



## **PETAWAWA ACCESSIBILITY ADVISORY COMMITTEE**

### **Meeting Minutes September 28, 2023 - 1:00 P.M. Municipal Office – Council Chambers**

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

REGRETS:

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

S. Clarke called the meeting to order at 1:03 p.m.

#### **Adoption of Agenda**

Moved by L. Davenport, seconded by K. Donovan that the September 28, 2023, Petawawa Accessibility Advisory Committee agenda be approved as presented.

***MOTION CARRIED.***

#### **Disclosure of Pecuniary Interest**

None.

#### **Adoption of previous minutes of May 4, 2023 and June 21, 2023**

Moved by A. Tefoglou, seconded by S. Clarke that the minutes from May 4, 2023, and June 21, 2023, be approved as presented.

***MOTION CARRIED.***

## **Financial Report - Detailed Budget Trial Balance to September 20, 2023**

Received as information. The committee agreed to review the budget quarterly going forward.

Moved by K. Donovan, seconded by L. Davenport that the detailed trial balance to September 20, 2023, which was provided by the Town Treasurer, be approved.

***MOTION CARRIED.***

### **Old Business:**

#### Multi-Year Work Plan 2023-2026

K. Bennett presented the latest updated draft of the multi-year work plan to the committee for final review and approval.

Moved by L. Davenport, seconded by K. Donovan that the 2023-2026 Multi-Year Work Plan, be approved as presented.

***MOTION CARRIED.***

#### Treat Accessibly

K. Bennett reported planning is in full swing for the upcoming event; lawn signs are arriving this week, details posted on the Town's website and event calendar, event flyers will be distributed to the local elementary schools in the coming weeks, and the Petawawa Fire Prevention team has signed on again to help facilitate the barrier-free trick-or-treating for both fire halls. K. Bennett noted that she is working on social media content and requested support for contacting the local radio stations and papers for advertising; A. Tefoglou and L. Davenport offered to support this item.

Examples of Treat Accessibly Halloween marketing items, promotions, and decorations were distributed for consideration. The committee also discussed notes from last year's event, suggesting budgeting treats for at least 100 trick-or-treaters for each fire hall. K. Donovan offered her support for this item.

Moved by L. Davenport, seconded by A. Tefoglou that the committee approved the purchase of two (2) Halloween arches and two (2) outdoor projector lights for the Treat Accessibly event.

***MOTION CARRIED.***

Moved by S. Clarke, seconded by L. Cuffe that the committee approved the purchase of marketing item, Halloween Pumpkin Light Wand for the Treat Accessibly event.

***MOTION CARRIED.***

Sensory Friendly Santa Event

The committee discussed arrangements for the upcoming Sensory Santa event happening in December at the PMFRC South Side Centre. K. Donovan reported that she reserved the location which has two rooms for the event to allow one area for the Santa Claus photo booth and an adjoining room for families to participate in a small craft while waiting to meet with Santa. The committee decided to host the event for one day, Saturday, December 2<sup>nd</sup> from 10am – 3pm.

Options and logistics for a sensory friendly photography service was discussed, L. Cuffe noted that she will contact John Bulter Photography to determine if he and Santa are available for December 2<sup>nd</sup>. The committee determined families will be booked by 15/20-minute intervals to allow enough time for each family to meet with Santa but also to keep the noise level and waiting period to a minimum.

Committee members were asked to bring craft activity and treat suggestions to the next meeting for further planning. It was noted that the event will need support for set up, hosting the crafts, greeting families and clean up – considering extra volunteer support may be needed.

International Accessibility Week & International Day of Persons with Disabilities

K. Bennett provided information regarding the Town's community flag policy and examples of official flags for upcoming accessibility awareness campaigns, such as International Day of Persons with Disabilities (IDPD) on December 3<sup>rd</sup> and National Accessibility Week in May. The community flagpole has already been reserved for IDPD for this December. K. Bennett will research quotes for flags that can be budgeted for next year.

### 101 Training for Accessibility

L. Cuffe described the one-hour training modules that may be helpful for committee members interested. The module costs \$19.99, and a completion certificate is provided. K. Bennett offered the boardroom for members wishing to complete the training.

Moved by L. Davenport, seconded by L. Cuffe that the committee approved the purchase of 101 Training for Accessibility module in the amount of \$19.99, to be held during the November 23, 2023, meeting.

***MOTION CARRIED.***

### **New Business:**

#### Annual Report to Council – December 4, 2023

S. Clarke reported that the annual report out to Council has been arranged for the Monday, December 4<sup>th</sup> Council meeting. S. Clarke and K. Donovan will provide information on the committee's current goals and projects, highlighting the new multi-year work plan. S. Clarke requested assistance with creating a presentation for Council; K. Bennett will set up some time to meet with S. Clarke and K. Donovan to go over the presentation.

#### AODA Accessibility Compliance Report 2023

K. Bennett reported that the Town's compliance report must be completed prior to December 31, 2023. One of the big items this year is having the municipal website fully compliant with AODA WCAG 2.1 Level AA regulations (*Accessibility for Ontarians with Disabilities Act*). K. Bennett noted that she is currently working on a request for proposal for the redevelopment of a new municipal website; noting she is unsure whether this will be completed in time for the December 31<sup>st</sup> compliance deadline.

#### Committee Meeting Schedule 2023-2024

Received as information. The committee noted no longer needing the support of the microphone system and requested that the meetings be moved to the boardroom going forward.

### Accessible Parking – Petawawa Point

K. Donovan reported concerns a resident brought to her regarding the handicap parking spaces located at the Point, noting they are too far away from the docking system, and that the Town should look into more permanent accessible parking spaces. It was noted that the accessible parking currently at the Point is uncomfortably close to the main road and is not in an ideal location. K. Bennett noted that she will bring these concerns forward to the Community Services department and noted that these items can be proposed during their 2024 budget review.

It was also noted that on the westside launch there is a large space between the mobi-mat and the dock, making it not fully accessible for users. It was noted that a ramp or slope needs to be created to provide proper support when using the accessible dock.

### **Member Input:**

#### Lynn Davenport

Noted that the new reception counter at the library is a wonderful upgrade to the facility. Further reporting that the magnified machine is not being utilized very much as it is tucked away at the back wall of the library. Members would like to suggest that the machine be relocated to a more visible location in the library. Members believe the machine would be utilize more often if residents could easily spot it when entering the library.

L. Davenport also noted that the Learning & Engagement Accelerator Fund (L.E.A.F) is back this year and awarding \$350,000 in grants for community projects that support learning and capacity improvements. Communities in Ontario can receive L.E.A.F. grants to help bring in new programming or update/upgrade community facilities where residents learn, play, engage and gather. If it builds capacity and resiliency, it will be considered. L. Davenport will forward the news article regarding the program to the committee.

#### Leah Cuffe

L. Cuffe was excited to announce that she will be hosting the Paralympic, National and Provincial Paracycling athletes at her home as they have arranged their upcoming practice to be held in Ottawa Valley. K. Bennett will share any post that recognizes the athletes while visiting in our community.

Kate Bennett

Reported that the PMFRC has brought back the sensory swim at Dundonald Hall, on October 6<sup>th</sup> at 7pm. The event has been shared on the Town's social media platforms and added to the event calendar on the municipal website. The committee commended the PMFRC for bringing the program back and will continue to promote such inclusive events happening at Garrison Petawawa.

**Correspondence:**

Adaptive Mountain Bike – Pembroke Observer & News

Received as information.

Accessible Enhancements Petawawa Point – Petawawa Post

Received as information.

**Next Meeting Date:** October 26, 2023 at 1:00pm.

The meeting was adjourned at 3:15pm.