

PETAWAWA ACCESSIBILITY ADVISORY COMMITTEE MEETING

MINUTES

May 14, 2013 @ 6:00 P.M.

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

REGRETS: Dawn Recoskie, Jennifer Holohan

1. Welcome – Karen Roosen welcomed the members of the committee.
2. Adoption of Agenda – Moved by Theresa Sabourin to approve the agenda as presented, seconded by Richard Holohan. Motion carried.
3. Disclosure of Pecuniary Interest – None.
4. Adoption of previous minutes of April 09, 2013 – Moved by Sherry Soltysiak to approve the minutes of April 09, 2013 as circulated to the members of the committee, seconded by Kat Moore. Motion carried.
5. Old Business:
 - a. Membership Recruitment – Committee reviewed the second draft of the poster/fact sheet and approved it as presented.
 - Dawn is requested to send the poster/fact sheet to the same distribution list as the customer service survey.
 - b. 2013 Workplan – Committee reviewed the 2013 workplan as updated by Karen. Moved by Sherry Soltysiak to approve the workplan as presented, seconded by Richard Holohan. Motion carried.
 - Dawn is asked to let Karen know when she can present the workplan to council in June.
 - c. Accessibility Advisory Committee Forums – Information regarding upcoming forum in June reviewed by members. A forum will be held on June 20th in Ottawa from 9:00 a.m. to 4:00 p.m. at the Delta Ottawa City Centre, 101 Lyon Street North. Theresa explained that costs associated with attending the forum are covered through our AAC budget. If committee members are interested in attending, they are asked to advise Dawn.
 - d. Barrier Free Checklist - Sherry has recently provided a copy of her feedback for the checklist. Theresa will type up and provide to Dawn so all comments can be presented for review at the next meeting.

- e. Community – Customer Service Survey – Theresa reported that Dawn mailed out the survey (3 copies each) to a distribution list of community partners in the Petawawa/Pembroke area that serve residents of the Town of Petawawa. The committee agreed to extend the deadline for completing the survey to June 30, 2013. Theresa will ask Dawn to update the Town's website and any other relevant materials to reflect this extension. Kat inquired if surveys have been sent to Garrison Petawawa, specifically JPSU/IPSC. Theresa will follow this up.
6. New Business:
- a. Workshop – Accessible Play Structures – Theresa advised that Parks and Recreation will be hosting a short workshop regarding accessible play structure on 16 May at the Civic Centre from 7 – 9 p.m. All members are encouraged to attend.
7. Correspondence
- None
8. Member Input
- a. Kat informed the committee that this will be her last meeting as she is posted. She advised the committee that she would be happy to assist from a distance if she can help with posters, etc. She can be contacted as her e-mail address is staying the same.
 - b. Sherry –advised committee of her experience at the PRH.
 - c. Theresa spoke about participating in the Town's booth at Showcase, stating it was well attended. She also stated that perhaps the Town needs a larger area due to the volume of information; this will also assist in having the AAC information/presence more visible.
9. Next meeting – September 10, 2013 at 6:00 p.m.
10. The meeting adjourned at 6:50 p.m.