



**Frontenac Accessibility Advisory Committee  
Tuesday, July 13, 2021 – 10:00 a.m.  
Township of South Frontenac Council Chamber**

4432 George Street, Sydenham  
Meeting to be held in combination of in person and Virtual  
Electronic Format,  
and live streamed on the County of Frontenac's YouTube  
Channel

[https://youtu.be/z87tm\\_AIKN0](https://youtu.be/z87tm_AIKN0)

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**AGENDA**

Page

**1. Call to Order**

**2. Adoption of the Agenda**

- a) **That** the agenda for the July 13, 2021 meeting of the Joint Frontenac Accessibility Advisory Committee be approved.

**3. Disclosure of Pecuniary Interest and General Nature Thereof**

**4. Adoption of Minutes**

- a) Minutes of Meeting held October 27, 2020  
**That** the minutes of the Joint Frontenac Accessibility Advisory Committee meeting held October 27, 2020 be adopted.

**5. Deputations and/or Presentations**

**6. Reports to the Accessibility Advisory Committee**

- a) **2021-057  
Frontenac Accessibility Advisory Committee  
Update Report**

This report is for information purposes only.

- b) Installation of Accessible Washroom at the Snow Road Community Hall



**Please Note:** The information being presented, which the County does not have control over, is not in an accessible format but can be provided upon request

**7. Township Updates**

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- 13 a) Township of North Frontenac
- b) Township of Central Frontenac
- 14 c) Township of South Frontenac
- d) Township of Frontenac Islands

**8. Communications**

**9. Other Business**

**10. Next Meeting**

**11. Adjournment**



**Joint Accessibility Advisory Committee Meeting Minutes  
October 27, 2020**

A meeting of the Frontenac Joint Accessibility Advisory Committee (FAAC) was held in the Community Room of the Sydenham Library, 4412 Wheatley Street, Sydenham on Tuesday, October 27, 2020 at 10:30 AM

Present: Neil Allen, Community Representative, South Frontenac, Chair  
Francine Arseneault, Community Representative At-Large, Vice-Chair  
Ed Schlievert, Community Representative, North Frontenac  
Margaret Knott, Community Representative, Frontenac Islands  
Councillor Bill MacDonald, Council Liaison  
Councillor Gerry Martin

Regrets Kurt Halliday, Community Representative, Central Frontenac  
David Yerxa, Community Representative At Large

**1. Call to Order**

The meeting was called to order at 10:30 a.m.

**2. Adoption of the Agenda**

Moved By: Mr. Schlievert  
Seconded By: Councillor MacDonald

**That** the agenda for the October 27, 2020 meeting of the Joint Frontenac Accessibility Advisory Committee be approved.

**Carried**

**3. Disclosure of Pecuniary Interest and General Nature Thereof**

There were none.

**4. Adoption of Minutes**

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**5. Deputations and/or Presentations**

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**6. Reports to the Accessibility Advisory Committee**

**2020-098**

**Frontenac Accessibility Advisory Committee –Update Report**

Ms. Amini provided an overview of the report and Ms. McEathron provided an overview of Equidox and the process of converting existing pdf's into accessible documents.

**2020 Celebrating Accessibility Awards**

Moved By: Mr. Schlievert  
Seconded By: Councillor MacDonald

**That** Kim Popovich and Frontenac Transportation Services be jointly selected as the 2020 recipients of the County of Frontenac Celebration of Accessibility Award

**Carried**

The Committee reviewed both nominations and given the significance of 2020 and the challenges faced by many of the County's vulnerable residents, the Committee felt that both nominations deserved equal recognition.

**7. Township Updates**

**Township of North Frontenac**

No Report.

**Township of Central Frontenac**

Ms. Longmire provided an overview of the updates by the Township of Central Frontenac. A copy of the upgrades is attached to the record in the Clerk's Office.

**Township of South Frontenac**

No Report.

**Township of Frontenac Islands**

Ms. Knott noted construction of the new dock, with expectations that there will be routes of entry for those with accessibility needs however the design appears that it will be a long walk with an upgrade hill which may make it difficult for those with mobility aids.

**8. Communications**

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**9. Other Business**

Ms. Knott advised that she has sold her home on Wolfe and will no longer be a resident of Frontenac Islands and as such, will no longer be eligible to serve as a member on the Frontenac Accessibility Advisory Committee. She extended her gratitude to the Committee for its support during her tenure on this Committee and wished it well in its future endeavors.

**10. Next Meeting**

The next meeting will be at the call of the Chair

**11. Adjournment**

Moved By: Councillor Martin  
Seconded By: Mr. Schlievert

**That** the meeting hereby adjourn at 10:56 a.m.

**Carried**



**Further That** staff report back to Council on this pilot initiative no later than Q1 2021.

**Carried 7:1**

As a result, the K&P Trail from Craig Road south to the Verona Trailhead at Bellrock Road was opened to the use by ATV's until November 30, 2020.

From September 8 to November 30, 2020 the County conducted a survey on use of the Frontenac K&P Trail. The survey had a total of 419 complete responses with a significant portion of responses reporting from Kingston (32%) as well as substantial representation from local postal codes such as K0H 2W0 (12%), K0H 1V0 (9%), and K0H 2P0 (6%). This survey included a question concerning the pilot project in the Verona Corridor which received 345 responses.

In line with the previous survey conducted in 2017, the responses were largely in favour of making the extension of motorized use permanent (53%), with the remaining responses split between extending the pilot for an additional year (27%) and returning to the policy of ATV use starting north of Craig Road (20%). Complete results and comments can be made available upon request.

In terms of safety and user conflict, during the pilot period, staff received no complaints about unsafe behaviour from ATV's in the Verona Corridor. One complaint was received concerning challenges with physical distancing from ATV's on the trail, however after consulting with KFL&A Public Health, this was deemed to present no health and safety concerns. Concerns about speed were initially communicated to staff by adjacent landowners, however no instances of unsafe speeds were reported. In addition, County staff and the ATV club made efforts to reduce speed through signage, education and strategic placement of safety pylons.

The Community Development Advisory Committee (CDAC) also established a working group which met on January 12, 2021 and January 25, 2021. At the January 25 meeting, the working group invited community members to provide their perspectives on the matter of motorized trail use through the Frontenac K&P Trail's Verona Corridor. The working group heard from the Verona District ATV Club, the Verona Community Association, Kim Perry, owner of Food Less Travelled, and Mike Ross of the Kingston Velo Club, a large group of cyclists who use the trail on a regular basis. Comments received included how the ATV clubs serve as stewards on the trail and support trail maintenance, that some have seen an increase in business while others have seen no change, that better signage is required, and that the trail appears to be better maintained. Despite no negative feedback of ATV's on the trail, as well overwhelming support to at least continue the pilot project, the CDAC passed a motion recommending that County Council discontinue the pilot project and restrict ATVs from accessing the Verona Corridor of the Frontenac K&P Trail.

Staff subsequently sent a report to Council, as directed by Council, on March 17, 2021 recommending that ATV's be permitted on a permanent basis through Verona; however based on a resolution passed by the Council of the Township of South Frontenac just prior to the County Council meeting, given the anticipated

development of a seniors housing project in Verona, Council passed the following resolution:

**e) 2021-028  
Planning and Economic Development  
Review of motorized access to the Verona Corridor of the Frontenac  
K&P Trail**

Motion #: 47-21

Moved By: Councillor Revill

Seconded By: Councillor Martin

**Be it Resolved That** access for ATV use on the Frontenac K&P Trail from Craig Road south to the Verona Trailhead at Bellrock Road be extended on a temporary basis until further information is available on the anticipated housing development in Verona, with consultation between the County and the Township of South Frontenac.

**Carried as Amended**

As a result, ATV's continue to be able to access the K&P Trail through Verona and that this will be reviewed between the Township and the County once further information is available on the anticipated housing development in the Verona.

**2. Accessibility Updates to the K&P Trail**

With the completion of core infrastructure on the Frontenac K&P Trail between the City of Kingston and Sharbot Lake in 2019, and with subsequent trail development to Clarendon Station in 2020 the County now actively manages 70 kilometers of multi-use trail on a daily basis. As a result of this work, and with the influence of the 2020 COVID-19 Pandemic on recreational behaviour, the Frontenac K&P Trail has seen a significant increase of use by walkers, cyclists, and ATV users.

This increase of use has increased demand for appropriate parking areas along the length of the trail, and improved amenities to support users of all ages and abilities. In November of 2019, County staff submitted a grant application to the Investing in Canada Infrastructure program to improve access, safety and amenities along the K&P Trail over a 4 year period.

This application outlined the need for the following improvements:

- Accessibility upgrades to the Verona Trailhead: This includes leveling, grading and paving of the parking area, installation of benches and picnic tables, improved lighting infrastructure and providing barrier free access to the K&P Trail from the parking area.
- Removal of barriers and construction of accessibility improvements at minor access points: Reconstruction or removal of 26 gate structures and making improvements for improved trail access for users of all abilities by using gravel or paving to ensure slope is kept to an appropriate level easily navigated by users with mobility challenges.

- Road Crossing Improvements: Signage and minor infrastructure changes will be used to improve visibility of trail crossings and trail users.
- Edge Protection: As required by the AODA Design for Public Spaces regulation, edge protection should be installed along the edge of the trail in places where there are steep drop offs or water to prevent trail users of all abilities from injury.
- Park Benches: These areas will be developed throughout the Frontenac K&P Trail, with a focus on settlement areas where seniors and users with mobility challenges are most likely to access and use the Trail. This includes benches and enough off-trail space to support persons using assistive mobility devices. The Frontenac Regional Active Transportation plan recommends placement of benches every 500-1000 meters.
- Trail Counters: In order to provide consistent reporting data over time on the use of the trail, automated trail counting infrastructure will be installed at consistent intervals along the trail and near busy access points.

These improvements will not only improve access and safety, but strengthen the overall trail experience on the K&P, raising the bar for rail-trail development in eastern Ontario.

On June 3, 2021, Infrastructure Canada announced the successful funding of this community recreation infrastructure project. As a result of being able to leverage some of its reserve, this will amount to funding for accessibility improvements to the K&P Trail in 2021-2022 of \$132,480.00 in Federal funding and \$110,388.96 in Provincial funding, with a total of \$331,200 in Federal funding and \$275,972 in Provincial funding over the next 4 years. \$88,331.04 from the accessibility reserve will be allocated for the County 2021-22 contribution to this project.

### **3. Parking Improvements at Godfrey and White Lake Road to support the K&P Trail**

The increased use of the K&P Trail in 2020 has created additional pressures on infrastructure and access points. The demand to explore the length of the trail by all user groups is not matched by the available parking areas. Users with motorized vehicles, ATVs and snowmobiles, can travel the relatively long distances (35km) between the trailheads established at Verona and Sharbot Lake while those walking or bicycling normally cannot. Active recreation users have the need localized access points closer to home or to appreciate a specific area of the K&P Trail. As demonstrated above, even in areas where motorized use is more prevalent, data indicates that active users make up two thirds of the overall use.

In consultation with the Township of Central Frontenac, staff have explored options for improvements at the Road 38 trail crossing near White Lake Road and at the Westport Road crossing located in Godfrey. At their regular meeting on June 8, 2021 the Central Frontenac's Council provided a motion in support of the following two projects, and the Verona District ATV Club has also offered financial support for improvements at one or both of the following locations, if approved.

- **Parking at White Lake Road:** It is a straightforward exercise to establish a parking lot on the old road allowance. As recommended by Central Frontenac Public Works staff, existing grass and debris can be removed, then granular material placed, shaped and packed into place. The addition of curb stops, fencing and signage could be added where required.

This layout will provide immediate parking for numerous vehicles but additional work is required for trailer users to be able to use this location. With financial support from the Verona District ATV Club, additional parts of the old road allowance can be added to the overall project, and more accessible space can be made available for both cars and trailers. Additional consideration for neighbouring wetlands will be required before proceeding with the expanded project. Public Works staff from the Township of Central Frontenac will support the project with layout, any entrance permits and possibly provide some available fill material.

- **Parking at Godfrey:** The 15 square meter area is part of the Frontenac K&P Trail and therefore is owned by the County of Frontenac. Approximately 60% of the area is 0.6 meters below grade and might require both type B and A granular with a geo-grid for stability. In this case, additional consideration must be given for both the proximity to a water course and wetlands, requiring a permit from the conservation authority. The Township of Central Frontenac is also recommending the lowering of the speed on Road 38 through Godfrey as an additional measure to improve safety as this busy intersection. Public Works staff from the Township of Central Frontenac will also support this project with layout, any entrance permits and possibly provide some available fill material.

#### **4. 2019 Accessibility for Ontarians with Disabilities (AODA) Compliance Audit Update**

As previously noted to the Committee, 2019 was an accessibility compliance reporting year, in which the County of Frontenac reported non-compliance due to the documents on its website not being in an accessible format. Due to the number of documents still requiring remediation, and, the time required to remediate comprehensive documents, the County was forced to remove from its website all documents that had not yet been made accessible by December 31, 2020.

Staff can confirm that as of December 31, 2020, all inaccessible PDF documents were removed from the County of Frontenac website and all public access is now restricted on the County's Civic Web portal to all Council and Committee agendas/minutes prior to 2020. All 2020 Council and Committee agendas were re-published, uploading reports in their original plain text Word format only. Any pdf attachments to those reports were not re-uploaded. As a result, on January 11, 2021, the Manager of Legislative Services re-submitted the County of Frontenac's 2019 AODA Compliance Audit and can confirm that the County is now fully AODA Compliant.

**5. Conversion of Accessible Documents Update**

The Administrative Clerk and the Executive Assistant to the CAO and Director of Corporate Services have taken the lead on converting the County's inaccessible pdf's to accessible documents. The Committee was previously updated on the County's purchase of a license with Equidox which helps with the remediation of existing pdf documents; however the program has proven difficult to use.

As a result, the County has moved forward with purchasing several licenses of Adobe Acrobat Pro DC to create accessible pdf's. Though we appreciate that this may not be the best way of creating accessible pdf's, it does allow the County to meet the minimum standards of the AODA.

This move was made as staff met with continual frustration in trying to remediate documents through Equidox as the system was not found to be user friendly. The Frontenac Accessibility Coordinators group is working together and meeting regularly to ensure that all of the Frontenac municipalities are AODA compliant.

**6. 5,000 Increase to the Annual Accessibility Reserve Allocation Proposal**

The County of Frontenac established the Ontarians with Disabilities Reserve in 2007 to assist the County in meeting its mandatory requirements under the AODA.

Between 2007 and 2009, this was a \$5,000 annual allocation. In 2010, this annual allocation was increased to \$10,000. Changes in Legislation since 2007 include the implementation of the Design of Public Spaces Standard which brought about criteria for

- Trails
- Exterior paths of travel
- Accessible parking
- Service counters
- Employment Standard which requires employers to provide accessible accommodations

To date, the reserve has been used to support accessible upgrades to the administrative facility as well as being used as leverage for accessing senior government funding opportunities that require a portion to be committed by the County. As of the end of 2021, the reserve will have a balance of just under \$40,000. Staff are concerned that the current allocation to the reserve runs a high risk of depleting the reserve and creating unstable and increased pressure on the tax levy as well as running the risk that funds are not available for the County to leverage when making applications to senior government level funding opportunities. In order to ensure that the reserve is at a health level, staff will be bringing forward to Council during the 2022 budget deliberations, a project proposal to increase the annual contribution to reserve by an additional \$5,000, bringing this to an annual contribution of \$15,000.

**7. Redevelopment of the Administrative Building**

At the November 18, 2020 regular Council Meeting, Council provided authorization to staff to submit a grant application to the COVID-19 Resilience Infrastructure Stream Funding, which is part of the federal government's Investing in Canada Infrastructure

Program and reinforces the commitment of both the federal and provincial governments to protect the health and well-being of individuals and families during the pandemic. The grant is to a maximum of \$100,000. Staff submitted a grant application in support of a small aspect of the Joint Administrative Building project, being the lobby/waiting area which would meet the criteria of the project being related to supporting physical distancing. Eligible projects must begin by September 30, 2021 and be completed by December 31, 2021.

A focus group of staff was established, which included representation from both the County of Frontenac and the Cataraqui Region Conservation Authority (CRCA), to work with the architects in developing options for the building and what staff deemed important for their needs. Following these discussions/input by staff, as well as a more detailed physical review of the building by the architects, a meeting of the focus group was held on December 8, 2020 to review potential variations of a preliminary building design. Mr. Neil Allen, Chair of the Joint Frontenac Accessibility Advisory Committee was also in attendance at this meeting to ensure the building met accessibility requirements from a user perspective. The Administrative Building Design Task Force approved the concept designs that were presented at its February 2021 meeting and have authorized the consultants to proceed with the development of detailed designs.

## **8. 2019 AODA Annual Report**

On May 21, 2021 the Ministry of Seniors and Accessibility released the 2019 Accessibility for Ontarians with Disabilities Act (AODA) Annual Report. This is the first report under the banner of the Ministry of Seniors and Accessibility, as the responsibility for AODA moved to the Ministry in 2018. The Report provides a review of the Ministry's 2019 accomplishments, highlights of the activities of the various Standards Development Committees, the Ministry's work on the compliance and enforcement of the AODA, and initiatives with various partners on raising awareness advancing accessibility and inclusion in communities across the province.

### **Strategic Priorities Implications**

**Priority 1: Get behind plans that build community vitality and resilience in times of growth and change.**

This priority responds to high interest as well as concern shared broadly across the County that communities in the Frontenacs be well supported with infrastructure and services essential to vitality and sustainability in today's world.

### **Financial Implications**

There are no direct financial implications associated with this report.

### **Organizations, Departments and Individuals Consulted and/or Affected**

Richard Allen, Manager of Economic Development, County of Frontenac  
 Eric Korhonen, Township of North Frontenac  
 Donna Longmire, Township of Central Frontenac  
 Jillian McCormick, Township of South Frontenac  
 Darlene Plumley, Township of Frontenac Islands

**Township of Central Frontenac Quarterly Accessibility Report  
July, 2021**

| <b>Initiative</b>                                | <b>Details</b>                                                                                        | <b>Completion Date</b> |
|--------------------------------------------------|-------------------------------------------------------------------------------------------------------|------------------------|
| Municipal Office Front Door                      | Remove the current door handle & closing assembly and install accessible handle and closing assembly. | March 2020             |
| Sharbot Lake Canteen                             | Finish Universal washroom including 2 new doors with power door operators                             | Spring 2021            |
| Arden Hall                                       | Design replacement ramp for Arden Hall and Library                                                    | TBD                    |
| Eagle Lake Docks                                 | Add ramps to 2 docks at eagle lake                                                                    | Spring 2021            |
| Medical center                                   | Install wider exterior door to meeting room                                                           | Winter 2020            |
| Sharbot Lake Village Project                     | Village reconstruction – Complete<br><br>Accessible parking spaces clearly marked out.                | December 2021          |
| Garage Upgrades                                  | Upgrading Lunchrooms, bathrooms, meeting and storage areas                                            | TBD                    |
| Sidewalk snow removal                            | Year 1 of regular sidewalk snow removal                                                               | Yearly                 |
| Surface Treating the pulverized sections of road | Surface Treating the pulverized sections of road                                                      | Yearly                 |
| Website Documents                                | Moving forward for more accessible web documents.                                                     | Ongoing process        |
| Social Media                                     | Moving forward with social media notifications                                                        | Ongoing process        |
| Handicap taps in Municipal Office                | Replace taps basement bathrooms                                                                       | January 2021           |
| Sharbot Lake Soldiers Memorial Hall              | Design replacement ramp for Sharbot Lake Soldiers Memorial Hall                                       | TBD                    |
| Municipal Office Vestibule                       | Make more accessible                                                                                  | 2022                   |

# **Updates from The Islands**

## **For Frontenac County Accessibility Advisory Committee Meeting July 13, 2021**

### **Howe Island**

- Federal and Provincial funding has been received for a new community hub
- Site plan development is currently underway
- Accessible elements of the project will include: washroom, playground, pathways, and shelter

### **Wolfe Island**

- As part of the Ontario Ministry of Transportation Dock and Ferry project, the construction liaison office announced a new washroom at the Dawson Point docks would open in February. After inquiries about the accessibility of the new washroom, the liaison announced a delay in the opening. When the weather improved, a safety rail and concrete ramp to the entrance was constructed and modifications were made to doors and interior fittings. The accessible washroom opened on May 22.
- A new gatehouse with an accessible washroom is being installed at Big Sandy Bay.
- A feasibility study is underway for replacing the seasonal shuttle bus running between the Dawson Point dock and the village of Marysville with an accessible vehicle.
- Research for an accessible playground at the community centre has been completed.
- The new Saturday morning farmer's market in Marysville is using a former parking lot and is accessible for people with wheelchairs or rollators.

### **Work In Progress**

- Determine accessibility requirements for new pickleball court on Howe Island
- Prepare for needs assessment and community consultation for the Wolfe Island playground to begin after Ontario enters Phase 3 of re-opening.