

# **PETAWAWA ACCESSIBILITY ADVISORY COMMITTEE MEETING**

## **MINUTES**

**20 DECEMBER 2011 @ 5:30 p.m.**

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**PRESENT:** Karen Lafantaisie, Sarah Laverdure, Ilene Lemke, Karen Roosen, Theresa Sabourin, 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 Ilene. Motion carried.
3. Disclosure of Pecuniary Interest – None.
4. Adoption of Minutes of 08 November 2011 - Motion to approve the minutes of 08 November 2011 as circulated made by Theresa, seconded by Karen L. Motion carried.
5. Old Business:
  - a. Website – Sarah will add the 2008 Barrier Report to the webpage. Committee members will send any suggestions for additions to Sarah.
  - b. Logo – Sarah advised that quotes will be obtained in the New Year for a sign with the new logo. Other promotional items will be quoted as well. Prices and samples should be available by the next meeting.
  - c. Training & Development Update – Theresa advised that the CAO/Clerk will return to work in January. A letter has been sent to the CAO/Clerk requesting that a training and development seminar take place in 2012 for the Committee, senior staff and Council.
  - d. Workplan Responsibilities Confirmation – Karen R. went over the responsibilities discussed at the last meeting. The following responsibilities were confirmed:  
  
Karen R. – Access  
Sherry and Ilene – Public Awareness  
Theresa – Networking/Collaboration  
Karen L. – Accountability Framework

Members will provide suggestions for their specific components of the workplan for 2012 at the next meeting.

- e. Brockville Accessibility Checklist – The Committee decided to ask the Building Department to review the checklist and identify what is a Building Code requirement and what is not. Following that review, the Committee will revise the checklist for use by the Committee in future site inspections.
6. New Business:
- a. Barrier Report – The Committee decided to continue to the use of the chart to update barrier improvements and to add new locations. Theresa and Karen L. will add the new locations in January. By the end of January, the report will be circulated to Department Heads for their review. Karen R. will report to Council on the updated Barrier Report in February.
  - b. 2012 Budget Items – The Committee agreed to request \$3,000 for the 2012 budget. Some of the planned expenditures included promotional items, such as a sign and pamphlets, training seminars and the annual accessibility forum.
  - c. Special Event Planning – Theresa will report on this item at the next meeting.

7. Member Input

Karen L. – Karen L. distributed a handout on e-learning opportunities for accessible customer service training.

Theresa – Theresa has made contact with a member of the Community Policing Committee and this committee member will bring forward the AAC request to conduct partnership opportunities that would be mutually beneficial to both committees.

Ilene – Ilene discussed accessible parking issues at a local hospital. She also reported on a local business who has inquired about what the PAAC can do to improve accessibility. While the PAAC does not have any authority to enforce accessibility, the Committee can advocate in the community to reduce barriers.

- 8. The date for the next meeting is 17 January 2012 at 6:00 p.m.
- 9. The meeting adjourned at 6:35 p.m. and was followed by a Christmas dinner.