

# **PETAWAWA ACCESSIBILITY ADVISORY COMMITTEE MEETING**

## **MINUTES**

**21 FEBRUARY 2012 @ 6:00 p.m.**

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**PRESENT:** Sarah Laverdure, Ilene Lemke, Karen Roosen, Theresa Sabourin, Sherry Soltysiak

**REGRETS:** Karen Lafantaisie

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 20 December 2011 - Motion to approve the minutes of 20 December 2011 as amended made by Theresa, seconded by Ilene. Motion carried.
5. Old Business:
  - a. Website – Sarah has added the 2008 Barrier Report to the webpage. Committee members are to send any suggestions for webpage additions to Sarah.
  - b. Logo – Sarah provided quotes for banners and other promotional items. The group decided to order the vertical retractable banner at a total cost of \$525.45. They also agreed to purchase two pamphlet holders at a cost of \$17.00 each. Sarah will obtain samples of the promotional items by the next meeting.
  - c. Training & Development Update – The group decided on a date of 25 May 2012 from 10:00 AM to 12:00 PM in the Council Chambers to conduct a training workshop. Members of the Committee, Council and Senior Staff will be invited to attend. Theresa will begin to invite speakers representing intellectual disabilities; Karen L. will contact CNIB representing sight impairments; and Karen R. will make contact to invite speakers representing hearing and physical disabilities.
  - d. Workplan Suggestions – Karen R. went over the responsibilities discussed at the last meeting. Members provided suggestions for their specific components of the workplan for 2012. Karen R. will contact Karen L. and advise her to send her suggestions to Sarah. Sarah will incorporate all the suggestions into a draft workplan for 2012 to be finalized at the next meeting.

- e. Barrier Report – Sarah will add Theresa’s and Karen L.’s additions to the Barrier Report and send a draft to Department Heads for their review. Once it is reviewed, Karen R. will make a presentation to Council. Theresa will divide up the Brockville Accessibility Checklist for the members to review. Members were asked to choose 2-3 items from each section as priority items for the Town of Petawawa.
  - f. Special Event Planning – Theresa reported that the new Special Events Policy that is being developed by the Parks and Recreation Department will include a section on Accessibility Guidelines. Members were asked to provide any input to Theresa and she would forward to Colin Coyle.
6. New Business:
- a. Community Policing Committee Partnership – Theresa advised that she has made contact with the Community Policing Committee and is awaiting their response.
  - b. Integrated Accessibility Standard – Theresa will participate in the information session on 4 May 2012 regarding the interpretation and application of the Integrated Accessibility Standard. Sarah will arrange registration.
7. Member Input
- Theresa – Theresa advised that the results from the Seniors Housing Demand Survey are posted on the Town website.
8. The date for the next meeting is 20 March 2012 at 6:00 p.m.
9. The meeting adjourned at 8:00 p.m.