



Frontenac Accessibility Advisory Committee
Tuesday, May 21, 2024 –10:00 a.m.
County of Frontenac Administration Building,
2069 Battersea Road, Glenburnie, ON

https://youtube.com/live/cUDP_Wlpaeo?feature=share

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 May 21, 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 February 6, 2024
That the minutes of the Joint Frontenac Accessibility Advisory Committee meeting held February 6, 2024 be adopted.

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.

- b) **2024-056**
K&P Trail

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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.

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- c) **2024-057
K&P Trail**

Accessibility Modifications to Gates on K&P Trail

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.

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7. Township Updates

- 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

11. Adjournment



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Frontenac Accessibility Advisory Committee Meeting Minutes February 6, 2024

[Note: Minutes are not Verbatim, please refer to full video at
https://youtube.com/live/Y_FrBRVisx8?feature=share]

A meeting of the Frontenac Accessibility Advisory Committee (FAAC) was held in virtual electronic format, hosted at the County Administration Building, 2069 Battersea Road, Glenburnie on Tuesday, February 6, 2024 at 10:04 a.m.

Present: Neil Allen, Community Representative, South Frontenac, Chair
Janet MacDonald, Community Representative, Frontenac Islands
Erin Ferguson, Community Representative, North Frontenac
Pat Joslin, Community Representative at Large
Councillor Bill Saunders

Regrets Kurt Halliday, Community Representative, Central Frontenac
Councillor Nicki Gowdy

Also Present Jannette Amini, County of Frontenac
James Thompson, 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: Mr. Joslin

That the addendum for the February 6, 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 November 7, 2023

Moved By: Mr. Joslin
Seconded By: Councillor Saunders

That the minutes of the Joint Frontenac Accessibility Advisory Committee meeting held November 7, 2023 be adopted.

Carried

5. Deputations and/or Presentations

Rachel Doornekamp, Community Collective, addressed the Committee on The Inclusive Play Project in Shannon Park, in the City of Kingston. A copy of the presentation is attached to the record in the Clerk's Office

Ms. Doornekamp noted that the park is located in the north end of Kingston off Weller Avenue with a community centre and shopping centre nearby. This is an addition to an already existing park. The City will maintain the park, but in terms of costs, this is currently being done through fund raising but with budgets coming out, they are hoping to receive municipal contributions. She is hoping this will be an example park that changes the language to inclusivity as opposed to accessibility as this is a much nicer term.

The Clerk will issue a letter of support for the project on behalf of the Frontenac Accessibility Advisory Committee.

Ms. Ferguson exited the meeting at 10:28 a.m.

6. Reports to the Accessibility Advisory Committee

2024-012

a) **Frontenac Accessibility Advisory Committee
Administration Building Update Report**

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

Be It Resolved That the Frontenac Accessibility Advisory Committee support the recommendations of the Review Team resulting from their site visit of the newly developed County Administration Building;

And Further That the recommendations of the Review Team be forwarded to Senior Staff for consideration.

Carried

The Review Team provided an overview of their respective tours.

Ms. MacDonald noted that some of the questions were around the alarms and evacuation and would strongly recommend once occupancy has been received, to include a fire drill with a person with a disability.

Mr. Joslin noted the concerns on the power door into the office space. All spaces should be accessible and inclusive and should be considered. Someone coming in a wheelchair needs to be able to open the door.

Ms. MacDonald noted that in the staff only spaces, there were issues with the kitchen areas with sinks, noting that the sink in the breakout room did not have an accessible sink. There were also concerns with overhead cabinets and suggested that staff think about how those cabinets will be used.

Mr. Allen asked that consideration be given to the placement of garbage receptacles when being moved into the spaces, and to ensure they do not become barriers as well as ensuring that it remains an open space in the waiting area once it gets populated with furniture. In terms of signage, staff should ensure directional signage has good contrast between the background and the writing.

- b) **2024-010
Frontenac Accessibility Advisory Committee
Annual Accessibility Status Report**

This report is for information purposes only.

- c) **2024-011
Frontenac Accessibility Advisory Committee
Provincial Release of the Final Report of the Fourth Independent
Review of the Accessibility for Ontarians with Disabilities Act (AODA)**

This report is for information purposes only.

7. Township Updates

Township of North Frontenac

Township of Central Frontenac

Township of South Frontenac

Township of Frontenac Islands

8. Communications

Correspondence from FAAC member Kurt Halliday regarding AODA Alliance updates

[Distributed to Members of the FAAC February 2, 2024]

9. Other Business

Councillor Saunders note that there haven't been any updates from Frontenac Islands. He would like to see what they should be doing at the township level. He and Ms. MacDonald will touch base on this.

Mr. Joslin noted that there has been talk at South Frontenac about adding budget lines for accessibility. He would like to enquire about accessibility in recreation.

10. Next Meeting

The next meeting of the Frontenac Accessibility Advisory Committee will be Tuesday, May 21st, 2024 @ 10 a.m. at the County Administration Building.

11. Adjournment

Moved By: Mr. Joslin
Seconded By: Councillor Saunders

That the meeting hereby adjourn at 10:55 a.m.

Carried



Report 2024-055

Committee Report

To: Chair and Members of the Frontenac Accessibility Advisory Committee

From: Jannette Amini, Manager of Legislative Services/Clerk

Date of meeting: May 21, 2024

Re: **Frontenac Accessibility Advisory Committee – Administration Building 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.

County staff fully vacated the administration building as of July 15th, 2022, and the Construction for the Joint Admin Facility began on July 18, 2022.

Following the County receiving full occupancy of the building in late February, 2024 three members of the Accessibility Advisory Committee had the opportunity to attend a site visit of the newly redeveloped space. Their findings were brought to the February 6, 2024 Accessibility Advisory Committee meeting through [Report 2024-012](#) after which the following motion was passed:

- a) **2024-012**
Frontenac Accessibility Advisory Committee
Administration Building Update Report

Moved By: Ms. MacDonald

Seconded By: Mr. Joslin

Be It Resolved That the Frontenac Accessibility Advisory Committee support the recommendations of the Review Team resulting from their site visit of the newly developed County Administration Building;

And Further That the recommendations of the Review Team be forwarded to Senior Staff for consideration.

Carried

Comment

A memo was sent to the County's Senior Leadership Team on February 29, 2024, expressing how the Review Team was impressed with the new space and had no issues maneuvering throughout the main portion of the building. It was also expressed that the Review Team recognized that great care was taken to ensure an accessible space was created, including the details of the colours chosen and ensuring adequate contrast when transitioning from room to room or wall to floor, and thanked the County for the opportunity given to them to carry out a site visit of the space and provide comments. As per the direction of the Committee, the memo outlined the recommendations of the Review Team.

On May 6, the Clerk received a response from Mr. Kevin Farrell, the County's new Chief Administrative Officer, in response to the Committees recommendations. Mr. Farrell was keen to thank both the Review Team and the Accessibility Advisory Committee for reviewing the space. He expressed his appreciation, noting that staff value the input of the Frontenac Accessibility Advisory Committee and have endeavoured to implement the recommendations where possible.

A copy of the memo, including all actions on the Committee's recommendations is attached to this report as Appendix A.

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



To: Jannette Amini, Manager of Legislative Services/Clerk

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

Cc: Frontenac Accessibility Advisory Committee

Date: May 6, 2024

Re: County Admin Building: Accessibility Advisory Committee Recommendations

First and foremost, we would like to thank the Review Team for attending a site visit of the newly developed space and providing comments and recommendations.

At its meeting held February 6, 2024, the Frontenac Accessibility Advisory Committee passed the following motion:

a) 2024-012

**Frontenac Accessibility Advisory Committee
Administration Building Update Report**

Moved By: Ms. MacDonald

Seconded By: Mr. Joslin

Be It Resolved That the Frontenac Accessibility Advisory Committee support the recommendations of the Review Team resulting from their site visit of the newly developed County Administration Building;

And Further That the recommendations of the Review Team be forwarded to Senior Staff for consideration.

Carried

Background:

County staff value the input of the Frontenac Accessibility Advisory Committee and have endeavoured to implement the recommendations. Where possible, County staff have accepted the recommendations which the County will implement, as well as those the County will seek to implement during redevelopment, equipment replacement, or reconfiguration. In some circumstances, the 2024 recommendations would not be possible without significant operational impacts or financial constraints. Further details can be found below:

To Be Implemented:

Accessible Washroom

County staff have replaced the towel dispensers as requested and are investigating whether adding tables would keep the washrooms compliant with code. It is very likely that this can be accommodated in the washroom next to the Council Chambers and will be done in the washroom next to the Reception Area if the physical space available permits.

Accessible Counter

The County has engaged the contractor to remove the front panel on the lower portion of the service counter as requested.

Additional Considerations:

Staff have implemented, or are in the process of implementing, the following additional considerations:

1. Create an accessible parking space across from the entrances to the Administration Building, reducing the distance to the main entrances.
3. Install coat hooks in the standard washrooms.
5. Consider placement of furniture, for example, the thermostat in the collaboration space is currently blocked by a table.
6. During the site visit, there were no garbage containers in the washrooms yet. The Review Team asks the County to ensure that when the garbage containers are placed in the washrooms, that they don't become barriers due to placement.
7. When signage is installed, ensure that there is a strong contrast between the printing and whatever background is used. Some of the corridors are long, if proper contrast is not used, it might be harder to read directional signage from a distance.

Staff will also seek to implement the following when time for equipment replacement:

8. The Review Team would recommend in the future, that fixtures such as paper towel dispensers and soap dispensers, be sensor operated to ensure being fully accessible as well as reduce the risk of bacteria transfer.
9. The Review Team was not able to see the fire alarm process but would point out that along with the typical bell system, a form of visual alarm should also be incorporated into the system for those who are hearing impaired.

Future Considerations:

Accessible Power Door

The intent during the design phase was that the public entrance for the building be the main entrance which is serviced by an accessible door. Both the door leading into the building, as well as the one exiting the vestibule, would need to be made

accessible. Staff will look to implement upon replacement and will pursue grant opportunities if available to implement earlier.

Podium

The podium itself is mobile, though the microphone is hardwired through the communications system, so unfortunately cannot be modular with regards to its height. The contingency in place is that a lapel microphone can be used, if required.

Patio Area

The original design included a large collaboration space off the main reception area that would have had exits on grade leading to the patio area. Unforeseen site conditions led to design changes during the construction phase, which led to the deletion of the addition for the collaboration space and forced the relocation of the collaboration space into the heritage building. Staff will continue to investigate whether the entryway, ramp, and patio can be accommodated within the constraints posed by the historic building.

Reception Area and Meeting Rooms

Consideration will be given to adding a bariatric chair option to the reception area as well as including one chair without wheels for meeting rooms.

Again, we would like to thank the Review Team for providing comments and recommendations and we look forward to continuing to work closely with the Accessibility Advisory Committee going forward.



Report 2024-056

Committee Report

To: Members of the Accessibility Advisory Committee

From: Richard Allen, Manager of Economic Development

Prepared by: Richard Allen, Manager of Economic Development
Joseph Cocchetto, Community Development Summer Student

Date of meeting: May 21, 2024

Re: **K&P Trail 360 Camera Virtual Tour and Streetview Project**

Recommendation

This report is for information only. It is intended to solicit input from the Committee regarding the 360 Camera Virtual Tour and Streetview Project.

Background

Virtual tours using 360 video and photography of trails and parks can be a valuable tool for enhancing accessibility and promoting inclusivity. Virtual tours allow individuals with mobility challenges to scout trails and park layouts before physically visiting. This helps them to assess the terrain, trail width, surface conditions, and availability of rest areas or accessible facilities, which can be crucial for planning their visit. The tours can serve as a tool for park management to evaluate and highlight the accessibility features of a trail or park. This could include highlighting accessible paths, automatic gates, tactile signs, and adapted facilities like bathrooms and picnic areas. It also helps identify areas that need improvements to meet accessibility standards. For potential visitors, including tourists who need accessibility options, virtual tours can serve as a marketing tool. They display the beauty and accessibility of local parks and trails, potentially attracting visitors who are reassured by the visible accessibility features.

To implement these tours effectively, it's crucial to ensure they are easily accessible online and clearly marked with information about the specific accessibility features of each trail or park. Additionally, feedback from the community, especially from individuals with disabilities, should be sought to continuously improve the virtual tour experience.

Comment

This project will see the creation of a comprehensive 360-degree stereoscopic photo library of the entirety of the K&P Trail, which will be compiled and uploaded to various digital platforms, allowing current and prospective trail users to view the trail and plan their routes prior to their trips, as well as take full virtual tours of the trail.

A similar project was completed by the City of Kitchener in 2021. They sought to add their trails to Google Streetview allowing citizens to take virtual tours before embarking on trips down the trail. The City of Kitchener's project was spurred on by the pandemic, when outdoor activity was limited, to provide a trail experience for everyone who was confined to their homes. An example of the City of Kitchener's completed project can be found [here](#).

Something important that was noted was careful consideration for privacy, as the footage was captured during public hours when people were using the trail. The privacy of anyone captured in the footage during the photographing sessions should be protected within the standards followed by the County of Frontenac currently.

While not a trail project, a project was conducted in Finland to streamline and improve road maintenance management. Using the principles that guided that project, which included community led efforts to flag issues on the roads, Frontenac County can similarly use Google Streetview, as an opportunity to improve maintenance and management of the K&P Trail, thereby making traversal of the trail a safer experience for all.

The project will start by adding photographs of the K&P Trail to the Streetview platform of Google Maps. To capture the photographs necessary, the county has purchased a 360-degree camera, which will be mounted to a vehicle, and then driven around the K&P Trail to take photos. The photographs will then be reviewed to ensure that they meet privacy requirements and Google Streetview's standards for uploading. The review process will also be useful in prepping the photos to be uploaded to platforms other than *Google Streetview*, and to ensure as smooth a viewing process as possible for anyone interacting with the final product.

Project Benefits

This project will help further the goal of increasing public knowledge of the features and facets of the K&P Trail, which is essential for ensuring that everyone who wishes to embark on a trip through the trail, can do so in a manner that is safe and within their ability.

Furthermore, having the ability to view the entire length of the trail will allow trail users to identify loops or sections that they wish to travel along, and plan their trips ahead of time. That is also essential for ensuring that accessibility needs are met, as trail users who make use of accessibility equipment can identify which parts of the trail, they feel would be currently accessible to them.

It is important to consider that due to accessibility issues, some people will not be able to embark on a trip down the trail. However, by using Google Streetview, those for whom the trail is completely inaccessible will still be able to take a virtual tour of the trail, and can see it, without having to traverse it physically.

Increasing the body of photographic footage of the K&P Trail will also help to identify areas of need along the trail, where safety and accessibility can be improved. This will allow more of the trail to be accessible to everyone regardless of needs or exceptionalities. Moreover, having a digital interactive version of the trail that potential trail users can access will create the opportunity for a community led effort to make the trail safer and more accessible to all.

This project can function as an ongoing task that is updated as trail inspections are conducted, which can allow for the opportunity to notify trail users of closures, or changes to routes. It can also provide an opportunity for the County of Frontenac to update our internal GIS maps, which are currently utilized to manage and catalogue trail maintenance, with new high-quality photos, making our records of the trail more robust, and allow for more information to be gathered and recorded.

Our current timeline is to complete this project by June 30. By that date, the entirety of the K&P Trail will be photographed with the 360-degree photo camera, all photographs will be collated, stitched together, and uploaded to Google Streetview, as well as other platforms for public viewing.

The footage captured will be stitched together and uploaded to Google Street View, where it will contribute to the growing body of viewable trail networks. In addition to uploading the captured footage of the trail to Google Street View, our organization will see to uploading it to the County of Frontenac website, using free available software to create a standalone digital tour. That will ensure that the digital tour is accessible to as many people as possible.

Virtual Trail Best Practices

The process of digitizing hiking trails and creating virtual tours of them is a very new phenomenon that cropped up primarily during the Covid-19 pandemic to provide alternative ways to experience nature without having to go outside. As a result, best practices are still being developed, in response to challenges that may occur.

Some best practices identified by google in [How one trailblazer uses Maps to explore the outdoors \(blog.google\)](#), is that trailheads and significant trail features should be made easily searchable in google maps. That will allow for easier navigation along the trail in a virtual environment and make wayfinding along the entirety of the trail more efficient and intuitive.

The same article makes note of the importance of accommodating “digital tourists” who will only see the trail virtually. To that end, Trailheads and trail features should be rife with photography, allowing digital tourists of the trail to see as much of the trail as possible.

An example of a virtual hike done through video can be seen with the National Parks Service’s virtual hike of Zion National Park: [Virtual Hikes - Zion National Park \(U.S. National Park Service\) \(nps.gov\)](#)

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

- 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



Report 2024-057

Committee 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: May 21, 2024
Re: **Accessibility Modifications to Gates on K&P Trail**

Recommendation

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.

Background

During the initial consultation for the development of the Frontenac K&P Trail, it was determined that the southern portion of the trail would be remain non-motorized during the summer months. In order to control access, gates were installed at most locations leading to the K&P Trail with openings of approximately 1000 mm.

Over the past 10 years, trail use has increased across many demographics and new technologies have established various new ways to enjoy recreational trails including electric bicycles, electric tricycles, recumbent bicycles, bicycle trailers with two seats for children, off-road wheelchairs and other devices. These diverse forms of use, in addition to traditional forms of hiking, cycling and horseback riding require more flexibility in providing access to the Frontenac K&P Trail.

Additionally, the Manager of Economic Development has observed that several gated locations pose risks related to falls or other injuries and that action should be taken to ensure that the principles of safety and access supersede the need to prevent certain activities on the trail.

In 2019 the County of Frontenac received funding from the Investing in Canada Infrastructure Program to make access improvements the K&P Trail, including funding to support modifications to access points and gate structures. 2024 is planned to be the final year of this program.

Comment

There are 26 gate structures on the K&P Trail to control trail access during the spring, summer and fall. These gates are all opened to permit full use of the trail to Snowmobiles in the winter. All gates were installed before 2016 and most have suffered from wear and tear from over the years. At several locations, gate posts have been removed and replaced by the Snowmobile Club to facilitate passage of the groomer resulting in uneven passage, or exposed cement anchors.

Since 2020, the gates at six locations between Bellrock Road and Craig Road have been left open year-round to facilitate ATV access through the village of Verona to the Trailhead. These gates are in good condition and could be relocated to facilitate the recommendations of this report, described on site-by-site basis below.

The minimum clear width required by the Design for Public Spaces standard for recreational trails is 800-1000 mm, but some bicycle trailers can reach a width of almost 1500 mm.

It is the recommendation of this report that the clear width of gate access be increased to 1500 mm on the K&P Trail to ensure accessibility for all users and to avoid the potential of injury in narrow openings. It is also the recommendation of the report that the openings of the gates be relocated ensure a clear and level path through the gate, either at the centre of the trail (preferred) or by ensuring trail infrastructure is appropriately widened at gate openings.

While gates are primarily meant to control access, they also still need to be opened to provide access to maintenance vehicles and trail grooming equipment. The minimum clear width for the gates when open should be 3700 mm from post to post. All locks will be removed permanently, and the gates will be operated with pin mechanism. In all cases, gates will have new reflective material added and additional signage describing the trail and its permitted uses.

Below is site by site evaluation of gate locations from Orser Road to Bellrock Road. The evaluations considered safety and accessibility for a range of user types, and the recommendations of this report are intended to improve on both of those considerations.

Orser Road (KM 20.8)



The gate at Orser Road is in good condition. To improve access, the post to which the gate is chained should be removed and the gate secured using a pin mechanism in the hinge. This will extend the opening to 1350 mm which is an adequate width.

Murton Road South Side (KM 22.8)



The gate located on the South side of Murton road is in excellent condition. It will be moved West and the gate post used for chaining the gate open will be removed. This will facilitate an opening of 1500 mm. The trail surface is firm and level at this location.

Murton Road North Side (KM 22.8)



The gate located on the north side of Murton road is in excellent condition. It will be moved east and the gate post used for chaining the gate open will be removed. This will facilitate an opening of 1500 mm. The trail surface is firm and level at this location.

Scanlan Road Access Point (KM 25.2)



The Scanlan Road Access point follows the road allowance for approximately 140 m down a steep, narrow path to the K&P Trail from Scanlan Road. It is recommended that the single metal post between the sign post and the gate be removed to enhance access. It should be noted that improvements to the maintenance of the path and updates to the signage should be made regarding the steep grade at this access point.

Cataraqui Trail South (KM 27.9)



The gate located south of the Cataraqui Trail at kilometre 27.9 has been circumvented through the removal of one of the wood posts placed to control access. The opening that provides access to approved users is narrow and the center post and its anchor are coming free from the trail, causing additional narrowing of the travelled space.

Staff are recommending that the center post be removed and that the trail surface be regarded to ensure a level approach from either side. This will provide a clear width of approximately 1900 mm.

Cataraqui Trail North Junction (KM 30.5)



This gate was removed in 2021 by a neighbouring farmer seeking to access his adjacent field with farm equipment. Since then, staff have received some comments but no complaints about the missing gate. County staff recommend that this gate be better used elsewhere, and that it not be replaced at this location. The location is approximately 500 m from Colebrook Road and was installed north of the junction with the Cataraqui Trail. If an access control is deemed necessary at this location, a joint gate closer to Colebrook Road would be more effective.

Graham Road South Access (KM 31.4)



The gate located at the southern access from Graham Road is in urgent need of adjustment. Trail users are forced off the rail bed on a small path with a sharp turn and uneven cross-slope, and they must squeeze past a thorny bush while avoiding the nearby watercourse.

This structure will be relocated closer to Graham Road and adjusted to provide the minimum opening of 1500 mm at that location. This location may be appropriate for the installation of two smaller gates on either side of the trail, directing trail users down the centre of the pathway rather than to the edge.

Graham Road North Access (KM 34.5)



It is proposed that the gate located at the northern access from Graham Road be moved eastward to facilitate the desired 1500 mm of access. The existing structure asks trail users to use a narrow, uneven path to the east of the gate to access the trail. By adjusting the gate location further east, trail users will be able to remain on the and pass through the gate in a straight line.

Farm Gates (KM 35.5)



There are two farm gates located midway between the Graham Road and Petworth Road intersections with the K&P Trail. These gates are in place to facilitate security of a neighbouring farm and to facilitate the movement of equipment and livestock across the trail. There are smaller gates that can be closed to close the trail crossing off completely, and which are only used when livestock is crossing the trail.

At this location, the large wooden posts will be removed from the centre of the trail passage and replaced with narrower metal posts. In addition, the trail will be widened at the approach to both gates for a distance of 10 m. The narrower posts will widen the access path, and the widening of the trail will allow trail users to approach the access path in a straight line on a level surface.

Petworth Road South Access (KM 33.1)



The gate located on the South side of Petworth Road has a narrow access point of 720 mm and the passage is uneven with a loose surface. This control will not only prevent motorized users from accessing the trail, but also may prevent trail users with trailers, recumbent bicycles, strollers or wheelchairs. Low priority two gate solution. The metal post used to chain the gate will be permanently removed and gate will be moved east to

establish the desired 1500 mm traveled pathway. A pin mechanism at the gate hinge will secure it in place.

Petworth Road North Access (KM 33.1)



The access control gate located on the north side of Petworth Road is severely damaged. The gate post used to chain the gate closed is bent at a 45-degree angle. Fortunately, the removal of this post and use of a pin mechanism in the gate hinge will allow for the desired 1500 mm width and secure the access control in place. If necessary, the entire gate may need to be replaced with another more functional structure that is not in use from elsewhere on the trail.

Boyce Road South Access (KM 34.5)



The access control located on the south side of Boyce Road once again directs trail users of the level path of the trail into a narrow opening of 920 mm consisting of loose gravel and an uneven surface. At this location there is no fencing to the east of the trail,

and several bicycle tracks were observed in the grass here, avoiding the access point all together.

The wood post to the east of the trail will be removed and replaced with the existing metal post used to chain the gate closed. The gate itself will be moved west to expand establish access on the level surface of the trail, where users can approach in a straight line. The gate will secured using a pin mechanism in the hinge.

Boyce Road North Access (KM 34.5)



At the northern access from Boyce Road, simply removing the post used to chain the gate in place will result in an access width of 1350 mm, which may be an acceptable width. The gate can be secured in place using a pin mechanism located in the hinge.

Gate Structures at KM 35.2 and KM 36



There are two gates located between Harrington and Verona where the trail travels close to Road 38. The trail is elevated at this location with steep drops on both sides near cement or plastic culverts. The gate pictured on the left is located at KM 35.2 and requires urgent remediation. The gate pictured on the right is located at KM 36 is in good condition, although it appears the post used to chain the gate has recently been

removed and replaced, perhaps to facilitate groomer access in the winter. In both cases, trail traffic is directed towards loose gravel near the steep edge of the trail where the orange and black pilons are located. These pilons were placed by the snowmobile club.

In order to provide the safest, most accessible passage for trail users with the least risk, staff will employ a two-gate solution at both locations. Staff will shorten the length of the existing gates and install additional gates, also shortened on the opposite side of the trail. Each gate will be locked into position using a pin mechanism in the hinge. The new access width will be 1500 mm and the opening will be located in the centre of the trail, where the surface is firm and level, and users will be located further from the steep edges of the trail at these locations.

Bellrock Road South Access (KM 39)



The southern access from Bellrock Road is located at the entrance to the Hardwood Creek bridge. The travelled path directs trail users to east side of the bridge, adjacent to an edge with a sheer drop of ten feet. As wheeled users are typically turning as they move through this entrance, it makes the gravel surface less firm which poses an additional risk. The gate will be repositioned north of the bridge and the 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.

Duncan Lake Access (KM 58.6 and KM 59.4)



Approximately 1.0 kilometres of the K&P Trail are gated restricted access to motorized users in the summer months at Duncan Lake. These provisions were put in place to protect local habitat for nesting turtles and snakes along the lakeshore and the area is popular with local hikers and dogwalkers. Both gates were removed in 2023 to facilitate the replacement of the Elbow Creek Bridge. They have been reinstalled, without chain posts to provide a clear width of approximately 1400 mm. No further action is recommended at this time.

The picture on the left shows the southern access gate at KM 58.6 and the picture on the right shows the access gate at KM 59.4.

Remaining Structures

There are 5 additional structures located in Verona that are no longer in uses since the establishment of summer motorized use to the Verona Trailhead located at Road 38 and Bellrock Road. These structures will be removed and utilized in to support the modifications described above.

Next Steps

The County will circulate the planned modifications to the L&A Ridgerunners and other trail groups prior to contracting the modifications of the gate structures. Work is anticipated to take place in June and July of 2024.

Financial Implications

In 2019 the County of Frontenac received funding from the Investing in Canada Infrastructure Program to make access improvements the K&P Trail, including funding to support modifications to access points and gate structures. 2024 is planned to be the final year of this program. \$25,000 has been budgeted as part of the ICIP funding to support the planned modifications to gates.

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

- 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
L&A Ridgerunners Snowmobile Club

**Township of North Frontenac Quarterly Accessibility Report
May 2024**

Initiative	Details	Completion Date
Plevna Rink Change House	install accessible entrance door and ramp	2024
Plevna Community Hall	install accessible entrance door	2024
Cloyne Community Hall	install accessible entrance door	2024

**Township of Central Frontenac Quarterly Accessibility Report
May 2024**

Initiative	Details	Completion Date
Piccadilly Hall	38" door with power door operator	Completed
Sharbot Lake Beach Bathroom	Fully accessible bathroom, waiting for grant approval	Fall 2024
Olden Hall Ramp	Accessible ramp	Budgeted, not yet tendered
Township Office Rear ramp	Accessible Ramp	Budgeted, not yet tendered
Increase accessibility to Kennebec, Olden, Oso and Hinchinbrooke Calls by installing 2 lights in each parking lot	Proposal to install 2 lights in each parking lot to increase visibility	Applying for the inclusive community grant, approved by Council

Township of South Frontenac

Staff Report



To: Frontenac Accessibility Advisory Committee
From: Director, Public Services, Township of South Frontenac
Date of Meeting: Tuesday, May 21, 2024
Subject: Town Hall Expansion Project

Summary

The purpose of this report is to provide the Frontenac Accessibility Advisory Committee with an update on the South Frontenac Township municipal office expansion.

Recommendation

This report is for information purposes only.

Background

The Township of South Frontenac (Township) is in the process of expanding the municipal administration offices located at 4432 George Street in Sydenham. The Township's main objective for this project is growth.

Discussion/Analysis

The project scope includes a new addition to expand the current facility and interior renovations to the existing facility. The 66 percent design drawing package has been finalized and the schedule is to publicly tender for construction services in June. Below are some of the key highlights of the project:

Office expansion details:

- Additional 4,475 ft² of floor space
- Additional 10 workstations for a total of 42 workstations and 35 offices
- Additional three washrooms for a total of seven
- Additional three meeting rooms including one for Council closed session meetings
- Additional 23 parking spaces including a separate staff parking lot

Key accessibility features:

- Accessible lift between floors
- Barrier free counter heights at both reception areas
- Barrier free entrance to the basement floor
- Barrier free washroom on both floors
- Universal washroom on the main floor

www.southfrontenac.net
South Frontenac is a welcoming and thriving rural community.

The floor plans, site plan, and details of the accessible features are attached as exhibits to the report for reference.

Financial Implications

None.

Relationship to Strategic Plan

- Not applicable to this report.
- This initiative adheres to the following strategic pillars and directions of the 2023-2026 Strategic Plan.
 - Pillars: Municipal Service Excellence
 - Action Item (If Applicable): Insert Text

Climate Considerations

- Not applicable to this report.
- This initiative supports climate change mitigation/adaption efforts in South Frontenac; and/or impacts the Township’s resilience to climate change.

Notice/Consultation

This project will be tendered in the coming months and the plan is to break ground by the end of the summer.

Attachments

- Exhibit A – Floor Plans
- Exhibit B – Site Plan
- Exhibit C – Accessibility Details

Approvals

Prepared By: David Brown, Facilities Technologist

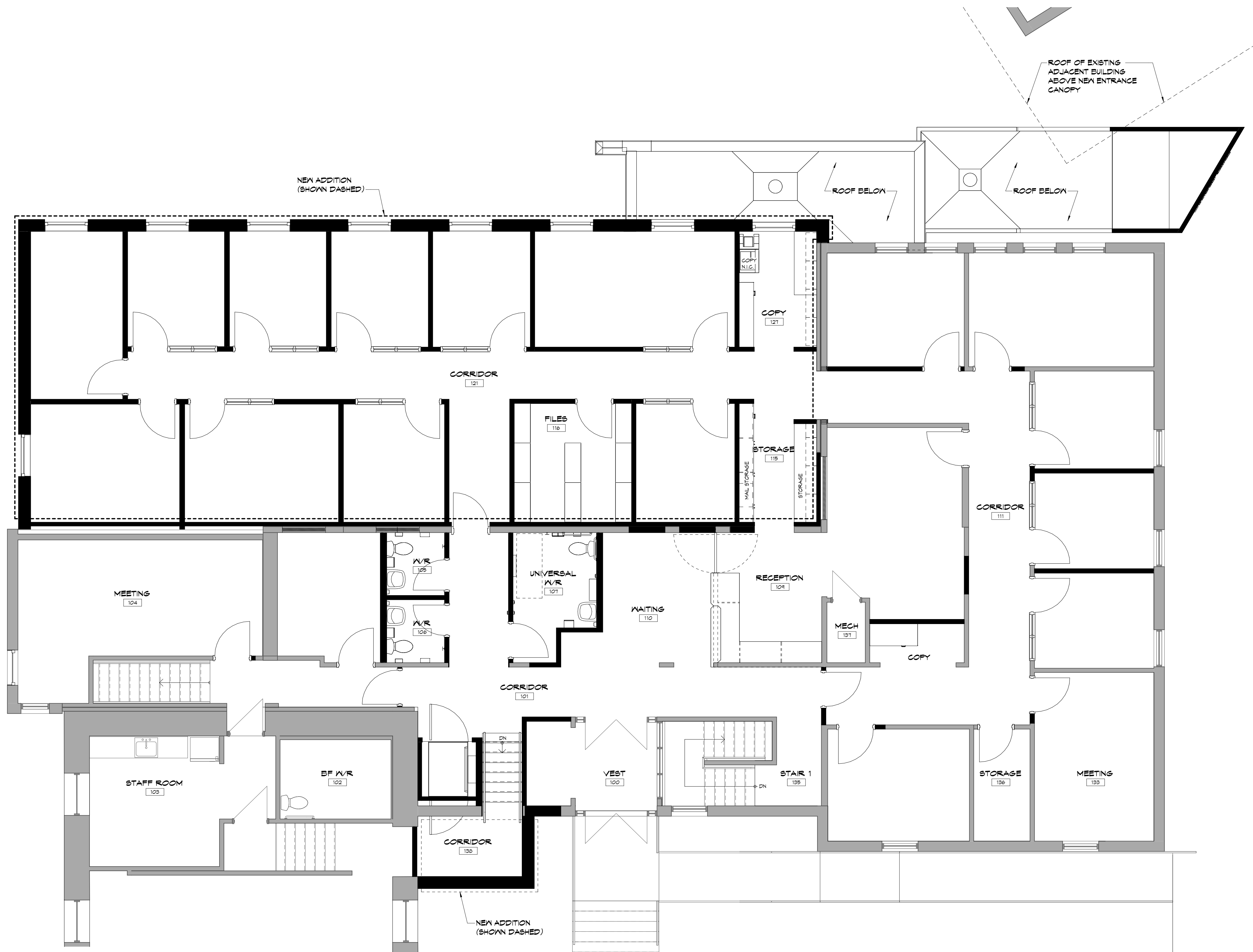
Approved By:

[Original signed]

Kyle Bolton, Director of Public Services

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 1100 HULLINGTON PARK PLACE
 KINGSTON, ONTARIO K7M 5M5
 TEL: 343-554-5240
 info@ckai.ca www.ckai.ca

PROJECT
South Frontenac Office Expansion

4432 George St., Sydenham, ON
 DRAWING
PROPOSED 1ST FLOOR

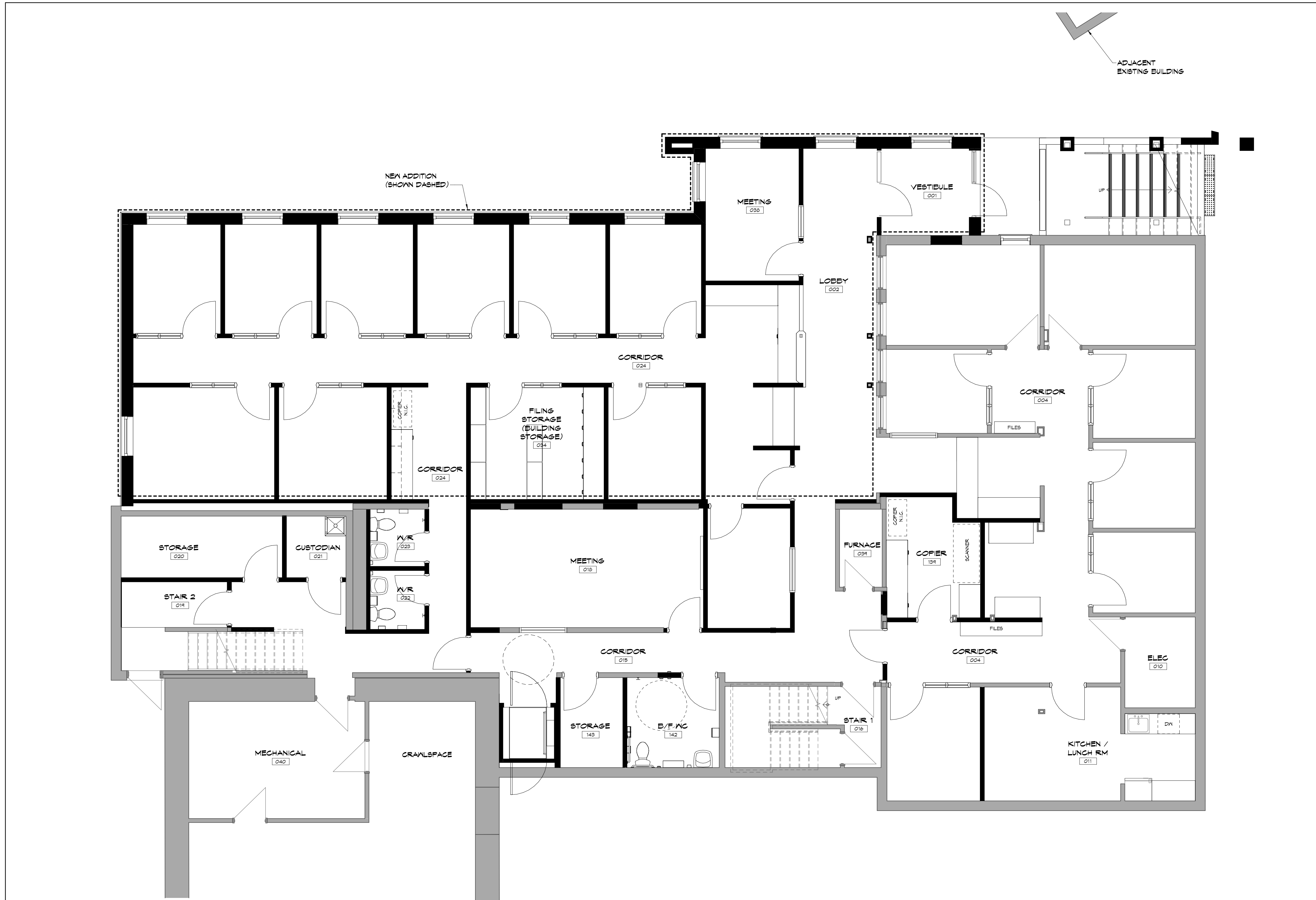
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	CHECKED Checker	PRINTED 09/07/24
	REVIEWED Designer	DRAWING NO.
	PROJECT NO. 23032	A2

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1 **1ST FLOOR PLAN - PROPOSED**

SCALE: 0m 1m 2m 3m 4m 5m
 1 : 50



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PROJECT
South Frontenac Office Expansion

4432 George St., Sydenham, ON
 DRAWING
PROPOSED BASEMENT PLAN

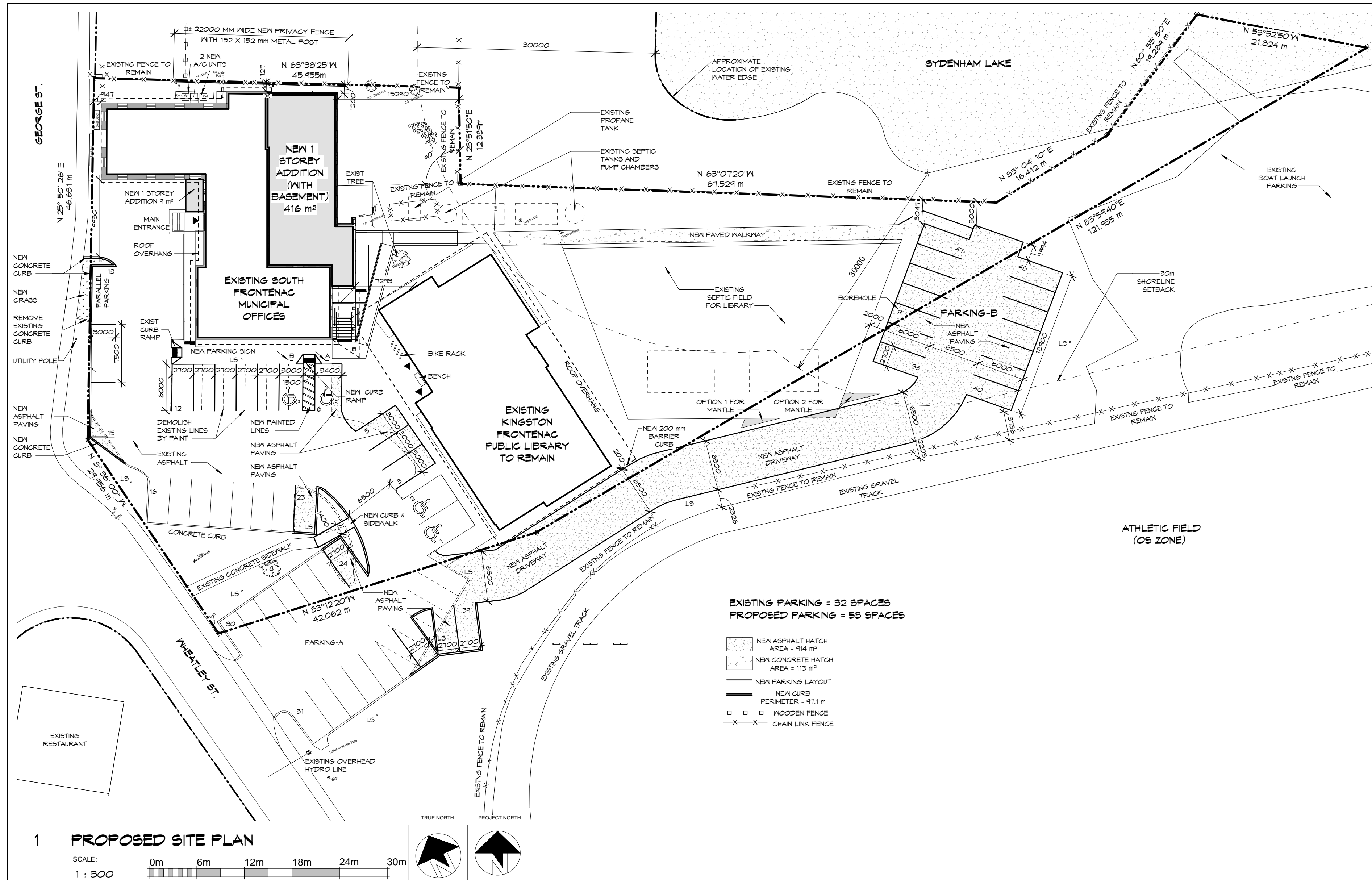
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	REVIEWED Designer	DRAWING NO.
	PROJECT No. 23032	A1

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1 BASEMENT FLOOR PLAN - PROPOSED

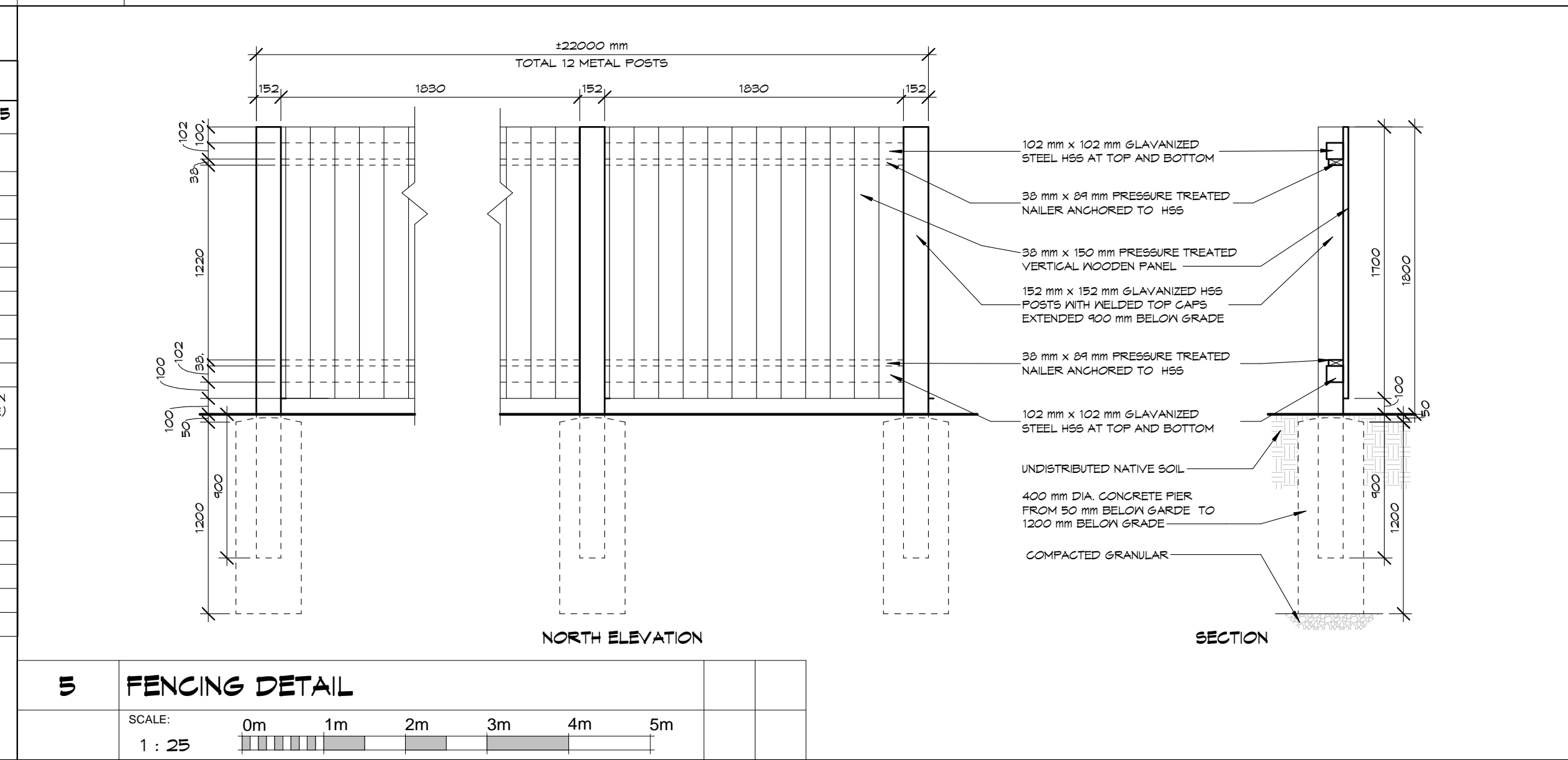
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 1 : 50



1 PROPOSED SITE PLAN
SCALE: 1 : 300

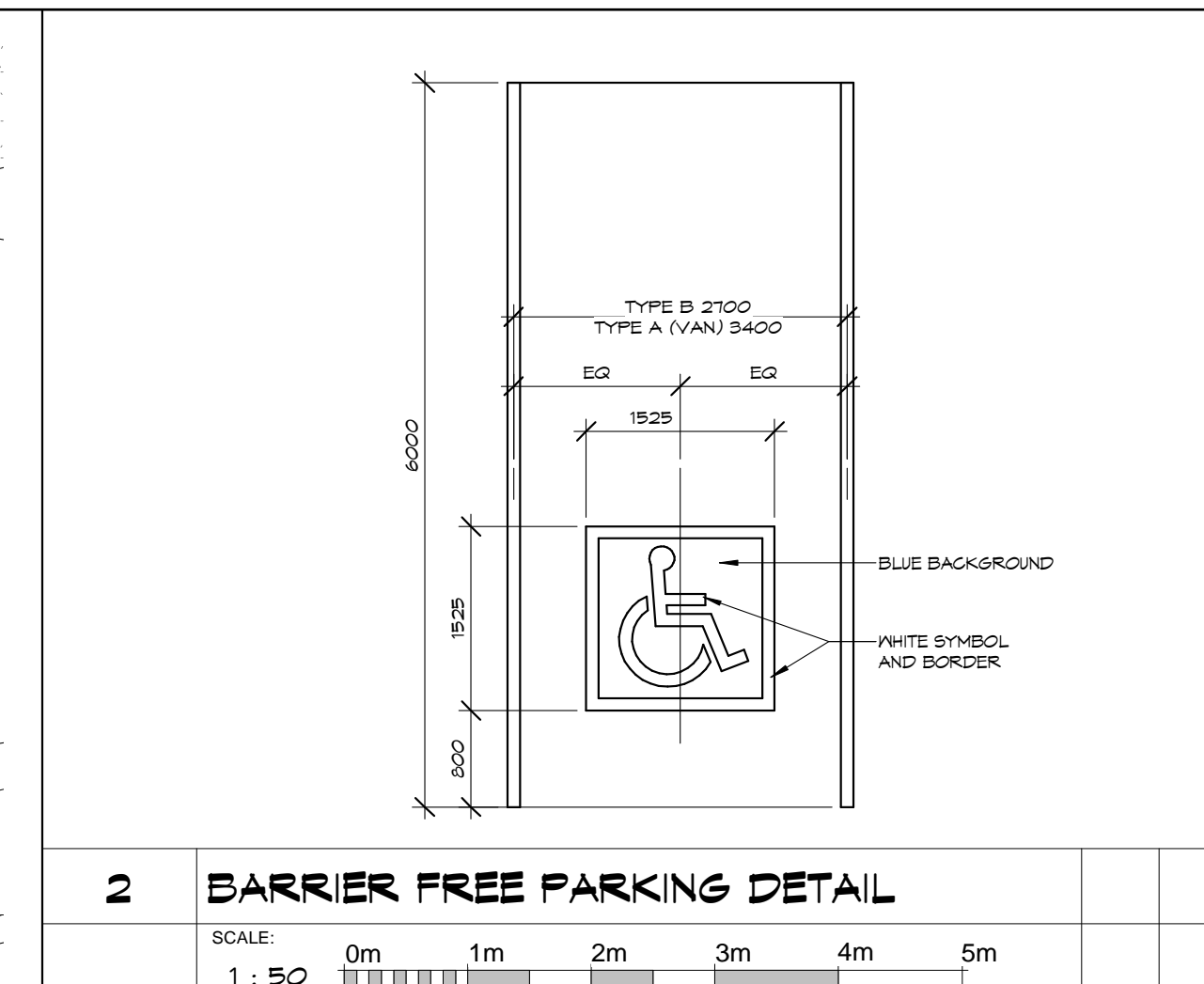
0m 6m 12m 18m 24m 30m

SITE STATISTICS			
TOWNSHIP OF SOUTH FRONTENAC COMPREHENSIVE ZONING BY-LAW BY-LAW NO. 2008-15			
DESCRIPTION	REQD/PERMITTED	PROVIDED	REMARKS
ZONING	CF - COMMUNITY FACILITY	CF - COMMUNITY FACILITY	COMPLIES
LOT AREA	8000 m ² (MIN)	5562 m ²	COMPLIES
FRONTAGE	76 m (MIN)	76.6 m	COMPLIES
FRONT YARD	10 m (MIN)	15 m	EXISTING
REAR YARD	15 m (MIN)	15.5 m	COMPLIES
SIDE YARD	7.5 m	1.06 m (EXISTING) + 1.2 m (NEW)	EXISTING
HEIGHT OF BUILDING	15 m MAXIMUM	8.3 m	COMPLIES
GROSS AREA OF ADDITION	-	416 m ²	-
LOT COVERAGE	40% (MAX)	1184 m ² (22%)	COMPLIES
PARKING SPACES:	EXISTING: 32 SPACES NEW FOR ADDITION REQUIRED: 1/23 m ² GFA = 15 SPACES TOTAL: 50 REQUIRED	50 SPACES	COMPLIES (A PORTION ON ADJACENT OWNERS' SITE)
ONTARIO BUILDING CODE			
MAJOR OCCUPANCY(S)	D		
BUILDING AREA (m ²)	EXISTING BUILDING: 475 m ²	NEW: 202 m ²	TOTAL: 675 m ²
GROSS AREA (m ²)	EXISTING BUILDING: 814 m ²	NEW: 416 m ²	TOTAL: 1230 m ²
NUMBER OF STOREYS	ABOVE GRADE: 1	BELOW GRADE: 1	
NUMBER OF STREETS/ACCESS ROUTES	2		
BUILDING CLASSIFICATION	GROUP D, UP TO 2 STOREYS, NON SPRINKLERED AND COMBUSTIBLE (3.2.2.53)		



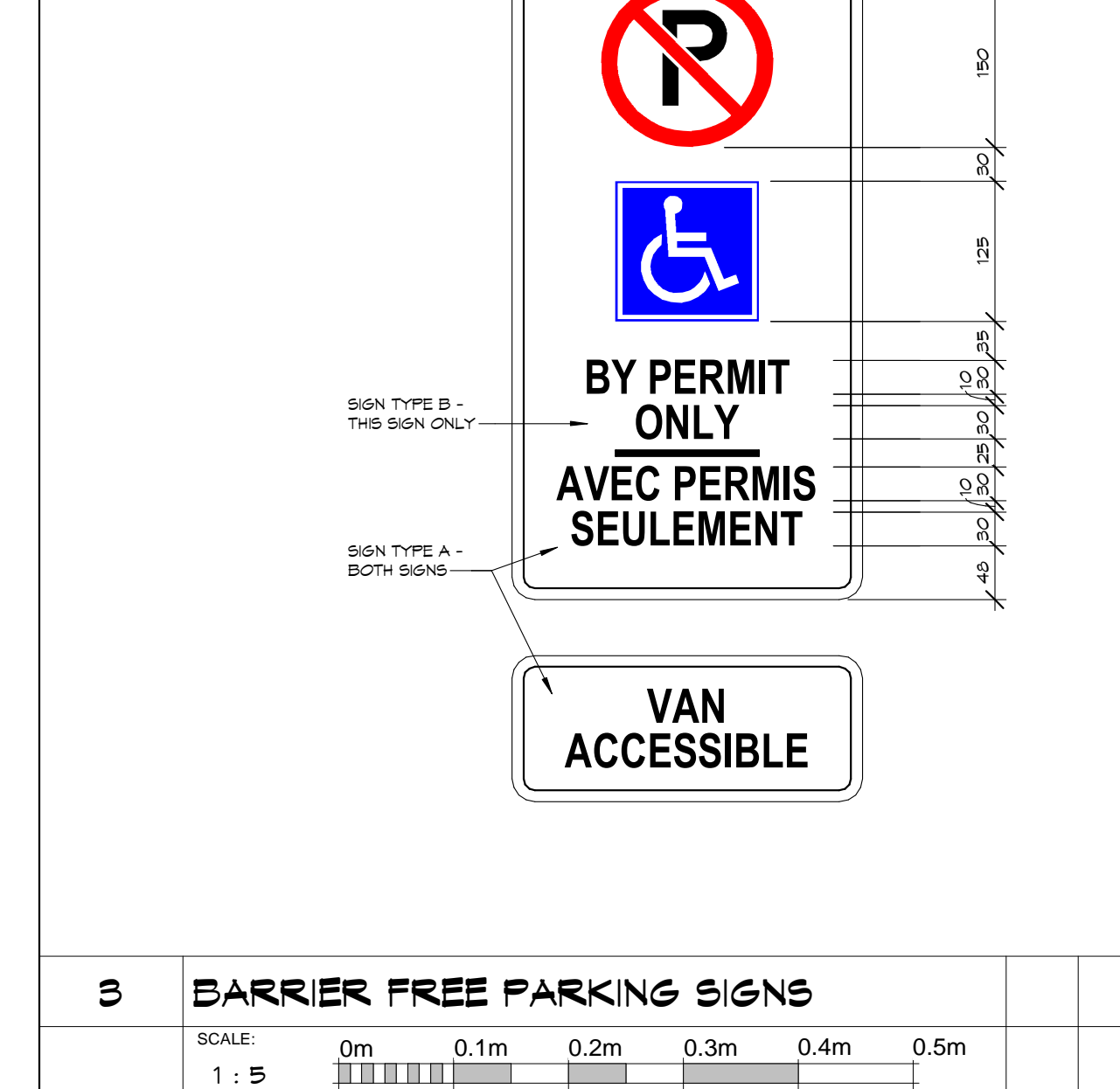
5 FENCING DETAIL
SCALE: 1 : 25

0m 1m 2m 3m 4m 5m



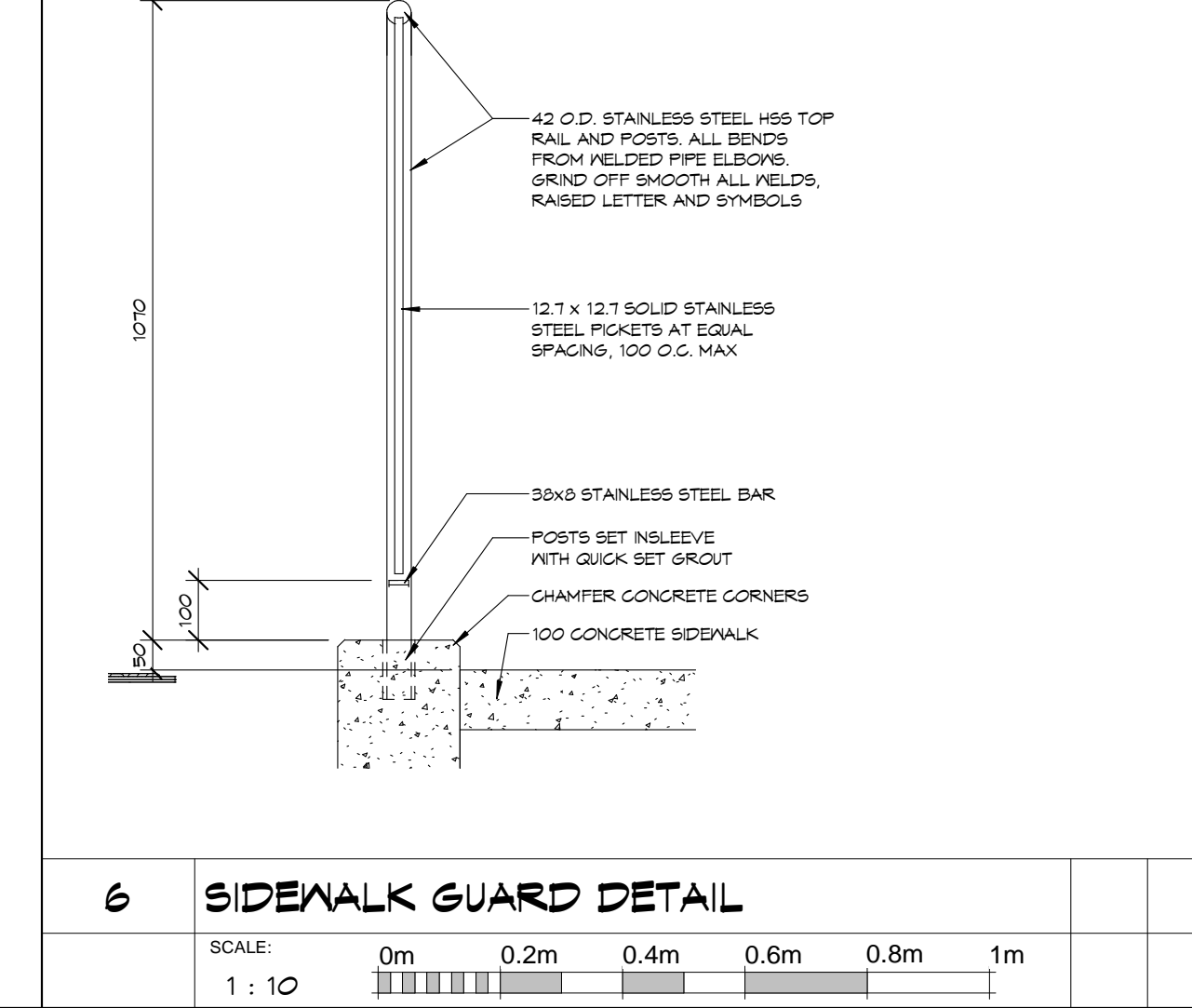
2 BARRIER FREE PARKING DETAIL
SCALE: 1 : 50

0m 1m 2m 3m 4m 5m



3 BARRIER FREE PARKING SIGNS
SCALE: 1 : 5

0m 0.1m 0.2m 0.3m 0.4m 0.5m



6 SIDEWALK GUARD DETAIL
SCALE: 1 : 10

0m 0.2m 0.4m 0.6m 0.8m 1m

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2	TC	REVISED AS PER COMMENTS	23/12/15
1	TC	ISSUED FOR CLIENT REVIEW	23/04/21
No.	BY	REVISIONS/SUBMISSIONS	DATE

COLBOURNE & KEMBEL ARCHITECTS INC.
1015 HILTON PARK PLACE
KINGSTON, ONTARIO K7M 5M5
TEL: 343-554-2240
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PROJECT:
South Frontenac Office Expansion
4432 George St, Sydenham, ON

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	REVIEWED:	TC	24-09-21
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			PROJECT No.:
			23052

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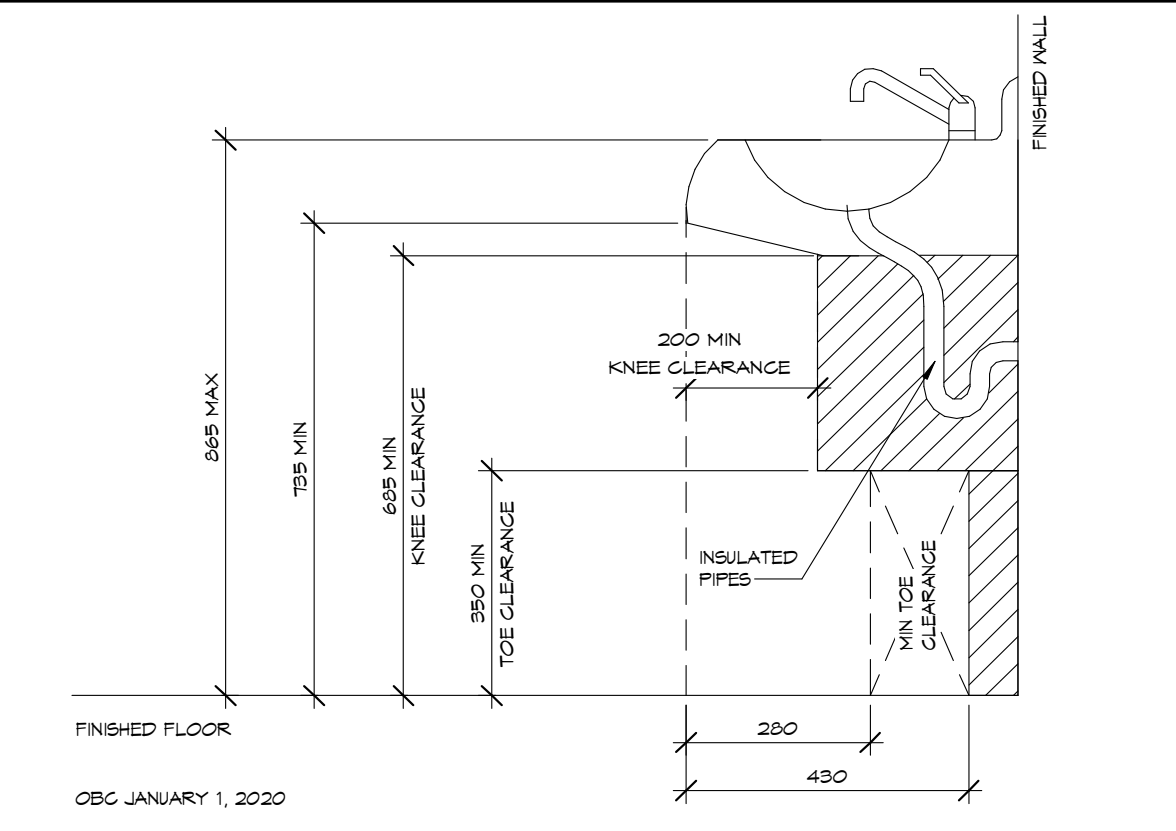
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PROJECT
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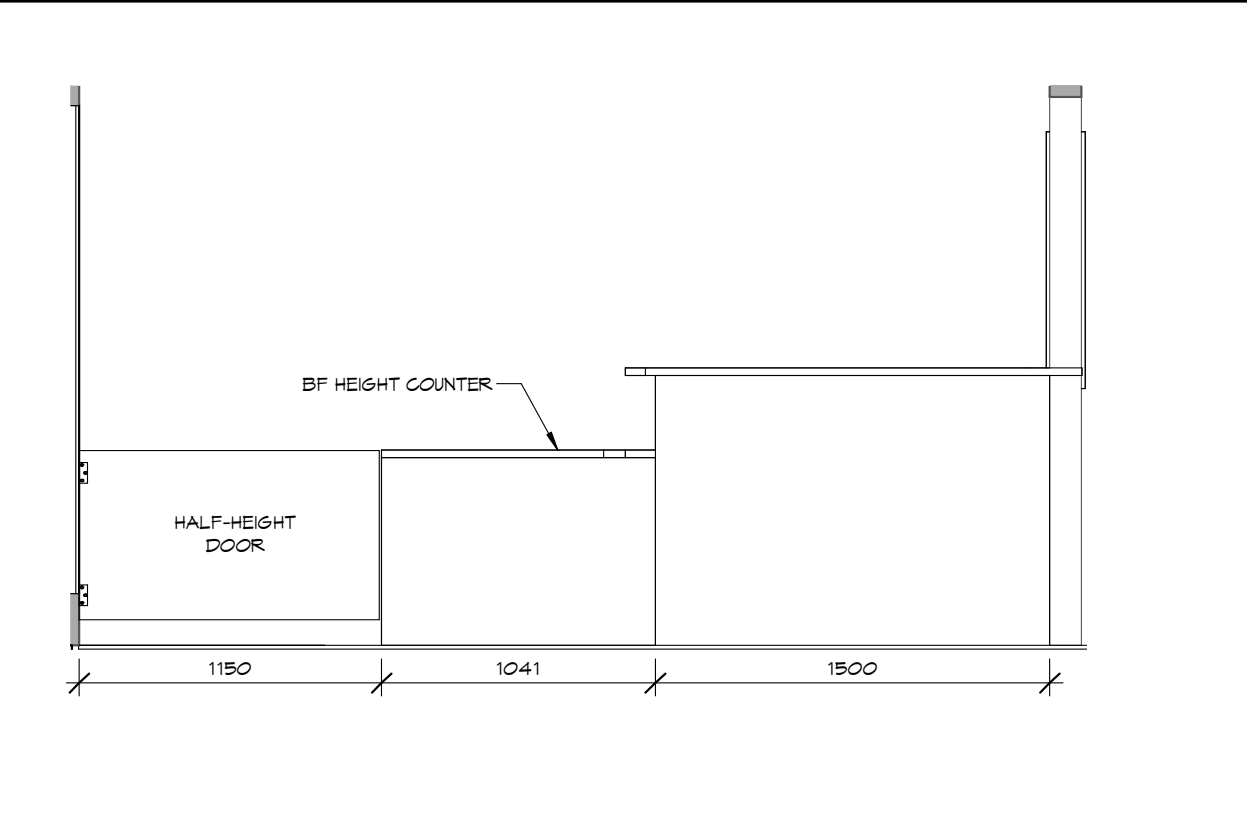
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 DRAWING
ACCESSIBILITY DETAILS

SCALE
 As Indicated

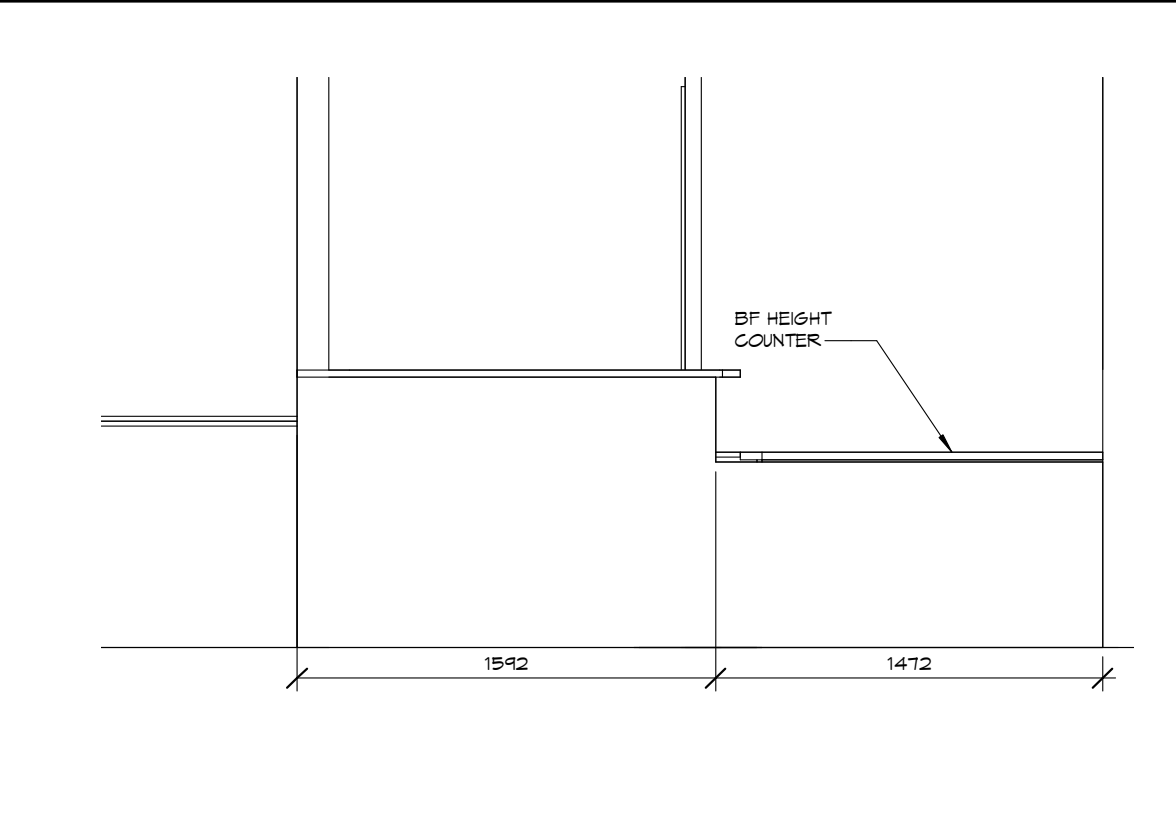
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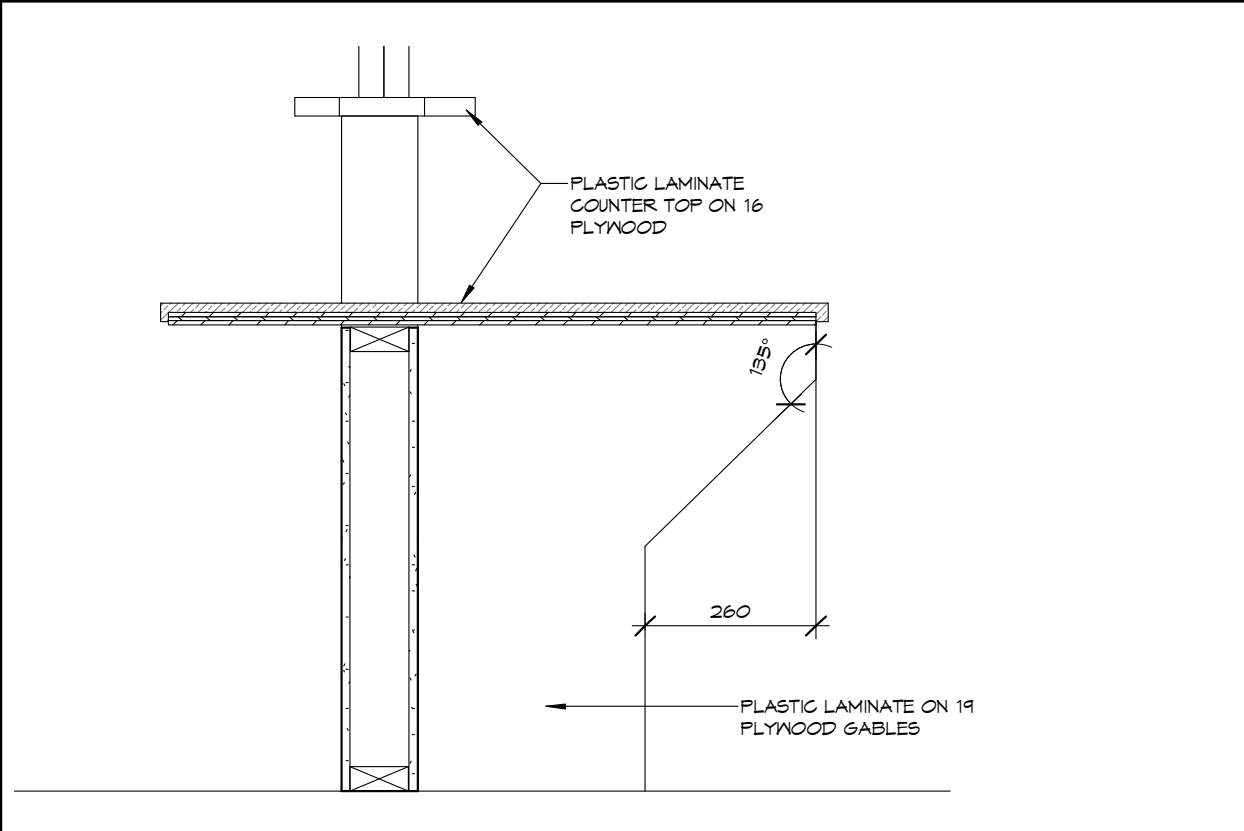
3 B/F SINK MOUNTING HEIGHT - OBC*
 SCALE: 1:10
 0m 0.2m 0.4m 0.6m 0.8m 1m



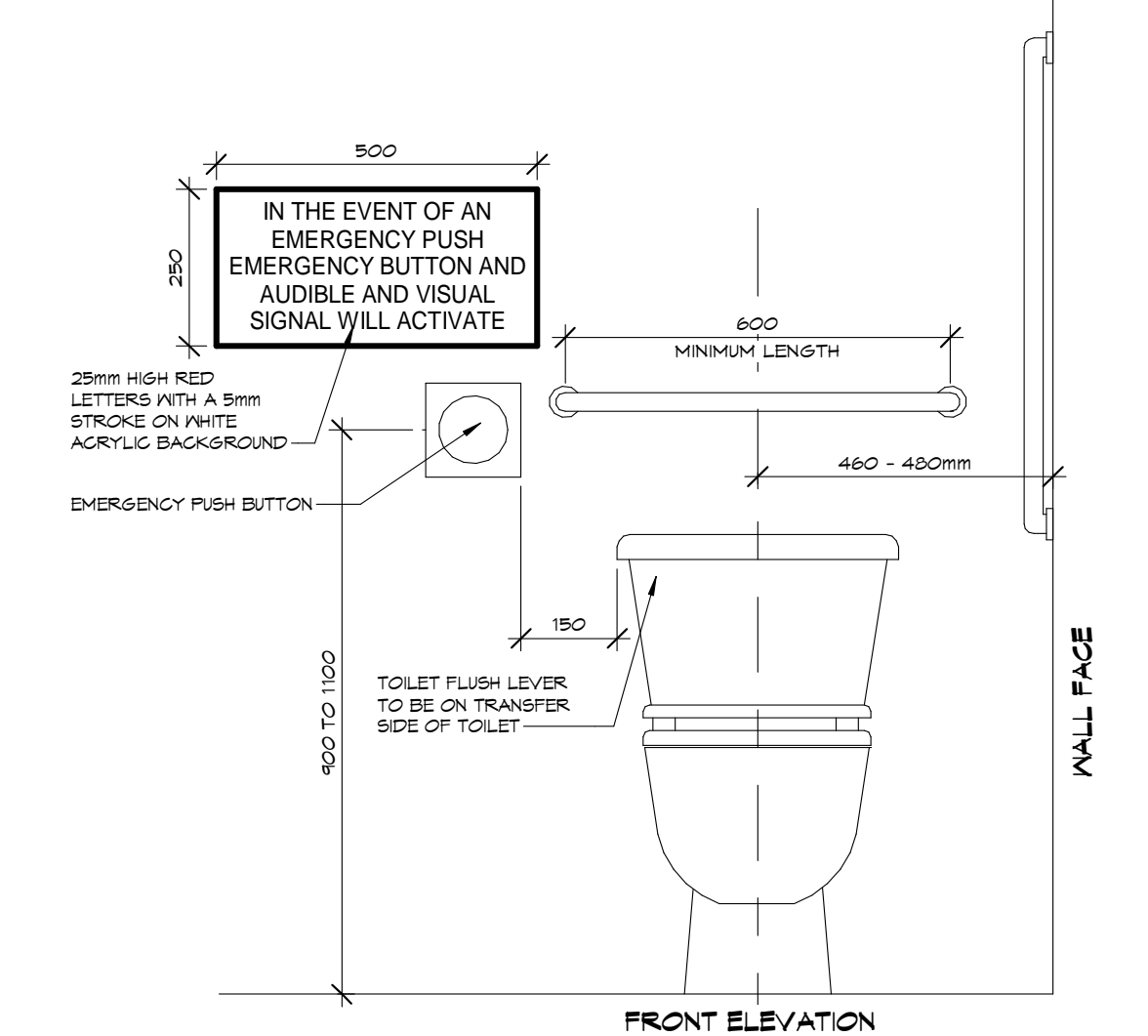
6 MAIN RECEPTION BF COUNTER
 SCALE: 1:25
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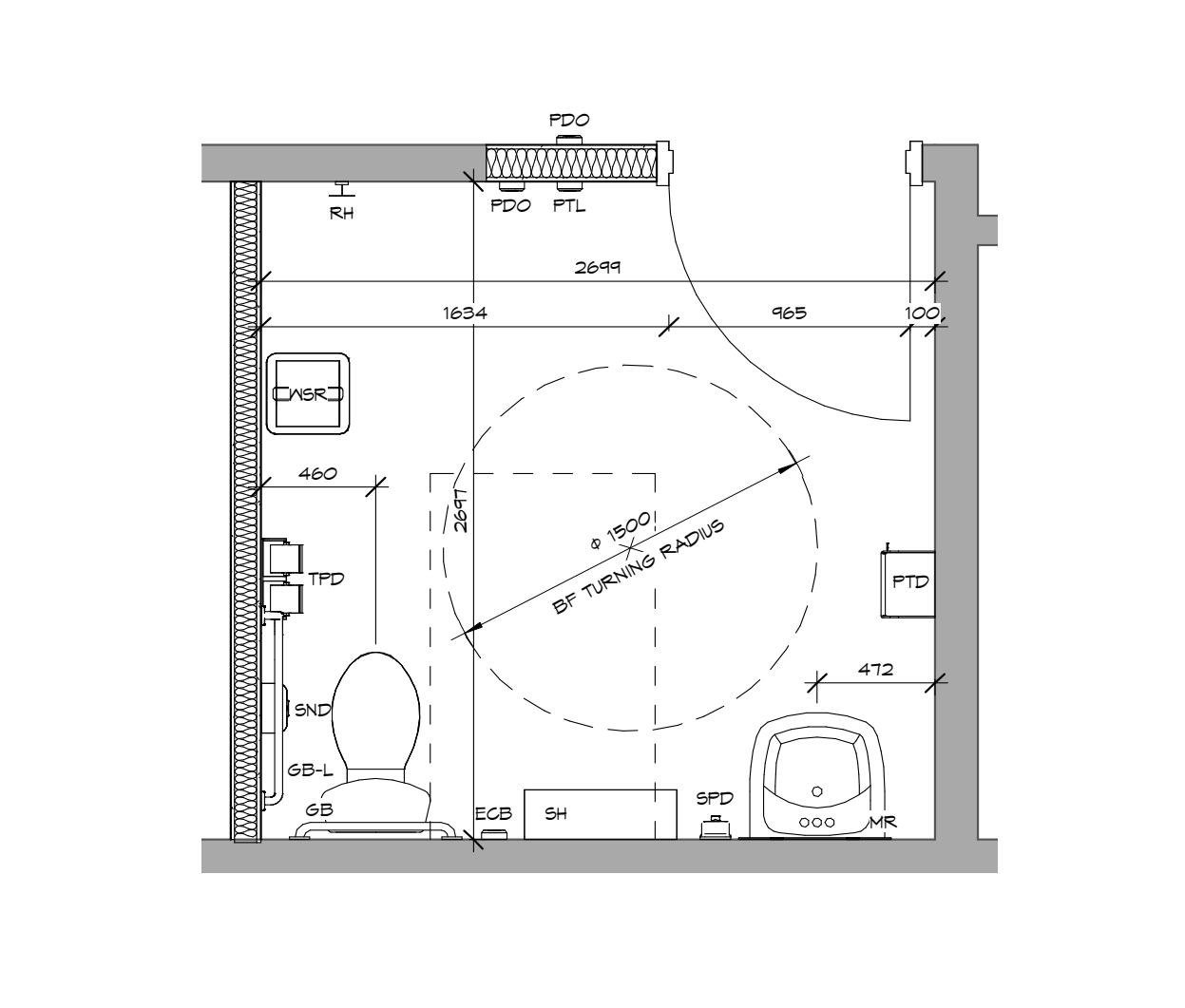
7 BASEMENT RECEPTION BF COUNTER
 SCALE: 1:25
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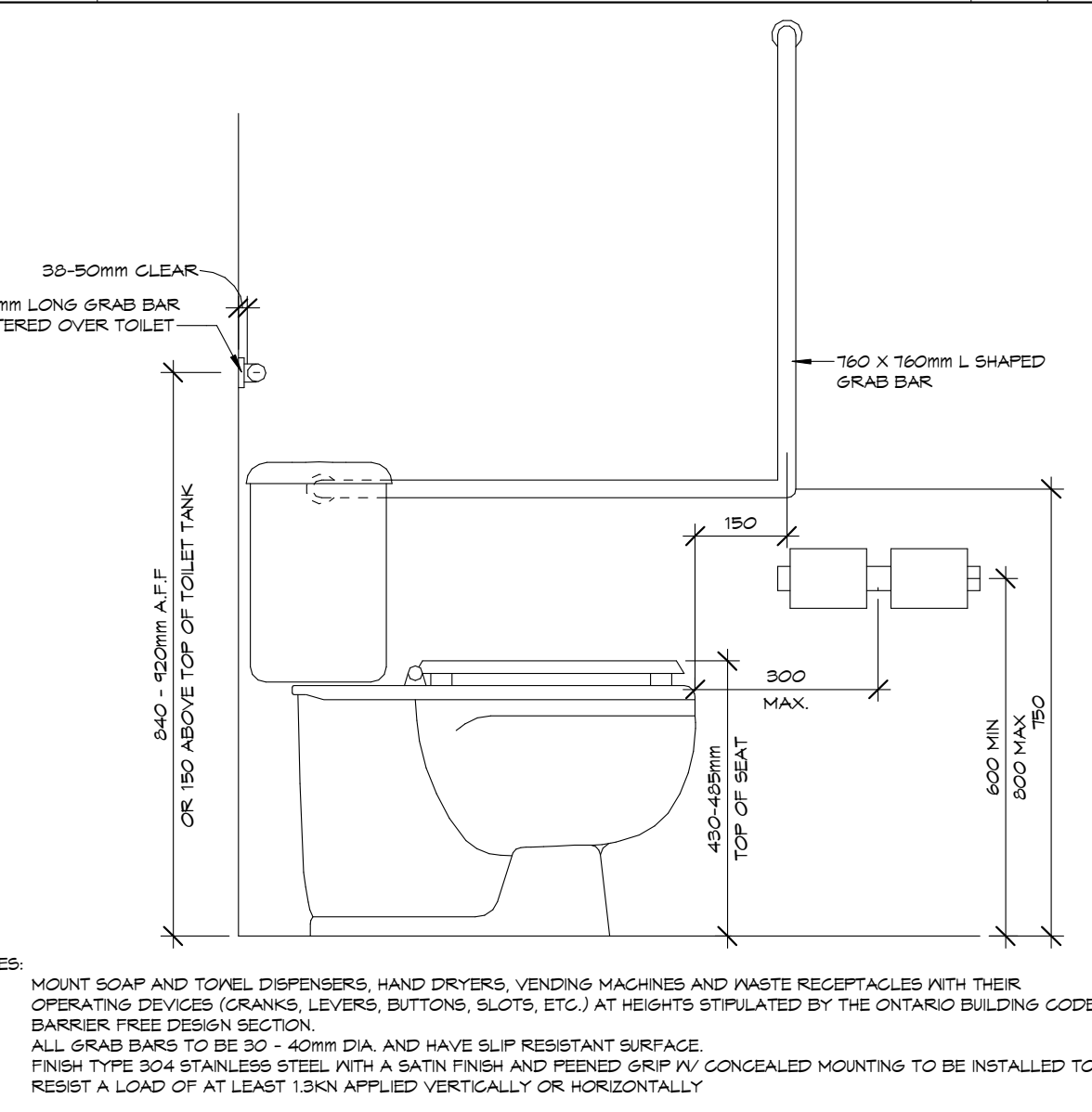
8 BF RECEPTION COUNTER SECTION
 SCALE: 1:10
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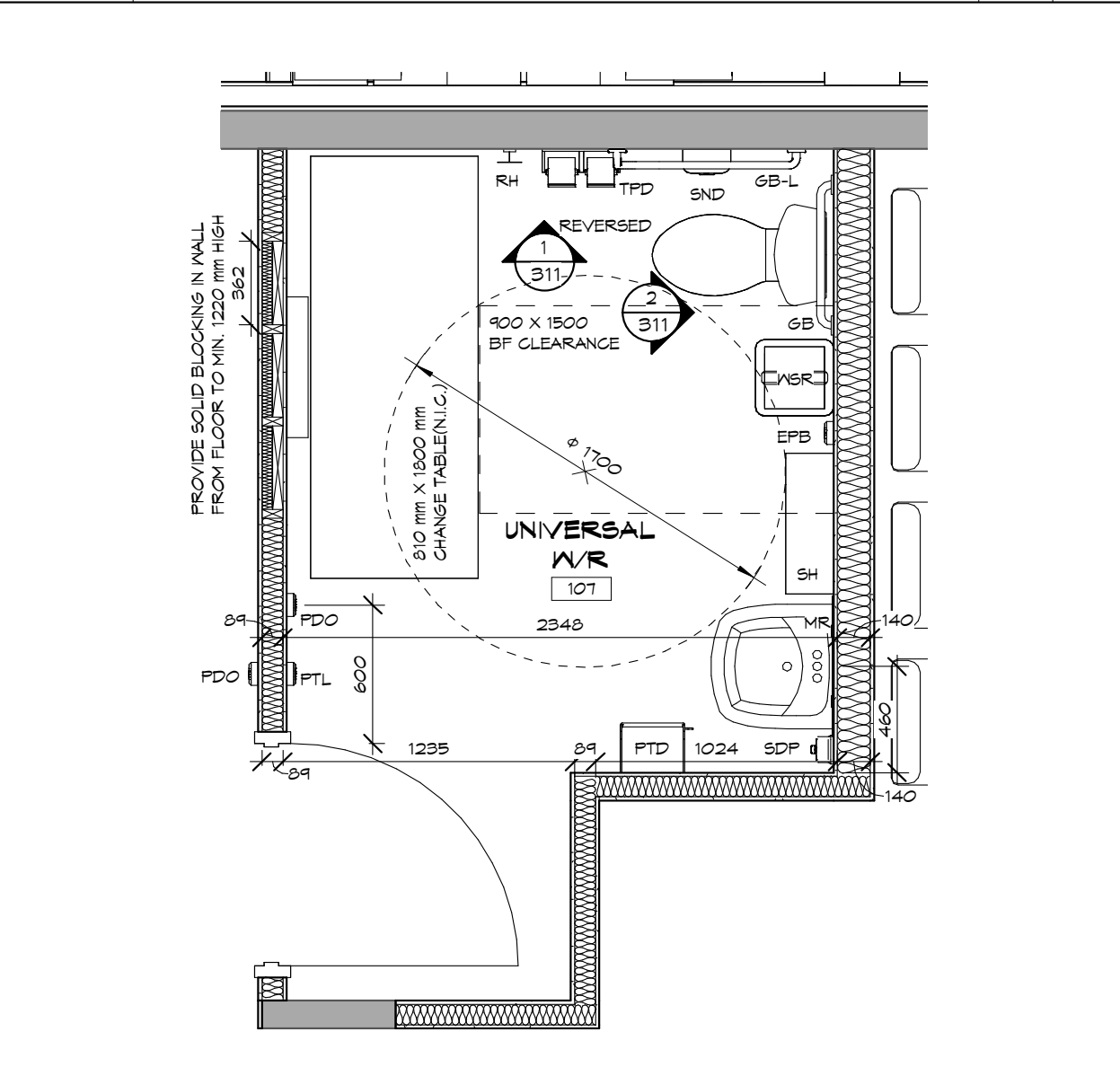
2 B/F TOILET FRONT ELEVATION*
 SCALE: 1:10
 0m 0.2m 0.4m 0.6m 0.8m 1m



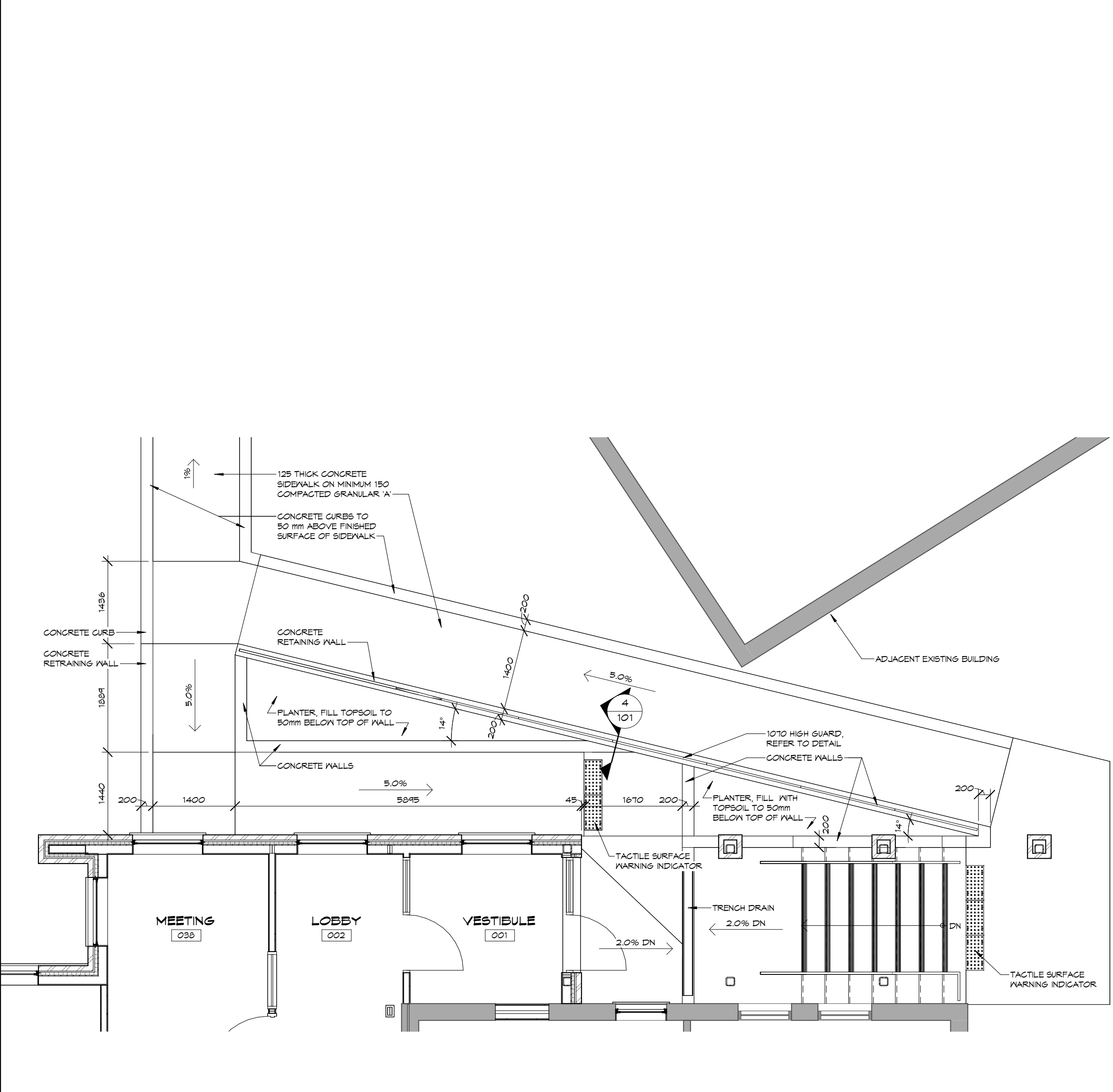
5 BASEMENT BF WASHROOM*
 SCALE: 1:25
 0m 0.5m 1m 1.5m 2m 2.5m



1 B/F TOILET SIDE ELEVATION*
 SCALE: 1:10
 0m 0.2m 0.4m 0.6m 0.8m 1m



4 UNIVERSAL WASHROOM*
 SCALE: 1:25
 0m 0.5m 1m 1.5m 2m 2.5m



9 EXTERIOR RAMP PLAN DETAIL
 SCALE: 1:50
 0m 1m 2m 3m 4m 5m