

## **City of New Westminster**

# **SPECIAL SERVICES AND ACCESS COMMITTEE**

### **Terms of Reference**

#### **Mandate:**

In order to assess improvements which would enhance the mobility and comfort of the disabled within the City and its public buildings, the role of the Special Services and Access Committee will be:

1. To advise City Council on matters which affect the disabled.
2. To work co-operatively with Civic Committees and Council to achieve ease of access and movement around our City and within public facilities.
3. To forward to Council, matters identified by the Committee as requiring action by the City.
4. To advise on any matters concerning the disabled which may be referred to the Committee by Council.

#### **Voting Members**

The Committee shall consist of 10 members, as follows:

- Members of Council (1)
- Representatives from the Community (7)
- Representative from the School Board (1)
- Representative from the Chamber of Commerce (1)

#### **Advisors:**

- Representative from the Engineering Department
- Representative from the Parks Department

**Term:**

The term for all voting members appointed by City Council will be the period from February of the year to January of the following year.

**Chair:**

The member of City Council shall be designated Chair. At the first meeting of the year, voting members shall elect an acting chair from its membership to preside over meetings when the Chair is absent.

**Attendance:**

Members shall advise the Recording Secretary of their intent to attend or to be absent from a meeting. Any member who is absent from three consecutive meetings of the Committee, or in excess of one-third of all meetings over any six month period without leave of absence from the Committee, or a reason satisfactory to the Committee, shall by Committee resolution, cease to be a member of the Committee. The City Council shall have the power to remove any member of the Committee from office at any time.

**Quorum:**

A quorum shall consist of half the voting members plus one.

If a quorum is not present within 30 minutes following the time at which the meeting was to commence, the Recording Secretary shall record the names of the members present at the meeting, and the meeting shall stand adjourned.

**Rules of Procedure:**

Committee procedures shall be governed by:

1. The Council Procedure Bylaw; and
2. The "Rules of Conduct: Standing Committees and Advisory Bodies" provided, and as revised from time to time.

Adopted: Inaugural Meeting of Council, December 7, 1998

Adopted: Inaugural Meeting of Council, December 2, 2002

Amended: Closed Meeting of Council, January 11, 2010.