



PETAWAWA ACCESSIBILITY ADVISORY COMMITTEE

Meeting Minutes

September 18, 2025 – 2:00 P.M.

Silver Threads Senior Centre

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

GUESTS: Joe Mick, Recreation Programmer

1. Welcome/Call to Order

Lynn called the meeting to order at 1:59 p.m.

2. Adoption of Agenda

Moved by Sheila, seconded Kat by that the September 18, 2025, Petawawa Accessibility Advisory Committee agenda be approved as presented.

MOTION CARRIED.

3. Disclosure of Pecuniary Interest

None.

4. Adoption of previous minutes of June 25, 2025.

Moved by Leah, seconded by Karen that the minutes from June 25, 2025, be approved as presented.

MOTION CARRIED.

5. Financial Report - Detailed Budget Trial Balance to September 12, 2025.

Moved by Daneille, seconded by Leah that the detailed trial balance to September 12, 2025, be approved as presented.

MOTION CARRIED.

6. Old Business:

a. Treat Accessibly Event Planning

The Fire Department has confirmed their participation in the event, with individual member attendance to be confirmed closer to the date. The committee noted that there are leftover Halloween buckets from last year. After reviewing favor options, it was decided to purchase colored pens, squishies, and sensory bracelets. Kate will also purchase the usual amount of chips and candy from Hyska's.

Lynn will reach out to Shelbie at Domino's Pizza to confirm their participation and will also contact Dairy Queen to explore their interest in setting up accessible trick-or-treating or participating in the event at Town Hall. Kat will contact Starbucks to arrange hot beverages. Kate presented advertising options, including two ads in the Pembroke Observer at \$316 each (taxes not included), two ads in the Petawawa Post at \$387 each (taxes not included), and the MyFM Halloween Safety Patrol package at a cost of \$1,250, which will air over the month of October. The committee reviewed and approved proceeding with the advertising. Kate will also contact Patricia LaBeouf to see if she would like to attend and cover the event in an article.

Karen moved, seconded by Sheila, that the committee purchase the approved favors—colored pens, squishies, and sensory bracelets—along with chips and candy from Hyska's for an estimated 100 children. Receipts will be provided by Kate at the next meeting.

MOTION CARRIED.

Karen moved, seconded by Sheila, that the Treat Accessibly advertisements be published in the Pembroke Observer (October 23 and 30), the Petawawa Post (October 9 and 23), and on MyFM throughout October.

MOTION CARRIED.

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

The committee discussed the findings from the recent barrier-free audits at Silver Threads, Fish Hatchery Park, and Centennial Park.

At Silver Threads, major improvements to the asphalt and accessible parking spaces were noted, and several improvements to the elevator were recommended to ensure full accessibility, including automated controls, upgraded lighting, lowered controls, and sufficient turning radius. The washrooms also require upgrades, such as adjusted sink counters to improve access to soap dispensers and the repositioning of wall-mounted paper and waste dispensers to remove barriers within the path of travel.

At Fish Hatchery Park, there are no accessible play features or accessible parking. Kate noted that Parks Ontario owns the parking lot, but the committee could reach out to explore the possibility of installing a dedicated accessible space. Overall, the park is in good condition.

At Centennial Park, while the park is visually appealing, significant accessibility improvements are needed. The washrooms require extensive upgrades, including pathways from the main trail, color contrast and signage for doors, proper placement and maintenance of garbage bins, corrected grab bar angles, improved lighting, and installation of automatic doors. The sink is very low and does not allow for wheelchair access, rendering the facility largely inaccessible.

The committee also discussed the potential development of an outdoor audit form specifically for parks and grounds. Kat will research examples of such audits and plans, noting that London has strong examples to reference.

Kate will draft a letter to the appropriate department and the CAO, attaching each audit, to advise them of the items requiring improvement and for consideration in the 2026 budget.

Moved by Leah and seconded by Kat to approve the \$100.00 volunteer per diem payment to Danielle LeBlanc for her participation in the barrier-free audit conducted on July 11, 2025.

CARRIED

c. Annual Accessibility Report to Council

The presentation will likely need to be deferred to a later date. Kate will send Lynn and Karen a list of dates for council meetings in October and November.

7. New Business:

a. National Seniors Day Event – October 1st

Lynn reported that the Seniors Advisory Committee has invited PAAC to participate in the upcoming National Seniors Day event at the Petawawa Civic Centre on October 1st. PAAC has been asked to host a booth to promote accessible services and programs. As the Seniors Advisory Committee is organizing the event, Lynn will be occupied with other responsibilities; therefore, Kat, Sheila, and Kate will be available to set up and staff the PAAC booth. The event will run from 8am to 2pm.

b. Fundamental Movement Skills Workshop – Joe Mick

Joe Mick, Recreation Programmer for the Town of Petawawa, presented information on the Town's accessible recreation programs, including a new 4-week Fundamental Movement Skills Workshop for individuals with cognitive disabilities. This program helps participants develop key physical abilities in a supportive and inclusive environment, including adapting skills for participants with intellectual, sensory, or behavioral disabilities and providing stage-appropriate feedback.

Joe also highlighted the success of accessible equipment rentals at Petawawa Point this past summer, noting usage from families as far away as Toronto. He shared a particularly rewarding experience accommodating a child with cerebral palsy at the summer camps, working with staff and care providers to ensure full participation.

Additionally, Joe announced a new collaboration with FCS Renfrew County and Carefor to host a cooking class for adults living with disabilities. Participants will develop life skills such as meal preparation, following recipes, measuring ingredients, and kitchen safety, with the opportunity to take home the meals they prepare.

The committee thanked Joe for his presentation and expressed appreciation for the Town's continued development of accessible programs. PAAC noted that Joe should inform them of upcoming programs or events so they can assist with community promotion.

c. Parks Canada

Kat explained a partnership of Parks Canada and Rick Hansen Foundation on how to make Ontario parks more accessible. Parks Canada is working toward a barrier-free future by 2040, enhancing accessibility across its national parks through a combination of infrastructure upgrades, digital tools, and inclusive experiences. With guidance from the Rick Hansen Foundation, the agency is implementing wheelchair-friendly designs such as ramps, wider doorways, and smoother pathways, while prioritizing accessible washrooms and replacing gravel trails with concrete surfaces. These improvements are complemented by adaptive equipment like beach wheelchairs and digital innovations through the Parks Canada App, which supports screen readers, image descriptions, and accessible mobile tours.

This transformation is grounded in collaboration and compliance, with the Rick Hansen Foundation offering expertise, grants, and standards to guide progress. All new projects align with the CSA B651 accessibility standard, ensuring consistency and quality. Together, these efforts reflect a long-term commitment to inclusivity, aiming to make Canada's natural treasures welcoming to all visitors, regardless of ability.

d. Sensory Santa Event Planning

The committee discussed planning details for this year's Sensory Santa event. Kate reported that, due to renovations at Town Hall, the event cannot be hosted in the Council Chambers and an alternate location will be required. Possible options include the Comfort Station or the Public Works office. Kate will follow up with staff to determine if either location is suitable.

The committee agreed to hold the event on Saturday, December 6, from 10:00 a.m. to 3:00 p.m., coinciding with the Christmas parade and other community events that weekend. Danielle will speak with Haley to confirm her interest in providing photography services

again this year, and Lynn will reach out to Colton to see if he is available to volunteer as Santa.

8. Member Input:

Lynn – reported meeting with Julie Mallory from Heritage Village to discuss planning an Accessible Day for next year, possibly in the spring. They will connect in the new year to begin planning.

Sheila – reported on an article in the Petawawa Post for new families highlighting the different community services in Petawawa. She suggested that it might be helpful to also feature an article on accessibility supports available in Petawawa.

9. Correspondence:

a) Community Guide – Fall/Winter 2025

Received as information.

b) Sensory Friendly Solutions – Navigating New Places

Received as information.

10. Next Meeting Date:

Thursday, October 23, 2025

11. Adjournment:

Moved by Danielle that the meeting be adjourned at 4:02 pm.

MOTION CARRIED.