



PETAWAWA ACCESSIBILITY ADVISORY COMMITTEE

Meeting Minutes February 17, 2026 – 1:30 P.M. Council Chambers

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

ABSENT: Karen Donovan

1. Welcome/Call to Order

Sheila called the meeting to order at 1:35 p.m.

Adoption of Agenda

Moved by Leah, seconded by Kat that the February 17, 2026, Petawawa Accessibility Advisory Committee agenda be approved as presented.

MOTION CARRIED.

2. Disclosure of Pecuniary Interest

None.

3. Adoption of previous minutes of November 27, 2025.

Moved by Kat, seconded by Danielle that the minutes from November 27, 2025, be approved as presented.

MOTION CARRIED.

4. Financial Report - Detailed Budget Trial Balance

Moved by Leah seconded by Kat that the detailed trial balance for December 2025 and February 2026 be approved as presented.

MOTION CARRIED.

5. Old Business:

Nothing to report.

6. New Business:

a. Marketing Materials/Committee Shirts

The Committee reviewed options for committee shirts and agreed to proceed with a navy-blue polo featuring the Town's logo and the Committee name printed on the chest, with the slogan "Accessibility Matters" on the capped sleeve. The same logo will also be used on the bookmark magnifier design in blue.

The Committee also discussed the purchase of bookmark magnifiers to be used as promotional materials at upcoming annual events. It was proposed that 300 bookmarks be ordered at an estimated cost of \$336.00, plus applicable taxes and shipping.

Karen advised that personalized committee name tags had been created at a cost of \$128.61.

Moved by Danielle, seconded by Kat, that the Committee approve the ordering of committee shirts at an estimated cost of \$302.19, plus applicable taxes and shipping.
MOTION CARRIED.

Moved by Sheila, seconded by Leah, that the Committee approve the purchase of 300 bookmark magnifiers at an estimated cost of \$336.00, plus applicable taxes and shipping.
MOTION CARRIED.

Moved by Kat, seconded by Lynn, that the Committee approve the purchase of personalized committee name tags in the amount of \$128.61.
MOTION CARRIED.

b. Petawawa Showcase – May 1-3, 2026

The Committee reviewed details for the upcoming Petawawa Showcase, including promotional materials to distribute and key accessibility matters to highlight. The Committee noted the importance of maintaining barrier-free paths of travel and will speak with Civic Centre staff regarding ramp safety.

Committee members will confirm their availability to attend the event at the next meeting.

c. National AccessAbility Week

The Committee discussed plans for National AccessAbility Week. The accessibility flag will be raised from May 17–31. As of the meeting date, the exact dates had not yet been confirmed on the Rick Hansen Foundation or Government of Canada websites. Based on the usual schedule (last Sunday in May to the following Saturday), National AccessAbility Week is expected to run from May 31 to June 6, 2026.

Kate noted that the Community Pride flag will be flown from June 1–15, so scheduling will need to avoid a conflict with that flag.

The Committee discussed the possibility of hosting an activity during the Friday Container Market starting at 3:00 p.m., which could include entertainment, giveaways, invitations to community groups, and special guests.

Leah will reach out to the Paralympic cycling group that will be training in Petawawa from May 27–31 to see if they would be interested in attending. The idea would be to host a meet-and-greet where attendees could meet the athletes and see their bikes. Leah will confirm the details and provide the information to Kate to coordinate with staff.

d. Letter of Support – RBC Barrier Buster Grants Program

The Public Works Department is applying for grant funding through the RBC Barrier Buster Grants Program to support the replacement of the entrance ramp at Norman Behnke Hall.

This project was previously supported by the Committee in 2024; however, the Town was unsuccessful in obtaining grant funding at that time. As the project aligns with the Committee's mandate, Kate proceeded with drafting a letter of support, with assistance from Karen, Sheila, and Lynn. The letter has been forwarded to the Public Works Department for submission with the current grant application.

The application deadline is in March. If successful, the Town will host a community event to promote the accessible improvement project, with October 16 identified as a tentative event date.

The Committee was advised that PAAC members would be requested to attend the event. In accordance with the grant guidelines and project criteria, the Town would also seek PAAC's support with event planning to ensure a barrier-free environment and to assist in promoting and celebrating accessibility and inclusion within the community.

Kate will provide updates to the Committee as information is received from the Public Works Department.

e. Barrier Free Audit – Municipal Facilities

The Committee discussed conducting a barrier-free audit of Norman Behnke Hall, noting that the last audit was completed in 2015. The timing was considered appropriate given the entrance ramp, changes in business use within the facility, and upgrades to the recreation lands and Boulevard Road entrance. The facility is expected to see increased use once improvements to the recreation lands are completed.

The Committee also discussed completing an audit of the new Visitor Information Centre on the same day. The item will be added to the April agenda to schedule a tentative date to conduct audits of both facilities.

7. Member Input:

Karen

Karen provided the following information by email: Karen spoke with Acting Fire Chief Craig Proulx regarding items raised during the Committee's accessibility audit of the Civic Centre and Silver Threads.

- Centre railings on staircases: The Committee had raised the possibility of installing railings down the middle of the staircases at both facilities. Craig advised that there are specific legal requirements that determine when a centre railing is required and he is looking into this on the Committee's behalf.
- Emergency evacuation chairs: Currently, the Fire Department would physically assist non-mobile individuals down the stairs during an emergency. Karen raised the option of purchasing evacuation chairs for both the Civic Centre and Silver Threads. Craig indicated this could be a good option and will look into available models, Karen noting that costs range from approximately \$900 to \$5,000.
- Area of refuge at Silver Threads: Craig confirmed that the area at the top of the stairs, where the library is currently located, is designated as an area of refuge. This space is intended as a staging area for individuals who cannot manage the stairs on their own. In the event of a fire in the hall, once the doors are closed, there is approximately 30 minutes to assist individuals out of the building. As the space is currently being used in

part for the library, Fire Prevention staff will review the use of this area. Further information will be provided once that review is complete.

Sheila

Sheila reported that she and Karen attended the NeuroUnique opening on February 7. She noted that the space is quite small and may present some accessibility challenges due to its size; however, the staff were very welcoming and the organization offers great programs, including a cooking class.

Sheila also mentioned an AMI commercial featuring a man with hearing aids that included sign language elements that were confusing and not well received.

She further spoke about the Transportation Study feedback session held on February 6, which several committee members attended. She noted it was a good discussion and expressed hope that there was strong participation in the study and that the Town will move forward with exploring additional public transportation opportunities.

Kate

Kate reported that she will be attending the Accessibility Professionals Network Spring Conference at the end of March. The main theme of this year's conference is "Inclusive by Design," with sessions focused on going beyond compliance to create environments that anticipate diverse needs, design best practices, and accessibility innovations related to the built environment.

Keynote speakers include Dr. Sarah Moore, Director at Accessibility Standards Canada, who contributes to the development of national accessibility standards under the Accessible Canada Act. Dr. Moore will host a panel discussion titled "Inclusive Spaces for Children," which will focus on considerations for designing environments that enable all children, particularly those with disabilities.

8. Correspondence:

- a. Site Plan Recommendations – Retail B Canadian Forces Dr.

Received as information.

- b. Community Guide Spring/Summer PAAC Advertisement

Received as information.

9. Next Meeting – Thursday, April 23, 2026

10. Adjournment

Moved by Leah and seconded by Kat that the meeting be adjourned at 2:50 pm.

MOTION CARRIED.