

# PETAWAWA ACCESSIBILITY ADVISORY COMMITTEE MEETING

## MINUTES

**DECEMBER 10, 2013 @ 6:00 P.M.**

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PRESENT: Jennifer Holohan, Richard Holohan, Karen Roosen, Theresa Sabourin, Dawn Recoskie, Sherry Soltysiak (6:15 p.m.)

1. Welcome and Introductions – 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 October 8, 2013 – Moved by Theresa Sabourin to approve the minutes of October 8, 2013 as circulated to the members of the committee, seconded by Karen Roosen. Motion carried.
5. Old Business:
  - a. Membership Recruitment – Dawn Recoskie advised that no applications have been received.
  - b. Business – Customer Service Survey Draft – The third bulleted item of Item #7 of the survey was updated to read: “develop a checklist to help my business achieve compliance”. At this point, Sherry Soltysiak arrived at the meeting (6:15 p.m.). The second paragraph of the draft cover letter was updated to read: “The information gathered will be used to help the Accessibility Advisory Committee to determine priorities to enable an accessible Petawawa”. Moved by Sherry Soltysiak that the revised survey and cover letter be approved and distributed in May 2014, seconded by Jennifer Holohan. Motion carried.
  - c. Barrier Free Audit Checklist – Committee members reviewed the draft checklist beginning with Customer Service Areas and made the following changes:
    - Under Customer Service Areas: Item #2 approved;

- Under Orientation Cues for Blind and Vision Impaired: Item #18 approved; Item #21 approved;
- Under Parking Items: Item #11 approved; Item #13 approved; Item #15 approved; Item #16 approved;
- Under Public Building: Item #1 approved; Item #2 approved; Item #5 approved;
- Under Ramps and Slopes: Item #2 approved; Item #3 approved; Item #11 approved;
- Under Reception Areas: Item #4 approved; Item #9 approved;
- Under Stairways: Item #1 approved; Item #6 approved; Item #12 approved; Item #15 approved; Item #20 approved;
- Under Toilets and Urinals: Item #1 approved; Item #3 approved; Items #5 & #6 combined; Item #10 approved; Item #18 approved; Item #20 approved;
- Under Walkways, Exterior, Parks: Items #1 & #2 combined; Item #6 approved; Item #15 approved; Item #19 approved; Item #28 approved; Item #33 approved;
- Committee will continue to review the draft checklist at the next meeting beginning with Washrooms.

6. New Business:

- a. 2013 Budget – Promotional Items – Dawn Recoskie reported that she received the 1,000 clear plastic magnifier rulers affixed with the PAAC logo. Quotes were provided for three different types of coffee/travel mugs. Committee discussed that the minimum order number (100-150) was too large and decided not to purchase any coffee/travel mugs. Committee members further discussed that the remaining funds budgeted for training/educational opportunities should be carried over to 2014. Moved by Theresa Sabourin, that the unexpended funds in the 2013 PAAC Budget allocated for training/educational opportunities be placed into reserves and carried forward to the 2014 PAAC Budget, seconded by Sherry Soltysiak. Motion carried.

7. Correspondence (Previously emailed to Committee members)

There were no items of correspondence.

8. Member Input

Richard Holohan requested that written material be provided to him in a larger font.

9. Next meeting – **January 14, 2014 at 6:00 p.m.**

10. The meeting adjourned at 7:16 p.m.