

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

Tuesday, February 17, 2026

9:00 a.m.

Council Chambers

25 Central Avenue West, Brockville, Ontario

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

Staff Present: Chelsea Kerr, Website Accessibility Coordinator
April Bradley, Administrivia Assistant
Andrea Bolton, Deputy Clerk/Accessibility Coordinator
(Recording Secretary)

Others Present: Sharon Steenkamer

1. Call to Order

Recording Timestamp 00:00:01

The Chair called the meeting to order at 9:03 a.m.

2. Adoption of Agenda

Recording Timestamp 00:01:18

Resolution No. AAC-001-2026

Moved by Calvin Turner

Seconded by Jeff Shaver

**THAT the Agenda for the February 17, 2026 meeting of the Accessibility
Advisory Committee be adopted as circulated.**

CARRIED

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

Recording Timestamp 00:01:44

4. Adoption of the Minutes of the Previous Meeting

4.1 Meeting Minutes Dated October 21, 2025

Recording Timestamp 00:02:00

Resolution No. AAC-002-2026

Moved by Calvin Turner

Seconded by Brant Burrow

THAT the Minutes of the Accessibility Advisory Committee meeting held on October 21, 2025 be adopted as circulated.

CARRIED

5. Delegations/Presentations – Nil

Recording Timestamp 00:02:52

6. Correspondence, Communications and Petitions – Nil

Recording Timestamp 00:02:55

7. Information Items – Nil

Recording Timestamp 00:02:59

8. Staff Reports

8.1 Report No. AAC-001-2026: Website Accessibility and Remediation

Recording Timestamp 00:03:07

Mr. Burrow asked if the new website could be viewed by members of staff and council before it is viewable to the public. Ms. Kerr confirmed that the new website will be available for internal review before it is made available to the public.

8.2 Report No. AAC-002-2025: Review of the Township of Elizabethtown-Kitley Multi-Year Accessibility Plan

Recording Timestamp 00:04:44

This item was provided for information purposes at the request of the Township.

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

Recording Timestamp 00:09:40

10. Unfinished Business

10.1 2026 Accessibility Event Discussion

Recording Timestamp 00:09:55

Mr. Wright highlighted the success of the first accessibility event that took place in 2025 and noted the need for similar events moving forward.

10.1.1 Date

Recording Timestamp 00:11:00

Ms. Bolton suggested the Committee consider holding the event September 25th or October 2nd. The Committee chose to let the availability of the venue dictate the final choice of date.

10.1.2 Theme

Recording Timestamp 00:16:01

Ms. Bradley suggested the following theme for 2026: Beyond the Building: Creating a Culture of Inclusion.

Ms. Bolton indicated she would share potential speaker topics with the Committee for review before moving forward with scheduling the speakers for the 2026 event.

10.1.3 Venue

Recording Timestamp 00:50:40

Mr. Burrow left the meeting at 9:56 a.m.

The Committee discussed possible locations for the event and instructed staff to research the North Grenville Municipal Centre as a possible location for the event.

10.1.4 Speakers

Recording Timestamp 01:07:08

The Committee agreed to invite the other Leeds and Grenville Accessibility Advisory Committees to speak at the event. The Committee agreed to consider possible speakers and bring forward suggestions.

11. Announcements - Nil

Recording Timestamp 01:07:44

12. Notice of By-law/Notice of Motion - Nil

Recording Timestamp 01:14:16

13. Questions from the Media

Recording Timestamp 01:14:27

There were no questions from the media.

14. Questions from the Public

Recording Timestamp 01:14:23

Ms. Steenkamer suggested adding a branded promotional item to the event to promote the Counties' website.

15. Closed Meeting – Nil

Recording Timestamp 01:17:45

16. Adjournment

Recording Timestamp 01:17:46

Resolution No. AAC-003-2026

Moved by Calvin Turner

Seconded by Claire Smith

THAT the meeting of the Accessibility Advisory Committee adjourn at 10:21 a.m.

CARRIED

Rob Wright, Chair

Andrea Bolton, Deputy Clerk/
Accessibility Coordinator