

# PETAWAWA ACCESSIBILITY ADVISORY COMMITTEE MEETING

## MINUTES

January 26, 2017 @ 1:30 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 1:30 p.m.
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 November 24, 2016 – Moved by Alison Morris, seconded by Sharon Slaney to approve the minutes of November 24, 2016. Motion carried.
5. Old Business:
  - a. Membership Recruitment – C. Mitchell reported that no inquiries or applications have been received.

Copies of the PAAC recruitment poster were circulated to members who will distribute them within the community.

A draft copy of the PAAC article in the upcoming edition of the Town Times was circulated for the committee to see. A minor correction to the article will be submitted.
  - b. Accessibility Resource Binders – A. Morris indicated that the information resource binders are almost complete. S. Clarke will discuss with Sheila Durand, CEO of the Petawawa Public Library as to when they can be placed as resource material at the Library.
  - c. Accessibility Customer Service Policy – T. Sabourin provided a final version of the revised Accessibility Customer Service policy. A bylaw will be presented to Council at an upcoming February meeting for endorsement. The policy has been modified to reflect a broadened clarification on definitions, terms and reflects the AODA regulatory requirements as per Accessibility Standards for Customer Service Ontario Regulation 165/16.

- d. Accessible Customer Service Training – T. Sabourin reviewed the discussion she had with the Health and Safety Committee and indicated that they were tasked with completing the training and providing feedback. C. Mitchell confirmed that members of the H&S Committee had reviewed the electronic Accessible Customer Service Training module that is available from Access Forward through the Town's website. The H&S Committee is in favour of incorporating accessible customer service training into the annual Corporate Health and Safety orientation training programs. Once Council endorses the training program the H&S Committee will implement the training.

As per Accessibility Standards for Customer Service, Ontario Regulation 165/16, it is a legislative obligation for organizations to ensure training in Accessible Customer Service. This includes;

- Every person who is an employee of, or a volunteer with, the provider.
- Every person who participates in developing the provider's policies.
- Every other person who provides goods, services or facilities on behalf of the provider.

The PAAC Committee is supportive of the Health and Safety Committee implementing and overseeing the adherence and administration of the Accessible Customer Service Training.

- e. Draft Scent/Environmental Policy - S. Clarke had presented a draft version of a scent policy based on examples from the Pembroke Regional Hospital and 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. C. Mitchell reported that further work on this policy will occur and indicated that there is a recommendation from senior staff to bring it before the Health and Safety Committee as it relates to the health of the work environment as well as those that occupy the environment.
- f. Lending Hub – medical equipment for temporary use – A. Morris circulated electronic correspondence in early January to a variety of community groups to see if they were interested in participating in a lending hub brainstorming session. This item is not currently within the mandate of the Accessibility Advisory Committee and while of great interest and potential value to members of the community, it is an initiative that will be explored and potential implemented through a community service club or organization.

- g. 2<sup>nd</sup> Annual Garrison Petawawa Cultural and Diversity Festival – C. Mitchell discussed details on the 2<sup>nd</sup> Annual Garrison Petawawa Cultural and Diversity Festival. The date is March 8<sup>th</sup>, 2017 from 1300 – 1800 hrs. The format including speeches and opportunity to speak about your organization/committee remain the same. The Petawawa Accessibility Advisory Committee had agreed to participate. There was a discussion regarding what interactive elements to take to showcase. A request will be made for publicity material regarding the mobi-mat as well as recruitment material.

6. New Business:

- a. Site Plan Application (Starbucks) – The committee reviewed the site plan application for Starbucks on Petawawa Boulevard. The committee will submit a letter to the Planning Coordinator recommending that the developer install an automatic door to the front entrance of the building; ensure that the front entrance ramp has a smooth slope to ensure barrier free access to the building; and ensure the washroom has accessibility features such as lever door handles and lever taps.

7. Correspondence

- a. Enabling Accessibility Fund – Community Accessibility Stream Project Status – Accessible Washroom for Petawawa Centennial Park – C. Mitchell provided the committee with an update regarding the status of the funding application. The project will proceed in spring 2017.
- b. EnAbling Change Program 2017-2018 (circulated to committee for email response) C. Mitchell did not make an application to this program based on electronic comment received by committee members.
- c. Facility Accessibility Design Standards (FADS) London – 2<sup>nd</sup> quarter target for integration of new standards. C. Mitchell noted that correspondence from contact with the City of London has indicated a 2<sup>nd</sup> quarter target to revise the FADS. Once modifications are implemented into our version we will move forward with presenting the document to Council.

8. Member Input

T. Sabourin reported that during the 2017 Council budget deliberations there was a reduction of the PAAC requested funding from \$4,000 to \$2,000. T. Sabourin indicated that this was a one-time voluntary reduction.

T. Sabourin reported on providing the Contractor for the Petawawa Housing Corporation, who is tasked with building the fourteen new units, with accessible

design suggestions to better facilitate the seniors anticipated to seek those accommodations. Recommendations included items such as replacing bathtubs with accessible showers and increasing door widths.

7. Next meeting – **February 23, 2017 at 1:30 pm**
8. The meeting adjourned at 2:55 p.m. to the call of the Chair.