

PETAWAWA ACCESSIBILITY ADVISORY COMMITTEE MEETING

MINUTES

September 20, 2018 @ 1:30 P.M.

PRESENT: Sheila Clarke, Theresa Sabourin, Sharon Slaney, Jackie Nieman, Christine Mitchell, Mark Reinert

REGRETS: Alison Morris

1. Welcome and Introductions – Sheila Clarke welcomed the members of the committee and opened the meeting at 1:33 p.m.
2. Adoption of Agenda – Moved by Theresa Sabourin, seconded by Jackie Nieman to approve the agenda with the addition, under New Business, item b) 2018 budget. Motion carried.
3. Disclosure of Pecuniary Interest – None.
4. Adoption of previous minutes of August 30, 2018 – Moved by Sharon Slaney seconded by Jackie Nieman to approve the minutes of August 30, 2018. Motion carried.
5. Old Business:

- a. Membership Recruitment

S. Clarke indicated that no applications have been received. J. Nieman reported a discussion with a resident about the possibility of joining PAAC. C. Mitchell indicated that upon close of the municipal election a notice will go out with the opportunity for applications concurrent with a term of Council (2019 – 2022) for various Council appointed Committees. C. Mitchell will notify all PAAC members when this occurs.

- b. Barrier Free Audit – review with Mark Reinert and Jackie Nieman

Mark Reinert provided a verbal report on the findings of the main level Barrier Free Audit conducted with representatives of the County of Renfrew Accessibility Committee, on September 7th at the Civic Centre. A copy of J. Nieman's observations were circulated with the agenda package. Based on the age of the building and some structural deficiencies many accessible improvements have been made. Deficiencies noted in the recent audit

were reflective of identified medium term deficiencies highlighted in previously conducted PAAC audit reports.

For some issues, such as how and at what level to conduct lumen (lightning levels) testing, it is suggested that Petawawa endorse a standard so that consistency can be achieved.

c. Creating Accessible documents – sample provided from Jackie Nieman

J. Nieman provided a sample document, which was circulated with the agenda package. Staff will review the document and provide additional comment. A revised version will be reviewed in a subsequent meeting.

d. Site Plan Checklist

The site plan checklist document, as provided, required some additional clarifications on terminology and quantification. These modification will be added to the checklist to ensure the document serves as an accurate resource when reviewing site plans.

e. 2018 Election Accessibility Barrier Free Audit Checklist – sample room layout

C. Mitchell provided a rough sketch of the proposed layout of the voting Centre, located in the Council Chambers at 1111 Victoria Street and will be used on both advanced voting day, Saturday, October 13th and on Voting Day, Monday, October 22nd. This layout was used to ensure that at least one of the voting stations would be fully accessible. The Committee reviewed the checklist and the floor plan to determine that the site would be accessible.

6. New Business:

a. Budget considerations for 2019 related to Accessibility Improvements

C. Mitchell indicated that K. Williams, Manager of the Parks and Recreation Department has been asked to include the Community Accessibility Stream project of a safe launch system into the 2019 budget. As previously reported, the response to this application is not anticipated until the first quarter of 2019. The entire project is estimated to cost \$57,000 with an EAF request for \$26,500 and the Town contributing \$30,297 through 2019 budget.

Based on the Barrier Free Audit and the medium deficiencies list, there are other projects which the Accessibility Committee would like have considered for 2019 budget implications. A discussion on this will occur at the next meeting.

b. 2018 Budget considerations

T. Sabourin suggested that there is a small amount of money in the 2018 budget remaining from which we could replenish some giveaway items which can be used at events attended by the PAAC committee. Suggestions should be provided at the next meeting.

7. Correspondence

Correspondence was previously circulated to Committee members. An invitation to participate in A Tips and Tools for Accessible Main Streets webinar will be circulated to members should they wish to register.

8. Member Input

9. Next meeting – October 25, 2018 at 1:30 p.m.

10. The meeting adjourned at 3:20 p.m. to the call of the Chair.