

# **PETAWAWA ACCESSIBILITY ADVISORY COMMITTEE MEETING**

## **MINUTES**

**FEBRUARY 4, 2014 @ 6:00 P.M.**

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PRESENT: Jennifer Holohan, Richard Holohan, Karen Roosen, Theresa Sabourin, Dawn Recoskie

REGRETS: Sherry Soltysiak

GUEST: Theresa Marshall

1. Welcome and Introductions – Karen Roosen welcomed the members of the committee and guest Theresa Marshall.
2. Adoption of Agenda – Moved by Theresa Sabourin to approve the agenda as presented, seconded by Jennifer Holohan. Motion carried.
3. Disclosure of Pecuniary Interest – None.
4. Adoption of previous minutes of January 14, 2014 – Moved by Richard Holohan to approve the minutes of January 14, 2014 as circulated to the members of the committee, seconded by Theresa Sabourin. Motion carried.
5. Old Business:
  - a. Membership Recruitment – Karen Roosen advised that Theresa Marshall was present at the meeting as she is interested in becoming a member of the PAAC and wanted to observe another meeting prior to submitting an application for membership. Dawn Recoskie reported that no new inquiries were received for membership to the Committee.
  - b. Barrier Free Audit Checklist – Committee members reviewed the draft checklist beginning with Curb Cuts and made the following changes:
    - Under Curb Cuts: Item #4 approved; Item #6 approved; Item #7 approved; and Item #9 approved;
    - Under Male/Female/Unisex/Family Washrooms: Item #4 approved; Item #6 approved; Item #11 approved; Item #12 approved; and Item #8 approved;

- Under Grab Bars: Item #2 approved; Item #5 approved; and Item #7 approved;
- c. Sidewalks and Snow Removal – verbal update D. Recoskie – Dawn Recoskie reported that she spoke with the Public Works Supervisor regarding the Committee's concerns. It was noted that the issue was regarding the coordination of the County plowing the roadway (Victoria Street) and the Town plowing the sidewalk, and that it was a heavy snowfall. The Public Works crew is in the process of conducting snow hauling of the excess snow within the Town to improve visibility and access to sidewalks.
- d. Newspapers/Flyers – verbal update D. Recoskie – Dawn Recoskie reported that she spoke with David Bell, Distribution Manager for The Daily Observer and The News regarding the Committee's concerns. Any complaints regarding the placement of the newspaper and flyers should be sent directly to Mr. Bell so that he can follow-up with the contractors. Dawn Recoskie has Mr. Bell's contact information.

6. New Business:

- a. Election of Chair of Petawawa Accessibility Advisory Committee for 2014 – At this point Karen Roosen vacated the Chair. Dawn Recoskie called for nominations for the position of Chair. Moved by Karen Roosen and seconded by Richard Holohan that Theresa Sabourin be nominated as Chair. Theresa Sabourin accepted the nomination. Dawn Recoskie called for further nominations for the position of Chair. There were no further nominations. Motion to appoint Theresa Sabourin as Chair of the Petawawa Accessibility Advisory Committee for 2014 was carried.
- b. 2014 Workplan – Committee reviewed the outstanding items from the 2013 Workplan; Theresa Sabourin will update the plan and provide outstanding items for incorporation into the draft 2014 plan and send to members; Committee members were asked to bring forward additional ideas for the 2014 Workplan at the next meeting.

7. Correspondence (Previously emailed to Committee members)
  - a. Ontario's Modernized Building Code Improving Safety, Accessibility – Ontario CodeNews – received for information.
8. Member Input

Karen Roosen reported that the Pembroke Regional Hospital is installing automatic doors inside some portions of the hospital to aid with barrier free paths of travel.
9. Next meeting – **April 8, 2014 at 6:00 p.m.**
10. The meeting adjourned at 7:00 p.m.