



## Municipal Accessibility Advisory Committee

Terms of Reference  
June 2023

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### **1. Mandate**

As directed by the *Accessibility for Ontarians with Disabilities Act, 2005* (the “Act”), the Council of every municipality in Ontario having a population of not less than 10,000 shall establish an accessibility advisory committee. The mandate of the Accessibility Advisory Committee is to fulfill the duties as outlined in the Act and to provide advice to Council on how to implement the Standards imposed by the Province of Ontario to become more accessible through the Accessibility Plan.

### **2. Composition of Committee and Membership Eligibility**

Membership of the Municipal Accessibility Advisory Committee will include:

- One (1) member of Council appointed by the Mayor
- Ten (10) community representatives as appointed by the Lay Appointments Committee. The majority of the members of the committee shall be persons with disabilities.
- One (1) Staff members who shall not be considered to be a voting member

### **3. Term of Membership**

The Municipal Accessibility Advisory Committee will be appointed for the term of Council.

Non-voting members are employees of The Corporation of the City of Cornwall by virtue of their position.

## 4. Role of the Committee Members and Meeting Procedure

### 4.1 The role

The Committee will fulfill the requirements of the *Accessibility for Ontarians with Disabilities Act, 2005*, by providing their vision and advice to Council of the City of Cornwall to create an accessible and inclusive community by:

- Guiding the preparation, reviewing and amending of the Accessibility Plan for the City of Cornwall
- Conducting annual reviews of the Plan
- Acting as an advisory body and review agency for Council on matters of accessibility, community input or accessibility related complaints
- Acting as a review agency (sub-committee) for selected development Site Plans
- Providing broader public education campaigns and public forum workshops on the importance of accessibility in and for the community
- Providing guidance on capital budget priorities for the City (and affiliated agencies)

### 4.2 Responsibility of the Chair

A Chair will be elected from the committee's membership at the first meeting of the term.

- Determine quorum and call the meeting to order Identify agenda items.
- Gauge discussion among members and ensure adequate consideration has been given to each item.
- Offer guidance and ask questions without taking a specific position on a matter
- Keep a record and determine speaking order and ensure all members have had an opportunity to provide their input
- Ensure Administration has an opportunity to comment, where appropriate
- Facilitate consideration of main motions, ensuring there are seconders
- Rule on procedures with the assistance of staff, as appropriate
- Ensure items are dispensed with in a timely and fair manner
- Facilitate decorum and appropriate behaviour

#### 4.3 Responsibility of Committee Members

- Be familiar with the Ontario with Disabilities Act, 2001, and the Committee's mandate
- Work together to develop a common approach that is reasonable and practical
- Try to attend every meeting that the date and time established
- Be prepared for the meeting by reading the meeting package contents ahead of time and be prepared to discuss agenda items
- Be courteous and respect other people's opinions

#### 4.4 Responsibility of the Internal Resource (Non-Voting Member)

- Ensure that agendas and supporting materials are delivered to members in advance of meetings.
- Ensure project makes good use of assets.

#### 4.5 Meetings

The Committee will meet four (4) times per year (or as required). The Chair may call additional meetings as required or deemed appropriate. Meetings will take place at a City Hall Council Chambers, or any other designated facility, as needed.

#### 4.6 Notice

Notice of each meeting confirming the venue, time and date, will be forwarded to each member of the Committee and any other person required to attend, via email three to five days in advance of the meeting.

A meeting package shall include:

- Agenda for upcoming meeting
- Minutes of previous meeting
- Any other documentation to be considered at the meeting

The meeting notice shall also be posted on the City's website under [Council & Committee Meetings - City of Cornwall](#) .

Members of the public are welcome to attend Committee meetings as observers but shall not have an opportunity to speak or participate.

#### 4.7 Quorum

A quorum consists of the majority of voting members of the Committee who are in attendance.

#### 4.8 Motions

Decisions shall be by majority of the vote of those present. In absence of the Chair, the members shall appoint one of the members to act as Chair of the meeting if there is no Vice-Chair.

#### 4.9 Committee By-law

This Committee is subject to the City of Cornwall's Committees By-law.

### 5 Budget

Although there is no set budget established for this Committee, projects which include accessibility are budgeted directly through the department responsible for the project in question.

### 6 Reporting

Minutes will be prepared and posted on the City's website, kept by administrative staff, with a copy sent to the Office of the City Clerk for retention.

The Municipal Accessibility Advisory Committee may make recommendations to Council on matters that have been referred to this committee for review or as items may arise.

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Manon Levesque  
City Clerk

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Geoff Clarke  
General Manager, Corporate Services

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Tracey Bailey  
General Manager, Financial Services

X 

Mark Boileau  
Chief Administrative Officer - Interim