



PETAWAWA ACCESSIBILITY ADVISORY COMMITTEE

Meeting Minutes

May 16, 2022 - 3:00 P.M.

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

REGRETS: Theresa Sabourin

Welcome and Introductions

S. Clarke called the meeting to order at 3:01 p.m.

Adoption of Agenda

Moved by S. Slaney, seconded by A. Morris to approve the May 16, 2022 Petawawa Accessibility Advisory Committee agenda as presented.

MOTION CARRIED.

Disclosure of Pecuniary Interest

None.

Adoption of previous minutes of March 24, 2022

Moved by S. Slaney, seconded by L. Cuffe that the minutes from March 24, 2022 be approved as presented.

MOTION CARRIED.

Old Business:

Workplan Item 1.5 – Accessibility Best Practices for Contractors

T. Sabourin created considerations for best practices for contractors in regards to door widths, levers and handles, and height of switches and plugs. The committee reviewed and accepted as information.

New Business:

National Accessibility Awareness Week – Committee Photo/Media Release

With the absence of the chair, the committee postponed the group photo to May 31st and requested that a post for National Accessibility Awareness Week be submitted to the town's website and social media platforms.

Site Plan Review – Highland Park Apartments, Phase Two

With the assistance of the Chief Building Inspector, V. McNeil the committee reviewed the Highland Park Apartments and provided the following recommendations:

- Install an automated or automatic opening door to the front entrance of the building
- Ensure that a secondary entrance/exist is accessible for egress considerations.
- Ensure that the front/secondary entrance ramp has a smooth slope to ensure barrier free access to the building. This includes connection to the existing sidewalks.
- Ensure that the hallways and door widths meet or exceed accessibility standards - PAAC recommends 42” door widths.
- Consider accessible units within the complex with accessible features such as roll in shower, lever door handles and taps, grab bars, appropriate counter and cabinet heights.
- Add access aisle no less than 2,440m x 7,400 mm to one of accessible parking spaces.
- Consider a marked location for an accessible loading area for residents moving in/out of the building to prevent individuals from using the accessible parking spaces
 - This would also provide adequate space for emergency vehicles, community transportation bus, maintenance services vehicles, etc.

Site Plan Review – Limestone Apartments

With the assistance of the Chief Building Inspector, V. McNeil the committee reviewed the Highland Park Apartments and provided the following recommendations:

- Install an automated or automatic opening door to the front entrance of the buildings.
- Ensure that the front/secondary entrances have a smooth slope to ensure barrier free access to the building. This includes connection to the sidewalks.

- Ensure that the hallways and door widths meet or exceed accessibility standards - PAAC recommends 42'' door widths.
- Consider accessible units within the complex with accessible features such as roll in shower, lever door handles and taps, grab bars, appropriate counter and cabinet heights.
- Add access aisle no less than 2,440m x 7,400 mm to one of accessible parking spaces.
- 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.
- Accessible signage posted throughout.
- Ensure barrier-free path of travel continues through to the concrete walkway along driveway entrance.
 - Consider installing a barrier-free walkway on both sides of the driveway entrance.
- Consider a marked location for an accessible loading area for residents moving in/out of the building to prevent individuals from using the accessible parking spaces
 - This would also provide adequate space for emergency vehicles (Ambulance), community transportation bus, maintenance services vehicles, etc.

Correspondence:

No items of correspondence.

Member Input:

A. Morris reported that she attended the Petawawa Showcase on Sunday, May 1st; noting that all the PAAC marketing materials at the town booth were gone and she was unable to hand out anything on Sunday. A. Morris also mentioned that many residents didn't know what PAAC is and that there wasn't a lot of representation in regards to the committee and suggested having more of a presence for next year. A. Morris also reported that she researched the AODA accessibility training modules and noted that they are free for anyone to complete, and requested that they be posted for residents. K. Bennett noted that the modules are posted on the town's website under the accessibility page; however, she will share the information to the town's social media platforms as well.

S. Slaney reported that she spoke with the fire department in regards to residents with mobility limitations and having fire department personnel attend their residence to inspect their smoke detectors and replace batteries. Unfortunately, the department does not have a program in place for

that service, so S. Slaney asked that a post on reminding residents to offer a hand to their friends and neighbors with a disability if they need assistance with their smoke detectors.

Next Meeting Date:

TBD

The meeting was adjourned at 4:28 p.m.