



PETAWAWA ACCESSIBILITY ADVISORY COMMITTEE

**Meeting Minutes
April 11, 2024 - 1:30 P.M.
Municipal Office – Boardroom**

PRESENT: Sheila Clarke, Lynn Davenport, Karen Donovan, Leah Cuffe, Danielle LeBlanc, Kate Bennett

Welcome/Call to Order

Sheila called the meeting to order at 1:46 p.m.

Adoption of Agenda

Moved by Karen, seconded by Leah that the April 11, 2024, Petawawa Accessibility Advisory Committee agenda be approved as presented.

MOTION CARRIED.

Disclosure of Pecuniary Interest

None.

Adoption of previous minutes of February 22, 2024.

Moved by Danielle, seconded by Lynn that the minutes from February 22, 2024, be approved as presented.

MOTION CARRIED.

Old Business:

Presentation to Council – April 2, 2024

The committee discussed the overall presentation and noted that it was well received. There was a comment regarding the color contrast of the slides, that it was difficult for those of low vision. Kate noted that the presentation was created through Microsoft accessible design templates and was checked through the Town's accessibility remediation program to ensure it was fully accessible. Kate will forward future presentations to all committee members for final review and comment.

Showcase 2024 Schedule

Kate reported that the PAAC banner, water wheelchair, marketing materials and the Treat Accessibly lawn sign will be on display; however, the booth may not be large enough for all the items they requested as it is a shared space for other departments and committees of Council. It was also requested if any members were available to represent the committee at the town booth.

Kate reported that she met with civic centre staff to discuss the arena floor ramp entrance and they are working on solutions for a better set up. It was reported that two of the ramps are custom-built steel frames and limited for modifications and cannot be positioned differently. Kate will be doing a second walk through once booths are set up to ensure barrier-free paths of travel throughout the arena space.

National AccessAbility Week

The committee discussed planning items for the flag raising ceremony and reviewed social media graphics and posts. Once the graphics are approved, they will be sent to the local media outlets for distribution. Kate to reach out to MyFM for interest in an article and/or interview. The ceremony will kick off at 1PM on May 26th with the mayor bringing greetings from the Town, followed by PAAC, and possibly greetings from the Warden and Base Commander. Kate reported that the flag was purchased and is expected to be delivered next week, the cost of the custom flag was \$401.15.

New Business:

Site Plan Review – Public Works Garage, Office Addition

The committee reviewed the site plans and provided the following recommendations;

- 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-type faucets, accessible signage;
- audible and visual fire alarm system;

- Staff Washroom Facilities:
 - where possible equipped with the same finishes as universal washroom;
 - identify clearly with signage, indicating male or female with other accessible features (e.g., braille, tactile, International Symbol of Accessibility);
 - ensure floor surface is non-abrasive and slip-resistant;
 - automatic faucet control is preferred or lever-type faucet without spring loading;
 - vanities to have clear floor space to allow for roll under
 - at least one ambulatory water closet for each washroom
 - install suitable rear and side grab bars;
 - ensure stall depth is 1500 mm (minimum), with 890-940 mm width;
 - stall door with clear width of 810 mm (minimum);
 - provide sign on stall door that indicates that the stall is suitable for users who may require grab bar assistance;
 - install coat hook mounted at 1200 mm (maximum) high from floor;
 - women’s washroom water closets equipped with wall mounted hygiene disposal units;

- Universal Washroom:
 - ensure floor surface is non-abrasive and slip-resistant;
 - ensure any drains are installed out of the path of travel;
 - ensure any operating controls are mounted between 900 mm and 1200 mm high above floor, operable with a closed fist;
 - automatic faucet control is preferred or lever-type faucet without spring loading
 - provide motion sensor for automatic illumination of interior;
 - use the International Symbol of Accessibility to identify accessible facility;
 - mount signs so that they face the direction of travel as they are easiest to notice and read for people who might have limitation moving their head or have reduced peripheral vision.

Petawawa Point Accessible Features

Karen reported attending a site meeting with Sheila, Kate, and staff from community services and public works to discuss possible upgrades to accessible parking spaces and operations for location and installing of the mobi-mats. It was determined that three (3) new accessible

parking spaces will be installed this spring, one space large enough for an accessible van will be installed next to the boat launch area that will have a painted asphalt surface, and two other spaces will be added to the middle portion of the beach area that will lead to the accessible dock. Community Services and Public Works staff will be working together to remove a portion of the rock berm and level the surface area for the mobi-mat to be installed from the accessible parking spaces to the accessible dock.

Audible Signals

Daneille reported on traffic signals at a town intersection, noting no signage or automatic signals at the intersection of the BLVD/Limestone. Kate has been in discussions with the County of Renfrew to determine options and settings for accessible features, noting that pedestrians must press and hold the crossing button for 3 seconds to activate the audible signals. Possible improvements were discussed were schedules for automatic chirp sounds, push plates to be used rather than buttons as they are difficult to press, and installing signage regarding the use of accessible features. It was also reported that the walking image at the BLVD/Murphy Road intersection is not functioning. Kate will investigate an audit for each town intersection to review accessible features and signage.

Member Input:

Lynn Davenport

- Treat Accessibly: discussed arranging a presentation to PBAN in hopes to incorporate local business support for the event (accessible trick-or-treating store fronts, promotions, posting of advertising). Members that will present to PBAN are Lynn, Karen and Sheila.
- Sensory Santa: planning items underway, waiting to hear back for the grinch booking and speaking with Making Seasons Brite.

Leah Cuffe

- Reported on the Checkered Eye Project introduced in Port Elgin Ontario, where businesses and their employees take courses on how to better serve individuals who are visually impaired. Possible item to add to the Town orientation training.

Next Meeting Date: Thursday, May 23, 2024, at 1:30pm

Adjournment:

Moved by Lynn that the meeting be adjourned at 3:42 pm.

MOTION CARRIED.