



## **PETAWAWA ACCESSIBILITY ADVISORY COMMITTEE**

### **Meeting Minutes**

**March 23, 2023 - 1:00 P.M.**

**Municipal Office – Council Chambers**

PRESENT: Sheila Clarke, Lynn Davenport, Kate Bennett, Karen Donovan, Athena Tefoglou

REGRETS: Leah Cuffe

### **Welcome/Call to Order**

S. Clarke called the meeting to order at 1:04 p.m.

### **Adoption of Agenda**

Moved by K. Donovan, seconded by L. Davenport that the March 23, 2023, Petawawa Accessibility Advisory Committee agenda be approved as presented.

***MOTION CARRIED.***

### **Disclosure of Pecuniary Interest**

None.

### **Adoption of previous minutes of February 21, 2023**

Moved by A. Tefoglou, seconded by L. Davenport that the minutes from February 21, 2023, be approved as presented.

***MOTION CARRIED.***

### **Old Business:**

#### Terms of Reference

The revised terms of reference were presented to the committee. No further changes were noted.

Moved by K. Donovan, seconded by S. Clarke that the Petawawa Accessibility Advisory Committee 2023 Terms of Reference be approved as presented.

***MOTION CARRIED.***

Work Plan Review

K. Bennett presented a draft list of work plan items following the requirements and implementation of Ontario's accessibility standards for customer service, built environment, employment, information & community engagement, transportation, and general legislative requirements. Many items were taken from departmental budgetary items such as construction of the Comfort Station, planning for a new municipal website, town hall renovations, staff education on the AODA and the towns responsibilities for implementing and enforcing accessibility standards. The committee reviewed the draft list and provided additional items such as a radio campaign for Accessibility Awareness Week communications, community support systems on the town website, etc. K. Bennett noted that she will place the items into a draft work plan for review at the next meeting.

**New Business:**

Showcase 2023

K. Bennett provided a Showcase schedule from April 28-30th and asked for committee support to work the Showcase to provide information to residents regarding PAAC. K. Bennett noted that she spoke with C. Coyle to request if a piece of accessible equipment could be used as a display at the town booth, such as the water wheelchair or kayak as the community didn't seem to be aware of the available equipment from conversations at last years Showcase. K. Bennett further noted that it may be helpful to have an informational handout regarding equipment available for residents interested. The committee agreed and requested that the information be added to the back of the PAAC business cards and be ready to hand out at the Showcase in April.

Site Plan Review – Petawawa Comfort Station

The committee reviewed the proposed site plans for the Comfort Station and noted the following:

- ensure a barrier-free path of travel (1100 mm minimum) from the Algonquin Trail, Petawawa Boulevard sidewalk and the parking area from Norman Behnke Hall;
- hallways and door widths meet or exceed accessibility standards and are fully barrier-free – PAAC recommends 42” door widths;
- building has accessible features throughout such as lever door handles, lever taps, accessible signage;
- lighting level is evenly distributed throughout all accessible routes;
- outdoor features and furnishes be accessible (wayfinding signage, seating/rest areas, garbage receptacles, picnic tables etc.);
- covered slab floor surface be firm and slip-resistant – maximum gradient of 1:50 (2%) to permit drainage;
  - ensure threshold is beveled at slope of 1:2 (50%) maximum, where transition is between 6 to 13 mm; ensure door stops and door sweeps do not prevent maneuverability; and,
  - provide tactile walking surface indicators 610 mm (minimum) from edge of elevated platform, extending the full length.

#### Inclusive Community Grant

The committee reviewed the Inclusive Community grant guidelines and discussed possible projects that would qualify. The committee was in favor of applying for two (2) accessible bikes for residents to use on community trails and the possibility for the Water & Dirt Festival. A. Tefoglou advised that she has experience with applying for grant funding and offered to work with K. Bennett and C. Coyle to complete the grant submission request.

#### **Correspondence:**

No items of correspondence.

#### **Member Input:**

None.

**Next Meeting Date:** May 4, 2023 at 1:00pm.

The meeting was adjourned at 2:32 p.m.