

# PETAWAWA ACCESSIBILITY ADVISORY COMMITTEE MEETING

## MINUTES

**JANUARY 14, 2014 @ 6:00 P.M.**

---

PRESENT: Jennifer Holohan, Richard Holohan, Theresa Sabourin, Sherry Soltysiak, Dawn Recoskie

REGRETS: Karen Roosen

GUEST: Theresa Marshall

1. Welcome and Introductions – Theresa Sabourin welcomed the members of the committee and introduced guest Theresa Marshall.
2. Adoption of Agenda – Moved by Sherry Soltysiak to approve the agenda as presented, seconded by Richard Holohan. Motion carried.
3. Disclosure of Pecuniary Interest – None.
4. Adoption of previous minutes of December 10, 2013 – Moved by Richard Holohan to approve the minutes of December 10, 2013 as circulated to the members of the committee, seconded by Jennifer Holohan. Motion carried.
5. Old Business:
  - a. Membership Recruitment – Theresa Sabourin advised that Theresa Marshall was present at the meeting as she is interested in becoming a member of the PAAC and wanted to observe a meeting prior to submitting an application for membership.
  - b. Barrier Free Audit Checklist – Committee members reviewed the draft checklist beginning with Washrooms and made the following changes:
    - Under Washrooms: Item #1 approved; Item #3 approved; Item #4 approved; Item #14 approved; Item #20 approved; Item #22 approved; and Item #27 approved;
    - Under Showers and Bathtubs: Item #1 approved; Item #4 approved; Item #5 approved; Item #8 approved; and Item #13 approved;

- Under Safety: Item #1 approved; Item #2 approved; and Item #4 approved;
- Under Environmental Issues: Item #1 approved; Item #2 approved; and Item #3 approved;
- The following sections were assigned to Committee members to review and make recommendations at the next meeting: Curb Cuts – Jennifer and Richard Holohan to review; Grab Bars – Sherry Soltysiak to review; Male/Female/Unisex/Family Washrooms – Theresa Sabourin to review.

6. New Business:

- a. Election of Chair of Petawawa Accessibility Advisory Committee for 2014 – Moved by Sherry Soltysiak that the election for the Chair position be held at the next meeting of the PAAC, seconded by Richard Holohan. Motion carried.
- b. 2014 Workplan – Committee will review outstanding items from the 2013 Workplan and draft the 2014 Workplan at the next meeting of the PAAC.
- c. 2014 Budget – Committee agreed to request a budget in the amount of \$4,000 from Council. \$2,000 would go towards Marketing/Promotion (including postage, advertising, pamphlets, giveaways, surveys) and \$2,000 would go towards Training/Development.

7. Correspondence (Previously emailed to Committee members)

- a. Virtual Employ-Ability Program – Neil Squire Society – received for information.

8. Member Input

Theresa Sabourin advised that a resident had contacted her regarding the state of the sidewalks after the recent snowfall; the resident commented that she had difficulty maneuvering her motorized wheelchair along Victoria Street. Dawn Recoskie was asked to follow-up with the Public Works Department.

Discussion also took place regarding the placement of newspapers and flyers and how they can be hazards to people with mobility disabilities if the papers are thrown onto sidewalks. The papers can also become hazards to people who use snowblowers. Dawn Recoskie was asked to contact The News to determine their policy for delivery of newspapers/flyers.

9. Next meeting – **February 4, 2014 at 6:00 p.m.**
10. The meeting adjourned at 7:09 p.m.