

PETAWAWA ACCESSIBILITY ADVISORY COMMITTEE MEETING

MINUTES

APRIL 9, 2013 @ 6:00 P.M.

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

1. Welcome and Introductions – Karen Roosen welcomed the members of the committee.
2. Adoption of Agenda – The agenda was amended by adding Item: 5 e. – Barrier Free Checklist. 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 March 12, 2013 – Moved by Sherry Soltysiak to approve the minutes of March 12, 2013 as circulated to the members of the committee, seconded by Richard Holohan. Motion carried.
5. Old Business:
 - a. Membership Recruitment – Committee reviewed the draft poster/fact sheet and made the following changes:
 - Use “Verdana” font;
 - At least 15.5% of Ontarians have a disability;
 - The Town of Petawawa has established an Accessibility Advisory Committee to advise the Town on ways to achieve an Accessible Petawawa;
 - Committee members will: Develop an annual work plan; Promote public awareness; Network and participate in AAC training; Treat all people with the same dignity and respect;
 - To become a member of the PAAC....etc.
 - b. 2013 Workplan – Committee reviewed the 2013 workplan and made the following changes:
 - Under Public Awareness Item #7: identify business owner needs, target date December 2013;
 - Under Networking/Collaboration Item #2: remove the word “short”;
 - Under Accountability Framework Item #3: provide input to the Town regarding a training policy for new staff regarding Customer Service and IASR, target date May 2013. Add Item #4: develop 2014 goals and objectives, target date December 2013;

- c. Spring Showcase – Committee members agreed to the following schedule:
 - Friday, April 19th – 5:00 p.m. to 7:00 p.m. Kat Moore;
 - Saturday, April 20th – 10:00 a.m. to 12:00 noon Jennifer and Richard Holohan; 10:00 a.m. to 1:00 p.m. Theresa Sabourin;
 - Sunday, April 21st – 12:00 noon to 2:00 p.m. Sherry Soltysiak; 2:00 p.m. to 5:00 p.m. Dawn Recoskie;
 - d. Cable Covers for Petawawa Civic Centre – Dawn Recoskie updated the committee on the Parks and Recreation Department's purchase of rubber cable protectors to cover the electrical wires on the floor of the Petawawa Civic Centre during events such as the Spring Showcase so that people using scooters/wheelchairs can travel over them unassisted.
 - e. Barrier Free Checklist – Theresa Sabourin reported that the barrier free checklist for municipal buildings needs to be updated. Sherry Soltysiak to review her files and provide a copy of her comments regarding the checklist. To be discussed at next meeting.
6. New Business:
- a. Accessibility Workshop – Theresa Sabourin and Dawn Recoskie attended a workshop on March 27th. The Town needs to prepare a multi-year plan and develop a training program for staff, but all-in-all the Town is on track with meeting the accessibility requirements. Dawn Recoskie provided a copy of the “wizard” as requested from the last meeting.
 - b. Invitation to Accessibility Advisory Committee Forums 2013 – The Accessibility Directorate of Ontario (ADO) is offering free forums with the theme “Engaging Effectively with your Community”. A forum will be held on June 20th in Ottawa. Committee members to check their schedules and report at the next meeting their interest in attending the forum in Ottawa. Dawn Recoskie to confirm the start and end time of the forum.
 - 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. AMCTO's EnAbling Change Accessibility Newsletter – received for information.
 - b. Job Search Assistance – Neil Squire Society – received for information.
 - c. April Workshop Schedule – Neil Squire Society – received for information.

8. Member Input

Karen Roosen reported that a letter was sent from Mayor Bob Sweet to Ilene Lemke thanking her for her service to the Petawawa Accessibility Advisory Committee.

Kat Moore advised that she and her partner have been posted, so her last meeting with the committee will be in June 2013 approximately.

9. Next meeting – May 14, 2013 at 6:00 p.m. Theresa Sabourin to take minutes as Dawn Recoskie will be in Kingston attending a training session.

10. The meeting adjourned at 6:56 p.m.