

PETAWAWA ACCESSIBILITY ADVISORY COMMITTEE MEETING

MINUTES

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

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

REGRETS: Alison Morris, Richard Holohan

1. Welcome and Introductions – Theresa Sabourin welcomed the members of the committee and opened the meeting at 1:14 p.m. Theresa introduced Christine Mitchell as the new Executive Assistant who will take over for Dawn Recoskie while Dawn is on maternity leave.
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 October 22, 2015 – Moved by Jennifer Holohan to approve the minutes of October 22, 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 on November 16th, Alison Morris was accepted by Council as a full member of the PAAC Committee. Alison was informed of her acceptance and is pleased to be a part of the Committee. Dawn also reported that Alison was absent from today's meeting as a result of illness.

There was no additional membership applications received.

6. New Business:
 - a. Site Plan Application Review – Church of Jesus Christ of Latter Day Saints Addition 199 Civic Centre Road – The committee reviewed the documents provided by the consultants.

The following items were noted:

- There are adequate accessible parking spaces, however, based on future projected development (as seen in the plan) and with an aging population, would they consider adding more accessible parking?

- Ensure smooth transitions between old and new concrete.
- Is the new bathroom accessible, will there be an automatic door and appropriate accessible features and fixtures? (including signage)
- Will there be an automatic entrance in the new portion of the church?

Christine is directed to draft a letter to forward these comments to Karen Cronier prior to the December 8th deadline.

- b. AODA Self-Certified Accessibility Report 2015 (copy attached) – this report needs to be filed every two years. Dawn Recoskie completed the filing for 2015 and therefore the next filing will be 2017. The two issues noted were the accessibility of the Town of Petawawa’s website, a new one is being developed, and a training policy, which is in development.
 - c. Barrier Free Report Template Review (copy attached) – Theresa Sabourin gave a brief review of the process she used to complete the barrier free report. Dawn Recoskie presented a PowerPoint presentation which she had created to capture the information for easy review. The committee was pleased with the format and thanked Dawn for all of her work on the project. Actions pending: get the most updated version for the Civic Centre from Mark Reinhart and consult with the Town’s building department for the building code regulations on accessible door widths. Christine will need to input the remaining buildings information into the PowerPoint presentation prior to the next PAAC meeting. At the next meeting a review of the PowerPoint presentation will occur and the committee will need to summarize the possible quick fixes for 2016 and then work towards creating a multiyear (five) accessibility plan.
7. Correspondence (Previously emailed to Committee members)

There was no discussion of the correspondence.

8. Member Input

Theresa Sabourin invited members of the PAAC committee to the Mayor’s cocktail on December 9th. Theresa and the Committee, as a whole, thanked Dawn Recoskie for her contributions and hard work and wished her a wonderful maternity leave.

Jennifer Holohan had no comments.

Sheila Clarke commented that she attended the Health Achieve Conference in Toronto November 2-3, 2015. Sheila indicated that improvements to accessible devices and services are a high priority in the industry and advancements have been significant. Sheila also referenced one speaker who spoke about the incivility within the health care industry, commenting that more time is spend on electronic devices than face to face interaction with the public.

7. Next meeting – **January 14, 2016 at 1:00 p.m.**
8. The meeting adjourned at 2:22 p.m. to the call of the Chair.