

PETAWAWA ACCESSIBILITY ADVISORY COMMITTEE MEETING

MINUTES

20 MARCH 2012 @ 6:00 p.m.

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 21 February 2012 - Motion to approve the minutes of 21 February 2012 made by Theresa, seconded by Ilene. Motion carried.
5. Old Business:
 - a. Website – Sarah will continue to post approved minutes to the webpage. Any suggestions for changes should be forwarded to Sarah for implementation.
 - b. Logo – Sarah provided a draft design for the promotional banner. The Committee suggested some changes to the pictures included on the banner. Sarah will contact Speedpro and request the changes. A revised draft will be circulated to the Committee for comment so that delivery can take place prior to Show Case.
 - c. Training & Development – Theresa discussed developing training and development programs for specific groups at the Town (i.e. volunteers, contractors, students, part-time and full-time employees). Karen R. volunteered to help in the design. This item will be discussed further at the next meeting.
 - d. Workplan – Sarah will email the workplan to members and it will be adopted at the next meeting. Karen R. will present this to Council at a future Council meeting.
 - e. Barrier Report/Accessibility Checklist – Sarah is working on updating the Barrier Report. It should be ready for review by the Committee at the next meeting. With regards to the Brockville Accessibility Checklist, Theresa asked members to review the sections she assigned and chose 2-3 items from each section as priority

items for the Town of Petawawa. These will be reviewed by the Committee at the next meeting.

- f. Community Policing Committee Partnership – Theresa spoke to the Council representative recently and was advised that the Community Policing Committee will be meeting in April. They will at that time discuss the Accessibility Advisory Committee's request to partner on an accessibility project.
6. New Business:
- a. Customer Service Training Presentation – The training date is scheduled for 25 May 2012 from 10:00 am until 12:00 pm. Theresa has secured a speaker from Community Living. Karen R. will work to secure a few more presenters. The Committee is aiming for 4 speakers, each representing a different disability. A flyer will be developed closer to the date to distribute to Council and senior staff.
 - b. Petawawa Show Case – The Committee will participate in Show Case in April. Members will volunteer at the booth on the Saturday. Sarah will confirm that ½ of a Town table can be used by the Committee. The Committee authorized Sarah to order name badges for the members to use at Show Case.

7. Member Input

Theresa – Theresa advised that Council has decided to decommission the building located at 1064 Victoria Street, currently being operated as an alternative school, beginning September 2012.

- 8. The date for the next meeting is 11 April 2012 at 6:00 p.m.
- 9. The meeting adjourned at 7:00 p.m.