

PETAWAWA ACCESSIBILITY ADVISORY COMMITTEE MEETING

MINUTES

OCTOBER 8, 2013 @ 6:00 P.M.

PRESENT: Dawn Recoskie, Karen Roosen, Theresa Sabourin, Sherry Soltysiak

REGRETS: Jennifer Holohan, Richard Holohan

1. Welcome and Introductions – Karen Roosen welcomed the members of the committee.
2. Adoption of Agenda – Moved by Theresa Sabourin to approve the agenda as presented, seconded by Sherry Soltysiak. Motion carried.
3. Disclosure of Pecuniary Interest – None.
4. Adoption of previous minutes of September 10, 2013 – Moved by Sherry Soltysiak to approve the minutes of September 10, 2013 as circulated to the members of the committee, seconded by Karen Roosen. Motion carried.

5. Old Business:

- a. Membership Recruitment – Dawn Recoskie advised that she emailed a copy of the terms of reference for the committee to Family & Children Services. She hasn't received any correspondence back yet.

Ms. Recoskie also advised that a member of the public was interested in joining the committee, but he wasn't a resident of Petawawa. To be a member of Town committees the member has to meet the same eligibility requirements as a member of Council as referenced in the Municipal Elections Act.

- b. Fall Showcase – Sherry Soltysiak reported that she attended the Showcase on both Friday, September 13th and Saturday, September 14th. Theresa Sabourin reported that Jennifer and Richard Holohan attended on Sunday, September 15th.
- c. Business – Customer Service Survey Draft – Committee members reviewed the draft survey and made the following changes:
 - Item 7 – “assisting” changed to “assist”; “providing” changed to “provide”; “developing” changed to “develop”; and “facilitate” added to “access” to read “facilitate access”;

Theresa Sabourin was directed to prepare a draft coverletter for the survey. The survey will be emailed to the Petawawa business community in spring 2014 with a link to participate in the online survey.

- d. Barrier Free Checklist – Committee members reviewed the draft checklist and made the following changes:
- Under Building Entrances and Doors: Item #1 amended to read “*Are signs adequate to assist in locating accessible entrances and exits, and are entrances and exits marked with the International Symbol of Accessibility?*”; Item #6 approved; Item #11 approved; Item #12 approved; Item #17 amended to read “*Is the door power equipped with a power door opener or does it have an electronic sensor?*”;
 - Under Building General Issues: Item #3 approved; Item #7 approved; Item #15 approved; Item #18 approved; Item #19 approved; Item #22 approved;
 - Under Barrier Free Path of Travel (Interiors): Item #5 approved; Item #6 amended to read “*Are ramps installed correctly and are changes level or beveled correctly at door openings, floor changes, etc.?*”; Item #10 approved;
 - Under Assembly Areas: Item #1 and #2 combined; Item #3 and #4 combined; Item #7 approved; Item #8 approved; Item #9 approved;
 - Under Elevators: Item #3 and #1 combined; Item #7 approved; Item #12 and #13 combined; Item #15 approved;
 - Committee will continue to review the draft checklist at the next meeting beginning with Curb Cuts.

6. New Business:

- a. Name Tags – Dawn Recoskie reported that she ordered and received Jennifer and Richard Holohan’s name tags.
- b. 2013 Budget – Promotional Items – Dawn Recoskie was directed to order 1,000 clear plastic magnifier rulers with the PAAC logo affixed. The rulers have been very popular with members of the public and the committee is currently out of stock of the rulers. Dawn Recoskie was further directed to get a quote on purchasing coffee mugs with the PAAC logo affixed and to bring the quote forward at the next meeting.
- c. Fred Street and Wilbert Street – Concerns raised at the last meeting have been addressed by the Public Works Department. Correspondence received for information.
- d. Traffic Lights in Petawawa – Concerns raised at the last meeting have been addressed by the County of Renfrew. Dawn Recoskie was directed to follow up on the audible signals with Steve Boland. Correspondence received for information.

7. Correspondence (Previously emailed to Committee members)
 - a. Ontario's Accessibility Standards – What you need to know: September 2013 – Accessibility Directorate of Ontario – received for information.
 - b. Accessibility for Ontarians with Disabilities Act Alliance Update – United for a Barrier-Free Ontario – received for information.
8. Member Input

Karen Roosen commented that November is Diabetes Awareness Month. She indicated that her employer will be conducting a “live a day as a diabetic” information session and encouraged anyone interested in volunteering to contact her at the Pembroke Regional Hospital.
9. Next meeting – **November 19, 2013 at 6:00 p.m.**
10. The meeting adjourned at 7:20 p.m.