



PETAWAWA ACCESSIBILITY ADVISORY COMMITTEE

Meeting Minutes January 25, 2024 - 1:00 P.M. Municipal Office – Boardroom

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

REGRETS:

Welcome/Call to Order

Sheila called the meeting to order at 1:08 p.m.

Adoption of Agenda

Moved by Leah, seconded by Lynn that the November 23, 2023, Petawawa Accessibility Advisory Committee agenda be approved as presented.

MOTION CARRIED.

Nomination of the Chair

Kate called for a motion to be brought forward to elect the 2024 PAAC Chair.

Moved by Leah, seconded by Karen that Sheila Clarke be named Chairperson for the committee for the 2024 term, with Lynn Davenport as chair designate in Sheila's absence.

MOTION CARRIED.

Disclosure of Pecuniary Interest

None.

Adoption of previous minutes of November 23, 2023.

Moved by Leah, seconded by Lynn that the minutes from November 23, 2023, be approved as presented.

MOTION CARRIED.

Financial Report - Detailed Budget Trial Balance to January 22, 2024.

Moved by Lynn, seconded by Leah that the detailed trial balance to January 22, 2024, which was provided by the Town Treasurer, be approved.

MOTION CARRIED.

Old Business:

Presentation to Council – February 20, 2024

A scheduling conflict has come up and the presentation will be moved to a Council meeting in March. Kate will confirm possible dates with Sheila and Karen, then relay the confirmed date back to the committee members.

Staff Report to Council RE: Community Flag Program

Report received as information.

The committee requested a flag raising ceremony to be arranged for National AccessAbility Week, along with a media release on the occasion and invitations be sent to Mayor and Council, Base Commander, local MPP and MP, and the County of Renfrew Accessibility Advisory Committee.

The committee further requested a media release be drafted for International Day of Persons with Disabilities to be posted in the local paper and be sent to other AAC's within the County, and the Garrison Petawawa EDI committee.

Sensory Santa Debrief

The committee acknowledged the great success of their first Sensory Santa event and discussed highlights from the day, noting beautiful comments and gratitude messages received

from families that had attended the event. The committee agreed to host another Sensory Santa event for the 2024 Christmas season, the following items were noted:

- Contact Making Seasons Bright, décor and Grinch character
- Confirm with Colin Coyle for the possibility of staff support
- Replacement of belt for Santa Suit, look into purchasing a secondary suit
- Tentative booking date of November 23-24
- Lynn will arrange and confirm volunteers for Santa & Gingy
- Kate to develop an event page for registrations and photo release waivers
- Kate will make arrangements with John Bulter for photography services
- Alternate event location TBD (town hall renos)
- Requested PAAC banners to be set up in the background for photos

Arena Accessibility:

A concern regarding the accessibility of the Civic Centre arena was brought forward to the committee; the concern was regarding the arena not being accessible for wheelchair or mobility device users attending hockey games or other sporting events on the ice. It was further reported there are no rest areas or accessible seating within the arena lobby for persons that are unable to access the bleacher areas due to mobility concerns.

Kate received the complaint and comments from the committee and advised that she will discuss the concerns with the Director of Community Services and the Facility Manager to review arena layout to determine areas of improvement for barrier free access.

New Business:

Terms of Reference – Annual Review

The terms of reference were reviewed with no revisions noted.

Moved by Danielle, seconded by Sheila that the Petawawa Accessibility Advisory Committee Terms of Reference be approved as presented.

MOTION CARRIED.

2024 Meeting Schedule

Amendments to the 2024 schedule:

- April meeting was moved to April 11th for showcase preparations

Member Input:

Lynn Davenport

Reported many instances of vehicles parking in accessible spaces without parking permits at the Petawawa Market Mall. The committee requested that Kate report the concerns to the Commissionaires to increase patrols in that area and the possibility of officers issuing tickets rather than warning notices.

Karen Donovan

Reported the proposed budget will be presented at next weeks Council meeting and she will share with the committee once finalized.

Leah Cuffe

Provided correspondence for a sign language course at the Civic Centre.

Correspondence:

No correspondence received.

Next Meeting Date: February 22, 2024, at 1:30pm.

Adjournment:

Moved by Lynn that the meeting be adjourned at 2:58 pm.

MOTION CARRIED.