



## **PETAWAWA ACCESSIBILITY ADVISORY COMMITTEE**

### **Meeting Minutes September 19, 2024 - 1:30 P.M. Municipal Office – Boardroom**

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

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

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

#### **Adoption of Agenda**

Moved by Lynn, seconded by Leah that the September 19, 2024, Petawawa Accessibility Advisory Committee agenda be approved with the following addition under New Business, “*You Taught Me*” Children’s Book.

***MOTION CARRIED.***

#### **Disclosure of Pecuniary Interest**

None.

#### **Adoption of previous minutes of June 27, 2024.**

Moved by Leah, seconded by Karen that the minutes from June 27, 2024, be approved as presented.

***MOTION CARRIED.***

## **Financial Report - Detailed Budget Trial Balance to September 3, 2024.**

Moved by Lynn, seconded by Daneille that the detailed trial balance to September 3, 2024, be approved as presented.

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

#### **Old Business:**

##### Treat Accessibly Campaign

The new display case for the free lawn signs was received and is now displayed in the Town Hall reception area. In terms of outreach, Judy Degeere with RE/MAX Pembroke Realty and Fire Prevention were contacted to seek their continued support for the 2024 campaign. Additionally, a request was sent to MyFM for information on radio commercials, and the event has been added to the community calendar. It was also requested that the event be featured on the main page of PembrokeToday, and a request was made for the community spotlight vehicle to be available on Halloween night.

Advertisements have been arranged in the Pembroke Observer for October 17<sup>th</sup> and 24<sup>th</sup> at a cost of \$420.00. Similarly, the event will be advertised in the Petawawa Post on October 10<sup>th</sup> and 24<sup>th</sup>, with a total cost of \$437.00. A request was also sent to Valley Heritage Radio to include the event on their Community Events page and to provide information on available radio commercial space.

The event has been promoted on the Town's social media platforms and the Town's website. A Facebook event has been created and shared to reach a broader audience. Kate provided options for Halloween-themed marketing materials, and after review, it was decided to order magic sets, buckets, squishy toys, and stickers for distribution.

A sandwich board sign has been printed and will be displayed at Town Hall, as well as the fire stations and the library. Flyers will also be printed and distributed to participating businesses, Town Hall, the library, and Garrison Petawawa. In addition, a request has been made to post the event on both the Town's and Hyska's electronic signs to enhance visibility.

It was suggested to present the event and hand out flyers to PBAN members that may be interested in participating in the campaign. Lynn and Karen will attend the next PBAN

meeting, scheduled for October 1st, to explore whether any members are interested in setting up a table on Halloween night or participating as a barrier-free trick-or-treat location, to be included on the treat map and their business noted on the event page.

#### Sensory Santa Event Planning

The Sensory Santa event was confirmed for Saturday, December 7th, to coincide with the Santa Claus Parade and Christmas Market taking place that weekend. The event will be held at Town Hall, with visits scheduled by appointment only between 10:00 a.m. and 4:00 p.m. Each visit will be 15 minutes long.

Kate will arrange an online booking system, with the option to book via email, and will promote the event on the Town's website and social media platforms. Lynn will confirm Colton Kyle's availability to act as Santa.

At the next meeting, Kate will provide marketing materials for review, and members are encouraged to bring ideas for décor items.

#### Accessible Upgrades to the Petawawa Horticulture Society's Community Garden

Lynn provided an update regarding accessible planter boxes for the community garden, noting she spoke with Jason at the Civic Centre who confirmed that he can build the boxes if the necessary materials are purchased. He will require a design plan to move forward with the project for next spring.

Regarding the work completed so far, the gate entrance has been cleaned, the area has been prepared with stone dust, and patio pavers measuring 24' x 24' have been ordered for the 12' x 16' space. The Horticultural Society has agreed to install the pavers.

The library had previously considered ordering two planters from overseas, but due to the high cost involved, the group suggested building a single L-shaped planter instead. While the area is large enough to accommodate four individual planters, an L-shaped planter would be a more practical option.

Additionally, the group discussed the possibility of ordering two chairs for the area to provide seating for individuals who are not using wheelchairs or sit/stand walkers.

**New Business:***“You Taught Me” Children’s Book*

Sheila introduced a children’s book written and illustrated by a 17-year-old Canadian writer from Toronto. The book tells the story of six children with disabilities and aims to teach other children what it’s like to live with a disability. Sheila believes this is a valuable story to share with local schools and proposed that the committee support purchasing one copy for each school library. One book has already been purchased, and Sheila will be reaching out to the Petawawa Public Library to arrange for the book to be displayed there. Additionally, she suggested including a letter with each book to the schools indicating it is a gift from PAAC, emphasizing the importance of educating children on what it’s like living with disability. The cost of one book with shipping totaled \$22.78; the committee agreed to purchase books for each Petawawa school, as well as Champlain Discovery Public School and one additional book for the Petawawa public library.

**Member Input:**Lynn Davenport

It was reported that an individual who attended a recent Council meeting raised a concern about the lack of an accessible parking space at the Council Chambers entrance. The individual noted difficulties in crossing the parking lot while using an assistive walking device. The committee discussed the necessity of having an accessible parking space located next to the entrance, as this door is regularly used by the public to attend Council meetings. It was suggested that discussions take place with Public Works and the CAO regarding the repainting of parking spaces to ensure there is one accessible space for each entrance, Town Hall reception and the Council Chambers.

Additionally, Lynn noted that the parking lines at the Seniors Centre are deteriorating and may require replacement. She pointed out that there are no curb cuts next to the accessible parking space, which could pose challenges for users. To address these issues, the committee will schedule a barrier-free audit of the facility to identify any other areas of concern.

Sheila Clarke

Noted an article from CTV News of a Carleton University student who received international recognition for an invention designed to assist wheelchair users. The wheelchair attachment called UpLift is used to help users sit, stand and maintain balance.

Sheila noted that she will be attending an upcoming town event, Petawawa's Active Aging Initiative Lunch and Learn which will be held at the Civic Centre on September 24<sup>th</sup> for residents to learn more about the Ontario Seniors grant funding awarded to the town, plans of future programs and an opportunity for seniors to provide input and suggestions for services.

Danielle LeBlanc

Reported that the intersection lights on Petawawa boulevard have been updated with better accessible features; however, the timing to cross is too short. This was noted for the intersection located at the BLVD and Canadian Forces Drive as well as the BLVD and Portage Road. Kate noted that she would pass this concern along to the County Public Works department.

Karen Donovan

Reported that during the recent grand opening of the comfort station, the universal washroom door appeared to be smaller than the recommended 42-inch width. The committee discussed the importance of the Town adhering to its own recommendations for facility accessibility, ensuring that improvements are implemented. The committee emphasized that the Town should lead by example in making public spaces accessible to all users. Kate will follow up with staff on this matter and report back to the committee.

**Next Meeting Date:** Thursday, October 24, 2024, at 1:30pm

**Adjournment:**

Moved by Lynn that the meeting be adjourned at 3:04 pm.

***MOTION CARRIED.***