

# PETAWAWA ACCESSIBILITY ADVISORY COMMITTEE MEETING

## MINUTES

September 15, 2016 @ 1:00 P.M.

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

1. Welcome and Introductions – Sheila Clarke welcomed the members of the committee and opened the meeting at 1:07 p.m.
2. Adoption of Agenda –  
Addition 6 (d) – review of site plan application for the addition of two bay garage to the mini storage facility at the Industrial Park  
  
Moved by Sharon Slaney, to approve the agenda, as amended, seconded by Alison Morris. Motion carried.
3. Disclosure of Pecuniary Interest – None.
4. Adoption of previous minutes of July 21, 2016 – Moved by Theresa Sabourin to approve the minutes of July 21, 2016, seconded by Alison Morris. Motion carried.
5. Old Business:
  - a. Membership Recruitment – Christine Mitchell reported that no inquiries or applications have been received. Both Sharon Slaney and Sheila Clarke indicated that they spoke with possible candidates. Further material and communication will be forwarded through these PAAC representatives. Sheila Clarke presented some design work on a more modern recruitment poster. Theresa Sabourin suggested creating a pull up banner that the PAAC could display at various locations. Committee members will explore graphic design/display options and expenses.
  - b. Enabling Accessibility Fund – Christine Mitchell reported that confirmation of receipt regarding the PAAC submission, for Centennial Park accessible washroom, had been issued. A copy of all the documentation was electronically sent to the PAAC Chair. Funding announcements are expected by end of October.
  - c. Accessible services at the Town of Petawawa Municipal Office – Christine Mitchell reported that a letter from PAAC was sent to the CAO requesting

consideration of a portable interac machine to facilitate services at the counter. The wireless units have been approved and ordered for both the Municipal and Parks and Recreation Offices.

- d. Accessibility Work plan updates and review – A quarterly review of the work plan occurred and a revised schedule was created. A discussion about the timely prioritization of medium term identified barrier free deficiencies ensued. The Committee will continue to work toward this in an effort to get some of these mid-level deficiencies considered as part of 2017 budget deliberations. The completion of short term identified priorities have been delayed as some of them, specifically related to signage and color contrasting are being defined as part of the creation of a Town of Petawawa Facility Accessibility Design Standard. The Committee has agreed to conduct and bring back research on a scent policy for the next meeting to aid in the facilitation of introducing this identified short term accessible deficiency.

Consultation with the building department and building code modifications related to public entrances and retrofit requirements will be conducted and reported at the next meeting.

- e. Facility Accessibility Design Standard – Petawawa draft version status. Christine Mitchell reported that she had received authorization from the City of London to adapt their document to our needs. The document was created in a graphic program called In Design and therefore information has to be extrapolated and reformatted and created in a word document to facilitate changes. Christine indicated that she has spent roughly 50 hours working on this process and is through 65% of the document. A revision of the FADS document is currently taking being conducted at the City of London. Those modifications will be added to our version once they are available. Once a draft is complete and vetted by the PAAC, the FADS will be presented to Council for endorsement and adoption.

6. New Business:

- a) Town Policy for Customer Service Standard changes  
Theresa 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. Theresa will bring forward the revised version for approval at the next meeting.
- b) Accessible customer service training  
Theresa Sabourin reported having reviewed various customer service training videos and would like to ensure that the mix of training modules to

highlight specific service requirements to all those with physical, sight, hearing, intellectual and mental health considerations are included. A test group, representative of Town staff would be a good way to introduce AODA regulated requirement. Christine Mitchell will request that Theresa Sabourin be permitted to bring the concept forward to the Health and Safety Committee at their next meeting.

- c) Petawawa Fall Showcase – September 23-25  
No members of the committee are available to attend the Fall showcase. Information material can be provided.
- d) Review of site plan application for the addition of two bay garage to the mini storage facility at the Industrial Park  
PAAC considered that the industrial nature of this build and that access as provided for the mini storage facility was sufficient and determined that there was no input to provide for the additional site plan, at this time.

7. Correspondence

There was no correspondence to circulate

8. Member Input

Alison Morris requested if the meetings could be delayed by a half hour to facilitate her continued participation. The Committee as a whole was agreeable to this request and will now meet at 1:30 p.m. instead of 1:00 p.m.

Sharon Slaney discussed her visit to the village of Westport where she observed some businesses using portable ramps as a means to allow access to more heritage type buildings. She also brought forward the idea of an accessible mat that would allow waterfront access to municipal beaches.

Theresa Sabourin reported having attended the luncheon on Accessibility, during the recent August, Association of Ontario Municipalities conference and reported hearing about the “mat” termed a mobi-mat. A discussion occurred about bringing this information to Parks and Recreation to consider for feasibility and 2017 budgeting process. Christine Mitchell will forward the request.

7. Next meeting – **October 20, 2016 at 1:30 pm**

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