

PETAWAWA ACCESSIBILITY ADVISORY COMMITTEE MEETING

MINUTES

MAY 13, 2014 @ 6:00 P.M.

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

1. Welcome and Introductions – Theresa Sabourin welcomed the members of the committee.
2. Adoption of Agenda – Moved by Jennifer Holohan to approve the agenda as presented, seconded by Karen Roosen. Motion carried.
3. Disclosure of Pecuniary Interest – None.
4. Adoption of previous minutes of April 8, 2014 – Moved by Theresa Sabourin to approve the minutes of April 8, 2014 as circulated to the members of the committee, seconded by Jennifer Holohan. Motion carried.
5. Old Business:
 - a. Membership Recruitment – Theresa Sabourin reported that no applications for membership to the Committee have been received but two parties expressed an interest. Theresa to follow up on the two interested parties.
 - b. Barrier Free Audit Checklist Council approval – Theresa Sabourin reported that Council approved the Barrier Free Audit Checklist at its meeting of April 22, 2014. Council asked staff to review and complete checklist on facilities by end of June/14. Committee to review results in September/14. PAAC members recommended that a secondary audit review also occur at each facility.
 - c. 2014 Workplan – Motion to approve workplan by Karen Roosen and seconded by Jennifer Holohan. Theresa Sabourin reported that workplan will be presented to council in June/14.

- d. Spring Showcase – Theresa Sabourin and Jennifer Holohan reported a good turn out on all days. Both recommended that members explore the possibility of having a separate booth for next showcase to allow for more space and visibility. Karen Roosen also asked that we explore possibility of partnering with the RC Accessibility Committee. Theresa Sabourin to check out options for fall booths.
- e. International Summit on Accessibility July 12-15, 2014 – Theresa Sabourin reported that registration was open and asked if members were interested in attending. No one could commit to 4 days at this point therefore Theresa to explore possibility of sharing one registration for those who may be interested in attending 1-2 days.

6. New Business:

- a. Mayor letter of thanks to Sherry Soltysiak – Theresa Sabourin reported that a letter of thanks was sent to Sherry for her contribution on the PAAC.
- b. Business Customer Service Survey – Discussion occurred regarding methods of distribution. Theresa reported that the list of businesses was reviewed and streamlined by Dawn Recoskie and Theresa Sabourin. Members agreed that a variety of distribution strategies could occur. The following strategies were suggested by members:
 - 25% random mailout
 - Each member call 2-3
 - Personal hand out of surveys
 - Email 4-5 each

Discussion occurred around marketing and promotion and the possibility of using budget for this purpose. Karen Roosen suggested there may be some opportunities with student placements to assist with the PAAC workplan. Karen agreed to follow up with Algonquin College.

Theresa Sabourin will touch base with Cyndy re: Industry Collaborative participants (TDDC) on June 18 6-9pm.

- c. Committee budget – Theresa reported that budget was 100% supported by council. Theresa thanked council members for their ongoing support.

7. Correspondence (Previously emailed to Committee members)

There were no items of correspondence.

8. Member Input: Jennifer Holohan reported that Wilbert Street has large cracks in road that remain a challenge for wheelchairs and scooters. Jennifer also raised the question on when the stumps and trees along the Cat Walk were to be cleaned up following last summer's storm since Jennifer reported this is as an unsafe situation. Theresa Sabourin shared the aodafeedback@gmail.com website as a good website for updates and resources related to accessibility. Theresa reported that a question was raised from the 150th Anniversary Committee re: how the Town was going to ensure that the grounds are accessible for the 150th Town Anniversary. Steve Knott a member of the 150th Anniversary Committee, is interested in PAAC members input. Theresa suggested that we invite Steve to present at our PAAC meeting in September.
9. Next meeting – **June 10, 2014 at 6:00 p.m.**
10. The meeting adjourned at 7:10 p.m.