

PETAWAWA ACCESSIBILITY ADVISORY COMMITTEE MEETING

MINUTES

June 23, 2016 @ 1:00 P.M.

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 1:15 p.m.
2. Adoption of Agenda –
5 d) Addition of Facility Accessibility Design Standards
6 c) Accessible Customer Service Webinars ORFA
Moved by Theresa Sabourin, to approve the agenda, as amended, seconded by Sharon Slaney. Motion carried.
3. Disclosure of Pecuniary Interest – None.
4. Adoption of previous minutes of May 19, 2016 – Moved by Sheila Clarke to approve the minutes of May 19, 2016 as circulated to the members of the Committee, seconded by Theresa Sabourin. Motion carried.
5. Old Business:
 - a. Membership Recruitment – Christine Mitchell reported that no inquiries or applications have been received. Alison Morris suggested that she would place a recruitment poster at the Petawawa Centennial Health Centre.
 - b. Barrier Free Report (Council presentation)
Sheila Clarke presented the Barrier Free Report and Accessibility Work Plan to Council on June 6th. The report was well received and Council acknowledged the fine work being completed by the volunteer members of the PAAC Committee. Theresa Sabourin requested how municipal staff are informed and begin the process of implementing the recommendations proposed. Christine Mitchell indicated that all staff receive copies of agendas and approved minutes, in addition, discussion with various department resources are ongoing. Christine Mitchell indicated that at a recent senior staff meeting, David Unrau, discussed his intent to obtain quotes related to building exit signage.
 - c. Crossing (pedestrian) signals update – Christine Mitchell reported that the County of Renfrew had reviewed the traffic signal pedestrian crossings at the three intersections that were areas of concern based on resident

complaints and PAAC review. The spreadsheet of timing was reviewed by the Committee. The issue of audible signalization at Murphy and Civic Centre Road continues to be unresolved. The Committee will forward a letter to David Unrau, Director of Public Works, indicating that the extended crossing times proposed by the County are acceptable. People should be encouraged to begin crossing only when the walk symbol is solid, if the symbol is flashing it is an indication that people should not enter the cross walk.

- d. Facility Accessibility Design Standards – Christine Mitchell indicated that she had received letter acceptance from the City of London to use their Facility Accessibility Design document as a template to create one for the Town of Petawawa. The letter further indicates that London is currently updating their document to reflect recent changes to the Accessibility Standards.

6. New Business:

- a) Enabling Accessibility Fund

Based on the Barrier Free presentation and the scope of work being proposed is their funding available to offset some of these expenses? The committee reviewed the viability of applying for funding under the Enabling Accessibility Fund.

This fund has two streams; the workplace accessibility stream and the community accessibility stream. In the workplace stream, projects must create or maintain job opportunities for people with disabilities. In the community stream, the removal of barriers and increasing accessibility are the key components.

Intake for applications must be submitted before July 26, 2016.

Ideas for possible permitted projects include adding the automatic middle door at the Civic Centre, adding an accessible bathroom and pathway to washroom facilities at Centennial park. Purchase of accessible signage including egress (tactile, pictogram, braille), universal signs such as fire extinguishers and washroom indicators.

The committee reviewed the guidelines for the fund and agrees to support the application of two projects. The priority project will be the accessible washrooms at Centennial Park and the second project will be the accessible middle door at the entrance to the Civic Centre. Christine Mitchell will co-ordinate the completion of the applications and communicate with representatives at the Civic Centre.

Moved by Alison Morris to approve the proposed submissions to the Enabling Accessibility Fund, community stream, seconded by Sharon Slaney. Motion carried.

b) Accessible Customer Service Webinars ORFA

Sheila Clarke and Theresa Sabourin both successfully completed the series of Accessible Customer Service Webinars that were circulated. The webinars were of various lengths, but predominately focused on accessible customer service for the hearing impaired. The webinars were informative, detailed and visually appealing. It took approximately 2.5 hours to complete the series, in one seating. The committee was in agreement that while the webinars were good, a review of other possible training modules and work on creating a comprehensive and encompassing customer service program was needed. Theresa Sabourin and Sheila Clarke will work on this and bring forward their training program template for review, as indicated in the PAAC work plan, in September.

7. Correspondence

Christine Mitchell circulated the quick reference guide issued by Accessible Ontario. The reference indicates that effective July 1, 2016 organizations need to train all their members on accessible customer service and update their accessible customer service policy.

Theresa Sabourin and Sheila Clarke will review the accessible customer service policy and propose any modifications which may be needed. A revision and/or inclusion of accessible customer service training, not just policy comprehension, will need to be added to new employee hiring packages and will be the responsibility of the hiring manager to ensure training compliance.

8. Member Input

Theresa Sabourin offered to share an AODA news link with the other Committee members. The most recent news release indicated that 1.8 million Ontarians have a disability.

7. Next meeting – **July 21, 2016 at 1:00 p.m.**

There will be no meeting in August.

September meeting (proposed) – September 15, 2016 at 1:00 pm

8. The meeting adjourned at 2:50 p.m. to the call of the Chair.