareness and sensitivity to all persons with disabilities;
- To encourage co-operation between all service and interest groups;
- To identify and document relevant matters and concerns;
- To create a community that provides opportunities for barrier-free access to housing, transportation, education, recreation, health care and employment;
- To embrace the concept of universal design to include both persons with disabilities and the increasing aging population;
- To ensure that policies and practices are maintained in relation to the development and redevelopment of services and facilities that have regard to persons with disabilities and aging population statistics;
- To ensure that the City receives the maximum economic benefits from building an accessible City including an increased potential for tourism, retail business and accommodating conventions;
- To encourage public participation and civic engagement in community accessibility matters.

The City of Woodstock is dedicated to promoting a barrier-free City for employees, citizens and all who live, work, visit, and invest in Woodstock. With this plan, the City is proud to present its findings and report on the development of strategies to remove and prevent future barriers for people with disabilities and the maturing population.

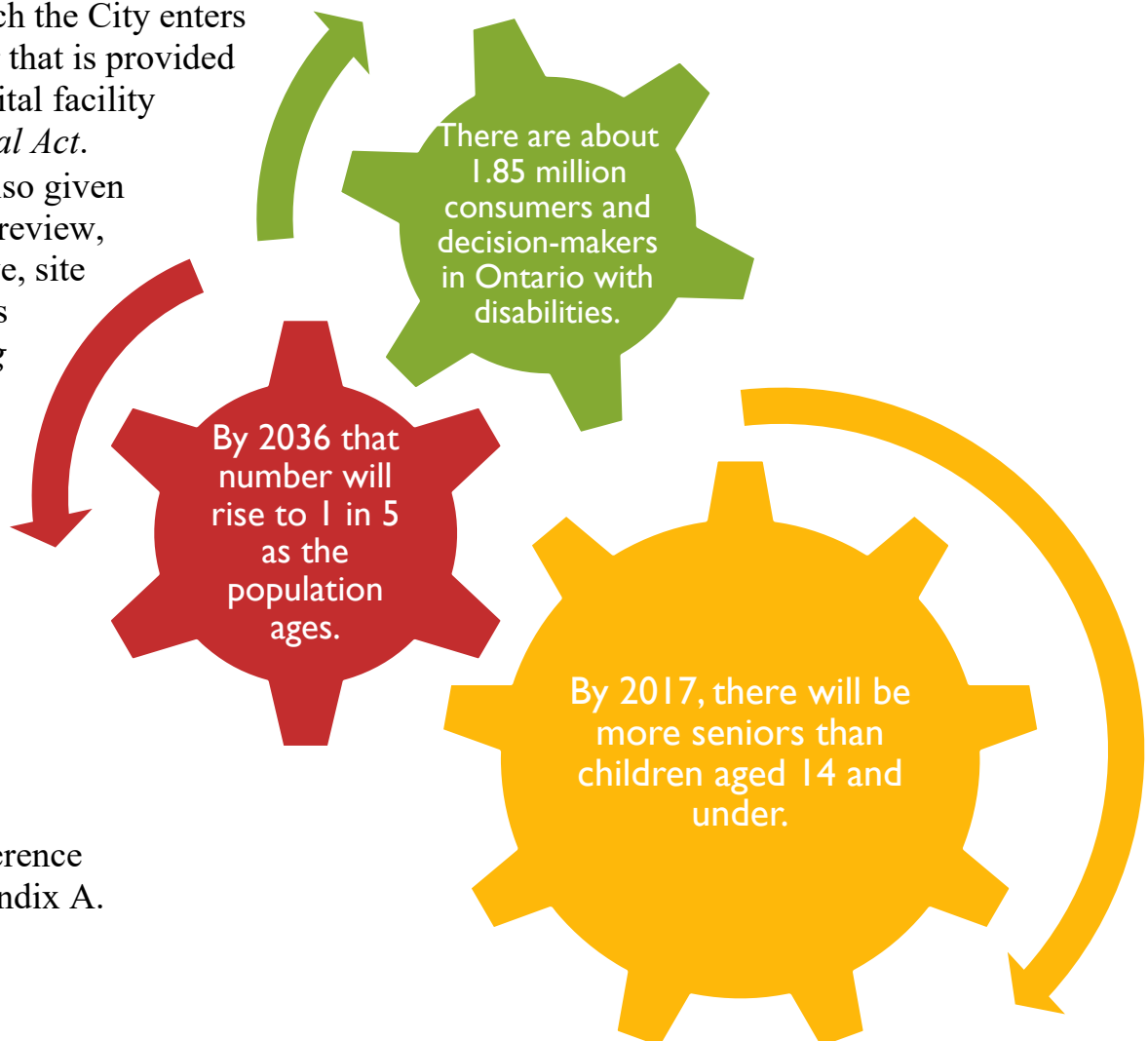


Woodstock Accessibility Advisory Committee

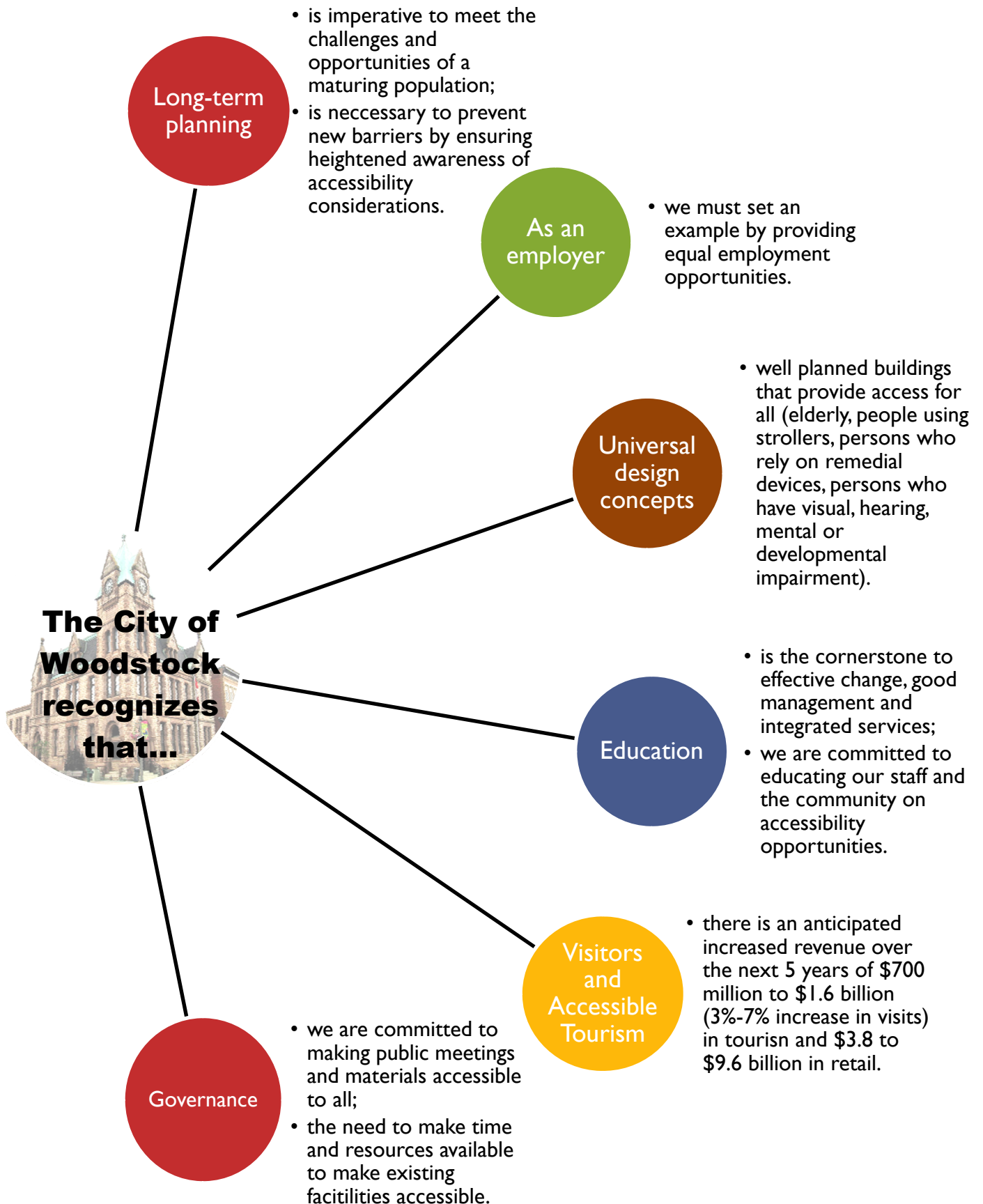
Council approved the establishment of the Woodstock Accessibility Advisory Committee (WAAC) on September 5th 2002. WAAC was first convened on November 7th, 2002 and consisted of nine (9) members. A member of Council was added to the Committee in 2006, bringing the total number of Committee members to ten (10) voting members.

What does WAAC do?

- Reports annually to Council; their duty is to advise City Council about the establishment, review and updates of its annual Municipal Accessibility Plan.
- Responsibilities range from providing a forum for persons with disabilities to raise issues and concerns, to providing advice and guidance to Woodstock City Council on accessibility matters related to policies, practices and programs in the City.
- Provides advice to Council on the accessibility for persons with disabilities to a building, structure or premises which the City purchases, constructs or significantly renovates, for which the City enters into a new lease or that is provided as a municipal capital facility under the *Municipal Act*.
- The Committee is also given the opportunity to review, on its own initiative, site plans and drawings under the *Planning Act*.



For the Terms of Reference for WAAC, see Appendix A.



Role of Staff Accessibility Advisory Team

The Staff Accessibility Advisory Team was created in 2003 to facilitate the development of the Municipal Accessibility Plan in conjunction with the Accessibility Advisory Committee.

The Staff Accessibility Advisory Team is a resource to the Accessibility Advisory Committee. It is a working group comprised of senior staff representing various City Departments. The primary role of the advisory team is to demonstrate leadership in creating and recommending innovative approaches and progressive solutions to make city services, programs, by-laws, policies, and practices more accessible to employees and residents of Woodstock.

Consultation Activities

Coordination and information gathering with other municipalities and industry service providers are routinely sought to assist the City of Woodstock in the completion of our mandate.

Other Organizations & Agencies Participating

The City's public transit service is under the jurisdiction of the Engineering Department. The Para-Transit service is administered by the Transit Department with the assistance of the Clerk's Department.

The Woodstock Library Board also falls under the auspices of the municipal government and has been included in the operational review of past and current barriers of this plan.

Municipal Structure & Services

Clerk's Department

- By-laws including Animal Control and Lottery Licencing Program
- Freedom of Information
- Community Grants Program
- Administrative functions related to Planning matters – Committee of Adjustment
- Preservation of all records and books of Council and its Committees
- School Crossing Guard Program
- Vital Statistics – Division Registrar –Death and Marriage
- Address Accessibility matters including the Para-transportation program.

Engineering

- Accessible Transit Services
- Building Services
- By-Law Enforcement
- Community Design
- Development Policy
- Fleet Services
- Garbage collection and recycling
- Infrastructure Services
- Municipal Building – Capital Projects
- Planning, Environment and Infrastructure Policy
- Property Guidelines
- Surface Operations
- Traffic
- Water Services

Administrative Services

- Compensation, benefits and payroll
- Information Technology Services
- Purchasing
- Treasury Services including tax collection
- Tax Referral Program

Economic Development Department

- Business Development
- Communication and Marketing Services
- Encouraging Tourism, Industrial, Commercial and Residential development
- Industrial land Sales and Development
- Small Business Enterprise Centre

CAO

- Control and management of affairs of Municipality to ensure efficient and effective operation
- Ensures effective communication between Council/City Staff and the public

Parks and Recreation

- Horticulture, Forestry, Trails, playing fields
- Operation of Parks and Recreation Facilities and Programs
- Real Property Asset Management – Civic Arena, Southside Pool, Southwood Arena, Community Complex,
- Special events organization and operation

Library

- Develop, promote and monitor library service

Human Resources

- Benefits Administration
- Human Resource Services
- Labour Relations

Cultural Services

- Real Property Asset Management - Market Centre, Art Gallery and Museum

Fire Department

- Emergency Preparedness
- Fire Prevention and Education
- Fire Suppression

Ontarians with Disabilities Act, 2001 (ODA) received Royal Assent on December 14, 2001.

- The purpose is to create a province where everyone who lives or visits can participate fully.
- Under the Act, all municipalities are required to prepare annual accessibility plans for the public. The City of Woodstock's Plan can be found on our website: www.city.woodstock.on.ca

Accessibility for Ontarians with Disabilities Act, 2005 (AODA) became law on June 13, 2005.

- The Act applies to private and public sector organizations across Ontario.
- The province has been working with representatives from the disabled community, as well as public and private sector organizations to develop accessibility standards.
- Standards were developed to achieve real results in stages. They set milestones that must be reached every five years or less, so that Ontario is accessible to people with disabilities by 2025



Compliance with AODA: Customer Service Standard

The City of Woodstock Customer Service Policy has been practiced since January 1st, 2010. The City of Woodstock:

- Established policies, practices and procedures on how the City provides goods and services to people with disabilities;
- Set a policy on allowing people to use their own personal assistive devices to access the City's goods and services and about any other measures the organization offers to enable access to goods and services;
- Used reasonable efforts to ensure that the policies, practices and procedures are consistent with the core principles of independence, dignity, integration and equality of opportunity;
- Established a process for people to provide feedback on how the City provides goods or services to people with disabilities and how the City will respond to any feedback and take action on any complaints. The information about the feedback process is made readily available to the public;
- Communicates with persons with disabilities in a manner that takes into account their disability;
- Trains staff, volunteers, contractors and any other people who interact with the public or other third parties on our behalf on a number of topics as outlined in the customer service standard;
- Trains staff, volunteers, contractors and any other people who are involved in developing our policies, practices and procedures on the provision of goods or services on a number of topics as outlined in the customer service standard;
- Allows people with disabilities to be accompanied by their guide dog or service animal in those areas of the premises the City owns or operates that are open to the public, unless the animal is excluded by another law. If a service animal is excluded by law, use other measures to provide services to the person with a disability;
- Permits people with disabilities who use a support person to bring that person with them while accessing goods or services in premises open to the public or third parties;
- Where admission fees are charged, provides notice ahead of time on what admission, if any, would be charged for a support person of a person with a disability; and
- Provides notice when facilities or services that people with disabilities rely on to access or use the City's goods or services are temporarily disrupted.

Multi-Year Action Plan

This section outlines the policies and actions the City of Woodstock will put in place over the next five (5) years to improve opportunities for persons with disabilities, in compliance with AODA accessibility standards. Our goal is to remove accessibility barriers and prevent further barriers. Many of the AODA requirements for future years have already been completed and implemented by the City of Woodstock in an effort to strive towards a barrier-free City.

2013 Planned Accessibility Action Items

Regulation	Planned Action Items
General Requirements	<ul style="list-style-type: none"> • Training s.7 <ul style="list-style-type: none"> ○ Train employees, volunteers and all persons who participate in development of policies and all other persons who provide goods, services or facilities on behalf of the City on Integrated Accessibility Standards, as well as Ontario Human Rights Commission as it relates to people with disabilities.
Information & Communications	<ul style="list-style-type: none"> • Accessible feedback processes s.11 <ul style="list-style-type: none"> ○ Ensure processes for receiving and responding to feedback are accessible to persons with disabilities by providing or arranging for the provision of accessible formats and communication supports, upon request (refer to Accessibility Policy). • Launch a new municipal website and web content that conforms at least with WCAG 2.0 Level A s.14 • Accessible formats and communication supports s.12 <ul style="list-style-type: none"> ○ Provide or make arrangements for accessible formats and communication supports when a person with a disability requests such; ○ Provide in a timely manner and at no additional cost than the regular price charged to everyone for the same information; ○ Consult with the person making the request in determining the suitability of an accessible format or communication support; and • Notify the public about the availability of accessible formats and communication supports (refer to Accessibility Policy).

<p>Other</p>	<ul style="list-style-type: none"> • Add an audible traffic signal at Dundas and York intersection; • Accessibility upgrades to the main floor of Southside Pool; • Installation of an accessible washroom at the Sea Cadets Building in Southside Park; • Upgrade to fully accessible washrooms at Goff Hall at the Community Complex; • Work on improving the accessibility of current bus shelters throughout the city; • Create new, accessible bus shelters; • Purchase a new fully accessible conventional bus to replace existing back-up bus; and • Install an accessible automatic door at the Red Pad of the Community Complex (to compliment the ramp installed in 2011 to allow full, independent access to the 3rd floor).
<p>Employment</p>	<ul style="list-style-type: none"> • Recruitment s.22-24 <ul style="list-style-type: none"> ○ Notify the public and employees about availability of accommodations for job applicants who have disabilities; ○ Inform applicants that accommodations for people with disabilities are available on request for interviews and other selection processes; and ○ When making offers of employment, notify the successful applicant of policies for accommodating employees with disabilities. • Employee accommodation s.25, 26, 28 <ul style="list-style-type: none"> ○ Ensure the availability of supports to employees with disabilities; ○ Provide or arrange for the provision of accessible formats and communication supports; and ○ Develop and implement a written process for the development of documented individual accommodation plans for employees with disabilities. • Employees returning to work s. 29 <ul style="list-style-type: none"> ○ Put process in place for employees returning to work requiring disability-related accommodations. • Performance management, career development and redeployment s.30-32 <ul style="list-style-type: none"> ○ Take into account accessibility needs of employees with disabilities in performance management and career development processes; and ○ Take into account accessibility needs of employees with disabilities, as well as individual accommodation plans, when redeploying employees with disabilities.

Transportation	<ul style="list-style-type: none"> • Accessibility training (conventional and specialized) s.36 <ul style="list-style-type: none"> ○ Provide employees and volunteers with training, including how to use accessibility equipment features, acceptable modifications to procedures for temporary barriers or vehicle failures, and emergency response procedures that provide for the safety of persons with disabilities.
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Multi-Year Action Plan

2014 Planned Accessibility Action Items

Regulation	Planned Action Items
Other	<ul style="list-style-type: none"> • Make accessibility improvements to City Hall; • Purchase a new fully accessible conventional bus to replace existing bus; • Create new, accessible bus shelters; and • Continue improving the accessibility of bus stops throughout the city (project to be completed by end of year).

Multi-Year Action Plan

2015 Planned Accessibility Action Items

Regulation	Planned Action Items
Other	<ul style="list-style-type: none"> • Continue accessibility improvements to City Hall; • Purchase a new fully accessible conventional bus to replace existing bus; and • Create new, accessible bus shelters.

Multi-Year Action Plan

2016 Planned Accessibility Action Items

Regulation	Planned Action Items
Other	<ul style="list-style-type: none">• Community Complex elevator renovation; and• Create an accessible covered picnic shelter at Southside Park.

Multi-Year Action Plan

2017 Planned Accessibility Action Items

There are no requirements set out by AODA with a compliance date of January 1, 2018; furthermore, accessibility projects included in our current Capital Budget are planned prior to 2017. This section will be updated as new projects or information is made available.

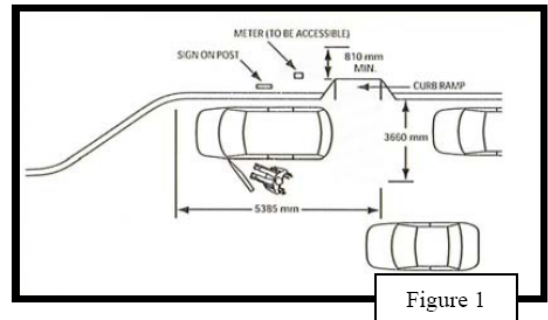
Built Environment Standard

Accessibility Standards for the Built Environment will help remove barriers in buildings and public spaces for everyone, including people with disabilities, seniors and families. The standard will apply to new construction and planned renovation, including outdoor spaces. The Ontario Government is continuing to work on these standards.

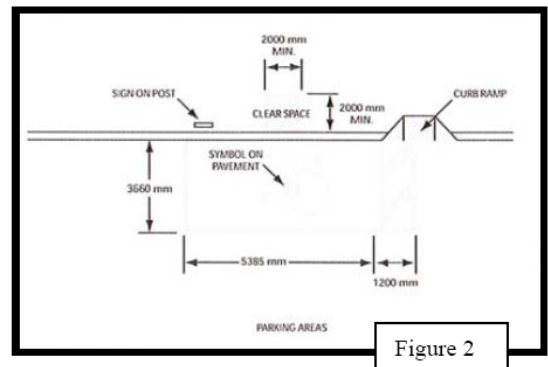
Technical Guidelines for Accessibility

The City of Woodstock has had Technical Guidelines for Accessibility in place since January 2006. This includes a comprehensive report containing specific guidelines to creating barrier-free facilities in Woodstock.

For example, under these guidelines, accessible parking spaces should be a minimum of 3660 mm wide by 5385 mm long. See Figure 1 and 2.

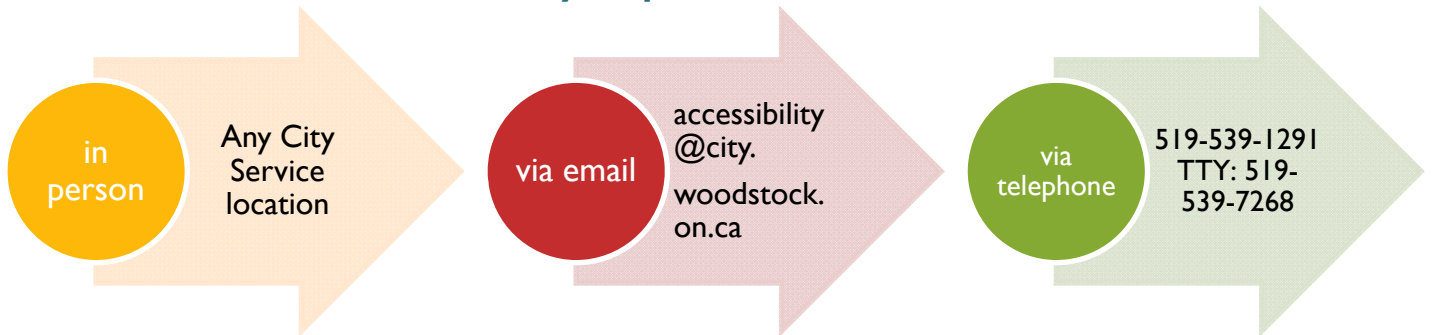


For the full Technical Guidelines Policy or for more information, visit the Accessibility page at www.city.woodstock.on.ca



Customer Feedback Policy

The City has in place a system for managing, evaluating and taking action on customer feedback. Feedback may be provided either:



All feedback will be investigated, forwarded to the appropriate personnel, responded to, documented and tracked within seven days. Feedback will be accepted in accessible formats and with other communication supports as required.

If your feedback is regarding *immediate* service problems with conventional or specialized transit, please contact the Transit Supervisor at 519-539-1291 extension 3130.

Accessible Taxicabs

The Woodstock Accessibility Advisory Committee, the public and persons with disabilities have been consulted to help determine the proportion of on-demand accessible taxicabs required in the community. The City Clerk submitted a report to Woodstock City Council on October 18th, 2012 recommending that the City of Woodstock's taxi by-law be amended to ensure a minimum of ten (10) percent of licenced vehicles be accessible vehicles. Council deferred making a decision on the amendment until other stakeholders could be consulted. Once the stakeholders have been consulted, a further report will be submitted to Council in 2013.

Transportation Standard: in the Spotlight

The Accessibility Standard for Transportation will make it easier for everyone to travel in Ontario. The requirements of this standard are comprehensive.

This standard applies to:

- City of Woodstock’s conventional transportation services; and
- City of Woodstock’s specialized transportation services; the Para-Transportation Program;

In accordance with Section 41(2) of AODA, a public meeting will be held annually involving persons with disabilities to ensure that they have an opportunity to participate in the review of this accessibility plan and that they are given the opportunity to provide feedback on the accessibility plan in regards to specialized and conventional transit.

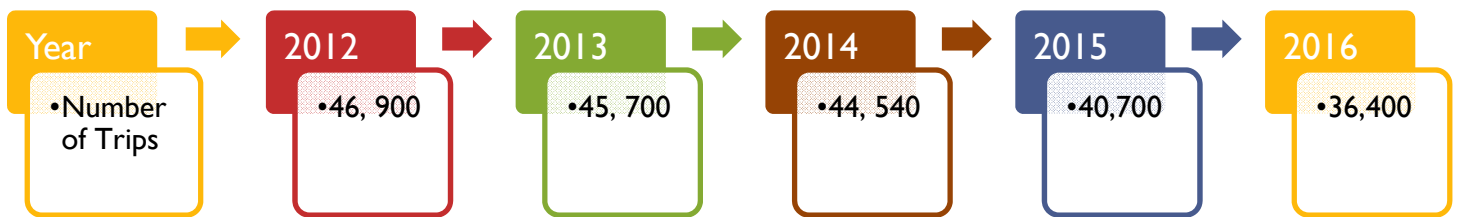
The City of Woodstock has implemented modifications and policies in order to make our transportation services more accessible. The following are now in place:

- Customer feedback policy (see above);
- A process for estimating demand for specialized transportation services;
- Steps to reducing wait times for specialized transportation services;
- Procedures for dealing with accessibility equipment failures for both conventional and specialized transportation services; and
- Planning for accessible bus stops and shelters.

Please read further to learn more.

Estimating Demand: Specialized Transportation Services

The City of Woodstock hired a consultant in the fall of 2011 to review and make recommendations on the City's specialized transportation services. In the Consultant's report to City Council in April 2012, ridership estimates under the new program were provided for 2012 – 2016. The projections are as follows:



These projections will be used for preliminary planning purposes. A more robust and detailed tracking system for Para-Transportation ridership statistics was implemented in 2012. This tracking system will be utilized each year to project the following year's ridership demand. The growth rate of the previous year's ridership will be applied to project the following year's ridership, with the percentage increase trends being tracked over time to help predict accelerated increases.

Wait Times: Specialized Transportation Services

The following are the steps taken to reduce wait times for our new Para-Transportation Program:

- Modified the Para-Transportation Policies and Procedures;
- Purchased two (2) new accessible Para-Transit buses;
- Implemented a single dispatch service to improve efficiency; and
- Added a contracted overload service provider.

Equipment Failures: Conventional and Specialized Transportation

The following chart outlines the **City of Woodstock's** procedures for dealing with accessibility equipment failures:


Equipment	Type of Failure	Response
Bus Air System	Kneeler ramp will not deploy	<ul style="list-style-type: none"> Operator to attempt to override kneeler controls If unsuccessful, report failure to Supervisor Supervisor to determine on-site repair or replacement If repair not possible, passengers to be transferred to working replacement bus
	Kneeler ramp will not retract	<ul style="list-style-type: none"> Operator to attempt to override kneeler controls If unsuccessful, report failure to Supervisor Supervisor to determine on-site repair or replacement If repair not possible, passengers to be transferred to working replacement bus
Announcement System	Failure to prompt next stop	<ul style="list-style-type: none"> Operator will put on headset and call out next stop manually over PA system Bus will be replaced as soon as possible
Securement straps	Strap will not retract to tension line	<ul style="list-style-type: none"> Operator will make necessary adjustments with other straps to secure PMD properly Operator will report failure to Supervisor Supervisor to determine on-site repair or replacement If repair not possible, passengers to be transferred to working replacement bus
Grab bars, handholds, handrails, etc.	Grab bars, handholds, handrails, etc break	<ul style="list-style-type: none"> Operator shall visibly mark broken equipment to warn passengers Equipment shall be repaired as soon as reasonably possible
Floors & carpeted surfaces	Water, snow or ice build up on floor	<ul style="list-style-type: none"> Operator will clean floor regularly to minimize slip hazard
	Floor material becomes unsecured	<ul style="list-style-type: none"> Operator to temporarily secure flooring material to floor or temporarily block off area Floor shall be repaired as soon as reasonably possible

Stop request & emergency response controls	Controls not functioning	<ul style="list-style-type: none"> • Operator will instruct passengers over PA system to notify the driver verbally of stop requests or emergencies • Operator to report failure to Supervisor • Supervisor to determine on-site repair or replacement • If repair not possible, passengers to be transferred to working replacement bus
Lighting features	Lights do not work	<ul style="list-style-type: none"> • Operator to report failure to Supervisor • Feature shall be repaired as soon as reasonably possible
Signage	Signs do not work	<ul style="list-style-type: none"> • Operator will put on headset and call out next stop manually over PA system • Manual board sign to be used until repair or replacement completed • Bus will be replaced as soon as possible
Indicators & Alarms	Indicators and/or alarms do not work	<ul style="list-style-type: none"> • Operator to verbally warn passenger if ramp or kneeler is not functioning • Operator to report failure to Supervisor • Feature shall be repaired as soon as reasonably possible

Planning for Accessible Bus Stops and Shelters

The Accessibility Advisory Committee, the public and persons with disabilities have been consulted in the development of accessible design criteria to be considered in the construction, renovation and replacement of bus stops and shelters. The City of Woodstock plans to first focus on the accessibility of bus shelters, with many shelters being made accessible in 2012 and the initiative being carried into 2013. Once all shelters in the City have been made accessible, the focus will then be on bus stops. The City of Woodstock's goal is that all bus stops will be accessible by December 31, 2014.

The City of Woodstock's accessible criteria for bus shelters and stops is as follows:



Bus Shelter Accessibility Criteria

- All bus shelters shall meet current AODA standards and the City of Woodstock Accessibility Guidelines;
- The slope of pavement to any shelter shall not be greater than 1:12.



Bus Stop Accessibility Criteria

- All bus stops shall meet current City of Woodstock Accessibility Guidelines;
- Each bus stop location shall have a hard surface (i.e. pavement) from the stop location to the curb. Use of paved driveway entrances within 3 meters of the stop located within the public road allowances is acceptable;
- The slope of pavement from the curb to the bus stop shall not be greater than 1:12.

The following outlines the City of Woodstock's plan for accessible bus shelters throughout the City:

Shelter	Accessible	Bench	Plan
Wellington St. (west side)	Yes	Yes	Complete
Wellington St. (east side, north end)	Yes	Yes	Complete
Wellington St. (east side, south end)	Yes	No	To be completed by Dec. 31, 2013
Dundas St. (Food Basics)	Yes	Yes	Complete
Stafford St. (James St.)	Yes	Yes	Complete
Clark St. (Giant Tiger)	Yes	Yes	Complete
Lansdowne Ave. (WDDS)	Yes	Yes	Complete
Nellis St. (Springbank)	Yes	Yes	Complete (bench added in Fall 2012)
Dundas St. at Huron	Yes	Yes	Complete (completed Fall 2012)
Leinster St.	Yes	Yes	Complete
Springbank Plaza (north central)	Yes	Yes	Complete
Huron St. (7/11)	Yes	Yes	Complete
Devonshire Ave. (Timber Jack)	Yes	Yes	Complete
Springbank Plaza (north east)	Yes	Yes	Complete
Springbank Ave. (Chieftain)	Yes	Yes	Complete (bench added in Fall 2012)
Kent St. (Canterbury)	Yes	Yes	Complete
Springbank Ave. (Hiawatha)	Yes	Yes	Complete
Ingersoll Ave. (Pharmasave)	Yes	Yes	Complete
Riddell St. (old Hospital)	Yes	Yes	Complete
Devonshire Ave. (Oxford Gardens)	Yes	Yes	Complete
Highway 59. (Pittock Park)	No	Yes	To be completed by Dec. 31, 2013
Dundas St. (Vansittart)	Yes	Yes	Complete
Finkle St. (Community Complex)	Yes	Yes	Complete
Juliana Dr. (St. Mary's, South side)	Yes	Yes	To be completed by Dec. 31, 2013
Fyfe Ave. (South side)	No	Yes	To be completed by Dec. 31, 2013
Fyfe Ave. (Caressant Care)	Yes	Yes	Complete
Alice St.	Yes	Yes	Complete
Staples (Wal-Mart)	Yes	Yes	Complete
Juliana Dr. (Salvation Army)	Yes	Yes	Complete
Juliana Dr. (St. Mary's, North Side)	No	Yes	To be completed by Dec. 31, 2013
Mill St.	No	Yes	Bench added in Fall 2012. To be made accessible by Dec. 31, 2013.
Springbank Ave. (Ingamo Homes)	Yes	Yes	Complete

Methodologies

Review of Current Activities to Identify Barriers

A review of current activities to identify barriers is ongoing with the goal of creating policies and procedures to prevent future barriers from being created and viewing the identified ones as opportunities for improvement. Barriers will be addressed on an ongoing basis.

Monitoring Progress and Audit Function

As a status report of this Plan is required on an annual basis, reviews by the Staff Accessibility Advisory Team will occur prior to the budget preparation cycle each year. The purpose of an annual review of the Multi-Year Municipal Accessibility Plan is to evaluate whether or not targets are being met and to adopt a plan to meet current expectations. The Staff Accessibility Advisory Team and the Accessibility Advisory Committee shall meet in May of each year to discuss the current year Accessibility Plan and to consider the upcoming year's accessibility capital budget. An annual public meeting shall be held involving persons with disabilities to review and collect feedback on this Plan, including conventional and specialized transit, as well as the annual Status Report.

Communication of Plan

The availability of the Multi-Year Municipal Accessibility Plan is announced publicly by way of an announcement at the televised City Council meeting. Additionally, the plan is posted on the City's website. As annual Status Reports of the Plan as well as technical guidelines are developed, they too will be placed on the website.

Conclusion

The City of Woodstock is committed to continuously addressing past and current accessibility barriers and to being progressive in developing innovative solutions to accessibility matters. We believe in integration and equal opportunity and are committed to treating all people in a way that allows them to maintain their dignity and independence. The City recommends that the Province co-ordinate the preparation of uniform Municipal Accessibility Guidelines so that the guidelines can be implemented in a consistent manner and that the Province provides Accessibility Funding to assist municipalities in the implementation of barrier-free services and facilities.

Further Information

For more information on the Multi-Year Accessibility Plan for the City of Woodstock, please contact the City Clerk or Deputy City Clerk:

- In person at City Hall, 500 Dundas St Woodstock;
- By phone/TTY 519-539-1291/519-539-7268; or
- Via email at accessibility@city.woodstock.on.ca.

Appendix A

September 5th, 2002
Amended February 6th, 2003

Woodstock Accessibility Advisory Committee: Terms of Reference

Goals:

- To encourage public participation and civic engagement in community accessibility matters;
- To ensure that all stakeholders can easily access information concerning accessibility matters;
- To promote public awareness and sensitivity to all persons with disabilities.

Responsibilities:

- To assist with the development and annual review of an Accessibility Plan that identifies barriers to be addressed and describes actions to be taken to measure and remove these barriers;
- Plan the effectiveness of the Accessibility Plan to Council;
- Keep Council and City staff informed;
- Liaise with other municipalities and Accessibility Advisory Committees;
- Conduct research on accessibility matters;
- Prioritize the disability issues;
- Seek community partners for financial and human resources support;
- Develop and conduct education awareness programs/events.

Committee Composition:

- 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;
- Up to four non-voting student members who are students attending any high school or college located in the City;
- One member of City Council.
- Meetings:

The committee shall meet at least once per month, with the exception of the months of July, August, and December. All meetings shall be open to the public.