



**Accessibility Advisory Committee Meeting
Tuesday, July 5, 2022 –10:00 a.m.**

Meeting to be held in Virtual Electronic Format,
and live streamed on the County of Frontenac's YouTube
Channel

<https://youtu.be/AB0vNjUJcY>

AGENDA

Page

1. Call to Order

2. Adoption of the Agenda

- a) **That** the agenda for the July 5, 2022 meeting of the Joint Frontenac Accessibility Advisory Committee be approved.

3. Disclosure of Pecuniary Interest and General Nature Thereof

4. Adoption of Minutes

3 - 6

- a) Minutes of Meeting held April 5, 2022

That the minutes of the Joint Frontenac Accessibility Advisory Committee meeting held April 5, 2022 be adopted.

5. Deputations and/or Presentations

6. Reports to the Accessibility Advisory Committee

7 - 10

- a) **2022-073
Frontenac Accessibility Advisory Committee
Quarterly Update Report**

This report is for information purposes only; however staff are looking for input from the Committee regarding the Engage Frontenac 2022 Frontenac Multi-year Accessibility Plan Review project.

7. Township Updates

11 - 13

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

8. Communications

9. Other Business

10. Next Meeting

- a) The next meeting of the Frontenac Accessibility Advisory Committee is scheduled for Tuesday, October 4, 2022 and will be held in virtual electronic format.

11. Adjournment



FRONTENAC

Frontenac Accessibility Advisory Committee Meeting Minutes April 5, 2022

A meeting of the Frontenac Accessibility Advisory Committee (FAAC) was held in electronic format, hosted at the County Administrative Office, 2069 Battersea Road, Glenburnie on Wednesday, April 5, 2022 at 10:00 a.m.

Present: Neil Allen, Community Representative, South Frontenac, Chair
Kurt Halliday, Community Representative, Central Frontenac, Vice Chair
Janet MacDonald, Community Representative, Frontenac Islands
David Yerxa, Community Representative at Large
Councillor Bill MacDonald, Council Liaison

Regrets Ed Schlievert, Community Representative, North Frontenac Councillor
Councillor Gerry Martin

Also Present Jannette Amini, County of Frontenac
Eric Korhonen, Township of North Frontenac
Jillian Wilson, Township of South Frontenac
Donna Longmire, Township of Central Frontenac
Darlene Plumley, Township of Frontenac Islands was unable to connect but viewed via Youtube

1. Call to Order

The Chair called the meeting to order at 10:02 a.m.

2. Adoption of the Agenda

Moved By: Mr. Halliday
Seconded By: Councillor MacDonald

That the agenda for the April 5, 2022 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

Minutes of Meeting held January 11, 2022

Moved By: Councillor MacDonald
Seconded By: Mr. Halliday

That the minutes of the Joint Frontenac Accessibility Advisory Committee meeting held January 11, 2022 be adopted.

Carried

5. Deputations and/or Presentations

6. Reports to the Accessibility Advisory Committee

**2022-036
Frontenac Accessibility Advisory Committee
Redevelopment of the County Administration Building**

This report was for information purposes only however staff were looking to the Committee for comments.

Mr. Pender provided an overview of the project where the County commenced the services of an architect in partnership with the CRCA to redevelop the site, including a small addition.

The Committee was advised that the tender is set to be issued in the next few weeks with a decision made by the end of May on whether to proceed as there is currently uncertainty around large construction projects. Timelines for contractors and suppliers are also posing delays in terms of certain materials that are not readily available.

Ms. Sonya Bolton, Manager of Community Planning provided the Committee with an overview of the site plan, including existing and proposed new construction.

It was noted that great effort has been made to provide way finding signage in order to make navigating the building easier for visitors.

Regarding questions on the life cycle of these renovations/additions, Mr. Pender noted that the building will depreciate over 50 years. No upgrades have been made to this facility since 2013.

Ms. Bolton noted that the architects completed all submission forms to the City, including the Accessibility checklist and referenced the drawings to the check list. This project does require site plan approval to move ahead with construction and the City is currently reviewing these drawings.

**2022-037
Frontenac Accessibility Advisory Committee
Update Report**

This report is for information purposes.

**2022-038
Frontenac Accessibility Advisory Committee
Initial Review of the 2023-2027 Multi-Year Accessibility Plan**

This report is for information purposes only; however feedback and input is being sought from the Committee.

Mr. Halliday noted that the question is frequently asked if people are able to fully participate in their communities but this is a potential bottomless answer it was questioned what that amounts to. Some are reluctant to answer that question because they don't know what it means. To home in on this, we should change the language to "do we put up barriers to prevent you from fully participating" as some barriers may be social which we cannot legislate. This may provide better responses if questions are made more specific.

7. Township Updates

Township of North Frontenac

North Frontenac Updates - Snow Road Community Hall

Township of Central Frontenac

Township of South Frontenac

Township of Frontenac Islands

8. Communications

9. Other Business

Mr. Yerxa noted issues with a number of businesses that he has come across recently that are not accessible. Ms Amini will ask that information be provided at the next CDAC meeting that outlines the loss of potential business if you are not accessible.

10. Next Meeting

The next meeting of the Joint Frontenac Accessibility Advisory is schedule for Tuesday, July 5, 2022 at 10 a.m.

11. Adjournment

Moved By: Mr. Hallicay

Seconded By: Mr. Yerxa

That the meeting hereby adjourn at 10:48 a.m.

Carried



Report 2022-073

Committee Report

To: Chair and Members of the Frontenac Accessibility Advisory Committee

From: Jannette Amini, Manager of Legislative Services/Clerk

Date of meeting: September 21, 2021

Re: Frontenac Accessibility Advisory Committee – Update Report

Recommendation

This report is for information purposes only.

Background

The Accessibility Advisory Committee is mandated to assist County and Township Councils in enabling persons with disabilities to have equal access to all opportunities within the County as well as work with Council and the community at large to identify and address the needs of persons with disabilities within the community.

Comment

The follow is a list of accessibility updates and activities that have occurred during 2021 for the County of Frontenac:

1. K&P Trail

The Verona Trailhead improvements are part of the “Accessibility Improvements on the Frontenac K&P Trail” project through the Investing in Canada Infrastructure Program (ICIP) to improve the safety and access to the Frontenac K&P Trail for all users. In addition to improving access at the Verona Trailhead, this program is supporting improvements to road crossings, edge protection, and rest areas with benches.

The County of Frontenac invited Council and the AAC members to a ribbon cutting ceremony at the improved trailhead to celebrate the start of the summer trail season on Tuesday, June 28, 2022, which took place at 11:00 a.m.



2. Conversion of Accessible Documents Update

As the County Administrative Office is now close and staff are no longer working on site, the Administrative Clerk's main function will now be to focus on converting the County's inaccessible pdf's to accessible documents. The County uses Adobe Acrobat Pro DC to create accessible pdf's and ensure that the County's website continues to be in compliance with the AODA. Documents must be put through this process prior to being uploaded to the County's website in order to ensure compliance.

3. Redevelopment of the Administrative Building

At the June 15, 2022 regular Council Meeting, Council approved the awarding of the RFP for the redevelopment of the Administrative Building to Emmons & Mitchell Construction (2000) Ltd for the Renovations & Additions for Joint Admin Facility for the County of Frontenac and Cataraqui Regional Conservation Authority. This is a \$4.5M project that is set to get underway in July, 2022.

Emmons & Mitchell Construction (2000) Ltd. has provided a schedule for the construction as follows:

- Construction Start Date: June.27/22
- Phase 1 Substantial Completion: Dec 2022
- Overall Substantial Completion: Aug 2023
- Total Completion: Sept 2023.

Staff were advised to vacate the building as early as June 30th and will be working from home until the construction is complete.

As per section 80.48 of the AODA which requires the County to provide Notice of temporary disruptions if there is a temporary disruption in facilities or services in whole or in part, a notice has been posted on the County's website advising that the Frontenac County administrative offices at 2069 Battersea Road in Glenburnie are closed for in-person visits from members of the public from June 30, 2022 to make way for an extensive building and renovation project. It also notes that staff have temporarily relocated to other offices or are working remotely until the work is completed. For alternatives to visiting us in person, please connect with Frontenac County staff via our Contact Us page.

County Council meetings will be moved to the CRCA Boardroom, located at 1641 Perth Road, Glenburnie.

4. 2023-2027 Multi-Year Accessibility Plan

As noted to the Committee at its April 5th meeting earlier this year, the current plan ends in 2022, and the County is looking for input on two key components:

- ideas on how the County and the Townships could remove barriers for people with disabilities
- feedback from residents, community groups and the Committee on the draft plan

As an initial step of this year's review, public engagement was solicited through a project on the County's [EngageFrontenac Community Engagement Hub](#). The engagefrontenac site is a place to share and discuss ideas, learn about important topics, provide feedback on policy, and contribute to the future of Frontenac County.

The project went live on the site on April 26, 2022, however to date, no members of the public have engaged on the site. One way of encouraging more people to engage is to ask specific questions to which we would like answered. Staff are looking to the committee for questions which might be posed on the project site.

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
Angelique Cardinal, Executive Assistant to the CAO and Director of Corporate Services
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 North Frontenac Quarterly Accessibility Report
July, 5, 2022**

Initiative	Details
<p>Harlowe Community Hall.</p>	<p>This is a major capital expenditures anticipated over the immediate to short term including ramp replacement and washroom updates to improve accessibility. The Township has budgeted for \$16,000 to have some works completed in 2022.</p> <p>The building is not compliant to Section 3.8 of the Ontario Building Code. The main entry door has a 33" clear width while 33.5" is required. The door is also not equipped with an automatic opener.</p> <p>The exterior ramp is older but is generally designed with compliancy. We noted that the handrails are non-graspable, handrails are installed above the 34" to 38" AFF requirement, the slope of 7% is less than the maximum of 8.3%, the width of 45" is greater than the minimum of 36", and there is no curb feature along the ramp perimeter. The ramp should be replaced.</p> <p>The two washrooms are not designed for barrier-free use despite the installation of grab bars. We noted the following issues: Use of steel sinks, inadequate knee space at vanities, uninsulated drain piping, wrong type of faucets, entry doors are not automated, toilet stall doors are narrow at 32" width, stall size is less than 60"x60", light switches are greater than 48" AFF, toilet paper dispensers are at 40" AFF and 12" out from rim.</p> <p>The site has a single barrier-free parking stall. Improvement to surfacing, transition to ramp landing, and improved demarcation is required. Consider additional designated stalls.</p> <p>For 2022, focus on creating accessible entry such as:</p> <ul style="list-style-type: none"> • Installing larger front door with automatic door opener; • Replacing wheel chair ramp and transition to ramp landing. <p>Accessibility Advisory Committee review and input is being requested.</p>

2.1.4 Energy Efficiency

The following items should be considered for replacement for improved efficiency:

- Replace interior and exterior lighting to LED type;
- Replace aging furnaces to high-efficiency propane type;
- Replace aging heat-pump systems;
- Improve ventilation to basement and washroom areas to improve control of humidity.

2.1.5 Accessibility



The building is not compliant to Section 3.8 of the Ontario Building Code. The main entry door has a 33" clear width while 33.5" is required. The door is also not equipped with an automatic opener.

Interior paths are at or are slightly above the minimum width of 43.3". Doorways generally have a clear width greater than the minimum of 33.5" (34.5" and 37" widths). Auto door openers are not installed at the washrooms.



The kitchen counters, island and pass-through counter are not designed for barrier-free use.



The two washrooms are not designed for barrier-free use despite the installation of grab bars. We noted the following issues: Use of steel sinks, inadequate knee space at vanities, uninsulated drain piping, wrong type of faucets, entry doors are not automated, toilet stall doors are narrow at 32" width, stall size is less than 60"x60", light switches are greater than 48" AFF, toilet paper dispensers are at 40" AFF and 12" out from rim.



The exterior ramp is older but is generally designed with compliancy. We noted that the handrails are non-graspable, handrails are installed above the 34" to 38" AFF requirement, the slope of 7% is less than the maximum of 8.3%, the width of 45" is greater than the minimum of 36", and there is no curb feature along the ramp perimeter. The ramp should be replaced.



The site has a single barrier-free parking stall. Improvement to surfacing, transition to ramp landing, and improved demarcation is required. Consider additional designated stalls.