

PETAWAWA ACCESSIBILITY ADVISORY COMMITTEE MEETING

MINUTES

OCTOBER 7, 2014 @ 3:00 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 Jennifer Holohan to approve the agenda as presented, seconded by Richard Holohan. Motion carried.
3. Disclosure of Pecuniary Interest – None.
4. Adoption of previous minutes of August 26, 2014 – Moved by Theresa Sabourin to approve the minutes of August 26, 2014 as circulated to the members of the Committee, seconded by Jennifer Holohan. Motion carried.
5. Old Business:
 - a. Membership Recruitment – Dawn Recoskie reported that she received two inquiries regarding the Committee, but no applications for membership to the Committee have been received.
 - b. 2014 Workplan Review – The Committee reviewed the workplan and made the following changes:
 - Under Element 1. Access, Item 3. Status updated, Town Hall-August 2014; OCWA-October 2014; Fire Station 1&2-October 2014; Public Works-October 2014;
 - Under Element 1. Access, Item 4. Target Date updated to February 2015;
 - Under Element 2. Public Awareness, Item 2. Status updated to complete;
 - Under Element 3. Networking/Collaboration, Item 1. Status updated to complete;
 - Under Element 5. Outcomes, Item 3. Status updated to June-complete and September-complete;
 - c. Promotional Items/2014 Budget – Theresa Sabourin reported that the 2014 budget for the PAAC included \$2,000.00 to go towards marketing/promotion. Committee members reviewed promotional items

and chose to purchase 1,000 keylights with the PAAC logo affixed. Moved by Richard Holohan, and seconded by Jennifer Holohan, that Dawn Recoskie be authorized to purchase 1,000 keylights with the PAAC logo affixed, up to a maximum cost of \$1,500.00 excluding HST. Motion carried.

- d. Business Customer Service Survey (telephone results & Kevin's Flowers) – Richard Holohan reported that Kevin's Flowers participated in the Business Customer Service Survey. Theresa Sabourin reported on the telephone surveys she conducted with five local businesses. Dawn Recoskie to incorporate the telephone survey results into one document with the previous paper survey and online survey results.
- e. Curbside Voting – Dawn Recoskie reported that advertisements have been placed on the Town's website page, Facebook page, as well as in the Petawawa Post, asking residents to contact the Town Office should they require accessibility accommodation needs. Election staff will provide curbside voting on advance voting day and voting day upon request. Residents will also be offered the use of magnifier sheets, stencils to be placed over the ballots, and assistance by election staff or the elector's own support person/companion/friend may assist them.

6. New Business:

- a. Applying for Membership on AAC for Council Term 2014-2018 – Theresa Sabourin reported that the Town will be advertising in November/December for membership on the PAAC. Current members of the PAAC will be given application forms to reapply for membership on the Committee.
- b. Barrier Free Audit Checklist – Water Treatment Plant & Wastewater Treatment Plant – Dawn Recoskie presented the audit of the Water Treatment Plant and the Wastewater Treatment Plant conducted by OCWA. Dawn Recoskie to follow up with OCWA regarding curb cuts and washrooms.

7. Correspondence (Previously emailed to Committee members)

- a. Nominate an Accessibility Champion for the David C. Onley Award for Leadership in Accessibility – Accessibility Directorate of Ontario – received for information.

- b. Ontario's Accessibility Standards/What you need to know/It's back to school for many this month – Accessibility Directorate of Ontario – received for information.

8. Member Input

Theresa Sabourin reported that she attended the fall Showcase event on behalf of the PAAC. Jennifer and Richard Holohan also attended the fall Showcase event.

- 9. Next meeting – **November 18, 2014 at 3:00 p.m. or 6:00 p.m.** Theresa Sabourin to confirm Karen Roosen's availability.
- 10. The meeting adjourned at 4:15 p.m.