

PETAWAWA ACCESSIBILITY ADVISORY COMMITTEE MEETING

MINUTES

11 APRIL 2012 @ 6:00 p.m.

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

REGRETS: 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 Ilene, seconded by Karen L. Motion carried.
3. Disclosure of Pecuniary Interest – None.
4. Adoption of Minutes of 20 March 2012 - Motion to approve the minutes of 20 March 2012 made by Karen L., seconded by Ilene. Motion carried.
5. Old Business:
 - a. Logo – Sarah displayed the recently purchased promotional banner, pamphlet holders, and name badges. These items will be used at Petawawa Show Case from April 20-22, 2012.
 - b. Workplan – Karen R. provided the Committee with a workplan that consolidated each member's input. Motion to adopt the 2012 Workplan made by Ilene, seconded by Karen L. Motion carried. Karen will present the workplan at the June 18, 2012 Council meeting.
 - c. Barrier Report/Accessibility Checklist – Sarah provided the Committee with an updated version of the Barrier Report. Karen will also present the Barrier Report at the June 18, 2012 Council meeting. With regards to the Brockville Accessibility Checklist, Karen R., Ilene, and Karen L. provided Sarah with their priority items for the sections they were assigned. Theresa previously provided her input by email. Sherry still needs to provide Sarah with her input and then Sarah will consolidate the list for Committee review.
 - d. Customer Service Training Presentation – Karen R. reviewed the list of presenters for the May 25, 2012 training presentation. Karen R. has arranged for presenters representing auditory and physical disabilities. Theresa has arranged for a presenter representing intellectual disabilities and Karen L. has arranged for a presenter representing visual disabilities. Sarah will arrange inviting the press, sending an invite to Council and senior staff, and booking the Council Chambers.

- e. Petawawa Show Case – The Committee agreed to work the booth on Saturday, April 21, 2012 from 10:00 am until 8:00 pm. The Committee's banner and educational handouts will be available throughout the event.
- 6. New Business:
 - a. The Committee discussed adding upcoming workplan items to the next meeting agenda for discussion. They will also discuss their participation in Show Case at the next meeting.
- 7. Member Input
 - a. The Committee discussed developing a short survey pertaining to the customer service standard implementation. They discussed soliciting feedback from individuals representing various disabilities to determine what accessibility issues there may be in Petawawa.
- 8. The date for the next meeting is 8 May 2012 at 6:00 p.m.
- 9. The meeting adjourned at 7:00 p.m.