

PETAWAWA ACCESSIBILITY ADVISORY COMMITTEE MEETING

MINUTES

08 MAY 2012 @ 6:00 p.m.

PRESENT: Karen Lafantaisie, Karen Roosen, Theresa Sabourin

REGRETS: Sarah Laverdure

ABSENT: Ilene Lemke, Sherry Soltysiak

1. Welcome – Karen R. called the meeting to order at 6:10 p.m.
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 10 April 2012 - Consensus from members present to accept the minutes of 10 April 2012 as presented.
5. Old Business:
 - a. Workplan – members reviewed and updated the workplan as per recent accomplishments; Karen R. will remind Sherry/Ilene to provide examples of issues for special events policy consideration.
 - b. Barrier Report/Accessibility Checklist – Sherry's feedback remains outstanding for accessibility checklist suggestions. Committee discussed changes from last meeting and Theresa to verify with Sarah if the final copy as prepared by Sarah contains these changes.
 - c. Customer Training Presentation – Karen R., Karen L. and Theresa confirmed presenters and each sponsor is to obtain a short bio and provide to Theresa by 22 May. Theresa has confirmed with Sarah that PowerPoint available as long as the presenters provide a stick. Coffee break items will be provided as well as a small token of thanks which Theresa will coordinate. Further discussion included consensus to develop a small package to include agenda (Karen R. to welcome participants and Theresa will provide wrap-up), presenter bios and a feedback questionnaire which Theresa will prepare and circulate to members for their input.

6. New Business:

- a. Customer service survey – Theresa advised committee that Town will be doing a satisfaction survey in fall 2012 and suggested the committee piggy-back onto this; Sherry/Ilene will be asked to lead this and ask Sarah how many questions we can include.
- b. Update Petawawa Show Case – This was the unveiling of our new AAC banner with logo which received positive feedback; Sherry, Ilene, Karen L. and Theresa participated as AAC members. Consensus was it was a good start to increasing awareness of the committee and its role in the municipality. Karen L. received a query from a local service organization.
- c. June 18 Council Meeting – Karen R. will be updating Council on the Barrier report and the Workplan for 2012 – Karen will provide PowerPoint content to Sarah and have her add our logo, etc.

7. Member Input

Theresa provided an update regarding discussions with Community Policing and their interest in supporting the PAAC to review a local parking area for barrier free parking access and use. The suggestion was to pick two days and two options of dates (June 8/9 and June 15/16 and Theresa will contact Mr. Boire to confirm). Karen L. will develop a short template in table format for committee to record data..

- 8. The date for the next meeting is 12 June 2012 at 6:00 p.m.
- 9. The meeting adjourned at 7:30 p.m.