



**Joint Frontenac Accessibility Advisory Committee**  
**Tuesday, November 5, 2024 –10:00 a.m.**  
**County of Frontenac Administration Building,**  
**2069 Battersea Road, Glenburnie, ON**  
<https://youtube.com/live/urxw-8xN-vc?feature=share>

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## **AGENDA**

Page

### **1. Call to Order**

We begin this gathering by acknowledging and celebrating these traditional lands as a gathering place of the first peoples and their ancestors who are entrusted to care for mother earth since time immemorial. We do so respecting both the land and the Indigenous People who continue to walk with us through this world. Today, the County is committed to working with Indigenous peoples and all residents to pursue a united path of reconciliation.

### **2. Adoption of the Agenda**

- a) **That** the agenda for the November 5, 2024 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 May 21, 2024

**That** the minutes of the Joint Frontenac Accessibility Advisory Committee meeting held May 21, 2024 be adopted.

[Minutes of Meeting held May 21, 2024](#)

### **5. Deputations and/or Presentations**

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

- a) **Consideration of the 2024 Celebration of Accessibility Awards**

[Distributed under separate cover]

- b) **Staff Briefing:** Mr. Richard Allen, Manager of Economic Development will brief the Accessibility Advisory Committee on the accessibility

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updates on the K&P Trail.

[See Reports to the Accessibility Advisory Committee, clause c)]

[Staff Briefing - 2024 K&P Trail Accessibility Improvements](#)

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c) **2024-116  
K&P Trail Accessibility Updates**

This report is for information purposes only. It is intended to provide updates regarding projects that support or improve on trail accessibility in 2024.

[K&P Trail Accessibility Updates](#)

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d) **2024-117  
Frontenac Accessibility Advisory Committee – Quarterly Update Report**

This report is for information purposes only.

[Quarterly Update Report](#)

7. **Township Updates**

- a) Township of North Frontenac - No updates
- b) Township of Central Frontenac - No updates
- c) Township of South Frontenac - No updates
- d) Township of Frontenac Islands

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[Township of Frontenac Islands Quarterly Accessibility Report](#)

8. **Communications**

9. **Other Business**

10. **Next Meeting**

11. **Adjournment**



# FRONTENAC

## Frontenac Accessibility Advisory Committee Meeting Minutes May 21, 2024

[**Note:** Minutes are not Verbatim, please refer to full video at  
[https://youtube.com/live/cUDP\\_Wlpaeo?feature=share](https://youtube.com/live/cUDP_Wlpaeo?feature=share)]

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A meeting of the Frontenac Accessibility Advisory Committee (FAAC) was held in the Council Chamber of the County Administration Building, 2069 Battersea Road, Glenburnie, on Tuesday, May 21, 2024 at 10:00 a.m.

Present: Neil Allen, Community Representative, South Frontenac, Chair  
Janet MacDonald, Community Representative, Frontenac Islands  
Councillor Bill Saunders

Present Councillor Nicki Gowdy  
Electronically Pat Joslin, Community Representative at Large

Regrets Erin Ferguson, Community Representative, North Frontenac  
Kurt Halliday, Community Representative, Central Frontenac

Also Present Jannette Amini, County of Frontenac  
Adam Robinson, Township of North Frontenac  
James Thompson, Township of South Frontenac  
Kyle Bolton, Township of South Frontenac  
David Brown, Township of South Frontenac

### 1. Call to Order

We begin this gathering by acknowledging and celebrating these traditional lands as a gathering place of the first peoples and their ancestors who are entrusted to care for mother earth since time immemorial. We do so respecting both the land and the Indigenous People who continue to walk with us through this world. Today, the County is committed to working with Indigenous peoples and all residents to pursue a united path of reconciliation.

### 2. Adoption of the Agenda

Moved By: Ms. MacDonald  
Seconded By: Councillor Saunders

**That** the agenda for the May 21, 2024 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 February 6, 2024**

Moved By: Mr. Joslin  
Seconded By: Ms. MacDonald

**That** the minutes of the Joint Frontenac Accessibility Advisory Committee meeting held February 6, 2024 be adopted.

**Carried**

**5. Deputations and/or Presentations**

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

- a) **2024-055  
Frontenac Accessibility Advisory Committee  
Administration Building Update Report**

This report is for information purposes only.

The Committee thanked the County for taking the Committees recommendations into account and working towards implementing them.

- b) **2024-056  
K&P Trail  
360 Camera Virtual Tour and Street View Project**

This report is for information only. It is intended to solicit input from the Committee regarding the 360 Camera Virtual Tour and Streetview Project. Mr. Allen noted that this information will be uploaded so that individuals are able to move themselves along the trail.

Mr. Cocchetto noted that the County owns the camera so the data can be updated as required. Mr. Allen added that once the first videos are complete, we can determine the time commitment required to do this and based on that, will determine how often this will be updated. In terms of timelines, staff will start the filming this week with the hopes of it being completed by the end of June; however each section will be uploaded as they are completed.

In terms of the process by the County if there are sections of the trail that might be down, Mr. Cocchetto noted that notifications will be placed on the website. Mr. Allen

further noted that there are opportunities to show closures on the mapping and staff are investigating the feasibility of doing this.

c) **2024-057**  
**K&P Trail**  
**Accessibility Modifications to Gates on K&P Trail**

Moved By: Councillor Janet  
Seconded By: Councillor Saunders

**Be It Resolved That** the Frontenac Accessibility Advisory Committee receive the report and endorse the recommended modifications of the gates;

**And Further That** the Committee recommend that the K&P Trail Management Plan be updated to reflect the updated standards and principles for access controls and gates outlined in this report.

**Carried**

In terms of timelines, Mr. Allen noted that once the Committee has endorsed this, he will reach out to the snowmobile clubs to ensure modifications fit their grooming equipment. Staff will then proceed with the tender.

In terms of comments made regarding embankments in the trail due to ATV use, Mr. Allen noted that we do have a budget in place to conduct grading in locations where needed. Staff are also working with local ATV clubs regarding the embankments to address this issue, given they are the ones creating the hazard. Anyone with concerns around the trail can reach out to Mr. Allen at the county.

In terms of standards to ensure those using mobility aids are able to get through, Mr. Allen noted that this falls under the Design of Public Spaces Standard under the AODA, which sets out a minimum width of 1 metre. Currently, we are going beyond that at 1.2 metres given what we are seeing out on the trail.

Mr. Allen confirmed that any gates being held up by poles will be replaced so that everything is functioning as it should be. The gates will no longer be locked so that we can facilitate emergency access when needed. He did note that trespassers will find a way in whether there are gates or not. Every location has damage, and every section of the trail has some reports of trespassing, but we do not have an unmanageable amount of trespassing. There will be trespassers who carry out unpermitted uses, but we do not have the resources to patrol this.

The gates will now have signage telling users what to expect as well as the permitted uses on that section of the trail.

## **7. Township Updates**

### **Township of North Frontenac**

There were no questions.

### **Township of Central Frontenac**

There were no questions.

### **Township of South Frontenac**

Mr. Kyle Bolton from the Township of South Frontenac walked the Committee through the attached drawings of the Town Hall expansion.

The following comments/suggestions were made:

- Regarding the new lift it was asked how many people can fit in the lift, keeping in mind that some may be accompanied by a support person so it should be large enough to accommodate more than 1 person.
- Regarding the exterior, will the proposed new parking spaces obstruct the entrance to library as this is an area where drivers load or unload passengers.
- Lifts can be cumbersome for those in a wheelchair so be cognisant of that .
- Regarding the change table in the accessible washroom.
- Universal washrooms are great but only available Monday to Friday during business hours but not available during weekends so something for Township to keep in mind.

In terms of other projects in South Frontenac, questions were asked regarding the accessible playground at Centennial Park and the Townships long range plan for accessible playgrounds as currently it is not accessible to get to the playground.

Mr. Bolton noted the Township Council resolution to have staff look into accessibility around the accessible features not being accessible. Playgrounds have been put on hold while we look at this. Council has approved a budget for an accessible washroom design in Centennial park, along with a new storage unit. There will be information to present to the AAC once this is ready to go. There is also an approved budget to install walkways that connect playground and sports areas within the park. Once finalized we will share this with the Committee.

### **Township of Frontenac Islands**

## **8. Communications**

**9. Other Business**

**10. Next Meeting**

The next meeting of the Frontenac Accessibility Advisory Committee will be Tuesday, September 10<sup>th</sup>, 2024 @ 10 a.m. at the County Administration Building.

**11. Adjournment**

Moved By: Councillor Saunders

Seconded By: Councillor Gowdy

**That** the meeting hereby adjourn at 10:54 a.m.

**Carried**



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# Frontenac K&P Trail 2024 Accessibility Improvements

# Overview

- Modifications to Gates
- Google Streetview Project
- Trail Rehabilitation: Clarendon Station to the Mississippi River



# Modifications to Gates

**Goal:** Improve safety and accessibility for all users by changing gate layouts to improve opening placement and width.

Before



After



Cataraqui Trail Intersection, South of Harrowsmith

# Graham Road

Before



After



# Bellrock Road

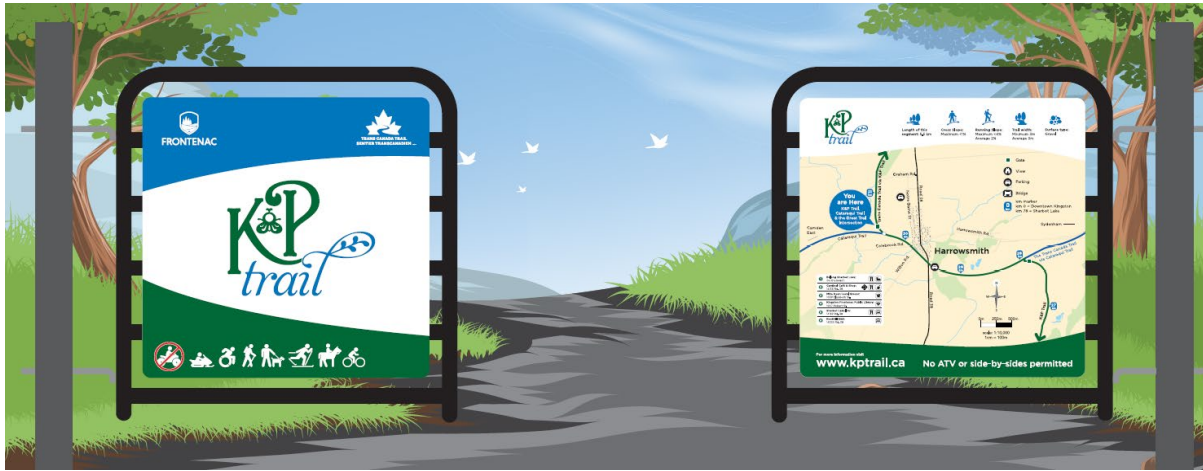
Before



After



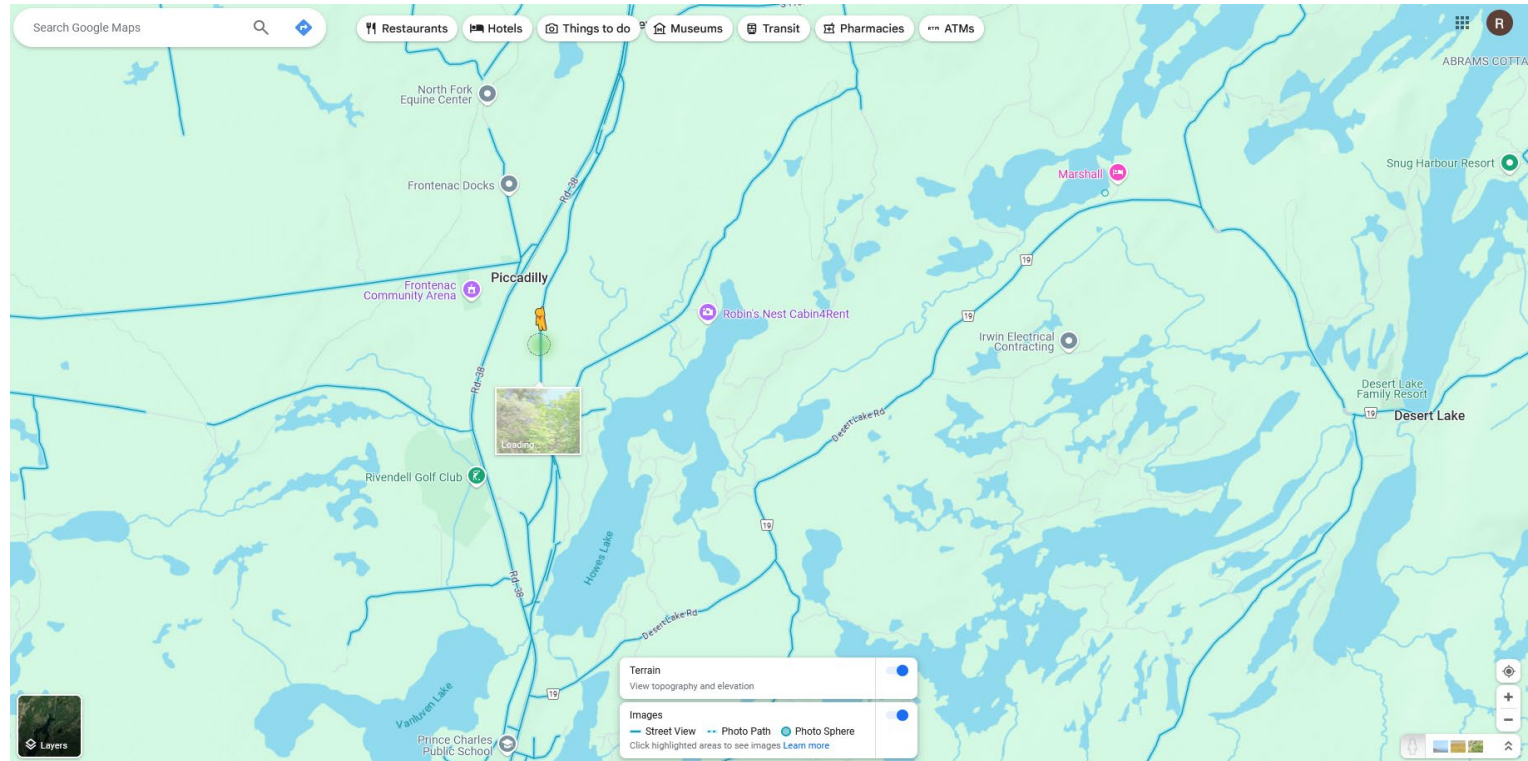
# Sign Concepts (Two Gate)



# Sign Concepts (One Gate)



# Google Maps Streetview Project



# Streetview: Tichborne



# Streetview: Harrowsmith



# Streetview: Gate Updates



# K&P Trail Rehabilitation: Clarendon Station to Mississippi River



# Wayfinding Signs



# Questions?



**Report 2024-116**

### **Committee Information Report**

**To:** Members of the Accessibility Advisory Committee  
**From:** Richard Allen, Manager of Economic Development  
**Prepared by:** Richard Allen, Manager of Economic Development  
**Date of meeting:** November 5, 2024  
**Re:** **K&P Trail Accessibility Updates**

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### **Recommendation**

This report is for information purposes only. It is intended to provide updates regarding projects that support or improve on trail accessibility in 2024.

### **Improvements to Gate Structures on the K&P Trail**

At its regular meeting on May 21, 2024, the Frontenac Accessibility Advisory Committee reviewed report [2024-57 Proposed Accessibility Improvements to Gates on the K&P Trail](#) and endorsed the recommended modifications to the existing gates located on the K&P Trail. These modifications are anticipated to support accessibility for users with mobility needs, as well as improve safety for trail users of all ages and abilities. The gate modifications are now completed.

### **Graham Road South Access (BEFORE)**



### Graham Road South Access (AFTER)



The gate located at the southern access from Graham Road was in urgent need of adjustment. Trail users were forced off the rail bed on a small path with a sharp turn and uneven cross-slope, and then squeezed past a thorny bush while avoiding the nearby watercourse. This structure has been relocated closer to Graham Road and adjusted to provide the minimum opening of 1500 mm at that location by using two smaller gates which direct trail users down the centre of the pathway rather than to the edge.

### Boyce Road North Access (Before) (KM 34.5)



### Boyce Road North Access (AFTER)



At the northern access from Boyce Road was improved by simply removing the post used to chain the gate in place. This resulted in an access width of 1400 mm. The gate is now secured in place using a pin mechanism located in the hinge.

### Gates at KM 35.2 and KM 36 (BEFORE)



### Gates at KM 35.2 and KM 36 (AFTER)



These two gates located between Harrington and Verona were replaced with a two-gate solution at both locations. The new access width will be 1500 mm and the opening is

located in the centre of the trail, where the surface is firm and level, and users will be located further from the steeper drops of the edges of the trail at these locations.

### **Bellrock Road South Access (BEFORE)**



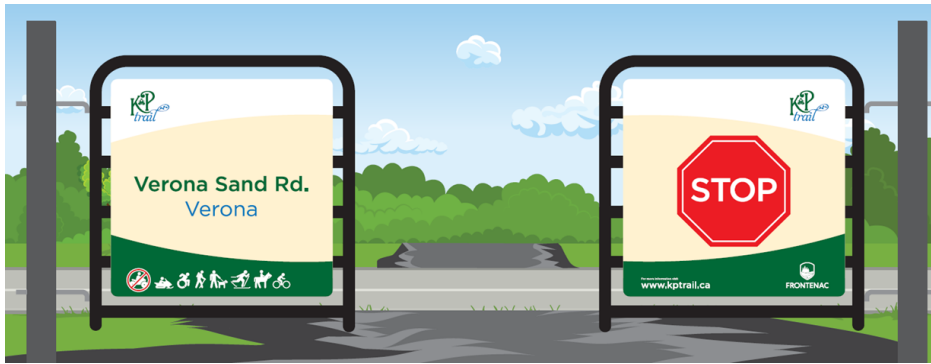
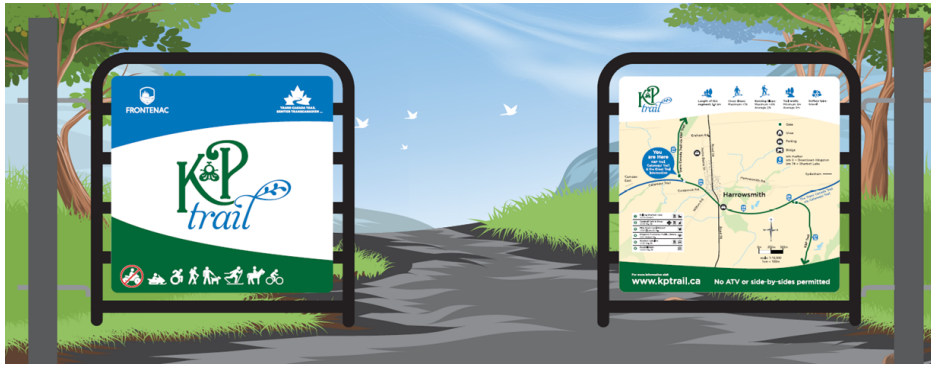
### **Bellrock Road South Access (AFTER)**



The southern access from Bellrock Road is located at the entrance to the Hardwood Creek bridge. The gate entrance will be moved to enable an approach to the bridge that is aligned with the centreline of the trail by using two smaller gates and establishing an access width of 1500 mm.

### **Updated Signage**

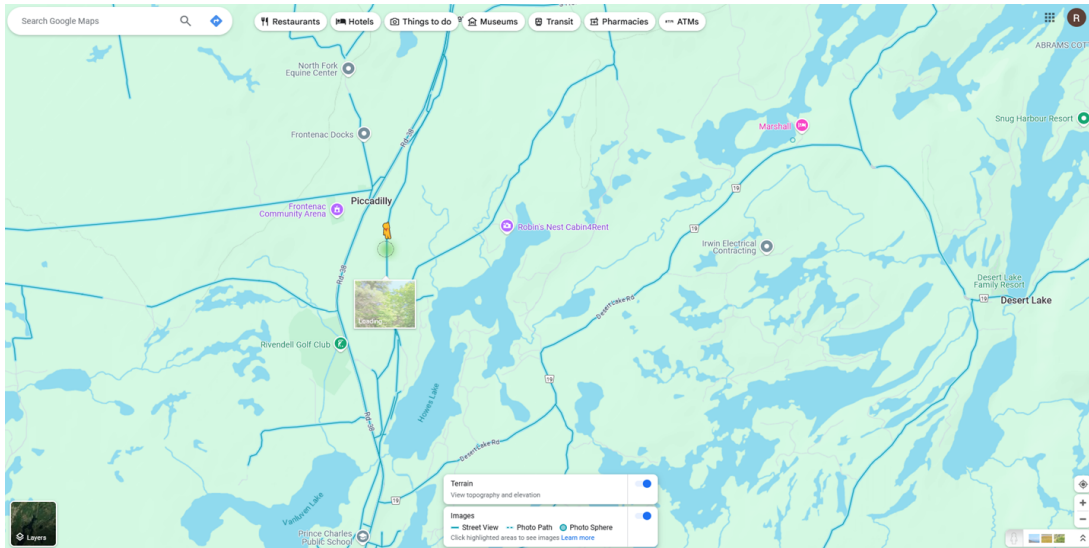
To complete the project, high visibility signage will be added to the gates in November. The signs will include trail rules, maps, wayfinding and accessibility information as required by the Design for Public Spaces regulation. Concept artwork is as follows.



## Google Streetview Project

At its regular meeting on May 21, 2024, the Frontenac Accessibility Advisory Committee reviewed and discussed [Report 2024-56 K&P Trail 360 Camera Virtual Tour and Streetview Project](#).

In June, July and August the Community Development Summer Student captured, processed and uploaded footage for 90% of the K&P Trail between Orser Road and Clarendon Station, which can now be accessed publicly using Google Maps.



Google's Streetview portal provides clear instructions and support regarding the process for capturing, processing and uploading the footage. However, the Summer Student quickly discovered that the file sizes were quite large to manage and that maintaining a clear GPS signal in Frontenac County is a challenge. Without GPS being logged to the 360 footage, it cannot be uploaded to Streetview. Despite these minor challenges, the County will record trail conditions every 2-3 years and upload to streetview. Some footage may need to be captured in early spring or late fall to ensure adequate satellite coverage through the tree canopy.

It is important to update the publicly available footage as changes are made, so that what is seen on Google Street View reflects what the trail looks like at the time of viewing. For example, the current Streetview footage does not show the recent updates to the gate structures.

In addition, it is possible to upload this footage to other platforms such as YouTube in the form of a time lapse journey through the K&P Trail or uploading smaller sections of the trails to showcase various loops and smaller trips that are possible.

This technology may be of use to the County and its partners in a number of applications. Many of the local roads in the towns and villages of Frontenac County are currently not on Google Streetview, as when Google first came through here, only Road 38 was captured. The Community Planning Summer Student was able to capture footage on Howe Island and in Sharbot Lake to improve online resources for those streets and roads.



Streetview also allows for the indoors of buildings to be uploaded, so with the permission of businesses and establishments, tours of buildings can be added to the body of available Streetview footage for Frontenac County. The Township of Central Frontenac is currently working with the GIS Department to complete a project that provides virtual tours of community halls.

The existence of Streetview in Frontenac County is allowing for increased accessibility of the trail for those who are dependent on assistive technology, or for people who have other factors limiting their access to sections of the trail, such as strollers, and aims to both increase the visibility of and the usage of the trail year-round.

### **Clarendon Station to Mississippi Station Rehabilitation**

During the month of October, the County rehabilitated 8 kilometres of the K&P between Clarendon Station and the Mississippi River in North Frontenac. This work involved placement, grading and compaction of fresh aggregates to create a smooth, stable stone dust surface that is consistent with the K&P Trail South to Kingston.

The two photos show the trail in the same location before rehabilitation on the left and after rehabilitation on the right. The improved surface conditions is obvious in the photographs as the trail aggregates are quite large and uneven prior to the work being completed.



This work also involved the installation of edge protection at locations that pose a higher risk of injury if someone were to slip or fall over the edge. Wayfinding signage will be installed at each intersection providing a map and accessibility information about the upcoming segment of trail, such as segment length, trail width, surface type, running slope and cross slope. These signs are also used to help trail users find businesses who advertise their locations through a pay-to-play program.

A draft wayfinding sign can be viewed below:



### Financial Implications

There are no financial implications associated with this report.

### Strategic Priority Implications

Priority 1: Develop a Regional Approach to Overcome Infrastructure Issues and Maximize Infrastructure Development Opportunities

- Develop strategies to improve regional transportation connectivity and accessibility.

Priority 4: Maximize Administrative Leadership within the County Administration

Information Report to Frontenac Accessibility Advisory Committee  
 K&P Trail Accessibility Updates  
 November 5, 2024

- Ensure community engagement remains a continued priority and to develop dynamic solutions to improve citizen awareness/involvement in County of Frontenac activities and to promote collaboration with member municipalities.

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

Jannette Amini, Manager of Legislative Services/Clerk  
Robin Kwik, GIS Specialist  
L&A Ridgerunners Snowmobile Club



**Report 2024-117**

### **Committee Report**

**To:** Chair and Members of the Frontenac Accessibility Advisory Committee

**From:** Jannette Amini, Manager of Legislative Services/Clerk

**Date of meeting:** November 5, 2024

**Re:** **Frontenac Accessibility Advisory Committee – Quarterly Update Report**

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#### **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 2024 for the County of Frontenac:

##### **County Administration Building**

Earlier this year, members of the AAC attended a site visit of the County Administration Building ahead of staff moving back into the newly redeveloped building. The site visit resulted in several recommendations to County staff where the Committee felt that accessibility could be improved upon. At its May 21, 2024, meeting, the Committee received a memo from Mr. Kevin Farrell, Chief Administrative Officer and Mr. Alex Lemieux, Director of Corporate Services/Treasurer, thanking the Committee for their dedicated commitment and outlining what the County was able to implement. At this time, all washroom recommendations have been completed, with the paper towel dispenser being relocated beside the sink for the accessible washroom near the Council Chamber, and the replacement of the paper towel dispenser in the accessible washroom at the front lobby to a hand push dispenser. Staff are in the process of ordering coat hooks for all washrooms.

In terms of the other recommendations (service counter, accessible power doors and accessible patio area) staff continue to work with the contractors and investigate ways to implement these recommendations.

### **Accessible Documents**

Staff continue to ensure that all documentation that goes up on the County's websites are in an accessible format. With root documents, such a Word format, are the easiest to ensure accessibility, where possible that format is uploaded to our websites. In terms of ensure pdf's in an accessible format, this poses a greater challenge. For the most part, the issues faced by the County are from documents received from external organizations, including provincial documents. When staff are not able to remediate such documents, the following notice is placed on an agenda:

**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.

### **Annual Accessibility Status Report**

Staff have begun the process of developing the County's Annual Accessibility Status Report which is a requirement under Ontario Regulation 191/11: Integrated Accessibility Standards Section 4(3).

The Annual Accessibility Status Report provides an annual update on the progress made and work completed by the County and Townships in 2024 to improve accessibility This Report is also required to be posted on our website. Our current Multi-Year Accessibility Plan, which was adopted by Council through the development, review and recommendations of this Committee, covers the County of Frontenac and the Townships from 2023 through to 2027. 2025 will take each municipality to the mid point of that plan.

The draft Report will be brought to the Accessibility Advisory Committee at its next meeting in January/February with the intent of having a detailed discussion with the Committee regarding each of the members respective Townships and where focus should be directed.

### **Inclusive Community Grants Program**

On September 24, 2024, a Press Release from MPP John Jordan's office pointed to the Township of North Frontenac receiving a \$19,435 to install a fully accessible entrance door to a Community Hall that allows residents and visitors an equal opportunity to enjoy community events and services. [Helping Ontario Build More Inclusive Communities | John Jordan, MPP](#)

### **Strategic Priorities Implications**

Priority 3: **Strengthen Quality of Life through Enhanced Service Delivery.**

Priority 4: **Maximize Administrative Leadership within the County Administration.**

- 4.3 Ensure community engagement remains a continued priority and to develop dynamic solutions to improve citizen awareness/involvement in County of Frontenac activities and to promote collaboration with member municipalities.

**Financial Implications**

There are no direct financial implications associated with this report.

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

Kevin Farrell, Chief Administrative Officer  
Alex Lemieux, Director of Corporate Services/Treasurer

**Township of Frontenac Islands Quarterly Accessibility Report  
November 2024**

<b>Initiative</b>	<b>Details</b>	<b>Completion Date</b>
Accessible Washroom	Accessible washroom at Pat Norris park on Howe Island, completed the washroom so it is now fully operational and will be installing an accessible ramp for easier access into the washroom.	December 31, 2024