

PETAWAWA ACCESSIBILITY ADVISORY COMMITTEE MEETING

MINUTES

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

PRESENT: Jennifer Holohan, Richard Holohan, Dawn Recoskie, Karen Roosen, Theresa Sabourin, Sherry Soltysiak

REGRETS: Ilene Lemke, Kathleen (Kat) Moore

1. Welcome and Introductions – Karen Roosen welcomed the members of the committee.
2. Adoption of Agenda – The agenda was amended by adding Items: 6 b. – Resignation of Ilene Lemke and 6 c. – ROMA/OGRA update-Theresa Sabourin. Moved by Theresa Sabourin to approve the agenda as amended, seconded by Sherry Soltysiak. Motion carried.
3. Disclosure of Pecuniary Interest – None.
4. Adoption of previous minutes of February 12, 2013 – Moved by Theresa Sabourin to approve the minutes of February 12, 2013 as circulated to the members of the committee, seconded by Sherry Soltysiak. Motion carried.
5. Old Business:
 - a. Membership Recruitment – Dawn Recoskie advised that Council approved the appointments of Kat Moore, Richard Holohan, and Jennifer Holohan to the Petawawa Accessibility Advisory Committee at the February 19, 2013 Council meeting.

Sherry Soltysiak's draft letter to be submitted to local agencies to advertise for membership was approved by the committee. The committee reviewed the draft poster/fact sheet submitted by Kat Moore. Some suggestions included changing the font to "Verdana", changing the word "maximum" to "minimum", putting the poster on legal size paper, and shortening some of the facts to bullet/point form. All in all the committee was very impressed with Kat's draft noting the use of colour and graphics was very eye-catching. A revised poster/fact sheet will be presented at the next meeting.

- b. Customer Service Survey – Dawn Recoskie provided the quote from the Petawawa Post to include a copy of the survey as a flyer (\$338.25 + HST) and to include a copy of the survey as part of the publication (full page black and white \$450.00 + HST). The committee agreed that the cost, although less than postage, would be too much for the committee to absorb at this time. The committee will look at other options such as including an article in the Town Times to get the word out about the customer service survey.
 - c. 2013 Workplan – To be reviewed at the next meeting.
 - d. Budget for 2013 – Dawn Recoskie advised the committee's requested budget in the amount of \$4,000 has been submitted to the Town's Treasurer to be included in the 2013 budget deliberations.
 - e. Terms of Reference – The revised terms of reference was presented to the committee. The only change was the name of the Act to reflect the current name (*Accessibility for Ontarians with Disabilities Act, 2005*).
6. New Business:
- a. Article for Town Times – Theresa Sabourin presented the draft article to be included in the Town Times on behalf of the Petawawa Accessibility Advisory Committee. The article advertises the committee's customer service survey which will be available online and paper copies can be picked up at the municipal office and the library; the survey can also be mailed to people upon request. The committee agreed to conduct the survey from April 19th to May 31st with paper copies available to be picked up at the Town's booth during the spring showcase as well. The committee also requested that the article be published in "Verdana" font in the Town Times; Dawn Recoskie to check with Petawawa Post.
 - b. Resignation of Ilene Lemke – Karen Roosen presented a letter from Ilene Lemke indicating that she will be resigning from the Petawawa Accessibility Advisory Committee. The committee members discussed Ilene's letter and thanked her for her contribution to the committee over the last several years. Ilene's resignation will be presented to Council at the March 18th Council meeting.
 - c. ROMA/OGRA Update – Theresa Sabourin provided some resource material that she gathered at the recent ROMA/OGRA conference in Toronto regarding the accessibility standards and online training for the Integrated Accessibility Standards Regulation.
7. Correspondence (Previously emailed to Committee members)
- a. March Workshop Schedule – Neil Squire Society – received for information.
 - b. Accessibility Directorate of Ontario – On the Move – received for information.

8. Member Input

Karen Roosen asked committee members to check their schedules for the spring showcase (April 19-21, 2013) and provide availability at the next meeting, as the committee should have a presence at the Town information booth over the weekend.

Jennifer and Richard Holohan provided input regarding the previous year's showcase where small wooden ramps were used to cover the electrical wires on the floor. They indicated the ramps were not heavy/strong enough to allow scooters/wheelchairs to travel over them unassisted. Dawn Recoskie was asked to bring this item to the attention of the Parks and Recreation Department.

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

10. The meeting adjourned at 7:21 p.m.