



PETAWAWA ACCESSIBILITY ADVISORY COMMITTEE

Meeting Minutes

November 23, 2023 - 1:00 P.M.

Municipal Office – Council Chambers

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

REGRETS:

GUESTS: Colton Kyle

Welcome/Call to Order

S. Clarke called the meeting to order at 1:02 p.m.

Adoption of Agenda

Moved by K. Donovan, seconded by L. Davenport that the November 23, 2023, Petawawa Accessibility Advisory Committee agenda be approved as presented.

MOTION CARRIED.

Disclosure of Pecuniary Interest

None.

Adoption of previous minutes of October 26, 2023.

Moved by L. Davenport, seconded by K. Donovan that the minutes from October 26, 2023, be approved as presented.

MOTION CARRIED.

Old Business:

Treat Accessibly Debrief

The committee discussed the event and provided feedback for next year's consideration;

- fire trucks parked outside with lights on to draw in more families
- timing 5pm-7pm works well
- reach out to businesses with accessible storefronts to hand out candy
- advertising in the paper, on the radio, website earlier in the season

Sensory Friendly Santa Event

Committee went over last-minute details for the upcoming event, with the following noted:

- Purchase giveaway items for the kids after their visit with Santa
- Look into extra chairs for kids that do not want to sit with Santa
- Bring photo waivers
- Staging budget for next year
- Encouraged committee members to complete the online training
- Shifts:
 - Kate and Karen 9:00am-3:00pm
 - Lynn 9:30am – 1pm
 - Sheila 1pm-3pm
 - Leah 1pm (tentative)

2024 Budget Item Review

Karen presented the draft budget items that were discussed with Sheila and Kate. The following items were highlight; event costs, Ice Cube Skate Assist, media/marketing items, training, community flags, etc.

New Business:

Annual Report to Council

K. Bennett advised that the Report to Council date has been moved to February as the Town's Employee Service Awards presentation will be held at the December 4th Council meeting.

2024 Community Flag Raising Requests

K. Bennett provided the committee with the two flag flying requests and quotes for purchasing flags. The committee reviewed and approved both flag request submissions, and requested that the flags be added to the annual Community Flag Raising policy schedule,

National AccessAbility Week, May 26 – June 1, 2024, and

International Day of Persons with Disabilities, December 3rd.

Moved by S. Clarke, and seconded by L. Cuffe that the Committee submit both flag requests for the 2024 calendar year, but also directed K. Bennett to create a report to Council requesting the consideration of adding both flags to the Community Flag Raising policy schedule.

MOTION CARRIED.

Member Input:

Lynn Davenport

Reported that the library garden is allocating the front garden beds to be barrier-free, planning to build raised beds and fix the ground to be level. Library staff are applying for grant funding to complete these improvements. The library will let us know if they will need a letter of support for the application.

Sheila Clarke

Karen and Sheila have been chatting with library CAO, Lisa Worobec to discuss accessible standards and improvements to the environment to be barrier free.

Kate Bennett

Reported that the Garrison has two events coming up for families with exceptional children, they have been added to the Town's community calendar of events:

- Sensory Aquatic Program, December 1st at 7PM at Dundonald Hall.

- Exceptional Families Network, peer support program for families with special needs. The group meets virtually once a month to share practical information about community resources. December 7th at 8:30pm. Link provided on our website.

Correspondence:

No correspondence received.

Next Meeting Date: January 25, 2024 at 1:00pm.

Adjournment:

Moved by K. Donovan, seconded by L. Davenport that the meeting be adjourned at 3:04 pm.

MOTION CARRIED.