



PETAWAWA ACCESSIBILITY ADVISORY COMMITTEE

Meeting Minutes

November 27, 2025 – 1:30 P.M.

Town Hall Boardroom

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

ABSENT: Lynn Davenport

1. Welcome/Call to Order

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

Adoption of Agenda

Moved by Leah, seconded by Kat that the November 27, 2025, Petawawa Accessibility Advisory Committee agenda with one addition under New Business, 2026 Meeting Dates.

MOTION CARRIED.

2. Disclosure of Pecuniary Interest

None.

3. Adoption of previous minutes of October 23, 2025.

Moved by Sheila, seconded by Danielle that the minutes from October 23, 2025, be approved as presented.

MOTION CARRIED.

4. Financial Report - Detailed Budget Trial Balance to November 20, 2025.

Moved by Kat, seconded by Leah that the detailed trial balance to November 20, 2025, be approved as presented.

MOTION CARRIED.

The Committee referenced the Silver Threads Community Centre accessibility audit completed earlier this year and noted that Karen should bring forward a request for two stair-evacuation chairs for consideration in the Facilities budget as part of the 2026 budget process.

The committee also noted marketing items and interchangeable name tags; Karen advise she will look into the cost for name tags and shirts and bring to the committee for review.

5. Old Business:

a. Treat Accessibly – Post Event Debrief

The Committee discussed the event, its successes, and areas for improvement. Members estimated that approximately 105 children visited the Fire Hall. It was noted that the squishes were too small, particularly for younger children, while the stickers and pens were very popular. Advertising in the newspaper should be adjusted to ensure the font is more readable.

Kat shared that several families have approached her in the community to express their appreciation for the event. Overall, the event was very well received again this year. The Fire Department indicated a preference to continue with a single location, as it simplifies staffing. Members also expressed kids disappointment that Sparky was not present.

b. Sensory Santa Event Planning

Kate reported that online registration went live on November 17th, with the event posted on the Town's website and social media. Paper advertising will appear in next week's edition of the Pembroke Observer and is also listed on their website. The custom tree ornaments, Christmas pens, and sucker holders have arrived. Danielle will confirm set-up timing on Saturday with Haley (photographer) prior to the event.

The Committee noted a \$100 gift card for volunteer Santa, Colton Kyle.

Decoration suggestions were reviewed, including a Christmas blow-up arch and a pre-lit Christmas tree that could be reused annually for the event.

Moved by Leah, seconded by Danielle that the Christmas décor items be purchased for the Sensory Santa event.

MOTION CARRIED.

Moved by Daneille, seconded by Sheila that a \$100.00 gift card be purchased for volunteer santa support.

MOTION CARRIED.

6. New Business:

a. Review Draft 2026 Election Accessibility Plan

The Committee reviewed the draft plan. Kate noted that changes were made to reflect the Town's voting system platform and that the Town will be using exclusively e-voting for the 2026 election. The platform supports a variety of assistive technologies, including screen readers, keyboard navigation, magnification tools, and voice-over features. It meets WCAG 2.1 Level AA accessibility standards and includes clear visual cues, multilingual prompts, and intuitive navigation to help all voters participate confidently and independently.

The Committee reviewed and were satisfied with the revisions made to the plan.

b. International Day of Persons with Disabilities – Wednesday, December 3

The event is on the towns event calendar, and a social media notice will be posted on the day. The disability flag will be flown from December 1-15th in recognition of the day.

c. 2026 Meeting Schedule

The Committee reviewed the draft 2026 meeting schedule. Kate noted that, with the upcoming election in October 2026, the Committee may consider moving the September and October meetings to earlier dates. Additionally, a meeting in July was proposed to ensure preparations for the upcoming Treat Accessibly and Sensory Santa events are underway and not impacted by the transition between the outgoing and incoming Council Committee terms. Kate will make the noted changes and email the updated schedule to the Committee.

7. Member Input:

Karen proposed the annual committee Christmas supper at her place. Committee agreed on Friday, January 9 at 5pm; and to confirm date with Lynn.

Sheila reported on a TVO documentary series titled *Crip Trip*, featuring Daniel Ennett from Edmonton, a quadruple amputee, and his friend Frederick Kroetsch. The series follows their cross-country RV road trip from Edmonton to New York, highlighting the fight for independence and raising awareness of disability issues. The documentary features local disability arts, challenges with caregiving, and creative solutions for accessible travel.

Sheila noted that the series includes photographs and exhibitions to showcase how people with disabilities live, addresses caregiver experiences and burnout, and highlights the various challenges faced by persons with disabilities while traveling.

8. Next Meeting Date:

January 21, 2026.

9. Adjournment:

Moved by Leah that the meeting be adjourned at 3:15 pm.

MOTION CARRIED.