

# PETAWAWA ACCESSIBILITY ADVISORY COMMITTEE MEETING

## MINUTES

September 21, 2017 @ 2:30 P.M.

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PRESENT: Sheila Clarke, Sharon Slaney, Jackie Nieman, Christine Mitchell

REGRETS: Theresa Sabourin, Alison Morris

1. Welcome and Introductions – Sheila Clarke welcomed the members of the committee and opened the meeting at 2:40 p.m.
2. Adoption of Agenda – Moved by Sharon Slaney, seconded by Jackie Nieman to approve the agenda. Motion carried.
3. Disclosure of Pecuniary Interest – None.
4. Adoption of previous minutes of June 28, 2017 – Moved by Jackie Nieman seconded by Sharon Slaney to approve the minutes of June 28, 2017. Motion carried.
5. Old Business:
  - a. Membership Recruitment – S. Clarke indicated that no applications have been received. J. Nieman suggested that another round of posters be installed at key locations throughout the community as none are currently visible. J. Nieman also suggested the creation of an accessibility business card modeled from our poster as a quick handout resource. C. Mitchell will look into this further.
  - b. Site Plan Application – Highland Park Drive Apartments

Subject to discussions held at the June 28<sup>th</sup> meeting, a letter was submitted in response to the site plan application process for Highland Park Drive Apartments. Questions arose regarding residential secondary egress, parking space calculations and new fire/smoke alarm requirements. C. Mitchell circulated an email dated August 28<sup>th</sup> which clarified these concerns.
  - c. Revised Site Plan Application – Petawawa Non-Profit Housing Corporation

Subject to discussions held at the June 28<sup>th</sup> meeting, a letter was submitted in response to the revised site plan application for the

Petawawa Non-Profit Housing Corporation indicating that PAAC had no issue with the proposed parking adjustments.

d. Enabling Accessibility Fund 2018 – deadline July 26<sup>th</sup>, 2017

S. Clarke confirmed that C. Mitchell had submitted the Enabling Accessibility Fund request for rubberized surface for Civitian Playland Park. Other than confirmation of receipt no further correspondence has been received.

6. New Business:

a. Site Plan Application – Marriot Towneplace Hotel & Suites

T. Sabourin and C. Mitchell reviewed the Marriot Towneplace Hotel & Suites site plans on August 25<sup>th</sup>. Subject to that review an email and draft letter was circulated to the PAAC members on August 28<sup>th</sup>. Based on electronic response from committee members revisions to the letter were made and a final copy submitted to Karen Cronier, Director of Planning and Development, on September 1, 2017, prior to the September 11<sup>th</sup> deadline for comment.

It is understood that in commercial builds such as a hotel, secondary egress for upper level accessible units is provided by the service of a back-up generator which can run emergency services for a sufficient duration to facilitate the building evacuation. All new builds require visual fire/smoke alarm safety devices and common areas in public places, such as pools and spas must be barrier free and offer entrance supports into those amenities.

b. 2017 Accessibility Compliance report

A copy of the complete and submitted 2017 Accessibility Compliance report was circulated to PAAC members.

c. Barrier Free Audit Checklist

A copy of the Barrier Free Audit Checklist was circulated with the agenda to facilitate a discussion on actions for the PAAC committee moving forward. C. Mitchell confirmed with the City of London via email on August 22<sup>nd</sup> that their Facility Accessibility Design Standard, which we have permission to modify and use for our purposes, has not yet been endorsed. We await this revised document from London to bring ours current with accessible standards.

Completed in 2017, the entrance sidewalk to the Petawawa Public Library has been complete and now meets accessible requirements. The Accessible Customer Service Policy was updated and endorsed by Council and the Accessible Customer Service training standard has been communicated and will be overseen by the Multi Workplace Joint Health and Safety Committee. A scent sensitivity policy was drafted and endorsed by Council. This policy still needs to be included by an amending by-law to the Town's Human Resources Corporate Policies and Procedures (by-law 843/13). Additionally, Centennial Park washroom facilities were upgraded to include an accessible pathway from the parking lot to a new barrier free washroom and the mobi-mat was acquired and installed at Petawawa Point. More accessible work is required at Petawawa Point and will be part of Parks and Recreation budget considerations for 2018. Parks and Recreation was successful in obtaining a grant that will allow them to improve the elevator at the Civic Centre and bring that unit in compliance with current regulations. An event reflective of this project is being planned for October.

7. Correspondence

There was no further correspondence.

8. Member Input

J. Nieman spoke of some issues navigating the municipal sidewalks and the use of curb cuts versus ramps treatments. J. Nieman has a clear preference for curb cuts which provide a clear transition for motorized wheelchairs. C. Mitchell to investigate the various treatments and report back to the committee. J. Nieman spoke of accessible fishing spots within the community. Further review of this inquiry will be conducted to determine if any exist or are planned.

S. Slaney remarked at the success and wide use of the mobi-mats. She inquired as to the possibility of purchasing further lengths and offering more along the shoreline to facilitate more direct water access.

S. Clarke indicated that she would reach out to the new Library CEO, Amanda Foster, and facilitate the display of the accessible binders as created by A. Morris.

9. Next meeting – October 26, 2017 at 1:30 p.m.

10. The meeting adjourned at 3:22 p.m. to the call of the Chair.