



PETAWAWA ACCESSIBILITY ADVISORY COMMITTEE

Meeting Minutes

October 24, 2024 - 1:30 P.M.

Municipal Office – Boardroom

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

GUEST: Kat Moore

Welcome/Call to Order

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

Adoption of Agenda

Moved by Karen, seconded by Lynn that the October 24, 2024, Petawawa Accessibility Advisory Committee agenda be approved as presented.

MOTION CARRIED.

Disclosure of Pecuniary Interest

None.

Adoption of previous minutes of September 19, 2024.

Moved by Leah, seconded by Danielle that the minutes from September 19, 2024, be approved as presented.

MOTION CARRIED.

Financial Report - Detailed Budget Trial Balance to October 21, 2024.

Moved by Lynn, seconded by Leah that the detailed trial balance to October 21, 2024, be approved as presented.

MOTION CARRIED.

Old Business:

Treat Accessibly Campaign

The committee discussed final preparations for the event, confirming member attendance at each location and identifying additional organizations to notify about the event. Kate provided an update on advertisements, noting that scheduled ads will run on local radio and in newspapers, while event flyers have been distributed to the Civic Centre, library, Pet Valu, and Hyskas. Following the recent PBAN meeting, Cindy Sell from ReMax will be promoting the campaign and handing out candy from their Petawawa office; Kate has added this business to the Treat Map. Kate also contacted Pet Valu to provide event flyers and confirmed that their store will offer a barrier-free trick-or-treating experience, so they were also added to the Treat Map.

Kate noted that the event has recurring social media advertisements, and she has received emails from residents who wish to participate and be included on the Treat Map. Although the Fire Department's final confirmation for staff support is still pending, Kate assured the committee that she will prepare the displays, tables, photo waivers, and marketing materials for use on the event evening.

Ice Cube Update

Sheila provided an update on the Ice Cube prototype following her discussion with the owner, David Grimes. She informed the committee that Mr. Grimes has been unable to reduce the cost of the equipment, which remains at approximately \$2000 due to the associated equipment requirements. Despite this, Mr. Grimes has offered to sell the prototype and deliver it to the Town. He also proposed scheduling rink time for training recreation staff on the proper use of the equipment and suggested including a child during the session to test the equipment in a practical setting.

The committee reviewed the information and agreed to proceed with the purchase of the prototype for \$2000. Kate will assist Sheila with contacting the appropriate staff to coordinate the next steps, which include confirming the delivery date with Mr. Grimes, arranging rink time for the training session, and scheduling recreation staff to attend. Additionally, staff will verify insurance requirements and ensure compliance with applicable regulations. Plans will also be made for the proper storage of the equipment.

Lynn mentioned that she has a family in mind who may be interested in testing the equipment. She will reach out to the family and inform the committee of their availability if they are interested in participating in the testing.

Comfort Station, Accessible Washroom

Kate reported on a response from Public Works Director, Chris Mantha regarding the accessible washroom doors at the Comfort Station. During the tender phase, contractors informed JP2G that a 42” embossed door was unavailable, and only a 36” door with the embossed design could be sourced. This design change was discussed among JP2G, the contractor, Public Works, the Director of Planning and Development, and they collectively agreed on a solution to ensure a fully accessible washroom entrance while maintaining the "train station" aesthetic for the project.

When the contractor was awarded the project, they were able to source a 38” embossed door that meets the Ontario Building Code and aligns best with the project's requirements. This 38” door provides an 860 mm (34-inch) clear opening for wheelchair access. Although a 36” door would meet code, they were pleased to exceed the requirements with a 38” door. Chris offered further clarification if needed and is willing to attend a future PAAC meeting to provide additional explanation if required.

The committee recognized the value of being involved in decision-making processes and agreed to share this feedback with the appropriate staff. The committee requested that their feedback be provided in a letter to the appropriate staff and will respectfully request that PAAC be consulted on accessible features for Town facilities in future projects to ensure inclusive input on these decisions.

Accessible Pedestrian Signals

Kate provided an update from the County of Renfrew regarding pedestrian crossing timings. It was noted that current settings include a 7-10 second walk symbol, followed by flashing and solid "Don't Walk" phases. These timings comply with Ontario Traffic Manual guidelines, which recommend walking speeds of 1.0 to 1.5 metres per second. The County standard of 1.0 m/s accommodates the needs of seniors and children.

A field review will be undertaken, and the County's signal contractor will assess potential adjustments to the timings. It was acknowledged that any changes could affect the overall performance of the intersections, and these impacts will be considered in the final recommendations.

Sensory Santa Event Planning

Kate provided an update confirming that the event has been posted on the Town's website, and she is currently working on an online reservation form. Kat offered assistance by integrating the event into the recreation department's existing Daysmart Software, which supports online registrations, and they will coordinate a time to meet and set up the event within the system.

The committee discussed the condition of the Santa suit, noting that it needs to be dry-cleaned, and a new belt is required. They suggested purchasing a second Santa suit as a backup in case of unforeseen incidents during the event. Lynn confirmed that she has been in contact with Colton Kyle, who remains committed to volunteering for the event.

Treat bags for the event were also discussed, with suggestions to include items such as small stockings, Christmas ornaments, and potentially personalizing them with participant names if those are provided during registration.

Danielle volunteered to contact a photographer for the event who would participate on an unpaid basis, with an opportunity to promote her business during the event. Kate confirmed that she would reach out to John Butler to arrange for the Santa chair and benches to be used again this year.

New Business:

Enabling Accessibly Fund, Small Projects Grant – Kat Moore

Kat Moore introduced herself and provided an update on her work in grant writing, specifically regarding her application for the 2025 Enabling Accessibility Fund. The focus of this application is to renovate one change room to be fully accessible and to upgrade the current washrooms to meet accessibility standards.

While the proposal initially included adding an accessible seating area, concerns arose regarding the underground rink system's impact on the structural integrity of the arena, which made this option unfeasible. The committee also noted the issue with the lack of accessible viewing seating, as the current setup with removable platform seating is not ideal—it is small and sometimes difficult to see over.

To resolve this, the committee suggested adding an accessible viewing option to the recreation department's online booking system. This would allow individuals to request accessible seating during the booking process for ice time, ensuring the seating is set up as needed.

Kat will follow up with Civic Centre staff to explore whether this feature can be integrated into the booking system.

Barrier Free Audits of Municipal Facilities

To strengthen the grant application for the Enabling Accessibility Fund, the committee recommended organizing a barrier-free audit of the Civic Centre arena. This audit will help identify areas for improvement, which can then be considered during the upcoming 2025 budget deliberations for potential projects. Kat offered to coordinate with staff to determine the most suitable day for PAAC to conduct the audit.

It was also suggested to invite Ted Murcotte, Manager of Civic Properties, to join the audit to ensure he is aware of the recommended fixes and upgrades. The committee agreed to look for a day during the week of November 19-22 for the audit. Kat will confirm with staff the best timing to avoid conflicts with ice bookings.

Additionally, the committee noted that an audit of the seniors' facility should be scheduled for the new year.

Member Input:

Sheila Clarke

Sheila reported that the “You Taught Me” books have been ordered and sent to all Petawawa schools. She would like to set up a time to present two of the books to the Petawawa Library. Kate noted she will provide Sheila with the contact information for Lisa Worobec, the Library’s CEO, so Sheila can reach out to arrange a suitable time for the presentation.

Kate Bennett

Kate provided an update regarding the accessible parking issue at the Council Chambers, a concern that was raised at the last meeting. Following the discussion, she reached out to the Clerk and Public Works to address the issue. The Director of Public Works, Chris Mantha, reviewed the area and recommended installing an accessible parking space to the left of the Council Chambers entrance, as the right side has a slight slope that makes it unsuitable for accessibility. Chris will include this recommendation, along with line painting, in his report to Council for the 2025 budget deliberations.

Next Meeting Date: Thursday, November 28, 2024, at 1:30pm

Adjournment:

Moved by Lynn that the meeting be adjourned at 3:09 pm.

MOTION CARRIED.