



## **PETAWAWA ACCESSIBILITY ADVISORY COMMITTEE**

### **Meeting Minutes**

**May 22, 2025 - 1:30 P.M.**

**Municipal Office – Boardroom**

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

REGRETS: Karen Donovan, Danielle LeBlanc, Kat Moore

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

Lynn called the meeting to order at 1:33 p.m.

### **Adoption of Agenda**

Moved by Sheila, seconded Leah by that the May 22, 2025, Petawawa Accessibility Advisory Committee agenda be approved as presented.

***MOTION CARRIED.***

### **Disclosure of Pecuniary Interest**

None.

### **Adoption of previous minutes of April 24, 2025.**

Moved by Sheila, seconded by Leah that the minutes from April 24, 2025, be approved as presented.

***MOTION CARRIED.***

## **Financial Report - Detailed Budget Trial Balance to May 15, 2025.**

Moved by Sheila, seconded by Leah that the detailed trial balance to May 15, 2025, be approved as presented.

### ***MOTION CARRIED.***

#### **Old Business:**

##### Community Garden Accessible Upgrades

Lynn provided an update on the project. She and Kate recently met with Haley from the Library to discuss the accessible garden upgrades. The Library has ordered four accessible garden boxes, which are designed with roll-under clearance and will be installed on the existing cement pavers in the coming weeks.

Once installation is complete, the Library will notify Lynn so the space can be reviewed to ensure accessibility and to provide any further recommendations, if necessary. Lynn confirmed that she will continue to keep the committee informed as the project progresses.

##### National AccessAbility Week (May 24-31)

The committee reviewed final arrangements for the event, taking into account the forecast for significant rainfall. Tents will be installed to ensure weather coverage. Kate reported on confirmed guests attending: LCol Hillier and MWO Orth from Garrison Petawawa, County Councillor Daniel Lynch, and Amy MacKenzie, Military Family Navigator – Special Needs Representative from the PMFRC. These were the only confirmed attendees at this time.

The committee selected colour options for the wooden barn quilt and suggested incorporating metallic colours to outline each tile. Lynn will follow up with Silver Threads to confirm the use of a space where the committee can complete the painting.

It was also agreed that one tile will feature the PAAC logo, to be placed in the centre of the quilt. Kate will bring the tile to Precision Textiles to have the logo imprinted.

Kate will also forward event information, social media posts, and Lynn's speech to the *Petawawa Post* for coverage in a printed article. In addition, she provided receipts for materials purchased so far for the barn quilt.

### Code of Conduct Committee Member Training

Item deferred to next meeting.

### **New Business:**

#### Treat Accessibly Event Planning

The committee began preliminary planning for the fall Treat Accessibly event. It was noted that the sandwich board signs will need to be reprinted to indicate that the event will be hosted exclusively at Town Hall.

Members agreed to connect with the Fire Department over the summer to confirm their participation, including arranging for Sparky, opening the fire hall, and displaying fire trucks.

The committee also plans to reach out to Pet Valu to further promote their continued support of the event, and to contact Domino's Pizza in Petawawa to explore their interest in participating as a sponsor or supporter.

#### Barrier-Free Audits of Municipal Facilities

The committee reviewed the current facility audit schedule and expressed interest in conducting an audit of the Silver Threads building. It was also agreed that two parks would be selected for audit this year.

Lynn noted that July or August would be an ideal time to audit the Silver Threads facility, as programs and events are reduced during the summer months. The committee will finalize dates at the next meeting.

The Fish Hatchery and Centennial Park were selected as the two park locations to be included in this year's audits.

It was also noted that no feedback or communication has been received regarding the arena audit submitted last fall. Lynn and Karen will follow up with the CAO and relevant staff on the status of that submission.

### Annual Accessibility Report to Council

Item deferred to next meeting.

### Municipal Website Accessible Features

Kate provided an update on the new municipal website, highlighting significantly improved accessibility features. The site will include the *AllAccessible* application on every page—a user-friendly tool allowing visitors to adjust text size, contrast, spacing, and other settings to enhance readability and navigation.

The new site is tentatively scheduled to launch in September. Kate will present the accessibility features to the committee at a future meeting.

### **Member Input:**

Lynn - suggested approaching the Recreation Department about incorporating the Sunflower Program into Town events such as Civic Centre Days, Canada Day, and the Winter Carnival. She also reported attending the Petawawa Showcase, which was well attended. A few individuals expressed interest in joining the committee.

Sheila - also attended the Petawawa Showcase and noted that the committee appears to have strong representation within the community.

### **Correspondence:**

#### Site Plan Review Letter of Recommendation – Winston Ave Townhouse Development

Received as information.

#### National AccessAbility Week – Email Communication

Received as information – Lynn noted she will respond to the communication on behalf of the committee.

### **Next Meeting Date:**

Wednesday, June 25, 2025

### **Adjournment:**

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

### ***MOTION CARRIED.***