

PETAWAWA ACCESSIBILITY ADVISORY COMMITTEE MEETING

MINUTES

SEPTEMBER 24, 2015 @ 1:00 P.M.

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

GUESTS: Alison Morris, Kelly Williams (1:20 p.m.)

1. Welcome and Introductions – Theresa Sabourin welcomed the members of the committee and opened the meeting at 1:12 p.m. Theresa introduced guest Alison Morris and advised she is present at the meeting as she is interested in becoming a member of the PAAC and wanted to observe a meeting prior to submitting an application for membership.
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 July 9, 2015 – Moved by Richard Holohan to approve the minutes of July 9, 2015 as circulated to the members of the Committee, seconded by Jennifer Holohan. Motion carried.
5. Old Business:
 - a. Membership Recruitment – Dawn Recoskie reported that one inquiry was received from Alison Morris.
 - b. 2015 Workplan Review – The committee reviewed the 2015 Workplan and made the following updates:
 - Under Element 1. Access, Item 1. Status updated, Centennial Park- July 2015;
 - Under Element 1. Access, Item 2. Status updated, Sheila Clarke, Theresa Sabourin and Dawn Recoskie, to prepare report to Council;
 - Under Element 2. Public Awareness, Item 2. Status updated, Fall Showcase cancelled;
 - Under Element 3. Networking/Collaboration, Item 1. Status updated, Theresa Sabourin attended the 2015 ROAR Conference and spoke regarding accessibility;
 - Under Element 3. Networking/Collaboration, Item 2. Status updated, need to prepare training program;

- Under Element 4. Accountability Framework, Item 1. Status updated, ongoing;
- Under Element 4. Accountability Framework, Item 2. Status updated, ongoing;
- Under Element 5. Outcomes, Item 2. Status updated, September complete.

At this point Mr. Kelly Williams, Manager of Parks & Recreation, arrived at the meeting (1:20 p.m.).

- c. 150th Anniversary Health and Safety Liaison Report – Theresa Sabourin provided an overview of accessible parking; the use of the CAREFOR van, golf cart/gators to transport people with disabilities; the shade areas etc. that were used during the 150th Anniversary weekend. Sheila Clarke suggested that parking spots for expectant mothers be considered near the accessible parking spaces for future events. Jennifer Holohan reported that she had no difficulties travelling the site with her motorized scooter. Dawn Recoskie suggested that signage be posted near the ball diamond parking lot to indicate “only accessible parking available at the Library/Civic Centre” to discourage people from trying to park there, who do not have accessible parking permits, and then having them be turned away to go back to the ball diamond parking lot.
 - d. Mitsubishi Site Plan Letter – Dawn Recoskie presented the letter that was sent to the Planning Coordinator in response to the Mitsubishi site plan as per the direction of the PAAC at its July 9th meeting.
6. New Business:
- c. Presentation – Centennial Park 150th Legacy Project Improvements – Mr. Kelly Williams provided an overview of the proposed legacy project at Centennial Park in recognition of the Town’s 150th Anniversary. Mr. Williams reported that accessibility improvements have been incorporated into the work and he is looking for any comments the committee may have regarding the proposal. The Evergreen Stage will be retrofitted with a spectator plaza, a hard surface (interlock brick) area and an accessible path providing access to the plaza. Five new accessible benches will be installed adjacent to a hard surface path and each will be placed on a hard surface complete with space adjacent to the bench to accommodate wheelchairs. The Wedding Gazebo deck will be expanded to provide more space and the path in front of the gazebo will be widened to accessible standards and slopes.

Members of the PAAC were pleased with the presentation and the accessibility upgrades to Centennial Park. There were no comments. At this point, Mr. Williams left the meeting (2:00 p.m.).

- a. ROAR Conference Update – Theresa Sabourin reported that she attended the ROAR (Rural Ontario Active Recreation) Conference and provided a presentation with Janet Porter of the County of Renfrew regarding customer service and the built environment.
 - b. Proposal from First Reference to purchase Accessibility Standards PolicyPro – Dawn Recoskie presented two binders from First Reference, at a cost of \$853.15, which contained information on how to develop accessibility policies. The Town has already completed many of the policies contained in the binders such as the IASR and Customer Service. Committee members were not interested in the purchase. Dawn Recoskie was directed to return the binders to First Reference.
7. Correspondence (Previously emailed to Committee members)
- a. Accessibility: 10 years of action – Accessibility Directorate of Ontario – received for information.

8. Member Input

Sheila Clarke commented that she is still trying to recruit new members for the committee. She wondered if the organization Wounded Warriors could be contacted. Theresa Sabourin commented that she knows someone from Wounded Warriors and would make the contact.

Theresa Sabourin asked Alison Morris to tell the committee about herself. Alison provided an overview of her background and explained that she is looking to contribute to the municipality.

Theresa Sabourin commented that she was riding her bicycle recently down Laurentian Drive to where the construction is currently taking place at Civic Centre Road and noticed there is quite a lip where the curb and gutter is and wondering if this is only temporary. Theresa will bring her concerns forward to David Unrau, Director of Public Works.

Discussion then took place regarding the staff and Council training. Refresher training is required for the Customer Service policy. Training is also required for the Human Rights Code. It was suggested that the training program be developed over the winter months and the training provided in the spring.

9. Next meeting – **October 22, 2015 at 1:00 p.m.**
10. The meeting adjourned at 2:42 p.m.