

# PETAWAWA ACCESSIBILITY ADVISORY COMMITTEE MEETING

## MINUTES

October 20, 2016 @ 1:30 P.M.

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PRESENT: Sheila Clarke, Theresa Sabourin, Alison Morris, Sharon Slaney, Christine Mitchell

GUEST: Ursula Matchett

1. Welcome and Introductions – Sheila Clarke welcomed the members of the committee and opened the meeting at 1:30 p.m. Ursula Matchett is considering being part of the Accessibility Advisory Committee. She is attending this meeting as a guest.
2. Adoption of Agenda – Moved by Theresa Sabourin, seconded by Sharon Slaney to approve the agenda, Motion carried.
3. Disclosure of Pecuniary Interest – None.
4. Adoption of previous minutes of September 15, 2016 – Moved by Sharon Slaney, seconded by Alison Morris to approve the minutes of September 15, 2016. Motion carried.
5. Old Business:
  - a. Membership Recruitment – Christine Mitchell reported that no inquiries or applications have been received. C. Mitchell will resend PAAC application to U. Matchett directly.

Alison Morris had circulated some design work on a more modern recruitment poster, which her brother had worked on. The following changes need to be addressed: a) ensure that the graphic font is verdana, b) remove all but first wave and increase the size of the texts to be more eligible and horizontal, c) remove the word vision loss and replace with altered vision d) remove contact name and phone extension and change meeting time to 1:30 p.m. on the 4<sup>th</sup> Thursday of each month. In order to facilitate payment for Roger's design work an invoice is required, which includes pertinent information. Moved by Theresa Sabourin and seconded by Sheila Clarke that payment be issued for design work, once an acceptable invoice has been received.

- b. Accessibility Resource Binders – A. Morris reported that she had not yet had time to work on this project. The work plan indicated November and so A. Morris will endeavor to complete according to this schedule.
- c. Facility Accessibility Design Standards – C. Mitchell reported that she has completed the conversion of the City of London 2007 version (with approval) to a word format that will allow Town of Petawawa to implement changes. C. Mitchell noted that the City of London is currently updating their version to incorporate the latest accessibility regulations which have come forward. A review of the entire document will occur to ensure that Petawawa presents to Council a current and comprehensive design standard document.
- d. Town Policy for Customer Service Standard Changes – T. Sabourin reviewed the document and noted modifications that need to be implemented. Changes proposed reflect a broadened clarification on definitions, terms and reflects the AODA regulation of providing free attendance/registration fees for support persons. The committee as a whole agreed with the proposed modifications. C. Mitchell will bring the revised policy forward to administration for endorsement.
- e. Accessible customer service training – T. Sabourin will attend the next Health and Safety meeting to discuss with them accessible customer service requirements. A review of the material and certification process as well as confirmation that all staff, Council, volunteers and contractors for the Town have completed the necessary training.

T. Sabourin will review the video certification process currently linked to the PAAC page on the Town website to see if this incorporates the scope of accessible customer service training required.

6. New Business:

a) Examples of scent/environmental policies from other organizations

Sharon Slaney reported that neither the City of Kingston nor the Town of Arnprior have a scent policy. Both indicated that this would be difficult to enforce. S. Clarke reported that she had obtained copies of the scent policy from the Pembroke Regional Hospital which follows closely to the Ontario Human Rights Commission guidelines. S. Clarke indicated that the policy is designed to bring awareness to scent issues and provide framework to address issues that may need to be resolved. The document lists chemical sensitivities and alternative solutions. T. Sabourin will bring this concept forward at the Health and Safety committee to get their input and report back.

7. Correspondence

Correspondence was circulated prior to the meeting.

8. Member Input

S. Slaney and U. Matchett remarked that collapsible cane holders should be installed at the Municipal counter.

T. Sabourin requested a return to the fourth Thursday of each month for meeting schedule purposes.

S. Clarke inquired about the Accessible Fund application status. C. Mitchell had no confirmation as of yet; the funding allocations were due to be announced the end of October.

7. Next meeting – **November 24, 2016 at 1:30 pm**

8. The meeting adjourned at 2:30 p.m. to the call of the Chair.