



PETAWAWA ACCESSIBILITY ADVISORY COMMITTEE

Meeting Minutes

June 25, 2025 - 1:30 P.M.

Municipal Office – Boardroom

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

REGRETS: Sheila Clarke

Welcome/Call to Order

Lynn called the meeting to order at 1:44 p.m.

Adoption of Agenda

Moved by Karen, seconded Leah by that the June 25, 2025, Petawawa Accessibility Advisory Committee agenda be approved as presented.

MOTION CARRIED.

Disclosure of Pecuniary Interest

None.

Adoption of previous minutes of May 22, 2025.

Moved by Karen, seconded by Leah that the minutes from May 22, 2025, be approved as presented.

MOTION CARRIED.

Financial Report - Detailed Budget Trial Balance to June 17, 2025.

Moved by Danielle, seconded by Kat that the detailed trial balance to June 17, 2025, be approved as presented.

MOTION CARRIED.

Old Business:

Community Garden Accessible Upgrades

Lynn provided an update on the project. Four accessible raised garden beds have been installed, arranged in two rows with space for access on either side. Each bed includes a side table for tools or personal items.

Was previously recommended installing a hose reel on the nearest bed to the water connection to reduce tripping hazards and improve accessibility for watering, along with a user-friendly watering handle.

The library will coordinate the filling of the beds with soil and plants and is considering developing a program to promote and encourage use of the space.

Code of Conduct Committee Member Training

The Committee reviewed the Code of Conduct training presentation. Members acknowledged that they have read, understand, and agree to adhere to the Committee Code of Conduct.

Moved by Leah, seconded by Kat that the Code of Conduct Committee Member Training presentation be received as information, and that Committee members acknowledge they have read, understood, and will abide by the Committee Code of Conduct.

MOTION CARRIED.

Treat Accessibly Event Planning

The committee discussed event planning and assigned responsibilities as follows:

Lynn will contact Domino's Pizza to see if they would like to set up a booth or support the event from their location.

Kate will coordinate with the Fire Department regarding support from Station 2 and Sparky, and will also follow up with Pet Valu. She will arrange all materials needed for setup but will not be on-site for the duration of the event. Committee members attending the event were asked to assist with setting everything in place, and Kate will also ask the Fire Department if they are able to help. She will return to Town Hall afterward to assist with cleanup.

Kat will reach out to Starbucks to explore potential sponsorship for coffee and hot chocolate.

Committee members confirmed to support the event include Lynn, Kat, and Karen. Confirmation from Sheila will be obtained at the next meeting.

Barrier-Free Audits – Silver Threads, Fish Hatchery Park, Centennial Park

The committee discussed scheduling upcoming barrier-free audits at the following locations:

- Silver Threads: Scheduled for July 11 at 1:00 p.m.
- Fish Hatchery Park: Audit to be completed by Sheila, Karen, and Danielle
- Centennial Park: Audit to be completed by Lynn, Kat, and Leah

Audit teams will coordinate among themselves to determine suitable dates for the park site visits.

Karen will follow up with the CAO regarding the arena audit that was completed last fall, and report back at the next meeting.

New Business:

Annual Accessibility Report to Council

The committee confirmed that the Annual Accessibility Report will be presented to Council at the meeting scheduled for October 6th.

Kate will send the previous year's PowerPoint presentation to Karen and Lynn for their review and suggested edits. Kat offered to assist with the PowerPoint revisions if Kate is

unavailable. The final presentation will be brought to the committee for review and approval prior to its inclusion in the Council agenda package.

2025 Accessibility Compliance Report – Ministry for Seniors and Accessibility

Kate reported that the Town is required to file an Accessibility Compliance Report every two years, with the next deadline set for December 31, 2025. As a Designated Public Sector organization, the Town is legally obligated to report its compliance under the AODA.

Kate provided an overview of the areas of compliance in question and advised that she is consulting with other departments to gather any additional information needed to confirm that all requirements are being met.

Since the last report, the Town has completed or is in the process of completing several accessibility upgrades, including:

- Renovations to Town Hall, which will include a universal washroom and a redesigned accessible reception counter.
- Launch of the new municipal website, featuring a major upgrade in accessible content and the AllAccessible feature (website dashboard report to confirm WCAG compliance level).
- Installation of three additional accessible parking spaces at Petawawa Point.
- Installation of a paved walking path through Fish Hatchery Park.
- Installation of a new accessible play feature at Civitan Park.
- Implemented three accessible community events to promote inclusion (Treat Accessibly, Sensory Santa, National AccessAbility Week Kickoff).
- Communications/Community Awareness – “Community Matters” article in the Petawawa Post.
- Installation of a new accessible reception counter within the Civic Centre administration office.

Kate asked committee members to share any additional accessible improvements that should be noted in the report.

Member Input:

Karen - expressed how proud she is of the committee, noting the positive community coverage and the meaningful progress being made. She acknowledged the strong teamwork and dedication shown by members.

Kate - shared that the Beachburg Fair will be hosting a “Sunflower Hour,” a designated time designed to create a more accessible and sensory-friendly experience. She suggested this as a potential idea the committee could propose for future community events in Petawawa.

Lynn - brought forward a suggestion from an individual she met at the Home Show, recommending that the committee reach out to the Heritage Village to explore the possibility of hosting an accessible event at that location. She suggested it could be a pre-registered event to help manage parking and ensure necessary accommodations are in place. As a next step, Lynn will draft a letter to Julie Mallory to inquire about her interest in the initiative. Kat also indicated she would be happy to assist with this effort.

Correspondence:

No correspondence received.

Next Meeting Date:

Thursday, September 18, 2025

Adjournment:

Moved by Kat that the meeting be adjourned at 3:27 pm.

MOTION CARRIED.