

PETAWAWA ACCESSIBILITY ADVISORY COMMITTEE MEETING

MINUTES

November 22, 2018 @ 1:30 P.M.

PRESENT: Sheila Clarke, Theresa Sabourin, Sharon Slaney, Jackie Nieman,

REGRETS: Alison Morris, Christine Mitchell

1. Welcome and Introductions – Sheila Clarke welcomed the members of the committee and opened the meeting at 1:45 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 September 20, 2018 – Moved by Sharon Slaney seconded by Theresa Sabourin to approve the minutes of September 20, 2018. Motion carried.
5. Old Business:
 - a. Membership Recruitment

S. Clarke indicated that no applications have been received but that she did have a discussion with a local resident who might be interested.
 - b. Committee Applications for 2018-2022 Membership

C. Mitchell circulated electronically the committee application forms to be completed by interested parties who wished to be named to the PAAC committee. Please complete and return forms to C. Mitchell before the end of 2018. No criminal reference check is required for this committee at this time, however, applicants must be willing to obtain one should a request be made.
 - c. Creating Accessible documents

J. Nieman had provided a sample document for the committee. Staff are still reviewing this item and will bring forward at a subsequent meeting.

d. Budget considerations 2019 – Accessibility Improvement for Municipal buildings – medium deficiencies

Based on the results of the barrier free audit conducted at the Civic Centre on September 7th and the barrier free audit conducted on all municipal properties in 2015, PAAC would like to budget monies to realize the following noted deficiencies in municipal properties.

- 1) Accessible signage at entrance and exit doors
- 2) Color/opaque strips on glass doors to assist with visual cues
- 3) Detectable warning surface installed at the top of stairs and at landing areas.

To facilitate the expense associated with these projects PAAC wishes to earmark \$5,000 that would be set aside in the 2019 budget to cover the cost of correcting these deficiencies. As there remains money in the PAAC 2018 budget, this money will be requested to be placed in a reserve, allowing these projects to be financed in 2019.

Further, PAAC will create, in consultation with Parks and Recreation a set of standards related to those three items that will facilitate a consistent application and installation of these items in municipal buildings.

Moved by Theresa Sabourin, seconded by Sharon Slaney to approve these projects, request that 2018 unspent PAAC allocated funds be reserved to allow these projects to be realized in 2019. Motion carried.

e. Promotional giveaways

No promotional giveaways have been purchased in the last couple of years. Giveaways are used at outreach and municipal events. T. Sabourin will investigate the purchase of some promotional vision magnifiers, some button hole fasteners, long shoe horns, grip mats to open jars, zipper pulls and some other sundry items. These items can be purchase with funds from the 2019 budget.

6. New Business:

a) Petawawa Centennial Family Health Centre – Application for site plan approval.

Due to the urgency in responding to this item, C. Mitchell circulated site plan documentation to the committee and asked for commentary. The planned addition is for a 484 square metre facility to be extended from the current structure. This addition will be used for commercial leases and allow the space within the current Health Centre to be used for medical support services. No comments were received within the timeframe of the application circulation however the committee respectfully suggests that

due to the nature of their service and their clientele that consideration for additional accessible parking be considered.

b) Accessibility Election Report

The Accessibility Election Report was presented to and endorsed by Council on November 5th, 2018. This legislative report outlined the accessible services and supports that were implemented for the 2018 Municipal Election. The full staff report and Council resolution was circulated with the agenda package.

7. Correspondence

There was no additional correspondence circulated.

8. Member Input

Due to circumstances, the 2017 year-end report Committee report never came before Council. It is anticipated that an amalgamated report for 2017 and 2018 will be presented to Council in early 2019.

9. Next meeting – January 24, 2019 at 1:30 p.m.

10. The meeting adjourned at 2:35 p.m. to the call of the Chair.