

# PETAWAWA ACCESSIBILITY ADVISORY COMMITTEE MEETING

## MINUTES

**AUGUST 26, 2014 @ 6:00 P.M.**

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

1. Welcome and Introductions – Theresa Sabourin welcomed the members of the committee.
2. Adoption of Agenda – The agenda was amended by adding Item #6 d. Budget. 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 July 8, 2014 – Moved by Richard Holohan to approve the minutes of July 8, 2014 as circulated to the members of the committee, seconded by Theresa Sabourin. Motion carried.
5. Old Business:
  - a. Membership Recruitment – Theresa Sabourin reported that no applications for membership to the Committee have been received.
  - b. International Summit on Accessibility July 12-15, 2014 – Theresa Sabourin provided an overview of the sessions that she attended and distributed a written outline of the sessions to the committee members.
  - c. Business Customer Service Survey – Dawn Recoskie reported that 15 paper surveys were mailed to local businesses. Three paper surveys were returned and one online survey was completed. Theresa Sabourin and Karen Roosen to conduct telephone surveys to increase number of responses. Richard Holohan to follow up with Kevin's Flowers to see if they participated in the paper survey. To be completed by the end of September to include in the next meeting agenda package.
  - d. Enabling Accessibility Fund (EAF) Application – Dawn Recoskie reported that the EAF application was submitted on July 22<sup>nd</sup>. Successful applicants should receive notification in November.

6. New Business:

- a. Site Plan Review – Metro Development Site – The committee reviewed the site plan for the Metro Development and were pleased to see the number of accessible parking spaces provided. The committee had no comments to submit to the Planning Coordinator regarding the site plan application.
- b. Barrier Free Audit Checklist – Town of Petawawa Municipal Office – Dawn Recoskie presented the audit of the municipal office that was conducted on July 14, 2014 by herself and Levi Junop, Building Inspector. The main deficiencies noted were the grade of the ramp to the entrance to the Council Chambers and the curbing at the front entrance of the municipal office. The EAF application has been submitted with regard to these deficiencies. Dawn Recoskie to follow up with other Town Departments on the status of their audits.
- c. Fall Showcase – September 12-14, 2014 – Theresa Sabourin to attend on Saturday, September 13<sup>th</sup> from 10:00 a.m. to 12:00 noon. Jennifer and Richard Holohan to attend on Saturday, September 13<sup>th</sup> from 12:00 noon to 2:00 p.m.
- d. Budget – Theresa Sabourin asked committee members to consider promotional items for purchase as part of the approved 2014 budget and to bring ideas forward at the next meeting.

7. Correspondence (Previously emailed to Committee members)

- a. Overview of Updated Accessibility Requirements – Ministry of Municipal Affairs and Housing – received for information.
- b. Policy Guidelines on the Accessibility Standards for the Design of Public Spaces Now Available – Ministry of Economic Development, Employment and Infrastructure – received for information.
- c. Ontario's Accessibility Standards – What You Need to Know – It's festivals and outdoor events season! – Accessibility Directorate of Ontario – received for information.

8. Member Input

Committee members discussed the 2014 Municipal Election and ways to make it more accessible to residents. An option considered was to provide curbside voting for residents who may find it too difficult to leave their vehicle to access the voting station. Dawn Recoskie to bring this suggestion forward to the Returning Officer.

9. Next meeting – **October 7, 2014 at 6:00 p.m.**

10. The meeting adjourned at 7:45 p.m.