



PETAWAWA ACCESSIBILITY ADVISORY COMMITTEE

Meeting Minutes

October 28, 2021 - 3:00 P.M.

PRESENT: Alison Morris, Leah Cuffe, Sheila Clarke, Lynn Davenport, Kate Bennett

REGRETS: Theresa Sabourin, Sharon Slaney

Welcome and Introductions

S. Clarke opened the meeting at 3:02 p.m.

Adoption of Agenda

Moved by L. Davenport, seconded by A. Morris to approve the October 28, 2021 Petawawa Accessibility Advisory Committee agenda as presented.

MOTION CARRIED.

Disclosure of Pecuniary Interest

None.

Adoption of previous minutes of September 23, 2021

Moved by A. Morris, seconded by L. Cuffe that the minutes from September 23, 2021 be approved as presented.

MOTION CARRIED.

Old Business:

Barrier Free Audit Results and Recommendations

The committee reviewed each audit list and provided recommendations for each site. Below is a list of high priority items that will be sent to Department Heads for consideration.

Municipal Office:

- Washrooms are not accessible:
 - no turning radius for transfers, overall size is too small to accommodate a wheelchair
 - switch door handles to levers
 - no grab bar to facilitate horizontal transfer from wheelchair
 - coat hook, light switch and paper towel dispenser too high
 - recommend modernizing tap, soap and towel dispensers to be automated
 - no braille signage on doors
 - disposal containers block entrance to both washrooms
 - recommend installation of new raised toilets with automatic flush
 - cupboards over toilets are an obstruction
 - no emergency alarms/lights located in washrooms
- Accessible customer service counter to be raised, measured at 28” – recommend raising to at least 36” to accommodate wheelchair
 - recommend storage of boxes from accessible counter to alternate location
- No signage to assist in locating accessible entrances and exits or marked with the International Symbol of Accessibility
- Fire alarm systems are not located in main areas, nor are they equipped with flashing lights for the hearing impaired. Pull stations are installed too high, lower to 36”.
 - Recommend upgrading existing alarms and install additional in high traffic areas (council chambers, boardroom, and washrooms)
- Replace all knob door handles to lever only
- Decals on entrance doors and glass partition have very low contrast as well as the council chambers entrance – recommend replacing decals with a darker contrast for the visually impaired

Petawawa Point Park:

- Recommend painting parking lines for accessible parking spaces, with access aisles for each

- No accessible route of travel from parking lot to sidewalk, must walk onto road to access sidewalk – recommend installation of a paved walkway
- No sun shade for accessible picnic table
- Tables and benches not accessible from canteen – recommend extension of paved pathway (approx. 3 feet)
- Beach area between canteen and location of accessible boat launch/paddleboard:
 - Mobi Mat not long enough to reach water – recommend purchasing additional Mobi Mat
 - Current Mobi Mat is anchored but the mat needs to be repositioned as there is a large gap between anchor mechanism and the mat
 - Bench concrete platform is crumbling and broken closest to the Mobi Mat – recommend pouring new pad and extending the pad to accommodate a wheelchair
- Mobi Mat does not reach accessible kayak launch – recommend adjusting launch due to changing water levels
 - Composite deck is sagging and not accessible due to large gap between sand and deck boards
- Mobi Mat's need to be regularly maintained – sweep clean for ease of traction
- Boat Launch wooden ramp between new concrete dock and floating dock prohibits access for those with mobility challenges and vision impairments
- No lighting – recommend the installation of solar lights

Enchanted Forest:

- No designated handicap parking spaces
- Main entrance has a large root and there are several stumps located within the park – recommend spray painting for greater visibility
- Bench located near back of park/tree line area sits only 13” in height, too low, there is no cement pad or arm rests – recommend cleaning sand away and raising the bench
- Recommend installing additional accessible bench seating to the left side of the park, closest to blue dragon (parks main attraction)

Kramer's Korner:

- Parking located on side roads only with sloping gravel shoulders – not accessible
- Park is very overgrown and difficult to spot from the roadside
- Recommend installing solar lighting as the park area is very dark and shaded
- Playground equipment not accessible – nor is the area surrounding the play structures

New Business:

Quarterly Workplan Review

The committee reviewed and provided updates on the 2021 workplan. Item 1.3 was noted as complete, several target dates were adjusted, and it was noted that building code items will be postponed until the Building Department for the Town has hired a Chief Building Official.

K. Bennett offered to assist A. Morris with item 2.6 as she has access to the Town's corporate policies and procedures and new hire training materials.

Site Accessibility Field Checklist / Audit Summary

The committee reviewed the correspondence provided by L. Cuffe and noted it as a great resource for formatting an audit summery checklist.

Town of Petawawa 25th Anniversary Celebration

K. Bennett reported that the Town has organized an event committee early in the year to begin planning for the Town's 25th anniversary on July 1, 2022. The celebration will be spread over four days during the Canada Day long weekend and will host a series of events, such as live musical performances, car show, static displays from the base and the Petawawa fire and public works departments, a 5-10 km run, family picnic, etc. It was suggested that the PAAC should provide assistance in regards to making the event accessible to all and noted that Chair, T. Sabourin can provide insight from PAAC as she is a member of the planning committee.

K. Bennett also noted that the County of Renfrew has voted to go ahead with planning the 2022 Winter Games. T. Sabourin is to reach out to the County's accessibility committee for the games to note PAAC's interest in participating in these meetings.

Correspondence:

No items of correspondence.

Member Input:

Nothing to report.

Next Meeting Date:

The next meeting will be held on **Thursday, November 25, 2021.**

The meeting adjourned at 4:29 p.m. at the call of the Co-Chair.