



PETAWAWA ACCESSIBILITY ADVISORY COMMITTEE

Meeting Minutes

November 25, 2021 - 3:00 P.M.

PRESENT: Leah Cuffe, Sheila Clarke, Lynn Davenport, Kate Bennett, Theresa Sabourin, Sharon Slaney

REGRETS: Alison Morris

Welcome and Introductions

S. Clarke opened the meeting at 3:01p.m.

Adoption of Agenda

Moved by L. Davenport, seconded by S. Clarke to approve the November 25, 2021 Petawawa Accessibility Advisory Committee agenda as presented.

MOTION CARRIED.

Disclosure of Pecuniary Interest

None.

Adoption of previous minutes of October 28, 2021

Moved by S. Clarke, seconded by L. Davenport that the minutes from October 28, 2021 be approved as presented.

MOTION CARRIED.

Old Business:

Work Plan Updates

The committee reviewed the latest version of the workplan and provided updates on strategies and target dates. T. Sabourin provided an update on item 1.6; she is currently drafting a briefing for Council to provide her findings from other municipalities on whether they have adopted accessible design standards or just follow the building code. T. Sabourin will also be drafting recommendations for Council to consider adopting a by-law for accessible design features in the built environment which will exceed the accessibility standards within the building code, as many areas are not fully accessible to all (i.e. door widths).

S. Clarke provided an update on item 2.4; noting that she has gathered all her materials for updating the library resource binder, but feels that the community isn't aware of the resource and where to find it. S. Clarke noted that she will speak with Library staff to help promote the binder and also create some signage to be posted to advertise and direct residents to check out the resource. S. Clarke also suggested hosting a scavenger hunt to endorse all the accessible features throughout the town and where to find them. It was noted that the town's accessible infrastructure and features require more promoting, the community isn't aware or can't find this information on the town's website.

2022 Winter Games

T. Sabourin reported that she was unable to get information regarding the accessibility committee for the winter games; she has contacted Rose Gruntz at the County and hasn't received a response. T. Sabourin spoke with Kelly Williams and advised him that PAAC is very interested in helping with the event and would like a chance to provide recommendations to ensure the events are accessible to all.

New Business:

Showcase 2022

K. Bennett reported that the Showcase will return to the Civic Centre this spring and the committee has already paid for a table. The Showcase will be placed on the 2022 workplan in the new year for the committee to begin planning promotions and create a schedule for the booth over the weekend.

Budget 2022

K. Bennett noted that no funds were used this year from the PAAC budget; so the \$5000.00 will carry over into 2022.

Covid-19 Vaccination Policy

K. Bennett reported to the committee on the recent memo sent to all staff and volunteers regarding the forthcoming COVID-19 vaccination policy. K. Bennett advised that the policy will require all staff and volunteers to submit proof of COVID-19 vaccination by January 1, 2022. Those that are unvaccinated must complete training and regular rapid antigen testing in order to remain in active service to the community.

Correspondence:

No items of correspondence.

Member Input:

T. Sabourin reminded the committee of the annual Christmas Angels dinner on December 25th and for residents to contact the Civic Centre by December 23rd to order their meal; and after December 23rd they are to call T. Sabourin personal cell. In order to keep everyone safe the meals will be available by delivery or takeout.

Next Meeting Date:

The next meeting will be held on **Thursday, January 27, 2022.**

The meeting adjourned at 4:27 p.m. at the call of the Chair.