



## **PETAWAWA ACCESSIBILITY ADVISORY COMMITTEE**

### **Meeting Minutes**

**October 23, 2025 – 1:30 P.M.**

**Silver Threads Senior Centre**

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

ABSENT: Lynn Davenport

#### **1. Welcome/Call to Order**

Kate called the meeting to order at 1:38 p.m.

Moved by Kat, seconded by Sheila that the Petawawa Accessibility Advisory Committee approve a leave of absence for Chair Lynn Davenport, and that Karen be appointed as Interim Chair during Lynn's absence.

***MOTION CARRIED.***

#### **2. Adoption of Agenda**

Moved by Sheila, seconded by Leah that the October 23, 2025, Petawawa Accessibility Advisory Committee agenda be approved as presented.

***MOTION CARRIED.***

#### **3. Disclosure of Pecuniary Interest**

None.

#### **4. Adoption of previous minutes of September 18, 2025.**

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

***MOTION CARRIED.***

**5. Financial Report - Detailed Budget Trial Balance to October 16, 2025.**

Moved by Leah, seconded by Sheila that the detailed trial balance to October 16, 2025, be approved as presented.

***MOTION CARRIED.***

**6. Old Business:**

a. Treat Accessibly Event Planning

The total cost of favors was \$134.05, and the total cost of treats was \$89.24. Due to the ongoing renovations at the Town Hall entrance, the event display will be set up next to the Fire Hall. Kate will have all supplies and the tables ready by 4:30 p.m., and the Fire Department will be on-site to assist.

Pumpkins, hay bales, and flowers left over from the Ramble displays were dropped off at the Town and will be used for event decorations. Members were asked to share social media posts to help promote participation, as lawn sign registrations for the Treat Map are lower this year. Volunteers for the event include Karen, Sheila, Kat, Kat's sister, and student volunteer Brody.

A note for 2026 was made to adjust the colors of paper advertisements for improved readability and to avoid using black backgrounds.

b. Sensory Santa Event Planning

Kate reported that she completed a walk-through of the comfort station. Although the space is small, it offers several advantages over the Silver Threads Hall and the Public Works office in terms of convenience, accessibility, and overall setup. The space can be decorated to create a cozy and welcoming environment for families.

Recreation has offered to provide one staff member during the event to host a campfire between the building and the parking lot. As there will not be an indoor waiting area, families will have the option to wait by the fire. Alternatively, Kate suggested using the booking service information to send text messages to families when it is their turn, reducing the need to wait outside. The space will be available for the entire week prior to the event, allowing for early setup.

An antique ruby red sofa and chair set, suitable for use as Santa's throne and additional seating, was found on Marketplace. Committee members approved the purchase of the set via email for \$500.00, authorizing Kate to arrange the purchase, pickup, and storage. The furniture is expected to be an excellent and reusable addition for this and future events.

The committee reviewed the proposed marketing materials and event favors. Items to be purchased include sucker holders, two orders of pens, and wooden ornaments imprinted with "Sensory Santa Petawawa." Kate will also follow up with SpeedPro regarding the cost of PAAC stickers.

Moved by Leah, seconded by Kat, that the purchase of an antique sofa and chair for the cost of \$500.00 be approved.

***MOTION CARRIED.***

Moved by Kat, seconded by Sheila, that the purchase of ornaments and favors be approved.

***MOTION CARRIED.***

Kate will send Danielle the comfort station address and event details, including timing, so the information can be forwarded to the photographer, Haley.

c. Parks Canada

Kat provided a write up on her findings for the Parks Canada and Rick Hansen Foundation partnership on making Ontario parks more accessible. Received as information.

**7. New Business:**

a. 2026 Budget Discussion

The committee reviewed the previous year budgetary items and proposed draft 2026 items.

Move by Leah, seconded by Sheila to pass the draft budget items for Karen to bring forward to the Council budget deliberations.

***MOTION CARRIED.***

**8. Member Input:**

Karen reported that she recently attended the AMO Healthy Democracy Forum in Toronto. She spoke about increasing community awareness of the role of Council and shared information about

the Petawawa Accessibility Advisory Committee (PAAC) and the video that went viral. She also mentioned Facebook advertising options as an effective tool for community engagement.

Sheila reported on an article from *The New York Times* featuring Ottawa author Max Brault and his book *Race to the Starting Line*, which explores the history of accessibility in Canada. She noted that the book is insightful for those unfamiliar with accessibility issues and suggested it could be a valuable addition to the resource list at the library.

**9. Correspondence:**

- a) Site Plan Review Recommendations – Mini Storage Facility  
Received as information.
- b) Treat Accessibly Letter – Domino’s Pizza  
Received as information.

**10. Next Meeting Date:**

Thursday, November 27, 2025

**11. Adjournment:**

Moved by Sheila that the meeting be adjourned at 2:41pm.

***MOTION CARRIED.***