

PETAWAWA ACCESSIBILITY ADVISORY COMMITTEE MEETING

MINUTES

APRIL 8, 2014 @ 6:00 P.M.

PRESENT: Jennifer Holohan, Richard Holohan, Theresa Sabourin, Dawn Recoskie

REGRETS: Karen Roosen

1. Welcome and Introductions – Theresa Sabourin welcomed the members of the committee.
2. Adoption of Agenda – Moved by Richard Holohan to approve the agenda as presented, seconded by Jennifer Holohan. Motion carried.
3. Disclosure of Pecuniary Interest – None.
4. Adoption of previous minutes of February 4, 2014 – Moved by Richard Holohan to approve the minutes of February 4, 2014 as circulated to the members of the committee, seconded by Theresa Sabourin. Motion carried.
5. Old Business:
 - a. Membership Recruitment – Dawn Recoskie reported that two inquiries were received, but no applications for membership to the Committee have been received.
 - b. Barrier Free Audit Checklist – Final Draft – Committee members reviewed the final draft of the checklist. Moved by Jennifer Holohan to approve the Barrier Free Audit Checklist as presented, seconded by Richard Holohan. Motion carried. Theresa Sabourin advised that the checklist will be brought forward to Petawawa Town Council for final approval.
 - c. 2014 Workplan – Committee reviewed the draft workplan and made the following changes:
 - Under Section 1: Access – Item #1 Update Barrier Free Checklist; Target Date February 2014; Status Complete. Item #2 Present Barrier Free Checklist to Council; Target

Date April 2014. Item #3 Conduct site visits to all municipal buildings; Target Date June 2014. Item #4 Prepare report with recommendations to Council; Target Date October 2014.

- Under Section 2: Public Awareness – Item #1 remove. Item #2 Feature accessibility articles in local newspaper as well as Town Times; Target Date April 2014; Status Complete. Item #3 remove. Item #4 Set up information booths at Spring and Fall Home Shows; Target Date April 2014 & September 2014. Item #5 AAC membership recruitment; Target Date Ongoing. Item #6 remove.
- Under Section 3: Networking/Collaboration – Item #1 remove. Item #4 set Target Date November 2014.
- Under Section 4: Accountability Framework – Item #2 remove. Item #3 Provide recommendations to Town development of a training policy for new staff regarding the IASR and Human Rights Code.
- Under Section 5: Outcomes – Item #2 Conduct an assessment of Committee work by reviewing work plan; Target Date June 2014, September 2014, & December 2014. Add Item #3 Request that the PAAC be added to site plan distribution list for the Town of Petawawa.

Moved by Jennifer Holohan that the 2014 Workplan be approved as amended, seconded by Theresa Sabourin. Motion carried.

6. New Business:

- a. Spring Showcase April 25-27, 2014 – Theresa Sabourin will be volunteering on April 27th from 10:00 a.m. to 2:00 p.m. Jennifer Holohan to check her schedule and contact Dawn Recoskie to advise of her availability to volunteer. Dawn Recoskie to ensure that the PAAC banner is displayed and that the magnifier rulers are provided for giveaways at the Showcase.
- b. International Summit on Accessibility July 12-15, 2014 – Committee agreed to register one person for the event for now. Dawn Recoskie to inquire if the registration can be split between the Committee members.

- c. Resignation of Sherry Soltysiak – Theresa Sabourin presented a letter from Sherry Soltysiak indicating that she resigned from the Petawawa Accessibility Advisory Committee effective March 31, 2014. The committee members discussed Sherry's letter and thanked her for her contribution to the committee over the last several years. Sherry's resignation will be presented to Council at the April 22nd Council meeting.
- 7. Correspondence (Previously emailed to Committee members)
 - a. Opportunity for Public Input: AODA Review and Customer Service Standard Review – Ministry of Economic Development, Trade and Employment – received for information.
 - b. Virtual Employ-Ability Program – Neil Squire Society – received for information.
- 8. Member Input

Richard Holohan reported that while he was travelling on his motorized scooter, he was almost hit by an inattentive driver coming out of the Tim Horton's parking lot.

Jennifer Holohan reported that there are several large cracks in the pavement on Wilbert Street.
- 9. Next meeting – **May 13, 2014 at 6:00 p.m.** Karen Roosen to take minutes as Dawn Recoskie will be in Belleville attending a training session.
- 10. The meeting adjourned at 7:15 p.m.