

PETAWAWA ACCESSIBILITY ADVISORY COMMITTEE MEETING

MINUTES

FEBRUARY 12, 2013 @ 6:00 P.M.

PRESENT: Ilene Lemke (6:30 p.m.), Dawn Recoskie, Karen Roosen, Theresa Sabourin, Sherry Soltysiak

GUESTS: Jennifer Holohan, Richard Holohan, Kathleen Moore

1. Welcome and Introductions – Karen Roosen welcomed the members of the committee and invited guests.
2. Adoption of Agenda – Moved by Theresa Sabourin to approve the agenda as presented, seconded by Sherry Soltysiak. Motion carried.
3. Disclosure of Pecuniary Interest – None.
4. Adoption of previous minutes of January 8, 2013 – Moved by Sherry Soltysiak to approve the minutes of January 8, 2013 as circulated to the members of the committee, seconded by Theresa Sabourin. Motion carried.
5. Old Business:
 - a. Membership Recruitment – Introduction of Kathleen Moore, Richard Holohan, and Jennifer Holohan – Kathleen, Richard, and Jennifer submitted applications for membership to the Petawawa Accessibility Advisory Committee. They were invited to attend the meeting so they could experience what a committee meeting is like and determine if they are still interested in being members of the committee.

Sherry Soltysiak presented her draft letter to be submitted to local agencies to advertise for membership. Theresa Sabourin presented her draft fact sheet. Dawn Recoskie presented her draft poster. Discussion took place regarding combining the fact sheet and poster and making it more eye-catching and vibrant. Kathleen Moore volunteered to prepare the poster/fact sheet.

- b. Special Events policy feedback – Theresa Sabourin reported that the special events policy will include reference to 12 accessible parking spaces at the Civic Centre property, a pick-up/drop-off area for people with disabilities, and accessible washrooms. The policy will be adopted by by-law at the February 19, 2013 Council meeting.

At this point, Ilene Lemke arrived at the meeting (6:30 p.m.).

- c. Customer Service Survey – Theresa Sabourin provided an outline of the marketing plan for the customer service survey. Theresa will provide an article for the Town Times regarding the Accessibility Committee and the customer service survey (article is due March 21, 2013). Dawn Recoskie was asked to contact the Petawawa Post to see how much it would cost to insert a copy of the survey into the Post (either as a separate flyer or as part of the publication).
- d. Guest Speaker Information – Ilene Lemke reported that she spoke with Bruce McIntyre regarding the cost to host the event. He told her the budget for the event was \$3,000; the guest speakers did not charge a fee; advertising was a large portion of the budget. Committee agreed to wait to view the results from the survey to determine if the committee should host a similar event.
- e. A by-law to establish policies and procedures for Integrated Accessibility Standards – Dawn Recoskie reported that the draft by-law was reviewed by senior managers and was presented at the last meeting of the PAAC. No comments were provided. The draft by-law will be presented to Council on February 19th with a recommendation to adopt the by-law at the March 4th Council meeting.

6. New Business:

- a. 2013 Workplan – Committee reviewed the draft 2013 Workplan. Theresa Sabourin will bring back any information regarding accessibility standards when she attends the ROMA/OGRA Conference. One of the goals for the workplan will be to draft a training policy to present to Council. Committee members were asked to review the Gaps Column of the workplan for the next meeting.
- b. Budget for 2013 – Committee agreed to request a budget in the amount of \$4,000 from Council. \$2,000 would go towards Marketing/Promotion (including postage, advertising, pamphlets, giveaways, surveys) and \$2,000 would go towards Training/Development.
- c. Review Terms of Reference for Petawawa Accessibility Advisory Committee – It was noted the *Act* quoted in the terms of reference has been superseded and replaced with the *Accessibility for Ontarians with Disabilities Act, 2005*; Dawn Recoskie will amend the terms of reference.

Election for Chair of the PAAC – At this point Karen Roosen vacated the Chair. Dawn Recoskie called for nominations for the position of Chair. Moved by Theresa Sabourin and seconded by Sherry Soltysiak that Karen Roosen be nominated as Chair. Karen Roosen accepted the nomination. Dawn Recoskie called for further nominations for the position of Chair. There were no further nominations. Motion to appoint Karen Roosen as Chair of the Petawawa Accessibility Advisory Committee for 2013 was carried.

7. Correspondence (Previously emailed to Committee members)

- a. Launch of the 2013-14 EnAbling Change Program – Ministry of Community and Social Services – received for information.
- b. February Workshop Schedule – Neil Squire Society – received for information.
- c. New Accessibility Standards for the Design of Public Spaces added to the Integrated Accessibility Standards Regulation (IASR) – Ministry of Community and Social Services – received for information.
- d. Multi Year Plan – Integrated Accessibility Standards Regulation Presentation – Township of McNab/Braeside – Dawn Recoskie and Theresa Sabourin will be attending the training session on March 27th. Karen Roosen expressed interest in attending as well.

8. Member Input

Jennifer Holohan requested confirmation of the meeting schedule for the committee.

Jennifer Holohan, Richard Holohan, and Kathleen Moore each expressed interest to be considered as members of the Petawawa Accessibility Advisory Committee. Dawn Recoskie advised that she will present a report to Council at its meeting of February 19th requesting Council appoint them to the PAAC.

Sherry Soltysiak reported on an upsetting experience she had at a local restaurant with one of their patrons.

9. Next meeting – March 12, 2013 at 6:00 p.m.

10. The meeting adjourned at 8:10 p.m.