

PETAWAWA ACCESSIBILITY ADVISORY COMMITTEE MEETING

MINUTES

November 24, 2016 @ 1:30 P.M.

PRESENT: Sheila Clarke, Alison Morris, Sharon Slaney, Christine Mitchell

REGRETS: Theresa Sabourin

1. Welcome and Introductions – Sheila Clarke welcomed the members of the committee and opened the meeting at 1:40 p.m.
2. Adoption of Agenda – Moved by Alison Morris, seconded by Sharon Slaney to approve the agenda, Motion carried.
3. Disclosure of Pecuniary Interest – None.
4. Adoption of previous minutes of October 20, 2016 – Moved by Sharon Slaney, seconded by Alison Morris to approve the minutes of October 20, 2016. Motion carried.
5. Old Business:
 - a. Membership Recruitment – Christine Mitchell reported that no inquiries or applications have been received.

Sheila Clarke reported that Ursula Matchett had corresponded with her indicating that she would not be submitting an application to join the committee, at this time, due to other personal considerations.

The committee reviewed the revised recruitment poster with all of the modifications that were requested. It was decided that active requirement for additional members would begin in 2017.

- b. Accessibility Resource Binders – A. Morris shared the binder of resources with the committee noting that she created one for businesses and the other for individuals. The work on this resource is ongoing as Alison will continue to source and inventory material. There was a discussion on a photographic catalogue of initiatives achieved or facilitated by the committee. This concept will be explored in the spring next year.
 - c. Town Policy for Customer Service Standard Changes – T. Sabourin was not in attendance so this item was tabled.

- d. Accessible Customer Service Training – T. Sabourin was not in attendance so this item was tabled.
- e. Draft Scent/Environmental Policy - S. Clarke presented a draft version of a scent policy which she crafted following examples found from the Pembroke Regional Hospital which follows closely to the Ontario Human Rights Commission guidelines. S. Clarke indicated that the policy is designed to bring awareness to scent issues and provide framework to address issues that may need to be resolved. The document lists chemical sensitivities and alternative solutions. Further review of the proposed policy will occur.

6. New Business:

- a. Lending Hub – medical equipment for temporary use – A. Morris brought forward this concept which she indicated is available in other communities. The idea is to house some medical support devices and loan them to people in need. A. Morris indicated she is passionate about this concept as it comes up often in her employment as an occupational therapist. The committee discussed various community contacts with which A. Morris could discuss the idea. Concerns over liability and equipment tracking were expressed. A. Morris will explore the opportunity of having representatives from other such lending programs come and discuss their programs and processes with the committee.
- b. Town Times – Accessibility column – C. Mitchell indicated that the next edition of the Community Guide would be published and delivered in early March. We will use the recruitment poster as our graphic and S. Clarke will provide a brief editorial piece.
- c. 2nd Annual Garrison Petawawa Cultural and Diversity Festival – C. Mitchell circulated the information on the 2nd Annual Garrison Petawawa Cultural and Diversity Festival. The date is March 8th, 2017 further details are not yet available; they are seeking to obtain interest levels for participation from the community. The Petawawa Accessibility Advisory Committee agreed to participate.

7. Correspondence

Correspondence was circulated prior to the meeting.

8. Member Input

7. Next meeting – **January 26, 2017 at 1:30 pm**

8. The meeting adjourned at 2:50 p.m. to the call of the Chair.