



PETAWAWA ACCESSIBILITY ADVISORY COMMITTEE

Meeting Minutes

February 25, 2021 - 1:00 P.M. Municipal Council Chambers

PRESENT: Theresa Sabourin, Sheila Clarke, Sharon Slaney, Lynn Davenport, Kate Bennett

REGRETS: Alison Morris

Welcome and Introductions

T. Sabourin opened the meeting at 1:05 p.m.

Adoption of Agenda

Moved by L. Davenport, seconded by S. Clarke to approve the agenda with the following additions;

- 6.4 Site-Plan Review – Parking Lot Expansion, 3482 Petawawa Boulevard
- 6.5 2022 Ontario Winter Games

MOTION CARRIED

Disclosure of Pecuniary Interest

None.

Adoption of previous minutes of January 28, 2021

Moved by S. Slaney, seconded by L. Davenport that the minutes from January 28, 2021 be approved as presented.

MOTION CARRIED

Old Business:

2021 Workplan Development

A review of the workplan occurred. Target dates and member representation for each strategy was identified and assigned. K. Bennett is to email the updated workplan to the committee for final review. K. Bennett will provide a copy of the Site Plan Letter template to the committee for review within the March agenda package.

Marketing Items Update

K. Bennett provided an update regarding the marketing materials order, unfortunately due to the size of the no-touch protection tool and the thin gaps and small elements within the PAAC logo it does not clearly print onto the item. The committee directed K. Bennett to minimize the size of the PAAC logo design to only the inner circle (figure in wheelchair) and determine with Grafica Promotions if that would fit on the item. If the minimized logo does not fit or print clearly, it was suggested to only include the committee's name.

K. Bennett is to email the committee the prototype when available for final approval.

New Business:

Letter to Organizations Requesting Membership on PAAC

L. Davenport reported that she drafted a letter on the behalf of PAAC addressed to Community Living Upper Ottawa Valley (CLUOV) in regards to PAAC recruitment. The committee reviewed the letter and provided feedback. L. Davenport is to provide K. Bennett with a copy of the letter to be placed on PAAC letterhead and sent to CLUOV Executive Secretary, Tina Williams.

Rick Hansen Foundation – APN Conference

K. Bennett presented information regarding the upcoming Accessibility Professional Network conference hosted by the Rick Hansen Foundation and inquired whether the committee was interested in attending. The conference will be held virtually on March 11 and 12th and will kick off with a presentation by the Honorable Carla Qualtrough, Federal Minister of Employment, Workforce Development, and Disability Inclusion and Rick Hansen, RHF founder to discuss the state of accessibility in Canada.

K. Bennett was directed to register T. Sabourin, L. Davenport and S. Clarke for the virtual conference.

Site Plan Review – Herman Street School Daycare Addition

The committee completed a site plan review and will be providing the following recommendations:

- The accessible parking spaces should be relocated so that individuals do not need to cross the fire route and bus lanes to access the building.
- Provide a depressed curb in front of the fourth barrier free space which is located in the lot across from the proposed daycare to allow a more direct access to the building.
- Add access aisle no less than 2,440m x 7,400 mm to the additional accessible parking space.
- The gravel walkway to the right of the daycare facility is recommended to be paved.

T. Sabourin suggested that when the committee is to review site plans, the Director of Planning and Development, Karen Cronier be in attendance to present the documents to committee to aide in interpretation and respond to any questions. K. Bennett may schedule the timing on the agenda according to K. Cronier's availability.

Site Plan Review – Parking Lot Expansion, 3482 Petawawa Boulevard

The committee completed a site plan review and will be providing the following recommendations:

- The barrier-free parking space be designated with the International Symbol of Accessibility, and include access aisles provided with the parking space with a minimum width of 1,500 mm and painted with high tonal contrast diagonal lines.
- That the exterior walks from the accessible parking space form part of a barrier-free path of travel and shall have an uninterrupted width of no less than 1 100 mm and a gradient not exceeding 1 in 20.
- The barrier-free path of travel has no less than 1 100 mm wide surface of a different texture to that surrounding it, where the line of travel is level and even with adjacent walking surfaces.

2022 Ontario Winter Games

S. Clarke noted that she was reading an article regarding the 2022 Ontario Winter Games coming to Renfrew County and the need for 700 volunteers. S. Clarke suggested that it would be beneficial to have an accessibility advisory committee involved with the planning aspects to ensure everyone can attend the sporting events.

K. Bennett is to speak with Mayor Sweet and advise that the PAAC is available to provide support and recommendations regarding accessibility as it relates to the 2022 Ontario Winter Games.

Correspondence:

There were no items of correspondence.

Member Input

S. Clarke noted that she reached out to CNIB Ontario East enquiring materials for the PAAC resource binder and received two informative links; one regarding “Clearing Our Path” which provides information regarding accessibility of the building environment for persons that are blind or partially sighted. The second resource provided was a link to the CNIB website for information regarding blindness, how to support some who is blind, and various types of sight loss, etc. S. Clarke will be compiling materials for print and updating the PAAC resource binder at the Petawawa Public Library.

Next meeting – March 25, 2021 at 1:00 PM in the Council Chambers.

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