

PETAWAWA ACCESSIBILITY ADVISORY COMMITTEE MEETING

MINUTES

MAY 26, 2015 @ 1:00 P.M.

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

REGRETS: Richard Holohan

1. Welcome and Introductions – Theresa Sabourin welcomed the members of the committee and opened the meeting at 1:00 p.m.
2. Adoption of Agenda – The agenda was amended by adding Item #6 e. Meeting Schedule and Item #6 f. Site plan Review. Moved by Sheila Clarke to approve the agenda as amended, seconded by Jennifer Holohan. Motion carried.
3. Disclosure of Pecuniary Interest – None.
4. Adoption of previous minutes of April 21, 2015 – Moved by Theresa Sabourin to approve the minutes of April 21, 2015 as circulated to the members of the Committee, seconded by Sheila Clarke. Motion carried.
5. Old Business:
 - a. Membership Recruitment – Dawn Recoskie reported that no inquiries were received.
 - b. Follow-up Barrier Free Audit Checklists (Civic Centre-Main Floor Arena, Civic Centre-Hall, Petawawa Public Library) – Dawn Recoskie provided an update as follows:

Petawawa Civic Centre-Main Floor Arena

- Doors to ice surface – not marked with accessibility symbol; not accessible. To watch hockey game, resident would have to watch from lobby or upstairs in the main hall.
- Number of seats in assembly area – 656.
- There are no grab bars in the showers in the change rooms.
- There are no accessible washrooms by the arena. The accessible washrooms are in the lobby between the Civic Centre and the Library.
- Height of canteen counter top – 39.5” high.
- Yellow contour on stairs to arena seating – yes.
- Yellow contour on stairs leading to second floor – no.

- Height of reception desk in Parks & Recreation Office – 2 levels, 1st is 42.5” high, 2nd is 32.5” high.

Petawawa Civic Centre-Hall (Second Floor)

- Main door to washrooms – 34.5” wide.
- Door to accessible washroom – 33.5” wide.
- Countertop/sink – 34.5” high.
- Height of bar counter – 2 levels, 1st is 43” high, 2nd is 32.5” high.

Petawawa Public Library

- Ramps (barrier free path of travel) – yes there is a barrier free path of travel (exterior there are two curb depressions to access the ramp to gain access to the library/recreation office).
- Height of customer service counter – 2 levels, 1st is 41.75” high, 2nd is 30” high.

- c. Follow-up Barrier Free Audit Checklists (Norman Behnke Hall, Petawawa Point Field House, Petawawa Civic Centre Field House (Kin-Hut), Petawawa Outdoor Rink) – Dawn Recoskie provided an update as follows:

Norman Behnke Hall

- Barrier free path of travel and curb cuts – curb is in the way, there is no curb cut to allow access, have to go to far left of building if in a wheelchair to access the sidewalk to gain access to the ramp to enter the building.
- Parking items – main portion of parking lot is asphalt, it is sloped (noticeable) for drainage. Overflow parking is gravel.

Petawawa Point Field House

- No updates – this building isn’t accessible.

Petawawa Civic Centre Field House (Kin Hut)

- Ramps and slopes – parking lot is gravel, then there is a wooden lip before you access pavers/brick, then there is a wooden bridge with lip on both sides, then pavers/brick again, then concrete slope which is too steep.
- This building is accessible if you travel from the Civic Centre parking lot (paved path to the building).

Petawawa Outdoor Rink

- Is there an outbuilding for the public to use to put on their skates? – yes there is a building, no washrooms, just two change rooms. The building is not accessible, there are no ramps, only stairs.
- d. Barrier Free Audit Checklist – Centennial Park – Dawn Recoskie reported that Mark Reinert will have the barrier free audit checklist ready for June.

6. New Business:

- a. Update regarding work on entrances to Municipal building – Dawn Recoskie reported that the tender documents are in the process of being prepared.
- b. 150th Accessibility Liaison Report – Theresa Sabourin reported that she attended a meeting on April 23rd organized by Chief Steve Knott. The meeting was for emergency services and involved representatives from the OPP, paramedics, St. John Ambulance, and Petawawa Fire Department. At the meeting representatives discussed how the grounds should be laid out for the 150th Anniversary celebrations including locations for shade and watering stations. A future meeting will be held to conduct a walk-a-bout of the main grounds and parking areas; the members of the PAAC will be invited to attend the walk-a-bout.
- c. Barrier Free Audit Checklist report to Council – Theresa Sabourin reported that following the barrier free report on Centennial Park a report will be put together to present to Council in the fall. Theresa Sabourin, Sheila Clarke, and Dawn Recoskie will work together to prepare the report. The report will contain recommendations to Council on how to improve accessibility to the municipal buildings and there will be implications to the municipal budget should Council approve some of the recommendations.
- d. Workplan presentation to Council – Theresa Sabourin reported that the presentation will be made to Council on June 15th.
- e. Meeting Schedule – The meeting schedule for the PAAC was altered to accommodate Richard Holohan's work schedule. The Committee will now meet on the 4th Thursday of each month at 1:00 p.m.
- f. Site Plan Review – The PAAC reviewed the proposed site plan for Tim Hortons and Harvey's/Swiss Chalet to be located on the Petawawa Town Centre property. Committee members questioned the sidewalk access into the site as it would cross the drive-thru queue line. Committee members recommended that a depressed curb be installed for the Harvey's location. Committee members recommended that one of the

tables for the outdoor seating area for Tim Hortons, be an accessible table to accommodate wheel chair access. Committee members recommended that both locations install automatic (sensored) door openers. Comments regarding the site plan need to be provided to Karen Cronier, Planning Coordinator, by June 29th. Dawn Recoskie was directed to draft a letter with the Committee's recommendations to be reviewed at the next PAAC meeting.

7. Correspondence (Previously emailed to Committee members)

- a. AODA 10th Anniversary Champion Award – received for information.

8. Member Input

Sheila Clarke commented that she was happy to see the PAAC article in the recent edition of the Town Times.

Theresa Sabourin reported that she attended the recent OSUM Conference and brought back some information regarding accessible tables and benches for outdoor use. A copy of the information will be provided to Kelly Williams, Manager of Parks & Recreation, and Karen Cronier, Planning Coordinator. Theresa also recognized Richard Holohan's photo which was in the paper recently recognizing his employment at Kevin's Flowers and the partnership with Community Living Upper Ottawa Valley.

9. Next meeting – **June 25, 2015 at 1:00 p.m.**

10. The meeting adjourned at 2:15 p.m.