

# PETAWAWA ACCESSIBILITY ADVISORY COMMITTEE MEETING

## MINUTES

**JANUARY 8, 2013 @ 6:00 P.M.**

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PRESENT: Ilene Lemke, Dawn Recoskie, Theresa Sabourin, Sherry Soltysiak

REGRETS: Karen Roosen

1. Welcome and Introductions – Theresa Sabourin welcomed the members of the committee.
2. Adoption of Agenda – Moved by Ilene Lemke to approve the agenda as presented, seconded by Sherry Soltysiak. Motion carried.
3. Disclosure of Pecuniary Interest – None.
4. Adoption of previous minutes of November 13, 2012 – Moved by Theresa Sabourin to approve the minutes of November 13, 2012 as circulated to the members of the committee, seconded by Sherry Soltysiak. Motion carried.
5. Old Business:
  - a. Work plan– The work plan was reviewed. Any outstanding items will be transferred to the 2013 work plan.
  - b. Membership Recruitment – Dawn Recoskie reported that she submitted notices to the Petawawa Post, Daily Observer, Cogeco, myFM, Star96, and the Town's municipal website advertising for volunteer members for the committee. So far only one telephone inquiry has been received, but no applications for membership. Discussion took place regarding developing a fact sheet for the committee and poster to post at public places. Some locations suggested included: the Pembroke Mall, Moncion Grocers, local churches, Civic Centre, Petawawa Public Library, Canex etc. Discussion also took place regarding drafting a letter to send to local agencies such as the Community Care Access Centre, the Health Unit, Community Living etc. advertising for membership for the committee. Sherry Soltysiak to draft letter, Theresa Sabourin to draft fact sheet, Dawn Recoskie to draft poster, and provide to committee for review at the next meeting. Sherry Soltysiak also suggested sending the information to the local high schools as some students may be interested in volunteering on the committee to gain their volunteer hours to graduate.
  - c. Training policy – Dawn Recoskie was asked to discuss this item with CAO/Clerk Mitch Stillman.

- d. Special Events policy feedback – Theresa Sabourin and Dawn Recoskie provided comments to Colin Coyle regarding the draft policy. Some comments included having accessible waiting lines (providing chairs), providing accessible portable washrooms, and having a pick up and drop off parking space.
  - e. Customer Service Survey – Theresa Sabourin to provide a marketing plan for the survey at the next meeting.
  - f. Accessible Parking Survey – Committee members reviewed the statistics compiled by Theresa Sabourin. Theresa Sabourin was asked to draft a letter to Denis Moncion thanking him for allowing the committee to conduct the survey on his property and thanking him for his cooperation and explain that the committee will look at other properties in the municipality in the spring. Ilene Lemke noted that previously Moncion's had placed slips of paper in shopping bags reminding customers not to park in accessible parking spaces without a permit. It was suggested to add this item to the 2013 work plan, as the Committee could use this as a marketing/communication tool and spread awareness about the Accessibility Advisory Committee to the public.
  - g. Renfrew County Accessibility Event feedback – Sherry Soltysiak and Ilene Lemke attended the presentation. They noted the presentation was very interesting but it was geared more towards business owners. Ilene Lemke was asked to contact Bruce McIntyre at the County of Renfrew to get the contact information for the guest speakers to see if this type of event could be conducted in Petawawa for its business community.
6. New Business:
- a. Audit checklist – Dawn Recoskie and Theresa Sabourin were asked to compile the comments previously submitted prior to Sarah Laverdure's departure and develop the audit checklist for municipal property.
  - b. Design of Public Spaces Standards – Dawn Recoskie provided a copy of the new legislation to the committee members and explained this legislation is part of the built environment standard which will affect municipal property such as beaches, play structures, trails, parking lots, etc. with the standard to come into effect January 1, 2016.
  - c. A by-law to establish policies and procedures for Integrated Accessibility Standards – Dawn Recoskie provided a copy of the draft policy to receive comments from the committee to be discussed at the next meeting.

- d. Budget for 2013 – Theresa Sabourin advised the 2012 budget for the Accessibility Advisory Committee was \$3,000. She noted the Committee went slightly over budget. Dawn Recoskie was asked to get a copy of the trial balance up to December 31, 2012. Committee members were asked to consider the budget for 2013 and to bring ideas forward at the next meeting.
  - e. 2013 Work plan – Dawn Recoskie to transfer incomplete items from 2012 work plan and bring forward at the next meeting for additions for 2013.
7. Correspondence
- This item was added to the agenda by Theresa Sabourin to take into account the correspondence forwarded via email to Committee members from Dawn Recoskie, such as special events etc. Theresa Sabourin requested that a list of correspondence be kept and added to the next agenda.
8. Member Input
- Discussion took place regarding the use of the accessible parking space outside Kevin's Flowers.
9. Next meeting – February 12, 2013 at 6:00 p.m.
10. The meeting adjourned at 7:46 p.m.