

PETAWAWA ACCESSIBILITY ADVISORY COMMITTEE MEETING

MINUTES

MARCH 24, 2015 @ 3:00 P.M.

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

GUESTS: Fire Chief Steve Knott, Kelly Williams – Manager of Parks & Recreation

1. Welcome and Introductions – Theresa Sabourin welcomed the members of the committee and opened the meeting at 3:00 p.m.
2. Adoption of Agenda – Moved by Jennifer Holohan to approve the agenda as presented, seconded by Sheila Clarke. Motion carried.
3. Disclosure of Pecuniary Interest – None.
4. Adoption of previous minutes of February 24, 2015 – Moved by Jennifer Holohan to approve the minutes of February 24, 2015 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. Jennifer Holohan and Sheila Clarke mentioned that they will discuss potential membership with some of their family/friends.
 - b. Follow-up Barrier Free Audit Checklists (Civic Centre-Main Floor Arena, Civic Centre-Hall, Petawawa Public Library) – Dawn Recoskie advised that this item is pending.
 - c. 2015 Workplan – Committee reviewed the draft workplan and made the following changes:
 - Under Section 1: Access – Item #3 Add Centennial Park to list of buildings with a target date of September 2015; Item #4 Target Date November 2015.
 - Under Section 2: Public Awareness – Item #1 Article in Town Times, Target Date April 2015; Item #2 attend spring and fall home shows, Target Date April & September 2015.

- Under Section 3: Networking/Collaboration – Item #2 Liaise with other municipal AAC's, Target ongoing; Item #3 Staff training, Target fall 2015.
- Under Section 4: Accountability Framework – change identified gap to “Province is still introducing regulations”.
- Under Section 5: Outcomes – Item #2 review work plan quarterly, Target March, June, September, December.

6. New Business:

- a. Election of Chair of Petawawa Accessibility Advisory Committee for 2015
– This item was deferred to the next meeting.
- b. Presentation: Town's 150th Anniversary and Accessibility – At this point, Fire Chief Steve Knott and Kelly Williams, Manager of Parks & Recreation arrived at the meeting (3:30 p.m.). Chief Knott and Mr. Williams provided an overview of the planning of the 150th Anniversary event. Chief Knott is responsible for health and safety and risk management, which includes accessibility. A site map of the event will be provided to the PAAC to review at their next meeting. Chief Knott would like to receive comments from the PAAC on how to improve accessibility and reduce barriers for the site. Theresa Sabourin will act as the liaison between the PAAC and the 150th Anniversary Committee.

Committee members made the following suggestions: provide accessible portable washrooms; provide accessible parking spaces; provide rest areas/shade; provide customer service training for volunteers. Sheila Clarke suggested the local cadets may be able to provide assistance as volunteers as well. Theresa Sabourin suggested that the PAAC members physically visit the site before the anniversary celebrations open.

Kelly Williams then discussed the new Parks Management Plan for the Town to cover the next 7 to 10 years. The plan will look at making benches, picnic tables, pathways and entrances accessible. Mr. Williams is looking at design standards for municipal parks and will conduct further research and make a presentation at a future meeting of the PAAC.

At this point, Theresa Sabourin, Chief Knott and Kelly Williams left the meeting (4:05 p.m.).

- c. Request for Article Submission from PAAC for Insertion in the Town Times – Sheila Clarke agreed to prepare an article for the Town Times publication. The article is due by April 23, 2015.
 - d. Informal Request from Lutheran Church (Doran/Airport Road) – This item was deferred to the next meeting.
 - e. Barrier Free Audit Checklist – Norman Behnke Hall – This item was deferred to the next meeting.
 - f. Barrier Free Audit Checklist – Petawawa Point Field House – This item was deferred to the next meeting.
 - g. Barrier Free Audit Checklist – Petawawa Civic Centre Field House – This item was deferred to the next meeting.
 - h. Barrier Free Audit Checklist – Petawawa Outdoor Rink – This item was deferred to the next meeting.
7. Correspondence (Previously emailed to Committee members)
- a. Enabling Accessibility Fund Call for Proposals for community-based projects 2015 – Dawn Recoskie reported that the Parks & Recreation Department will be applying for funding under this program to make the second set of inner doors to the arena accessible (open automatically).
8. Member Input
- Jennifer Holohan reported that the automatic door to the library is not staying open long enough. The automatic door to the arena is also not staying open long enough. Dawn Recoskie to follow up with the Manager of Parks & Recreation.
9. Next meeting – **April 28, 2015 at 3:00 p.m.**
10. The meeting adjourned at 4:15 p.m.