



PETAWAWA ACCESSIBILITY ADVISORY COMMITTEE

Meeting Minutes

June 27, 2024 - 1:30 P.M.

Municipal Office – Boardroom

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

ABSENT: Karen Donovan

Welcome/Call to Order

Sheila called the meeting to order at 1:30 p.m.

Adoption of Agenda

Moved by Leah, seconded by Lynn that the June 27, 2024, Petawawa Accessibility Advisory Committee agenda be approved as presented.

MOTION CARRIED.

Disclosure of Pecuniary Interest

None.

Adoption of previous minutes of May 23, 2024.

Moved by Lynn seconded by Danielle that the minutes from May 23, 2024, be approved as presented.

MOTION CARRIED.

Old Business:

Accessible Upgrades Petawawa Point

Kate provided an update on the work being completed for the three additional accessible parking spaces. Paving was finished for the space located at the boat launch, and line painting is scheduled in the coming weeks. Additionally, two mobi mats were installed: one at the canteen/rental office and the other adjacent to the new accessible parking spaces, creating a barrier-free transition to the accessible kayak launch.

Treat Accessibly Presentation (PBAN)

Sheila reported on the May 7th Treat Accessibly presentation to PBAN, noting that the committee was very receptive to the event and the initiatives to make store fronts accessible for trick-or-treating. The Equity, Diversity, and Inclusion Advisory Committee was also in attendance and expressed their interest in supporting the event by promoting accessible inclusion and potentially volunteering at the barrier-free municipal trick-or-treat stations on Halloween night.

Community Transportation Program

A report to Council on a proposed sustainability plan for the Community Transportation Program was provided for information. It was further reported that the Council directed staff to proceed with the MTO Community Transportation Grant application to request a continuation of the program beyond the closing date of March 31, 2025.

New Business:

Site Plan Review, Petawawa Town Centre Townhouses

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

- Consider hallways and door widths to meet or exceed accessibility standards - PAAC recommends 42” door widths (consider pocket doors for laundry room, closets, bathroom).
- Consider installing accessible features throughout the units such as lever door handles and taps, grab bars, appropriate heights for counters, cabinets, mailboxes, window handles, outlets, light switches, etc.

Review Draft Accessibility Policies, Petawawa Public Library

The committee reviewed the Library's two proposed policies, HR-21 Accessibility and Staff and OP-10 Accessibility in the Library. The committee suggested that the policies should outline the processes for obtaining employment accommodations and emergency response plans, noting to attach relevant forms, such as the "*Identification of Potential Barriers*" form, as appendices.

It was also noted that, to the committee's knowledge of AODA compliance standards, the Library is designated as a small public sector organization which does not require them to establish a multi-year plan. The town will assist the library in ensuring that the physical environment is accessible and barrier-free, as it is located within a municipally owned building; however, responsibilities related to maintaining or enforcing the library's accessible standards will remain exclusively within the library's organization, as they are a separate entity from the Corporation of the Town of Petawawa.

Additional comments noted to change the formatting of the documents to accessible-friendly styles, such as using Arial 12 font, appropriate font styles, and paragraph spacing.

AccessForward Update, Ministry for Seniors and Accessibility

Kate reported the Ministry has introduced a new version of the AccessFoward website; this site supports obligated organizations in meeting their training requirements under the AODA. The Ministry completed a comprehensive overhaul of the entire site and produced a fully remediated website.

Member Input:

Lynn Davenport

Provided an update on the accessible garden boxes for the Petawawa Horticulture Society's Community Garden. Lynn reported that she met with Kate and Haley Mitrow from the Library to discuss the project. Lynn and Kate toured the proposed area for installation and provided feedback to ensure a barrier-free path of travel. The area is large enough to accommodate 3-4 accessible raised beds. The library has funds from a grant received from CNL and is planning to purchase two units.

Lynn and Kate noted that since the project will not be completed in 2024, PAAC may be able to provide some funding in their 2025 budget to purchase 1-2 additional units to complete the space.

Additionally, Lynn highlighted Walmart's new sensory-friendly hours, which are from store opening until 10am every Monday, Tuesday, and Wednesday. This initiative aims to be more inclusive for those with sensory disabilities by creating a less stimulating and calmer environment for individuals with sensory sensitivity to visual and auditory stimuli.

Sheila Clarke

Shared an article from Good Housekeeping which provided tips on making your home more accessible by way of inclusive design to create open-concept spaces, open shelving, and easy to reach features.

Next Meeting Date: Thursday, September 19, 2024, at 1:30pm

Adjournment:

Moved by Leah that the meeting be adjourned at 2:41 pm.

MOTION CARRIED.