



## **PETAWAWA ACCESSIBILITY ADVISORY COMMITTEE**

### **Meeting Minutes**

**January 28, 2021 - 1:00 P.M. Electronic ZOOM Meeting**

**PRESENT:** Theresa Sabourin, Sheila Clarke, Sharon Slaney, Lynn Davenport, Kate Bennett

**REGRETS:** Alison Morris

#### **Welcome and Introductions**

T. Sabourin opened the meeting at 12:55 p.m.

#### **Adoption of Agenda**

Moved by S. Slaney, seconded by S. Clarke to approve the agenda as presented.

***MOTION CARRIED***

#### **Disclosure of Pecuniary Interest**

None.

#### **Adoption of previous minutes of November 26, 2020**

Moved by L. Davenport, seconded by S. Clarke that the minutes from November 26, 2020 be approved as presented.

***MOTION CARRIED***

#### **Old Business:**

##### 2021 Workplan Development

A review of the workplan occurred. T. Sabourin introduced several major revisions to the workplan, including a revised vision statement, newly identified gaps and updated strategies.

##### Town Times PAAC Article – Draft Review

T. Sabourin presented a draft PAAC article to be submitted to the Town Times within the spring/summer edition of the Community Guide. The article speaks of the responsibilities

of the PAAC and the achievements that the Town completed in 2020. The article was reviewed and approved as presented.

### Marketing Items

K. Bennett reported the PAAC marketing items were purchased from Grafica Promotions in January and anticipating delivery in the coming weeks. Items purchased were 250 no-touch protection tools and 300 Magnifier bookmark/rulers, with each item having the PAAC logo affixed. The total cost of the marketing items purchased was \$892.50. Marketing items will be taken from the 2021 PAAC budget.

### **New Business:**

#### Review Terms of Reference

K. Bennett presented the Terms of Reference, no revisions or additions noted, approved as presented for 2021.

### **Correspondence:**

#### An Accessible Future – Maayan Ziv

Correspondence received as information. S. Clarke will be placing a copy of the article in the PAAC resource binders.

### **Member Input**

Nothing to report.

### **Next meeting – February 25, 2021 at 1:00 p.m.**

The meeting adjourned at 2:17 p.m. to the call of the Chair.