

# PETAWAWA ACCESSIBILITY ADVISORY COMMITTEE MEETING

## MINUTES

APRIL 21, 2015 @ 1:00 P.M.

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PRESENT: Sheila Clarke, Jennifer Holohan (1:24 p.m.), Richard Holohan (1:24 p.m.), Theresa Sabourin, Dawn Recoskie

1. Welcome and Introductions – Theresa Sabourin welcomed the members of the committee and opened the meeting at 1:24 p.m.
2. Adoption of Agenda – The agenda was amended by adding Item #6 a. Invoice for nametag and Item #6 b. Showcase feedback. Moved by Jennifer Holohan to approve the agenda as amended, seconded by Sheila Clarke. Motion carried.
3. Disclosure of Pecuniary Interest – None.
4. Adoption of previous minutes of March 24, 2015 – Moved by Jennifer Holohan to approve the minutes of March 24, 2015 as circulated to the members of the Committee, seconded by Richard Holohan. Motion carried.
5. Old Business:
  - a. Election of Chair of Petawawa Accessibility Advisory Committee for 2015 – At this point Theresa Sabourin vacated the Chair. Dawn Recoskie called for nominations for the position of Chair. Moved by Sheila Clarke 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 2015 was carried unanimously.
  - b. Membership Recruitment – Dawn Recoskie reported that no inquiries were received.
  - c. 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.
  - d. Article for Town Times – Sheila Clarke presented the article she drafted for insertion in the Town Times publication. Moved by Theresa Sabourin that the article be approved as presented, seconded by Jennifer Holohan. Motion carried.

- e. Request from Lutheran Church – Letter of Support Enabling Accessibility – the draft letter was approved by the committee.
- f. Barrier Free Audit Checklist – Norman Behnke Hall – Dawn Recoskie presented the audit of Norman Behnke Hall conducted by Mark Reinert. Theresa Sabourin explained that this building houses the Kinder Connection Nursery School and the Boy Scouts. Dawn Recoskie to follow up with Mark Reinert regarding barrier free path of travel, curb cuts, and parking items.
- g. Barrier Free Audit Checklist – Petawawa Point Field House – Dawn Recoskie presented the audit of the Petawawa Point Field House conducted by Mark Reinert. The committee discovered that this building is not accessible.
- h. Barrier Free Audit Checklist – Petawawa Civic Centre Field House – Dawn Recoskie presented the audit of the Petawawa Civic Centre Field House, commonly known as the Kin Hut, conducted by Mark Reinert. Dawn Recoskie to follow up with Mark Reinert regarding ramps and slopes.
- i. Barrier Free Audit Checklist – Petawawa Outdoor Rink – Dawn Recoskie presented the audit of the Petawawa Outdoor Rink conducted by Mark Reinert. Dawn Recoskie to follow up with Mark Reinert to determine if there is an outbuilding for the public to use to put on their skates.
- j. Automatic Doors to Library & Civic Centre – Dawn Recoskie reported that she received an email from Mark Reinert in response to Jennifer Holohan’s member input from the March 24, 2015 meeting. Ms. Recoskie reported that the doors are designed for one person to pass through at a time. Mr. Reinert researched the ANSI Standards and the Accessibility standards for automatic doors; he timed the doors and the arena doors remained open for 12.3 seconds and the library’s doors remained open for 16.4 seconds; both doors are in compliance.

6. New Business:

- a. Invoice for nametag – Moved by Richard Holohan, that the invoice from Speedpro Signs in the amount of \$13.96 for the magnetic nametag for Sheila Clarke be approved and paid, seconded by Sheila Clarke. Motion carried.

- b. Showcase feedback – Sheila Clarke attended the Showcase on Saturday, April 18<sup>th</sup> from 3:45 p.m. to 6:00 p.m. The keylight promotional items were very popular. Discussion took place regarding the cord covers at the Civic Centre; a resident using a cane had difficulty stepping over these as he/she could not lift his/her legs that high. Someone also commented that the cord covers were trip hazards. Dawn Recoskie to follow up with Mark Reinert regarding the cord covers.

7. Correspondence (Previously emailed to Committee members)

There were no items of correspondence.

8. Member Input

Sheila Clarke commented that she is observing the municipality more and more now that she is a member of the committee.

Theresa Sabourin reported that she will be attending a meeting on April 23<sup>rd</sup> for first responders, emergency planning, and health and safety regarding the 150<sup>th</sup> Anniversary.

9. Next meeting – **May 26, 2015 at 1:00 p.m.**

10. The meeting adjourned at 2:26 p.m.