

PETAWAWA ACCESSIBILITY ADVISORY COMMITTEE MEETING

MINUTES

February 23, 2017 @ 1:30 P.M.

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

1. Welcome and Introductions – Sheila Clarke welcomed the members of the committee and opened the meeting at 1:35 p.m.
2. Adoption of Agenda – Moved by Theresa Sabourin, seconded by Sharon Slaney to approve the agenda, Motion carried.
3. Disclosure of Pecuniary Interest – None.
4. Adoption of previous minutes of January 26, 2017 – Moved by Theresa Sabourin, seconded by Sharon Slaney to approve the minutes of January 26, 2017. Motion carried.
5. Old Business:
 - a. Membership Recruitment – C. Mitchell reported that no inquiries or applications have been received.

A copy of the final version of the roll up banner was circulated to the committee. Moved by Sharon Slaney, seconded by Theresa Sabourin to authorize the purchase of the PAAC recruitment roll-up banner through Speedpro Signs at an estimated expense of \$525.00.
 - b. Accessibility Customer Service Policy – The revised Accessibility Customer Service policy was presented and endorsed by Council under By-law 1108/17.
 - c. Accessible Customer Service Training – Council reviewed the Accessible Customer Service Training requirements under the Accessibility Standards for Customer Service, Ontario Regulation 165/16.

As per Accessibility Standards for Customer Service, Ontario Regulation 165/16, it is a legislative obligation for organizations to ensure training in Accessible Customer Service. This includes;

 - Every person who is an employee of, or a volunteer with, the provider.

- Every person who participates in developing the provider's policies.
- Every other person who provides goods, services or facilities on behalf of the provider.

The MWJHS Committee will implement and record the Accessible Customer Service training which will follow the regulations as per the Accessible Customer Service Standards by-law 1108/17.

- d. Draft Scent/Environmental Policy - C. Mitchell reported that a draft of this policy had been brought before the MWJHS Committee as it relates to the health of the work environment as well as those that occupy the environment. MWJHS is providing support to the policy. Senior staff will review the document and provide further comment and direction. The ultimate goal is to have Council endorse the Scent Sensitivity Policy as part of the Corporate Human Resources.
 - e. 2nd Annual Garrison Petawawa Cultural and Diversity Festival – C. Mitchell discussed details on the 2nd Annual Garrison Petawawa Cultural and Diversity Festival. The date is March 8th, 2017 from 1300 – 1800 hrs. The format including speeches and opportunity to speak about your organization/committee remain the same. The Petawawa Accessibility Advisory Committee had agreed to participate. There was a discussion regarding what interactive elements to take to showcase.
6. New Business:
There was no new business.
 7. Correspondence
There was no new correspondence.
 8. Member Input
T. Sabourin informed the PAAC committee of C. Mitchell's full time engagement with the Town of Petawawa and indicated that she would remain as a committee resource.

T. Sabourin indicated that the new Starbucks would ensure that customer entrance would be accessible and noted that the Dairy Queen had installed an accessible door.

S. Clarke expressed concern over the growing use of opioids amongst youth. She questioned whether schools and public places such as the Civic Centre should be obtaining Naloxone kits.
 7. Next meeting – **March 23, 2017 at 1:30 pm**
 8. The meeting adjourned at 2:30 p.m. to the call of the Chair.