

Notice and Agenda
United Counties of Leeds and Grenville
Accessibility Advisory Committee

Wednesday, September 3, 2025

9:00 a.m.

Council Chambers

25 Central Avenue West, Brockville, Ontario

	Pages
1. Call to Order	
2. Adoption of Agenda	
3. Disclosure of Pecuniary Interest and General Nature Thereof	
4. Adoption of the Minutes of the Previous Meeting	
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5. Delegations/Presentations - Nil	
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10. Unfinished Business	
11. Announcements	
12. Notice of By-law/Notice of Motion	
13. Questions from the Media	
14. Questions from the Public	

15. Closed Meeting - Nil

16. Adjournment

**United Counties of Leeds and Grenville
Accessibility Advisory Committee
Minutes**

Tuesday, July 22, 2025

9:00 a.m.

Council Chambers

25 Central Avenue West, Brockville, Ontario

Members Present: Rob Wright, Chair
Brant Burrow, John Conley, Evelyn Pott, Jeff Shaver,
Claire Smith, Bill Steenkamer, Calvin Turner

Staff Present: April Bradley, Administrative Assistant
Andrea Bolton, Deputy Clerk/Accessibility Coordinator
(Recording Secretary)

Others Present: Sharon Steenkamer

1. Call to Order

Recording Timestamp 00:00:18

Mr. Wright called the meeting to order at 9:01 a.m. and provided regrets on behalf of Mr. Emberson.

2. Adoption of Agenda

Recording Timestamp 00:01:20

Resolution No. AAC-004-2025

Moved by Claire Smith

Seconded by Brant Burrow

THAT the Agenda for the July 22, 2025 meeting of the Accessibility Advisory Committee be adopted as circulated.

CARRIED

3. Disclosure of Pecuniary Interest and General Nature Thereof – Nil

4. Adoption of the Minutes of the Previous Meeting

4.1 Meeting Minutes Dated February 18, 2025

Recording Timestamp 00:02:12

Resolution No. AAC-005-2025

Moved by Claire Smith

Seconded by Bill Steenkamer

THAT the Minutes of the Accessibility Advisory Committee meeting held on February 18, 2025 be adopted as circulated.

CARRIED

5. Delegations/Presentations

5.1 Rob More re: The Rural Fetal Alcohol Spectrum Disorder Support Network

Recording Timestamp 00:02:50

Rob Moore, Chair of the Rural FASD Support Network, presented with Diane Greer to provide a comprehensive overview of Fetal Alcohol Spectrum Disorder (FASD) in the Leeds Grenville and Lanark regions. Mr. Moore shared statistics indicating that FASD affects approximately 5% of the local population. They highlighted significant challenges due to long diagnostic waits, with many individuals remaining undiagnosed, contributing to poverty, which affects 70% of those with FASD in Canada. Mr. Moore noted that only 1-2% of individuals are formally diagnosed, and many remain unidentified, creating systemic barriers to accessing services and support. The organization addresses this gap by allowing self-diagnosis, enabling broader access to services.

Mr. Moore explained that the organization, established as a nonprofit in 2019 and supported by a Trillium grant, collaborates with 14 funding partners to provide free programming without requiring formal diagnoses. Their primary focus includes employment support, poverty reduction, and community engagement. Key objectives encompass raising FASD awareness, creating a sense of belonging for affected individuals and their families, supporting employment opportunities, and reducing societal stigma.

Mr. Moore elaborated on the organization's awareness initiatives, which actively engage the community through events like the Red Shoe Runs and an upcoming triathlon in Kemptville on August 17, 2025, an Olympic quality event, as well as partnerships with local chambers of commerce and business associations. He noted that these initiatives

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July 22, 2025

provide employment opportunities for people with disabilities. Mr. Moore emphasized the importance of community support, understanding, and creating meaningful opportunities for individuals with FASD to contribute to the community.

Recording Timestamp 00:32:31

Mr. Turner shared his experiences working with boys with FASD on the west coast. He explained the challenges of managing programs, which undermined their sense of identity. He noted that when he shifted the approach to a more personal connection, it positively impacted the children, however, funding cuts ended the program. He noted that while there has been progress in understanding these issues since his experiences in the mid-1990s to 2002, challenges remain. Rob Moore invited attendees to the upcoming triathlon and extended an invitation to future events.

Recording Timestamp 00:51:02

Mr. Wright suggested linking the presentation information on the committee's website to further expand awareness.

Recording Timestamp 00:52:12

Mr. Wright called for collaboration with other associations to raise awareness about FASD in the Leeds Grenville area, stating that having the region's third-highest prevalence ranking is unacceptable. He emphasized the need to address the underlying issues and work toward reducing FASD rates in the community.

Delegates left at 9:53 a.m.

6. Correspondence, Communications and Petitions – Nil

7. Information Items – Nil

8. Staff Reports

8.1 Report No. AAC-001-2025: Accessibility Policy

Recording Timestamp 00:53:03

Resolution No. AAC-006-2025

Moved by Calvin Turner
Seconded by Claire Smith

THAT the Accessibility Advisory Committee recommends Counties Council adopt the Accessibility Policy as attached to Report No. AAC-001-2025.

CARRIED

8.2 Report No. AAC-002-2025: 2025 Accessibility Event Update

Recording Timestamp 00:54:54

Next steps include adding the event to the e-newsletter; reaching out to chambers of commerce and business improvement areas; United County staff will undertake more active promotion; staff have already contacted the three Accessibility Advisory Committees about participation.

Recording Timestamp 01:00:04

Ms. Bolton will share the event flyer with the Committee.

Recording Timestamp 01:00:44

The Committee decided to pursue hiring a professional sign language interpreter,

Recording Timestamp 01:07:52

The Committee decided to use a different color for lanyards or bands to clearly identify volunteers and serve to promote the Committee's visibility

Recording Timestamp 01:13:19

The Committee decided it will implement several accessibility supports for the event, including an accessible single-floor venue, accessible washrooms, round tables for improved visibility, and a raised stage for speakers. An audio system with microphones, sign language interpretation, and Committee members to assist attendees will also be available, along with a projector.

Recording Timestamp 01:13:53

Mr. Burrow requested that guidance be provided to presenters regarding accessibility considerations. This includes advising them on pacing for sign language interpretation, ensuring sensitivity to audience members with visual impairments, and recommending clear, deliberate presentation styles. Mr. Burrow suggested educating presenters who

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may lack experience with diverse audiences and highlighted the importance of accessibility, even though the primary target audience is the building industry.

Recording Timestamp 01:15:50

The Committee discussed event promotion strategies, deciding to continue focusing on existing channels like social media, posters, and Committee outreach. After evaluating registration numbers, the Committee will consider targeted paid advertising on local radio stations. Free promotion options, including community radio segments and word-of-mouth, will be prioritized. The Committee decided the goal is to attract a meaningful number of participants within the 100-person venue capacity, with a decision on additional advertising to be made in mid-September. Committee members will leverage their community connections to support event visibility.

Recording Timestamp 01:21:39

The Committee decided that walk-in attendance will be limited and dependent on the total number of registered participants, with catering numbers serving as the primary constraint. Walk-in participation is not guaranteed due to catering constraints. The Committee decided if registration reaches the 100-person capacity, no additional walk-ins will be permitted however the venue's location outside Brockville means unintentional arrivals are unlikely. Interested individuals are encouraged to register in advance.

Recording Timestamp 01:21:39

The Committee decided the Chair Rob Wright will serve as the master of ceremonies on behalf of the Accessibility Advisory Committee.

Recording Timestamp 01:28:18

Ms. Smith will provide a 20-minute presentation about her lived experience related to accessibility, accessible buildings and changes incorporated into her own home. Mr. Wright noted her presentation should complement the other speakers, who are more focused on commercial and professional perspectives, by offering a personal, lived experience on accessibility challenges and solutions.

Recording Timestamp 01:29:26

The Committee noted questions and discussion are expected to extend the total presentation time.

Recording Timestamp 01:32:16

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The Committee discussed strategies for identifying and inviting exhibitors for the accessibility event. Ms. Bolton was tasked with pursuing potential exhibitors. It was suggested staff contact Ken Spicer of Brockville Home Health Care to explore whether his business suppliers would like to showcase their products or engage with attendees. The Committee decided to reach out to Dave Annabelle from Leeds Grenville Approved Professionals to see if he would promote the event and participate as an exhibitor to raise awareness.

The Committee established guidelines for exhibitor participation, including no participation fees, and a request for a raffle or door prize item.

Recording Timestamp 01:36:30

The Committee decided that Ms. Bolton would send a follow-up invitation to the previously contacted Accessibility Advisory Committees to encourage participant registration and identify potential exhibitors. Mr. Wright requested this communication highlight the remaining exhibitor spots and encourage committees to suggest potential organizations that could benefit from or contribute to the event.

Recording Timestamp 01:37:24

The Committee suggested several organizations as potential participants, exhibitors, or attendees. They proposed the YMCA as an exhibitor and requested that special invitations be sent to Habitat for Humanity, the ReStore, March of Dimes, and The War Amps.

Recording Timestamp 01:41:18

Ms. Smith will contact the YMCA.

Recording Timestamp 01:46:42

Mr. Wright requested Committee members proactively identify and recommend potential participants or exhibitors to Ms. Bolton to secure involvement before organizations finalize their fall event schedules.

9. Sub-Committee, Ad Hoc Committee and Member Reports – Nil

10. Unfinished Business – Nil

11. Announcements – Nil

12. Notice of By-law/Notice of Motion

12.1 A By-law to Adopt an Accessibility Policy

Recording Timestamp 01:49:55

13. Questions from the Media

Recording Timestamp 01:51:15

There were no questions from the media.

14. Questions from the Public

Recording Timestamp 01:51:23

There were no questions from the public.

15. Closed Meeting – Nil

16. Adjournment

Recording Timestamp 01:51:34

The Committee scheduled an additional meeting for September 3, 2025. The next regular meeting is October 21, 2025.

Resolution No. AAC-007-2025

Moved by Claire Smith

Seconded by Calvin Turner

THAT the meeting of the Accessibility Advisory Committee adjourn at 10:55 a.m.

CARRIED

Rob Wright, Chair

Andrea Bolton, Deputy Clerk/
Accessibility Coordinator

SEPTEMBER 3, 2025

ACCESSIBILITY ADVISORY COMMITTEE

REPORT NO. AAC-003-2025

2025 ACCESSIBILITY EVENT UPDATE

ANDREA BOLTON
DEPUTY CLERK/ACCESSIBILITY COORDINATOR

RECOMMENDATIONS

This report is provided for information purposes.

FINANCIAL IMPLICATIONS

Counties Council has approved a \$20,000 budget for the 2025 Accessibility Event. Currently \$4,804.00, excluding taxes, has been incurred for radio advertising on four stations during the registration period. Other costs are estimated for catering, Facebook Boosts, name tags/lanyards, programs (produced in-house), American Sign Language interpreters, a door prize, and a \$3,000 contingency. Estimated costs, inclusive of contingency and radio advertising, are \$15,542.02 (HST included) at this juncture.

STRATEGIC INITIATIVES

The activities outlined in this report serve to support Pillar 2, section 2.5, Promote Diversity, Equity and Inclusion in the Counties, by promoting accessibility in the community.

CLIMATE CHANGE IMPLICATIONS

Where possible reports are provided in a digital format to reduce the Counties carbon footprint.

ACCESSIBILITY CONSIDERATIONS

This report can be made available in alternate accessible formats on request. The United Counties of Leeds and Grenville makes every effort to provide services in a manner that is inclusive, to ensure accessibility barriers are reduced or eliminated where possible. All Committee meetings are livestreamed with closed captioning.

With respect to the 2025 Accessibility Event, it will be held in an accessible building and staff have reserved two sign language interpreters to assist with the presentations.

COMMUNICATIONS CONSIDERATIONS

The event will be promoted through the Economic Development eNewsletter which is circulated to over 4,000 businesses in Leeds and Grenville. In addition, information about the event has been circulated to member businesses of several Chambers of Commerce and professional associations. The event will be promoted through on the Counties' website and social media. Municipal offices around Leeds and Grenville have been requested to promote the event.

BACKGROUND

In 2024, the Accessibility Advisory Committee identified hosting a community event similar to a conference or workshop as a goal for the Committee in 2025. A budget of \$20,000 was approved by Counties Council in the 2025 Budget and the Committee began planning the event.

DISCUSSION/ALTERNATIVES

Date and Time

The event is scheduled to take place Friday, October 3rd from 9:00 a.m. to 3:00 p.m.

Venue

The New Hope Church at 2811 2nd Concession Road was chosen as the venue for the event. The Church provides ample parking and can accommodate 100 participants.

Staff will meet with the representatives from the venue on September 2nd to review the setup and other requirements for the day.

Food

The New Hope Church provides a catering service for lunch, as well as catering for a mid-morning break. Cost per person for lunch is \$16.00 and the cost per person for the break is \$5.00. The menu will be finalized two weeks prior to the event.

Sign Language Interpreters

Canadian Hearing Services has provided staff with a quote for two American Sign Language (ASL) interpreters. Two interpreters are required due to the length of the event. The estimated cost is \$1,850.00 not including mileage and travel time per interpreter.

Staff have requested to reserve the interpreters and Canadian Hearing Services is working to find representatives who can attend the event. Staff are required to send the presentation materials to the interpreters in advance of the event so they may prepare.

Speakers List/Draft Order of Presentations

The following is a draft timetable for the event and can be changed per instruction by the Committee:

9:00 – 9:30 a.m. Registration

9:30 a.m. Welcome

9:40 a.m. Leeds and Grenville Accessibility Advisory Committee (AAC) Presentation

9:55 a.m. North Grenville AAC Presentation

10:10 a.m. Rideau Lakes AAC Presentation

10:25 a.m. Brockville Municipal Accessibility Advisory Committee Presentation

10:30 a.m. Break

10:45 a.m. Claire Smith, Lived Experience

11:15 a.m. Amsted Design, Building Accessibility

12:00 p.m. Lunch

1:00 p.m. Reina McDowell, Leeds Grenville Developmental Services

1:20 p.m. Chris Morrison, UCLG Courthouse Apartment Project

1:40 p.m. John Barclay, Community Involvement Legacy Homes, Devin's Story

2:00 p.m. Caroline Rigutto, UCLG Secondary Suites Program and Funding

2:20 p.m. Ken Spicer, Brockville Home Health Care

2:45 p.m. Thank you and Wrap Up

Staff are still awaiting confirmation of participation from Brockville Municipal Accessibility Advisory Committee (BMAAC) and the North Grenville AAC. BMAAC meets September 10th.

The event will be hosted by the Chair of the Leeds and Grenville Accessibility Advisory Committee, Rob Wright.

Registration

Registration is through Eventbrite, by email to reception@uclg.on.ca or by calling the Accessibility Coordinator at 613-342-3840 ext. 2307. Participants can also register by visiting www.leedsgrenville.com.

Members of the Committee are asked to register, in order to ensure catering numbers are accurate.

Promotion

Economic Development eNewsletter

Information regarding the Event was included in the July 22nd edition of the Counties' Economic Development Department's eNewsletter. It will be featured in the two September editions as well. The eNewsletter is circulated to over 4,000 businesses in Leeds and Grenville.

Counties' Website

The event is being promoted on the Counties' website and is currently the first item in the homepage banner, making it the first thing visitors see.

Facebook Boosts

The event is being promoted through the Counties' Facebook page and has been "boosted" to reach more people. There is a minor cost associated with boosting a post on Facebook, estimated at less than \$100.00. The information is also being shared by other municipalities through their social media.

Chambers of Commerce and Professional Associations

Staff requested six Chambers of Commerce in Leeds and Grenville circulate the businesses the information about the event to their members, and to let them know of the opportunity to become an exhibitor. The Chambers contacted include:

- The 1000 Islands Gananoque Chamber of Commerce
- The Brockville and District Chamber of Commerce
- The Lyndhurst, Seeley's Bay and District Chamber of Commerce
- The Merrickville and District Chamber of Commerce
- The North Grenville Chamber of Commerce
- The South Grenville Chamber of Commerce

At the request of the Committee, staff also contacted Leeds and Grenville Approved Professionals and they are promoting the event to their membership.

Radio Advertising

At its July 22nd meeting the Committee agreed that if registration was slow, paid advertising should be undertaken.

Advertising has been secured on the following stations beginning September 1st:

- 104.9 myFM Brockville
- 99.9 myFM Gananoque
- 103.7 Giant FM Brockville
- 97.5 Moose FM Kemptville

All advertisements are 30 seconds in length, and due to the fact this a not-for-profit event, the stations are bonusing the Committee with a number of free advertisements. Three stations are offering two paid ads per day, from September 1st to 16th, with four additional free ads per day as a bonus. Another station is offering one paid advertisement with a matching free ad throughout the month of September. The radio campaign in total is 398 advertisements at a cost of \$4,804.00, excluding taxes.

Radio Interviews

Part of the package with the radio advertisements is an interview with both the Brockville and Kemptville stations on their morning shows. Committee Chair Rob Wright has agreed to take part in the interview on behalf of the Committee.

Digital Advertising

Part of the Kemptville radio advertising campaign includes a digital ad running on the My Kemptville Now webpage. The cost for this advertisement is combined with the cost of the Kemptville radio advertisement.

Exhibitors

A call to businesses to become an exhibitor is part of the advertising campaign for the event. It is hoped that more businesses and organizations will sign on to become exhibitors as the radio advertising campaign ramps up.

Remaining Next Steps

The remaining next steps include the following:

1. Staff to meet with venue September 2nd regarding set-up for the event
2. Catering menus to be completed and submitted to venue two weeks prior to the event
3. Staff to maintain contact with the North Grenville and Brockville AACs regarding their presentations
4. Committee to determine what the UCLG AAC would like to focus on for its presentation (to be developed by staff and the Chair) with input from the Committee at the September 3rd meeting
5. Staff to submit the presentations in advance to the sign language interpreters.

ATTACHMENTS

Building Accessibility Poster

The report set out above has been reviewed and the information verified by the individuals listed below.

ANDREA BOLTON
DEPUTY CLERK/ACCESSIBILITY COORDINATOR

AUGUST 28, 2025
DATE

AL HORSMAN
CHIEF ADMINISTRATIVE OFFICER

AUGUST 28, 2025
DATE



Building Accessibility: It's Easier Than You Think!

FRIDAY OCTOBER 3, 2025

9AM – 3PM

Join Us for the Leeds and Grenville Accessibility Seminar!

The Leeds and Grenville Accessibility Advisory Committee invites you to our fall seminar, dedicated to exploring the benefits of making businesses accessible for individuals with disabilities.

Event Highlights:

- Engaging speakers from the building community
- Personal insights from individuals with lived experience
- Practical tips to enhance accessibility in your spaces

Date & Location:

New Hope Church
2811 Concession 2 Rd.
Brockville, ON K6V 5T1

Admission: FREE with registration!

How to Register:

- Use Eventbrite
- Email: reception@uclg.on.ca
- Call: 613-342-3840 ext. 2307



Whether you're a business owner, designer, or simply passionate about inclusivity, this event is for you. Don't miss this opportunity to learn and make a positive impact!

**WE LOOK FORWARD TO
SEEING YOU THERE!**