



PETAWAWA ACCESSIBILITY ADVISORY COMMITTEE

Meeting Minutes

August 26, 2021 - 3:00 P.M.

PRESENT: Alison Morris, Kate Bennett, Leah Cuff, Sheila Clarke, Theresa Sabourin

REGRETS: Lynn Davenport, Sharon Slaney

Welcome and Introductions

T. Sabourin opened the meeting at 3:00 p.m.

Adoption of Agenda

T. Sabourin requested the addition of Community Improvement Plan Update under New Business.

Moved by S. Clarke, seconded by A. Morris to approve the August 26, 2021 Petawawa Accessibility Advisory Committee agenda as amended.

MOTION CARRIED.

Disclosure of Pecuniary Interest

None.

Adoption of previous minutes of July 12, 2021

Moved by S. Clarke, seconded by L. Cuffe that the minutes from July 12, 2021 be approved with the following minor revisions:

- Corrected spelling for L. Cuffe (pg. 1)
- Corrected spelling for S. Clarke (pg. 3)

MOTION CARRIED.

Old Business:

Municipal Building Standards By-law/Policy Research Update

Item deferred to September 23, 2021 meeting.

Municipal Facilities/Parks Barrier Free Audit Schedule

K. Bennett provided an updated draft of the barrier free audit schedule with members assigned to a facility and a target month of completion. The committee reviewed the document and confirmed location assignments and timeframes for completion. It was determined that the committee will complete a barrier free audit of the Municipal Office and Centennial Park during the September 23, 2021 committee meeting. Further revisions noted to remove the Public Works Garage and Fire Station One and Two from the audit schedule as these facilities are not open to the public. K. Bennett is to complete the revisions to the audit schedule and provide to the committee via email.

A recommendation to revise the barrier free audit checklist to ensure items are clearly written and formatted to be user friendly. K. Bennett will complete minor edits brought forward and provide clarification on the term “Lux” under lighting requirements. A revised checklist will be email to the committee.

New Business:

2022 Renfrew County Winter Games

T. Sabourin reported that the Renfrew County has established several special committees to help organize, promote, and run the 2022 Winter Games, which includes an accessibility advisory committee. T. Sabourin requested if anyone would be interested in participating on this committee and PAAC members agreed it would be beneficial to be involved as several events will be hosted by the Town of Petawawa. T. Sabourin will contact the County of Renfrew to get more information and report back at the September meeting.

County of Renfrew Accessibility Advisory Committee Update

S. Clarke reported she attended the Renfrew County Accessibility Advisory Committee (RCAAC) meeting held on August 19th and provided a few highlights from the meeting. The RCAAC is in the process of revising their terms of reference and new member applications; actively recruiting for new members and planning for advertisement via social

media platforms. Currently in the process of completing the Ministry Desk Audit and preparing the annual compliance report due December 2021. S. Clarke also reported that the renovations to the County Administration Building included an accessible entrance at the provincial court's entry, reception counters and washrooms are now wheelchair accessible, corridors are wider and improved lighting, and meeting spaces are larger to enhanced mobility and clear paths of travel. New and enhanced parking spaces are in the process of development. The next RCAAC is scheduled for November 26, 2021.

Site Plan Review – Lapointe Vehicle Storage Units

The PAAC reviewed the site plan and had no recommendations to bring forward.

Community Improvement Plan Update

T. Sabourin reported that the Town has retained a consulting firm, WSP to assist with developing a Community Improvement Plan (CIP). A portion of the CIP relates to accessible improvements and a recommendation of an accessibility improvement grant up to a maximum of 50% of costs up to a maximum grant of \$2,500 was suggested; however, T. Sabourin requested that the maximum be increased to \$5,000. T. Sabourin reported that there will be two CIP virtual workshops held on August 31st and encouraged committee members to register for the event to provide their feedback on the draft CIP.

Correspondence:

Member Input:

S. Clarke reported the rubber mats at the entrance of the library are difficult for persons with mobility aids because of the cushioned material walkers or wheelchair wheels sink into the mat making it difficult to maneuver. This item will be addressed on a health and safety inspection and will be identified on the barrier-free audit.

Next Meeting Date:

The next meeting will be held on **Thursday, September 23, 2021 at 3'oclock in the Council Chambers.**

The meeting adjourned at 4:00 p.m. at the call of the Chair.