



PETAWAWA ACCESSIBILITY ADVISORY COMMITTEE

Meeting Minutes

April 24, 2025 - 1:30 P.M.

Municipal Office – Boardroom

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

Welcome/Call to Order

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

Adoption of Agenda

Moved by Sheila, seconded Kat by that the April 24, 2025, Petawawa Accessibility Advisory Committee agenda be approved as presented.

MOTION CARRIED.

Disclosure of Pecuniary Interest

None.

Adoption of previous minutes of January 23, 2025.

Moved by Karen, seconded by Leah that the minutes from January 23, 2025, be approved as presented.

MOTION CARRIED.

Financial Report - Detailed Budget Trial Balance to April 11, 2025.

Moved by Danielle, seconded by Leah that the detailed trial balance to April 11, 2025, be approved as presented.

MOTION CARRIED.

Old Business:

Library Presentation Update

Sheila presented the books to the library, and a photo was taken at the presentation. Lynn requested a copy of the photo so it can be shared with the *Petawawa Post*, along with a note that the books are now available at the library. Kate will contact Liz to obtain the photo for a social media post.

It was noted that the library plans to create bookmarks to promote the books. Lynn will follow up with Liz to confirm when this will happen.

Showcase 2025 (April 25-27)

A copy of the town booth schedule was circulated, Lynn and Sheila noted their times available. Kate will display the PAAC banner, Treat Accessibly lawn signs, marketing materials and provide hand outs on community accessible services.

National AccessAbility Week (May 24-31)

Adam Fieldhouse has been confirmed to perform on Friday, May 23 from 5:00 to 7:00 p.m. as part of the kickoff event. A wooden community quilt project is being organized in partnership with the Economic Development department. Tables will be set up for attendees to paint tiles for a quilt composed of nine squares. Economic Development Manager, Christine Mitchell will source the paint and stencils. The completed quilt will be displayed in a local community space. Comments received on the design of the quilt, noting that the tiles should be primed and painted using acrylic paint and then sealed. A 1x1 inch border to be added around the quilt to keep the tiles securely in place. Eight squares will be available for public painting; the centre tile will feature the PAAC logo.

Domino's Pizza is planning to host a themed event during the week—Little Pizza Maker Day—where children can decorate their own pizza box, make a personal-sized pizza,

receive a Certified Pizza Maker certificate, and tour the store. Domino's is open to tailoring this event to be inclusive for children and adults with disabilities by adjusting group sizes, offering earlier or quieter sessions, and accommodating individual needs to ensure a fun and comfortable experience for everyone.

Kate will consult staff regarding the use of the PAAC logo for the event cookies. If the PAAC logo cannot be used, alternatives such as text-based designs (NAW, PAAC) will be considered.

Daily social media blasts will be scheduled throughout the week, including promotion of the Domino's event. An invitation to the event will be sent to other committees of Council. The Petawawa Post, Pembroke Observer Community Events, Eganville Community Event Page, and 104.9 FM radio will be contacted to help promote the event. Invitations will also be extended to members of Council, PMFRC contacts, the Base Commander, various local accessible service providers, and the Domino's Pizza owners.

New Business:

Site Plan Review – Winston Ave Townhouse Developments (Amended)

An amended site plan for the Winston Avenue Townhouse development was circulated for review. The noted changes included enlarged parking spaces and the addition of two barrier-free visitor parking spaces. Committee members reviewed the amended plans and had no recommendations; however, they requested that the response letter include a note of appreciation, stating the committee is pleased to see the developers proactively considering accessibility measures in their design.

2025 Budget Discussion

The 2025 Municipal Budget was passed by Council on March 17, with the Petawawa Accessibility Advisory Committee receiving an allocation of \$10,000. This was received as information.

Community Garden Accessible Upgrades

Lynn provided an update regarding accessible upgrades at the community garden. She noted an upcoming meeting with the library to begin planning the purchase of planters, chairs, and accessible garden tools.

It was reported that the area at the garden gate has been cleaned up, and stone dust along with pavement pavers have been laid to create a more accessible base. The committee discussed the option of requesting staff assistance to build raised garden beds instead of purchasing pre-built ones, which can be more expensive and may not meet accessibility standards. Materials such as wood, liners, food-grade stain, soil, and plants can be sourced locally.

Additional recommendations included purchasing a wall-mounted hose reel to ensure it is accessible for users in wheelchairs, as well as acquiring ergonomic hand tools. A tool sign-out sheet at the library was suggested to prevent loss or weather damage. Lynn noted she is awaiting confirmation from the library to organize a joint meeting with the library, horticultural society, and Civic Centre staff to collaborate on building the raised beds and preparing the garden for use this spring.

Code of Conduct Committee Member Training

The presentation for the Code of Conduct Committee Member Training, delivered by the Town's Integrity Commissioner Tony Flemming, was circulated to committee members. Lynn noted that she and Karen attended the April 8th session and found it informative. Committee members are asked to review the presentation prior to the next meeting in May to familiarize themselves with the Code and prepare any questions. At that time, the committee will pass a motion to formally acknowledge that the presentation was reviewed and received as information.

Member Input:

Sheila - reported on a documentary titled *Living Proof*, which follows a Southern Ontario man's journey with multiple sclerosis (MS). The film explores his search for answers and hope, while also highlighting the differences in healthcare and support services between Canada and the United States, with Canada offering greater access and support. Sheila also noted that TVO is currently promoting a series of accessibility-related documentaries airing in the coming weeks.

Leah - shared her experience attending a recent gala hosted by the Luso Canadian Charitable Society. The organization is actively raising awareness and funds to support families, specifically aiming to build a home for children with disabilities who are currently cared for by aging parents or

caregivers. The goal is to provide a safe and supportive environment for these individuals once their caregivers are no longer able to provide care. Leah will share the organization's website with the committee via email, which outlines the services, resources, and support the foundation provides.

Lynn - reported that she has written a letter to the Dementia Society of Ottawa and Renfrew County regarding the *Daisy Café*, a monthly social engagement program aimed at fostering connection, understanding, and community among individuals living with dementia, their caregivers, and volunteers. The program encourages participants with early to mid-stage dementia to build peer relationships and engage in group activities, helping them transition into more structured programs such as adult day services. Lynn noted that while the program is available in some areas of Renfrew County, it is not currently offered in Petawawa. Furthermore, there are no existing local support programs or services for individuals with dementia. This gap in service is under review by the Petawawa Seniors Advisory Committee.

Lynn also highlighted the Ottawa International Airport's implementation of the Hidden Disabilities Sunflower Program. This initiative provides passengers with invisible disabilities a green sunflower lanyard, which discreetly signals airport staff that they may need additional time or support. The program includes trained personnel and enhanced services to improve the travel experience for individuals with a range of non-visible disabilities. Additionally, Lynn shared details about a Royal Canadian Legion branch in Windsor that has introduced a "low vision darts" program, aimed at making the sport more accessible to individuals with visual impairments. She suggested exploring the feasibility of bringing a similar initiative to Petawawa, either through the local Legion or at the new virtual darts facility, *Flightline*, which is scheduled to open in the community in the coming weeks.

Correspondence:

Site Plan Review Letter of Recommendation – Petawawa Storage

Received as information.

Site Plan Review Letter of Recommendation – Town Hall Renovation

Received as information.

Next Meeting Date:

Thursday, May 22, 2025

Adjournment:

Moved by Karen that the meeting be adjourned at 3:33 pm.

MOTION CARRIED.