

PETAWAWA ACCESSIBILITY ADVISORY COMMITTEE MEETING

MINUTES

FEBRUARY 24, 2015 @ 6:00 P.M.

PRESENT: Sheila Clarke, Jennifer Holohan, Richard Holohan, Theresa Sabourin, Dawn Recoskie

1. Welcome and Introductions – Theresa Sabourin introduced new committee member Sheila Clarke and opened the meeting at 6:00 p.m.
2. Adoption of Agenda – Moved by Sheila Clarke to approve the agenda as presented, seconded by Jennifer Holohan. Motion carried.
3. Disclosure of Pecuniary Interest – None.
4. Adoption of previous minutes of November 18, 2014 – Moved by Jennifer Holohan to approve the minutes of November 18, 2014 as circulated to the members of the Committee, seconded by Richard Holohan. Motion carried.
5. Old Business:
 - a. Membership Recruitment – Dawn Recoskie reported that no inquiries were received since Council appointed the current membership of the PAAC in January. Theresa Sabourin reported that Karen Roosen did not re-apply for membership and she thanked Karen for her many years of service to the PAAC.
 - b. Promotional items – Theresa Sabourin provided the committee members with the new keylights that will be used as giveaways and for marketing at the spring and fall showcase event.
 - c. Water Treatment Plant, Fire Department and Public Works Garage barrier free checklist outstanding items – Dawn Recoskie provided an update to the committee members regarding the questions the committee had from the November 18, PAAC meeting.
 - d. Funding Application – Theresa Sabourin reported that the Town was successful with its application under the Enabling Accessibility Fund. Notification was received on January 15, 2015 that the Town will receive \$11,934 in funding to put towards improving the accessibility at both entrances to the Town Office.

- e. 2014 Workplan review – The committee reviewed the 2014 Workplan and made the following updates:
- Under Element 1. Access, Item 3. Status updated, Petawawa Civic Centre (Main Floor Arena)-December 2014; Petawawa Civic Centre (Hall Second Floor)-December 2014; Petawawa Public Library-December 2014; Norman Behnke Hall-December 2014; Petawawa Point Field House-December 2014; Petawawa Civic Centre Field House-December 2014; Petawawa Outdoor Rink-December 2014;
 - Under Element 3. Networking/Collaboration, Item 2. Status updated, ongoing; Item 3. Status updated, incomplete;
 - Under Element 5. Outcomes, Item 2. Status updated, December Complete;

6. New Business:

- a. Meeting Schedules/Timings – Committee members discussed altering the meeting schedule to meet during the day as opposed to having evening meetings. Moved by Theresa Sabourin that the PAAC meet on the fourth Tuesday of each month at 3:00 p.m., seconded by Jennifer Holohan. Motion carried.
- b. Letter of Support – Age Friendly Community Planning Grant – Theresa Sabourin reported that a letter of support was provided from the PAAC to support the Town's application under the Age Friendly Community Planning Grant. The application is to apply for funding to conduct a community needs study and assessment to identify factors which can and could be managed to make the Town of Petawawa an age-friendly community and to allow seniors who wish to, to age-in-place.
- c. 150th Anniversary Committee – Dawn Recoskie reported that a verbal request was received from Fire Chief Steve Knott to have a representative from the PAAC involved in the Health & Safety and Risk Management portfolio with respect to accessibility for the 150th Anniversary celebration. Ms. Recoskie further reported that Theresa Sabourin has been appointed as a Council representative on the committee. The committee members agreed to have Theresa Sabourin act as the liaison between the PAAC and the 150th Anniversary Committee. Dawn Recoskie was asked to invite Chief Knott to the next PAAC meeting to provide an update regarding the planning for the anniversary with respect to accessibility.

- d. 2015 Budget – The committee members 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.
 - e. 2015 Workplan – Committee members were asked to bring ideas forward for the 2015 Workplan at the next meeting of the PAAC.
 - f. Barrier Free Audit Checklist – Petawawa Civic Centre-Main Floor Arena – Dawn Recoskie presented the audit of the Petawawa Civic Centre-Main Floor Arena conducted by Mark Reinert. Dawn Recoskie to follow up with Mark Reinert regarding doors to ice surface, number of seats in the assembly area, height of canteen counter top, yellow contour on stairs to arena seating and on stairs leading to second floor, and height of reception desk in Parks & Recreation Office.
 - g. Barrier Free Audit Checklist – Petawawa Civic Centre-Hall (Second Floor) – Dawn Recoskie presented the audit of the Petawawa Civic Centre-Hall (Second Floor) conducted by Mark Reinert. Dawn Recoskie to follow up with Mark Reinert regarding main door to washrooms, door to the accessible washroom stall, and height of bar counter.
 - h. Barrier Free Audit Checklist – Petawawa Public Library – Dawn Recoskie presented the audit of the Petawawa Public Library conducted by Mark Reinert. Dawn Recoskie to follow up with Mark Reinert regarding ramps (barrier free path of travel); and height of customer service area counter.
7. Correspondence (Previously emailed to Committee members)
- a. Join Us to Celebrate the AODA 10th Anniversary – AMCTO – received for information.
 - b. Ontario’s Accessibility Standards, What you need to know – Accessibility Directorate of Ontario – received for information.
 - c. Update on the Second Legislative Review of the Accessibility for Ontarians with Disabilities Act, 2005 – Accessibility Directorate of Ontario – received for information.

8. Member Input

Sheila Clarke thanked Council for giving her the opportunity to participate as a member of the PAAC.

9. Next meeting – **March 24, 2015 at 3:00 p.m.**

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