

PETAWAWA ACCESSIBILITY ADVISORY COMMITTEE MEETING

MINUTES

JULY 8, 2014 @ 6:05 P.M.

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

GUEST: Karen Cronier

1. Welcome and Introductions – Theresa Sabourin welcomed the members of the committee and introduced guest Karen Cronier, Planning Coordinator for the Town of Petawawa.
2. Adoption of Agenda – The agenda was amended by adding Item #5 e. Barrier Free Audit Checklist – Verbal Update and moving Item #6 a. Site Plan Review to be heard after Item #4. Moved by Jennifer Holohan to approve the agenda as amended, seconded by Richard Holohan. Motion carried.
3. Disclosure of Pecuniary Interest – None.
4. Adoption of previous minutes of May 13, 2014 – Moved by Karen Roosen to approve the minutes of May 13, 2014 as circulated to the members of the committee, seconded by Jennifer Holohan. Motion carried.
6. New Business:
 - a. Site Plan Review – Krueger – Karen Cronier, Planning Coordinator to attend – Karen Cronier presented the site plan for the Line-X commercial garage proposed to be constructed on Petawawa Boulevard next to Benson Auto Parts, and walked the committee through the elements of reviewing a site plan application.

The committee agreed to submit a letter to the Planning Coordinator recommending that the developer install an automatic door to the front entrance of the building; ensure that the front entrance ramp has a smooth slope to ensure barrier

free access to the building; and ensure the washroom has accessibility features such as lever door handles and lever taps.

5. Old Business:

- a. Membership Recruitment – Theresa Sabourin reported that no applications for membership to the Committee have been received.
- b. 2014 Workplan – Committee members conducted the “June” review of the workplan. Karen Roosen to look at partnering with the Renfrew County Accessibility Committee for the Fall Showcase or to have a meeting with the two committees. Discussed Customer Service training; Theresa Sabourin and Dawn Recoskie to view AccessForward website to update training program for customer service. Discussed multi-year accessibility plan and human rights code training.
- c. International Summit on Accessibility July 12-15, 2014 – Theresa Sabourin will attend the conference and provide a report to the committee on sessions attended.
- d. Business Customer Service Survey – Approximately 14 surveys will be mailed out, with Karen Roosen and Theresa Sabourin conducting telephone surveys as well. The deadline to reply to the survey was changed to August 5th.
- e. Barrier Free Audit Checklist – Verbal Update – Dawn Recoskie reported that staff is still conducting the audits of municipal buildings and will report back at the next meeting.

6. New Business:

- b. Enabling Accessibility Fund (EAF) – Dawn Recoskie reported that staff is proposing to apply for funding under the program to improve barrier free access to the exterior entrance to the Council Chambers as well as the exterior entrance to the municipal office. As part of the application a letter of community support is required. Moved by Jennifer Holohan that the Petawawa Accessibility Advisory Committee provide a letter of community support to be submitted with the Town’s application

under the Enabling Accessibility Fund program, seconded by Richard Holohan. Motion carried.

7. Correspondence (Previously emailed to Committee members)
 - a. Ontario's Accessibility Standards: What you need to know-May 2014 – Accessibility Directorate of Ontario – received for information.
 - b. AccessForward Promotional Video – AccessForward – received for information.
8. Member Input

There was no member input.
9. Next meeting – **August 26, 2014 at 6:00 p.m.**
10. The meeting adjourned at 7:39 p.m.