



## **PETAWAWA ACCESSIBILITY ADVISORY COMMITTEE**

**Meeting Minutes  
November 27, 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 Danielle that the November 27, 2024, Petawawa Accessibility Advisory Committee agenda be approved with one addition:

New Business – Petawawa Public library presentation date

***MOTION CARRIED.***

### **Disclosure of Pecuniary Interest**

None.

### **Adoption of previous minutes of October 24, 2024.**

Moved by Leah, seconded by Karen that the minutes from October 24, 2024, be approved as presented.

***MOTION CARRIED.***

## **Financial Report - Detailed Budget Trial Balance to November 25, 2024.**

Moved by Karen, seconded by Leah that the detailed trial balance to November 25, 2024, be approved as presented.

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

### **Motion for Approval of Volunteer Per Diem Payment**

Danielle participated in the barrier-free audit conducted on November 20, 2024. In doing so, she missed time from work to support the committee. As per the Committee Code of Conduct, Danielle is entitled to receive a per diem for the half-day audit.

Moved by Lynn and seconded by Sheila to approve a \$100.00 volunteer per diem payment to Danielle LeBlanc for her participation in the barrier-free audit conducted on November 20, 2024.

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

### **Old Business:**

#### Treat Accessibly Debrief

The Treat Accessibly campaign was highly successful this year, with double the number of children attending both treat stations. Approximately 90 children visited the Town Hall location alone. The radio advertising significantly boosted the campaign's visibility, contributing to the large turnout and the appreciation expressed by families in the community.

To improve coordination for future events, the committee would like to emphasize the importance of the Fire Department's involvement. Community feedback has shown that Sparky the Fire Dog and the fire trucks are key highlights, making the event special.

Managing two treat stations has proved to be very challenging without sufficient support. It is clear that this approach is not sustainable. For future events, consolidating to one treat station at Town Hall was strongly recommended, along with ensuring committed volunteer support. Suggestions for future enhancements include setting up a photo booth area or renting a selfie machine for additional engagement.

Kate shared a heartfelt communication from the Padulo family, founders of the Treat Accessibly campaign. They expressed their gratitude to the Town of Petawawa for championing the initiative and shared that Petawawa holds a special place in their hearts due to the loss of a loved one in the community. They noted that the Town's support for the campaign has helped bring healing to their family during a difficult time.

### **Ice Cube Update**

Sheila provided an update regarding the Ice Cube equipment. David experienced a family emergency, which has delayed arranging the delivery. However, he remains interested in conducting a demonstration. He will need to meet with Kat to review regulations, equipment requirements, liability considerations, and to schedule rink time for the demo. Lynn confirmed that the family interested in testing the equipment is still available and ready to participate.

Sheila noted that David had previously established an agreement with the school board to use the equipment on public ice. The committee recommended requesting a copy of this agreement to potentially use as a template for similar arrangements locally.

Additionally, the committee requested the option of staff setting up a reserve fund for the Ice Cube project in case the equipment cannot be acquired before the year-end.

### **Sensory Santa Event Planning**

Kate reported on the progress of the Sensory Santa event. She has worked with recreation staff to develop an online registration system, which went live on November 26th. Families can now visit the event page on the Town's website and use the provided link to book their time slots. The photographer's information and business logo have been added to the website and included in the registration details. Additionally, a Facebook event page has been created to promote the event further.

Arrangements have been made to borrow a bench and king/queen chairs from John Butler, with pickup scheduled for next week. A secondary Santa suit and a replacement belt have also been ordered as requested by the committee.

Event setup will take place on Friday afternoon, with members asked to meet in the Council Chambers at 3:00 PM to assist. On Saturday, the photographer, Haley, will arrive at 9:00 AM to set up and will require a table for her display.

### **New Business:**

#### **Barrier Free Audit Review – Civic Centre Arena**

The barrier-free audit of the Civic Centre Arena was completed on November 20, 2024. Kate will compile all feedback from the committee into a single document, which will be

presented to the Facility Manager, and CAO for consideration in future budgets. The focus for the upcoming 2025 budget and Enabling Accessibility grant application will be on installing accessible switches for doors and making the public washrooms and one change room accessible. The compiled document will also serve as supporting documentation for the grant application or other future funding opportunities.

#### International Day of Persons with Disabilities – December 3, 2024

The disability flag was received and ready for display. It will be flown on the community flagpole from December 1 to 14. The event has been posted on the Town's website and will also be promoted on the Town's social media platforms.

#### 2025 Budget Discussion

The committee discussed items for the 2025 PAAC budget, including the following:

- Materials for accessible flower beds in the community garden in partnership with Petawawa Public Library (building materials, soil, accessible garden tools, bench/chair). \$2,000.00
- Event for National Accessibility Week, including advertisements (paper), entertainment, marketing materials for the booth, and refreshments. \$1,000.00
- Marketing materials for the Petawawa Showcase. \$1,500.00
- Sensory Santa Event, including advertisements (paper and radio), décor items, and gift bags. \$1,500.00
- Treat Accessibly Event, including advertisements (paper and radio), candy, and photobooth rental. \$2,500.00
- Barrier-free Audit Tools (Lazer Level) \$500.00

  

- Request for a reserve fund for the Ice Cube (if unable to acquire by year-end).

#### **New Business:**

##### Petawawa Public Library, Book Presentation

The committee is suggesting scheduling the presentation for early January, once students are back to school on January 6th. Lynn will reach out to Haley, who is the library's outreach person, to confirm the timing and will report back to the committee with available dates.

Sheila and Lynn will present the books at the event. The committee also plans to invite Patricia Labouf to attend and write an article about the presentation. Patricia will be asked to highlight that the books were also provided to local schools.

**Member Input:**

Karen Donovan

Karen reported that she and Councillor Driscoll are collaborating on a monthly “Community Matters” information article for the local newspaper. The first issue, scheduled for January, will focus on accessibility within the community. This article will also serve to promote upcoming events and share committee updates.

**Next Meeting Date:** Thursday, January 23, 2025, at 1:30pm

**Adjournment:**

Moved by Karen that the meeting be adjourned at 3:14 pm.

***MOTION CARRIED.***