

ONGOING / ONTIME

COMPLETED

Petawawa Accessibility Work Plan (2021-2022)

Vision: People with disabilities will experience barrier free accessibility to public services in Petawawa in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). The Petawawa Accessibility Advisory Committee is committed to treating people with disabilities in a way that allows them to maintain their dignity and independence.

Objective	Identified Gap	Strategy	Target Date	Status	Member Rep.		
#1 ACCESS							
1	Municipal buildings are barrier free and accessible to all	Barriers identified following site audits at municipal buildings	1.1	Review medium term access deficiencies and propose budgeting considerations to correct them.	November 2021	Ongoing	Chair
			1.2	Conduct barrier free audits to all municipal facilities every 3 years. Review past audits and develop a schedule of review for municipal buildings.	July 2021	COMPLETED – list presented at the July 12 meeting.	Secretary
			1.3	Conduct two barrier-free audits in 2021.	September 2021	COMPLETED – October 2021, audits to the Municipal Office, Petawawa Point Park, Enchanted Forest Park, and Kramer’s Korner Park	Committee
	Ensure new builds/building modification are compliant with Ontario Building Code	Developers may not be aware of best practices in regards to accessibility standards Encourage developers to consider accessibility in construction	1.4	Review and provide comment on site plans.	When provided by the Planning Dept.	Ongoing	Committee
			1.5	Update PAAC site plan letter template and include a response requirement from developers.	March 2021	COMPLETED – letter was reviewed and updated as per committee.	Committee
			1.6	Research of municipalities to determine those that have adopted by-laws to exceed minimum building standards.	June 2021	COMPLETED - Received 100+ responses, currently in process of reviewing. Planning to present end of August	Chair
Develop a briefing based on above research for council review including the provision of any recommendations.	November 2021	Ongoing					
1			1.7	Develop a standard height installation for accessible push buttons for municipal infrastructure.	March 2022	Ongoing – awaiting CBO appointment	S. Slaney
			1.8	Have the CBO update building code requirements as they pertain to the checklist of accessible considerations for site plan reviews.	March 2022	Ongoing – awaiting CBO appointment	Secretary

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	Businesses may be unaware of the CIP on accessible improvements	1.9 Communicate to businesses the CIP for accessible improvements.	August 2021	COMPLETED – September 2021	Chair	
#2 PUBLIC AWARENESS/ NETWORKING AND COLLABORATION						
2	Enhance community awareness of the AODA	Lack of awareness regarding on-going updates pertaining to AODA standards	2.1 Circulate articles regarding accessibility and craft an annual newspaper article on Petawawa accessible features and accessibility education.	April 2021	COMPLETED - Article on recruitment and achievements posted in the spring community guide. Also reported to Council the Workplan, which was published in the Petawawa Post newspaper.	Chair
			2.2 Participate in information forums.	N/A	Nothing scheduled in 2021 due to pandemic	Committee
			2.3 PAAC membership recruitment.	Ongoing	Still difficult to network with pandemic regulations in place	L. Davenport
			2.4 Update resource material binder - Include new provincial materials and partner program information.	January 2022	ongoing	S. Clarke
			2.5 Participate in promoting National Accessibility Awareness Week.	May 2021	Unable to celebrate due to pandemic restrictions	Committee
			2.6 Create orientation package for new PAAC members, staff and council members which includes accessibility policy and procedures review, and complete AODA Customer Service Training Module.	March 2022	K. Bennett to assist A. Morris with access to corporate policies and training materials.	A. Morris K. Bennett
#3 TRAINING AND DEVELOPMENT						
3	Identify opportunities for partnerships to increase capacity and leverage existing resources	Lack of community engagement, training and networking opportunities	3.1 LEAD or deliver accessibility training as requested Develop training resources/awareness materials specific to business pertaining to customers with PTSD	January 2022	Presented to PBAN in SEPT, has a potential contact and in the process of setting up a meeting for training. In contact with the Base with a professional that helps members transition from the military to civilian life	A. Morris

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#4 ACCOUNTABILITY FRAMEWORK							
4	Support the implementation of the Accessibility Standards	Updated Provincial standards and regulations as they take effect and ensure the Town of Petawawa is compliant	4.1	Review any information/tools/checklists regarding upcoming and current standards in a timely manner once promulgated by the Ministry and make recommendations to Town staff and Council.	As provided by the Province	ongoing	Committee
			4.2	Standard regulations and extract sections to facilitate medium term barrier free audit deficiencies.	November 2021	Ongoing	Committee
			4.3	Develop Accessible document guidelines and draft a proposal for use by the Town.	January 2022	Ongoing	Secretary
			4.4	Develop a process to synchronize Town of Petawawa and PAAC accomplishments.	November 2021	Nothing to report.	Chair
			4.5	Identify and publicize accessible accomplishments from each department annually.	December 2021	Nothing to report.	Secretary
#5 OUTCOMES							
5	Develop indicators that evaluate compliance progress with the responsibilities outlined in the AODA	No strategy for municipal website compliance	5.1	Provide reports to Council on compliance with newly released standards, including indicators of compliance.	As provided by the Province	Nothing to report.	Committee
			5.2	Conduct an assessment of Committee work by reviewing work plan quarterly.	March June September December	Last review completed – October 28th	Committee