

PETAWAWA ACCESSIBILITY ADVISORY COMMITTEE MEETING

MINUTES

19 JUNE 2012 @ 6:00 p.m.

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 May 2012 - Motion to approve the minutes of 08 May 2012 as amended made by Karen L., seconded by Theresa. Motion carried.
5. Old Business:
 - a. Workplan – Members reviewed the action items on the workplan. Sarah will make accessibility pamphlets available at the Town office. Theresa will draft a survey pertaining to the customer service standard to be sent to Petawawa businesses for the next meeting.
 - b. Accessibility Checklist – Sherry will provide Sarah with her submissions for the checklist. Once Sarah receives Sherry's input, Sarah will compile the list for the Committee's review.
 - c. Customer Service Training Presentation – The presentation has been postponed from May to September. The Committee will let Sarah know whether September 21st or September 28th works best. Members are to confirm with their presenters which date works best as well.
 - d. Customer Service Survey – Theresa will develop a draft survey for the next meeting.
 - e. Accessible Parking Audit – Theresa is working with the Community Policing Committee to set a date for the audit. The audit will likely take place over 2 days in September. The owner of Moncion's will be contacted prior to the audit.
 - f. June 18, 2012 Council Meeting – Karen R. was unable to present to Council on June 18th. She has rescheduled her presentation for September 17th.

6. New Business:
 - a. Updated Budget – Sarah provided the Committee with an update trial balance. The Committee requested Sarah to obtain a quote for 250 and 500 promotional magnifier bookmarks and 10 mugs with the logo on them.
7. Member Input
 - a. Sherry – Sherry spoke about the location of the Committee’s booth at Showcase and thought it should be in a more visible location. Theresa asked Sarah to look into getting another table to add to the Town’s booth at Showcase so there is enough room for the Committee’s documentation.
 - b. Karen R. – Karen R. provided the Committee with information on the Renfrew County Physical Activity Network, which she is involved in.
 - c. Theresa – Theresa discussed the Committee requesting to be part of the site plan review process at the Town. Karen R. will draft a letter to send to the CAO/Clerk asking to be involved in site plan reviews regarding accessibility.
8. Next Meeting Date – The next meeting will be scheduled in August. Karen R. will email members to determine availability.
9. The meeting adjourned at 7:10 p.m.