

PETAWAWA ACCESSIBILITY ADVISORY COMMITTEE MEETING

MINUTES

08 NOVEMBER 2011 @ 6:00 p.m.

PRESENT: Karen Lafantaisie, Sarah Laverdure, Ilene Lemke, Karen Roosen, Theresa Sabourin

REGRETS: Sherry Soltysiak

1. Welcome and Introductions – Karen welcomed the members of the Committee.
2. Adoption of Agenda – Motion to approve the agenda made by Theresa, seconded by Karen L. Motion carried.
3. Disclosure of Pecuniary Interest – None.
4. Adoption of Minutes of 25 October 2011 - Motion to approve the minutes of 25 October 2011 as circulated made by Karen L., seconded by Theresa. Motion carried.
5. Old Business:
 - a. Moncion Letter –Karen R. mailed the letter and provided a copy for the files.
 - b. Website – Theresa suggested adding the Barrier Free report to the website. Karen R. will send to Sarah so that she can upload the report on the website. Theresa requested that only two years worth of minutes be on the website. Sarah will also add links to the Ministry website.
 - c. Logo – Sarah provided the Committee with sample logos. A logo was agreed upon and Sarah will arrange final order. She will also get quotes for promotional material including a sign board, name badges, etc.
 - d. Update re: Built Environment Standard – Theresa provided an overview of the webinar she participated in regarding the Integrated Accessibility Standard. Sarah will email members a copy of the handout provided during the webinar.
 - e. Training & Development Update – Theresa drafted a letter to the CAO/Clerk. The Committee will await a response.
6. New Business:
 - a. Workplan Review/Responsibilities – The Committee decided to divide responsibilities based on the elements of the workplan. The following responsibilities were agreed upon:

Karen R. – Access
Sherry and Ilene – Public Awareness
Theresa – Networking/Collaboration
Karen L. – Accountability Framework

- b. Barrier Report – Karen R. will send the Barrier Report to Theresa so that she can include information from the recent site audits conducted in 2011. It was agreed that the updated Barrier Report would be presented to Council at the January 9, 2012 Council meeting.

7. Member Input

Theresa – Theresa asked the Committee to begin to think about 2012 budget items for training and development and committee resources. This item will be added to the next agenda. Theresa also asked the Committee to review the Brockville Accessibility Checklist and provide comments at the next meeting.

Ilene – Ilene suggested that the Committee should have input into special event planning to ensure accessibility is always considered during the planning process. Karen R. suggested that this concept be presented to Council for their consideration.

- 8. The date for the next meeting is 13 December 2011 at 5:30 p.m. Following the meeting, the Committee will hold a Christmas dinner.
- 9. The meeting adjourned at 7:05 p.m.