Joint Frontenac Accessibility Advisory Committee
Monday, January 27, 2025 –10:00 a.m.
County of Frontenac Administration Building,
2069 Battersea Road, Glenburnie, ON
https://youtube.com/live/E0GgBRUAcyY?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 January 27, 2025 meeting of the Joint Frontenac Accessibility Advisory Committee be approved.

3. Disclosure of Pecuniary Interest and General Nature Thereof

4. Adoption of Minutes

4 - 6 a) Minutes of Meeting held November 5, 2024

That the minutes of the Joint Frontenac Accessibility Advisory Committee meeting held November 5, 2024 be adopted.
Minutes of Meeting held November 5, 2024

5. Deputations and/or Presentations

6. Reports to the Accessibility Advisory Committee

7 - 20 a) **2025-008**
Corporate Services
Annual Accessibility Status Report

Be It Resolved That the Council of the County of Frontenac receive the Corporate Services – Annual Accessibility Status Report, attached to this report as Appendix A;

And Further That in accordance with Ontario Regulation 91/11: Integrated Accessibility Standards section 4(3), that a copy of this Annual Accessibility Status Report be posted to the County of Frontenac Website;

And Further That in accordance with Ontario Regulation 91/11: Integrated Accessibility Standards section 4(3.1) and (3.2), that a copy of this Annual Accessibility Status Report be forwarded to the Frontenac Lower Tiers for posting on their respective websites.
Annual Accessibility Status Report
Appendix A Annual Accessibility Status Report 2024

21 - 26 b) **2025-009**
K&P Trail
E-Bikes, E-Scooters, Mobility Scooters and other forms of micro mobility on the K&P Trail

Be It Resolved the Frontenac Accessibility Advisory Committee receives report 2025-009

And Further That staff be directed to amend Bylaw No. 2022-0033 as follows:

1. **That** Section 2, Definitions, be amended by deleting the following:
   f) **"E-Bike"** shall mean a motor assisted bicycle within the meaning of the Highway Traffic Act, R.S.O .1990, c.H.8, as amended.

   And replacing with:

   f) **"E-Bike"** shall mean a power-assisted bicycle, also called an electric bicycle or e-bike, is a bicycle with an electric motor that has a handlebar for steering, working pedals, two or three wheels, an electric motor and braking systems.
2. **That** Section 2, Definitions, be amended by adding the following definitions, in alphabetical order:

   Electric Kick Scooter shall mean an a two-wheeled, handlebar-equipped, stand-up scooter powered by an electric motor and is equipped with a brake, bell or horn, and front and rear lights.

   Low Speed Vehicle (LSV) shall mean a four-wheeled electric vehicle designed for short-distance transportation. It is equipped with essential safety features including seat belts, mirrors, turn signals, headlights, brake lights, and a horn. LSVs can operate at speeds up to 40 km/h and are permitted only on roads with a posted speed limit of 50 km/h or less, as regulated under Ontario's Low-Speed Vehicle Pilot Program. LSVs must be registered, insured, and operated by a licensed driver.

Mobility Scooter shall mean a personal mobility device that is designed to help people with limited mobility travel in pedestrianized spaces. These devices are powered with an electric motor and can reach a maximum speed of 15 km/h. Persons using mobility scooters are treated as pedestrians under the Highway Traffic Act.

3. **That** Section 2 be re-numbered accordingly.

E-Bikes, E-Scooters, Mobility Scooters and other forms of micro mobility on the K&P Trail

7. Township Updates

27 a) Township of North Frontenac
Township of North Frontenac Quarterly Accessibility Report

b) Township of Central Frontenac

c) Township of South Frontenac

d) Township of Frontenac Islands

8. Communications

9. Other Business

10. Next Meeting

a) Staff are proposing the following dates for the 2025 meeting schedule:

Wednesday, April 30 @ 10 a.m.
Wednesday, July 30 @ 10 a.m.
Wednesday, October 29 @ 10 a.m.

11. Adjournment

Frontenac Accessibility Advisory Committee Meeting Minutes
November 5, 2024
[Note: Minutes are not Verbatim, please refer to full video at https://youtube.com/live/cUDP_WIpaeo?feature=share]

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, November 5, 2024 at 10:09 a.m.

Present:	Neil Allen, Community Representative, South Frontenac, Chair
Present Electronically	Councillor Nicki Gowdy Janet MacDonald, Community Representative, Frontenac Islands Councillor Bill Saunders
Regrets	Pat Joslin, Community Representative at Large 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 Heather Woodland, Township of South Frontenac
Also Present Electronically	Richard Allen, Manager of Economic Development

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 Gowdy

That the agenda for the November 5, 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 May 21, 2024

Moved By: Councillor Gowdy
Seconded By: Councillor Saunders

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

Carried

5. Deputations and/or Presentations

6. Reports to the Accessibility Advisory Committee

Consideration of the 2024 Celebration of Accessibility Awards

Moved By: Ms. MacDonald
Seconded By: Councillor Saunders

That the Hotel Wolfe Island be selected as the 2023 recipient of the County of Frontenac Celebration of Accessibility Award.

Carried

It was noted that New Leaf Link has received this award previously in 2018 but the committee recognized the continued work that they do.

Ms. MacDonald provided an overview of the Hotel Wolfe Island which is located in her Township.

Staff Briefing: Mr. Richard Allen, Manager of Economic Development briefed the Accessibility Advisory Committee on the accessibility updates on the K&P Trail.

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

Mr. Allen responded to questions on how to access the trail on google maps. He did note that the google map was done prior to the modifications made to the gates so viewers will still see the old gates. Those sections will be updated when staff go back to capture sections that were previously missed, due to unstable satellite coverage.

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.

2024-117
Frontenac Accessibility Advisory Committee – Quarterly Update Report

This report is for information purposes only.

7. Township Updates

Township of North Frontenac - No updates

Township of Central Frontenac - No updates

Township of South Frontenac - No updates

Township of Frontenac Islands

8. Communications

9. Other Business

10. Next Meeting

The Clerk will work with Township staff to set the 4 meeting dates for 2025 so that these are in everyone's calendar.

11. Adjournment

Moved By: Councillor Gowdy
Seconded By: Mr. Allen

That the meeting hereby adjourn at 10:44 a.m.

Carried

Report 2025-008

Information Report to Council

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

From: Jannette Amini, Manager of Legislative Services/Clerk

Date of meeting: January 27, 2025

Re: Corporate Services – Annual Accessibility Status Report

Recommendation

Be It Resolved That the Council of the County of Frontenac receive the Corporate Services – Annual Accessibility Status Report, attached to this report as Appendix A;

And Further That in accordance with Ontario Regulation 91/11: Integrated Accessibility Standards section 4(3), that a copy of this Annual Accessibility Status Report be posted to the County of Frontenac Website;

And Further That in accordance with Ontario Regulation 91/11: Integrated Accessibility Standards section 4(3.1) and (3.2), that a copy of this Annual Accessibility Status Report be forwarded to the Frontenac Lower Tiers for posting on their respective websites.

Background

Ontario Regulation 191/11: Integrated Accessibility Standards Section 4(1) requires designated public sector organizations to establish, implement, maintain and document a multi-year accessibility plan, which outlines the organization's strategy to prevent and remove barriers and meet its requirements under this Regulation.

In addition, Section 4(3) requires those same designated public sector organizations to prepare an annual status report on the progress of measures taken to implement the strategies of the multi-year accessibility plan and to post the status report on their website.

An upper-tier municipality and any lower-tier municipalities that form part of it for municipal purposes may prepare a joint accessibility plan and a joint annual status report. A joint accessibility plan and a joint annual status report prepared in accordance with subsection (3.1) are deemed to be the accessibility plan and annual status report of each municipality to which they apply.

Comment

This report provides an annual update on the progress made and work completed by the County and Townships in 2024 to improve accessibility and implement the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and the Integrated Accessibility Standards Regulation (IASR), Ontario Regulation 191/11.

In 2022, the Frontenac Accessibility Advisory Committee recommended to Council the approval of the 2023-2027 Multi-Year Accessibility Plan. The Plan included additional paragraphs related to the County's focus on continuous improvement, which includes accessibility. A section regarding Barriers was also included as well as a more high level overview of the Standards and how the County and Townships will work towards meeting the goals of those standards and ensuring compliance. Subsequently, at its regular meeting held December 21, 2022, Council passed the following resolution, being Reports from Advisory Committees of County Council, clause b):

b) Report of the Frontenac Accessibility Advisory Committee

Motion #: 223-22 Moved By: Councillor Fowler
Seconded By: Councillor Lichty

That the Report received from the Frontenac Accessibility Advisory Committee be received and adopted**.**

Report of the Frontenac Accessibility Advisory Committee

The Frontenac Accessibility Advisory Committee reports and recommends as follows:

2022-126
Frontenac Accessibility Advisory Committee
Approval of the Joint Frontenac 2023-2027 Multi-Year Accessibility Plan

Be It Resolved That the Council of the County of Frontenac pass a by-law adopting the 2023-2027 Multi-Year Accessibility Plan attached to this report as Appendix A.

Carried

Significant achievements have been seen in 2024 by all of the Frontenacs in part by the significant work and direction of the Joint Frontenac Accessibility Advisory Committee, including input and guidance on the following:

County of Frontenac

- Improvements regarding communications for Howe Islander ferry passengers who are living with disabilities
- 360 camera tour and streetview of the K&P Trail
- Infrastructure improvements to the K&P Trail
- The Re-Development of the County Administration Building

Township of North Frontenac

- Accessible Outhouses regarding the replacement of all outhouses with accessible washrooms – 2024 replacement of outhouse at Sand Lake Beach to an accessible outhouse.

Township of Central Frontenac

- Installation of accessible ramps in Townships halls
- Application of an inclusive community grant to install lighting in parking lots to increase visibility.

Township of South Frontenac

- Municipal Town Hall Renovations. The project scope includes a new addition to expand the current facility and interior renovations to the existing facility. Work commenced in summer of 2024 and continues into 2025.
- New website that is focused on AODA compliance
- Continued and ongoing AODA training of staff
- Focus on process improvement through an accessibility lens
- Administrative practices with a key focus on accessibility

Township of Frontenac Islands

- Accessible washroom at Pat Norris park on Howe Island with installing an accessible ramp for easier access into the washroom

A copy of the Annual Accessibility Status Report is attached as Appendix A.

Strategic Priorities Implications

Priority 2: Contribute to the Progress of Sustainable Economic Growth and Prosperity Throughout the County.

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

Adam Robinson, Township of North Frontenac
Jody Legue, Township of Central Frontenac
Heather Woodland, Township of South Frontenac
James Thompson, Township of South Frontenac
Vanessa Latimer, Township of Frontenac Islands

The Corporation of the County of Frontenac

Annual Accessibility Status Report 2024

ACCESSIBILITY IN FRONTENAC

This document is available in alternate formats or with communication supports upon request. Please visit the County of Frontenac at www.frontenaccounty.ca or call 613-548-9400, ext 302, or email jamini@frontenaccounty.ca

Contents

Welcome to the Frontenac's Annual Accessibility Status Update 3
Statement of Commitment 3
Joint Frontenac Joint Accessibility Advisory Committee.....4
Accessibility Achievements in 2024 4
Accessibility Updates to the K&P Trail 4
Re-Development of the County Administration Building 4
Site Plans and Building/Renovation drawings and upgrades/improvements at the Townships 5
Township of North Frontenac 5
Township of Central Frontenac 5
Township of South Frontenac.....5
Township of Frontenac Islands.....6
Celebration of Accessibility Award.....6
The Hotel Wolfe Island.....6
The Standards 8
Information and Communications 8
Transportation 8
Design of Public Spaces 9
Customer Service.....9
Employment 10
The Frontenacs, The Employer 10
Training 11
What's up for 2025.....11

Welcome to the Frontenac's Annual Accessibility Status Update

This report provides an annual update on the progress made and work completed by the County and Townships in 2024 to improve accessibility and implement the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and the Integrated Accessibility Standards Regulation (IASR), Ontario Regulation 191/11.

In 2022, the Frontenac Accessibility Advisory Committee recommended to Council the approval of the 2023-2027 Multi-Year Accessibility Plan. The Plan included additional paragraphs related to the County's focus on continuous improvement, which includes accessibility. A section regarding Barriers was also included as well as a more high level overview of the Standards and how the County and Townships will work towards meeting the goals of those standards and ensuring compliance

Significant achievements have been seen in 2024 by all of the Frontenacs in part by the significant work and direction of the Joint Frontenac Accessibility Advisory Committee.

Statement of Commitment

Through accessibility planning and with the advice of the Frontenac Joint Accessibility Advisory Committee, the Frontenacs (County of Frontenac and the Townships within the County) will strategically identify, remove, and prevent as many barriers to persons with disabilities as possible.

The Frontenacs are committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in integration and equal opportunity. We are committed to meeting the needs of people with disabilities in a timely manner and will do so by preventing and removing barriers to accessibility and meeting the accessibility requirements under the Accessibility for Ontarians with Disabilities Act.

Joint Frontenac Joint Accessibility Advisory Committee

The Joint Frontenac Accessibility Advisory Committee (JFAAC) worked hard in 2024! Providing input and recommendations on several municipal projects and initiatives, the JFAAC accomplished its goal towards improving accessibility in our community through the continual removal of barriers, including:

- Awarding of the Celebrating Accessibility Award.
- Received a report and update on the Provincial Release of the Final Report of the Fourth Independent Review of the Accessibility for Ontarians with Disabilities Act (AODA) and provided input on comments submitted by the County.
- Provided a review and site visit of the new County Administration building and provided recommendations.
- Provided continued guidance on the K&P Trail, as the County continues to develop this trail system.
- Received quarterly updates on the County's K&P Trail, including providing input to staff on accessibility requirements/enhancements of the trail.
- Aided and guided local businesses, specifically around barrier free access to older buildings.

Accessibility Achievements in 2024

Accessibility Updates to the K&P Trail

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

The Committee continued to guide staff and make recommendations for the accessibility of the K&P trail in 2024 in infrastructure improvements including preliminary discussions on road crossings in order to make some improvements which will guide staff in 2025. The Committee also provided input and recommendations on the request in front of County Council regarding permitted motorized uses on the trail.

Re-Development of the County Administration 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 the Joint Admin Facility for the County of Frontenac and Cataraqui Regional Conservation Authority. This is a $4.5M project.

Construction began in July of 2022. Submission of pertinent documents to the City of Kingston included a site plan application along with a completed Accessibility Checklist

required by the City of Kingston. Significant accessibility inclusions in the construction include 2 new fully accessible washrooms, accessible entrances and accessible shared common areas. Construction is anticipated to be completed by end of 2023.

The Committee continued in 2024 to provide input on the renovations, and in early 2024, three members of the Accessibility Advisory Committee had the opportunity to attend a site visit of the newly redeveloped space and was impressed with the new space and had no issues maneuvering throughout the main portion of the building. 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.

As a result of the site visit, a number of accessibility issues and recommendations of the Review Team were forwarded to Senior Staff for consideration. The County accepted the recommendations with most being implemented, with some that will be implemented during redevelopment, equipment replacement, or reconfiguration.

Site Plans and Building/Renovation drawings and upgrades/improvements at the Townships

Township of North Frontenac

2024 Achievements

- Accessible Outhouses regarding the replacement of all outhouses with accessible washrooms – 2024 replacement of outhouse at Sand Lake Beach to an accessible outhouse.

Township of Central Frontenac

2024 Achievements:

- Installation of accessible ramps in Townships halls
- Application of an inclusive community grant to install lighting in parking lots to increase visibility

Township of South Frontenac

2024 Achievements:

- Municipal Town Hall Renovations. The project scope includes a new addition to expand the current facility and interior renovations to the existing facility. Work commenced in summer of 2024 and continues into 2025.
- New website that is focused on AODA compliance
- Continued and ongoing AODA training of staff
- Focus on process improvement through an accessibility lens
- Administrative practices with a key focus on accessibility

Key Focus for 2025:

- Development of a Service Disruption Policy
- Continue with focus on accessible document creation/training

- Continued corporate awareness focus on accessibility for AODA compliance and better service to all residents and visitors of South Frontenac.

Township of Frontenac Islands

2024 Achievements:

- Accessible washroom at Pat Norris park on Howe Island with installing an accessible ramp for easier access into the washroom

Celebration of Accessibility Award

The joint Frontenac Accessibility Advisory Committee works all year to make sure that Frontenac County is as accessible as possible for people living with disabilities. Each year since 2013 the committee has bestowed the Frontenac Access Award on groups or individuals who have worked to those ends during the year.

“Access” can include designing new or renovated buildings, an employment program; a transportation system, a recreational or leisure program; or anything that contributes significantly to persons with disabilities living independently.

For the 2024 Award, the Committee chose the following recipient.

The Hotel Wolfe Island

Hotel Wolfe Island, like many historic buildings in Frontenac County, played a memorable role in the lives of grandparents and parents of many Kingston area families. At one time it was the place to go for a romantic or celebratory dinner with a view of the sunset over downtown Kingston. Over time, it declined. Under new management, it has rebranded and reimagined both the hotel and the waterfront patio area, creating accessible spaces that are enjoyed by the community year round.

To improve accessibility to the hotel for individuals with mobility impairment, sturdy metal handrails have been installed beside all exterior steps. A rear door providing an accessible entrance to the bar and dining room for wheelchairs and rollators is clearly marked and staff ensure it is open for use at any time. Staff readily swap out chairs and reconfigure tables to accommodate individual needs.

In the exterior waterfront patio area, in addition to superb accessible washrooms that are available for public use, a covered pergola has been added to provide a large and level seating area for seasonal diners who cannot negotiate the stepped sections of the patio. The hotel also makes its spacious parking lot available for use as the Wolfe Island Commons, a fully accessible space that hosts waterside picnics, seasonal farmer’s markets and indigenous events. The furnishings include tables and chairs and planter boxes with integrated seating, making it a perfect all ages family gathering spot for viewing the fireworks shows produced by the City of Kingston.

In August 2024 the Kingston / Wolfe Island ferry service returned to the village of Marysville after a four year absence, making it possible for visitors to once again access

the village of Marysville easily. We have noticed an increase in social media questions about accessibility in the village and suitability for visitors with wheelchairs and walkers. Hotel Wolfe Island offers one of the largest accessible entertainment spaces on Wolfe Island, and the only dining establishment accessible to wheelchairs. Its ongoing improvements will allow families with diverse needs to enjoy dining and entertainment options. The hotel also welcomes local charities to use its interior spaces for meetings at no cost, allowing a wider group of volunteers to actively work with charities and community members to participate in events hosted by those charities. The rebranding of the hotel itself has communicated a message of reconciliation and welcome to all who live on or visit Frontenac Islands.

The Standards

Information and Communications

Topic	Barrier or Goals Identified	Accessibility Updates
Websites	• Remove barriers that may be preventing the County website from being fully compatible with assistive technology and ensure web content meets W.C.A.G.2.0 level AA compliance requirements	✓ All PDFs are remediated to ensure all web content on the County of Frontenac website is accessible.
Information and Communication Standard	• Increase training and awareness and clarify expectations for creating or procuring accessible information and communications	✓ Adobe Acrobat Pro DC used to ensure all PDFs are in an accessible format ✓ Staff trained on how to create accessible documents including Word and PDF

Transportation

The County of Frontenac and its member municipalities do not provide a conventional transit system and the Howe Island Ferry and the Township Ferry do not meet the minimum tonnage under the Standard; however the County of Frontenac provides annual funding in the amount of $96,000 to ensure seniors and those with accessibility needs receive rides to appointments.

Design of Public Spaces

Topic	Barrier or Goals Identified	Accessibility Updates
Trails	• Continue to make accessible improvements to the K&P Trail • Continue to work jointly with the JFAAC on ensuring the development of the K&P Trail, as it continues to move north, meets the standards set out in the AODA	✓ In 2024, staff reviewed road crossings in order to make some infrastructure improvements which the Accessibility Advisory Committee provided comments on. ✓ In 2024, bridge re-development continued.

Customer Service

Topic	Barrier or Goals Identified	Accessibility Updates
Feedback	• Promote public engagement and use of accessible feedback channels • Solicit and respond to community feedback to help direct accessibility planning efforts	✓ With the implementation in 2021 of the County's new Engage Frontenac community engagement tool, the site features a "Help promote accessibility in Frontenac County" project. In addition, the County continues to encourage members of the public to submit their comments or concerns through one of our feedback channels: online "accessibility feedback" forms, speaking with a County staff member, or reaching out through all of its social media channels. ✓ The County will continue to ensure feedback channels are in accessible formats and will respond to feedback, upon request, in a manner that considers individual preferences and abilities.

Staff training	• Support training initiatives to equip staff with knowledge and skills to deliver high quality customer service to all residents and visitors.	✓ All new staff receive training on the AODA and the Human Rights Code through the County's New Hire Orientation, delivered once a month.

Employment

Topic	Barrier or Goals Identified	Accessibility Updates
Commitment to accessible employment practices	• Ongoing efforts to encourage a diverse work force by identifying and removing any barriers to employment	✓ Continue to promote and support a diverse work group through our hiring processes and our accommodation plans.

The Frontenacs, The Employer

In addition to the County's municipal goods, services, programs, and facilities, it is important to remember that we are also an employer with over 400 full and part-time employees. The County is committed to maintaining a barrier-free recruitment and hiring process and recognizes the strength of a diverse workforce. In keeping with our Multiyear Accessibility Plan, the County will make continuous upgrades to our policies, procedures, and workplaces to foster a safer, more accessible, and inclusive work environment. Some highlights from 2024 include:

- Continue to advertise on all employment opportunities that, upon request, accommodations and alternate formats are available throughout the recruitment, assessment, and selection processes.
- Continue to use Individualized Work Modification Plan's and Individualized Emergency Response Plan worksheets.
- 2069 Battersea Road: The Administration building re-opened in 2024 following an 18 month total redevelopment and renovation. The new building and site features better located accessible parking, accessible sidewalk from the parking lot, and power door operator. Parking and entrance are fully accessible for staff and visitors, with 2 new accessible washrooms now added on the main floor of the building.
- The County of Frontenac Human Resources now provides Equity, Diversity and Inclusion training for the Management Team to address aspects of equity, diversity and inclusion for the County of Frontenac.

- Staff, including Council, Committee and public meetings, moved back into the newly redeveloped County Administration Building in February 2024. The opening of the new building involved the FAAC and accessibility played a key focus

Training

- Trained all County administrative staff on the use of Adobe Acrobat Pro, the County's remediation tool for creating accessible PDF content posted to the County's website.

What's up for 2025

County of Frontenac

- The County will continue to work jointly with the JFAAC on ensuring the development of the K&P Trail, as it continues to move north, meets the standards set out in the AODA
- Continue to make accessible improvements to the K&P Trail
- Continue to work with and support the Townships in the continuation of a barrier free Frontenac.

Township of South Frontenac

- Development of a Service Disruption Policy
- Continue with focus on accessible document creation/training
- Continued corporate awareness focus on accessibility for AODA compliance and better service to all residents and visitors of South Frontenac.

FRONTENAC

Report 2024-009

Committee Recommend Report

To:	Chair and Members of the Accessibility Advisory Committee
From:	Kevin Farrell, Chief Administrative Officer
Prepared by:	Richard Allen, Manager of Economic Development
Date of meeting:	January 27, 2025
Re:	**K&P Trail – E-Bikes, E-Scooters, Mobility Scooters and other forms of micromobility on the K&P Trail**

Recommendation

Be It Resolved the Frontenac Accessibility Advisory Committee receives report 2025-009

And Further That staff be directed to amend Bylaw No. 2022-0033 as follows:

1. **That** Section 2, Definitions, be amended by deleting the following:

   f) **"E-Bike"** shall mean a motor assisted bicycle within the meaning of the Highway Traffic Act, R.S.O .1990, c.H.8, as amended.

   And replacing with:

   f) **"E-Bike"** shall mean a power-assisted bicycle, also called an electric bicycle or e-bike, is a bicycle with an electric motor that has a handlebar for steering, working pedals, two or three wheels, an electric motor and braking systems.

2. **That** Section 2, Definitions, be amended by adding the following definitions, in alphabetical order:

   Electric Kick Scooter shall mean an a two-wheeled, handlebar-equipped, stand-up scooter powered by an electric motor and is equipped with a brake, bell or horn, and front and rear lights.

   Low Speed Vehicle (LSV) shall mean a four-wheeled electric vehicle designed for short-distance transportation. It is equipped with essential safety features including seat belts, mirrors, turn signals, headlights, brake lights, and a horn. LSVs can operate at speeds up to 40 km/h and are permitted only on roads with a posted speed limit of 50 km/h or less, as regulated under Ontario's Low-Speed Vehicle Pilot Program. LSVs must be registered, insured, and operated by a licensed driver.

Mobility Scooter shall mean a personal mobility device that is designed to help people with limited mobility travel in pedestrianized spaces. These devices are powered with an electric motor and can reach a maximum speed of 15 km/h. Persons using mobility scooters are treated as pedestrians under the Highway Traffic Act.

3. **That** Section 2 be re-numbered accordingly.

Background

At it's regular meeting on November 20, 2024 County Council considered Report 2024-119 K&P Trail - Requirement for all motorized off-road trail users to hold a membership with an authorized partner organization. The recommendation to implement trail passes for motorized off-road vehicles was deferred until staff provided information regarding the County issuing its own permits to motorized off-road vehicles rather than through a third-party such as the Ontario Federation of ATV Clubs or the Eastern Ontario Trails Alliance.

In their comments, members of Council indicated a desire for other forms of trail transportation to be considered for permit use as well, specifically E-bikes (Power-assisted bicycles) and mobility scooters. It is the recommendation of this report that for the purposes of managing the Frontenac K&P Trail, e-bikes continue to be classified as bicycles and mobility scooters treated as pedestrians in accordance with the Highway Traffic Act.

The discussions regarding e-bikes and mobility scooters reveal the evolving nature of what is termed as "micro-mobility." Micro-mobility captures an evolving range of devices, and in some cases, vehicles that are powered by a small electric motor. In addition to e-bikes and mobility scooters, this report also describes electric kick scooters and low speed vehicles. It is recommended that these devices be defined in the by-law and recommendations to monitor or manage these devices are included in the report.

The recommendation of this report will be reviewed by both the Accessibilty Advisory Committee and the Planning & Economic Development Committee prior to final approval by County Council.

Comment

E-Bikes

A power-assisted bicycle, also called an electric bicycle or e-bike, is a bicycle with an electric motor that has:

- a handlebar for steering
- working pedals
- two or three wheels
- an electric motor
- braking systems

In Ontario, a Power-assisted Bicycle (e-bike) is classified as a non-motorized vehicle if it adheres to specific criteria outlined by the Ministry of Transportation. These criteria ensure that e-bikes are treated similarly to conventional bicycles under the law. The key requirements are as follows:

- **Pedal Functionality:** The e-bike must be equipped with functional pedals that allow it to be propelled by human power. Removing the pedals reclassifies the e-bike as a motor vehicle, necessitating a license, insurance, and registration.
- **Maximum Assisted Speed:** The e-bike's motor must cease to provide assistance once the vehicle reaches a speed of 32 kilometers per hour (km/h).
- **Weight Limit**: The total weight of the e-bike, including the battery, must not exceed 120 kilograms (kg).
- **Motor:** The electric motor must have a continuous rated output not exceeding 500 watts. Any modifications that increase the motor's power beyond 500 watts or enable the e-bike to exceed the 32 km/h assisted speed limit are prohibited.
- **Wheel Specifications**: The wheels must have a minimum width of 35 millimeters (mm) and a minimum diameter of 350 mm.
- **Braking System**: The e-bike must be equipped with two independent braking systems, each applying force to a wheel. These brakes must be capable of bringing the e-bike, when operated at a speed of 30 km/h, to a full stop within 9 meters on a level asphalt surface.

By meeting these specifications, an e-bike is considered a non-motorized vehicle in Ontario, allowing it to be operated without a driver's license, vehicle registration, license plates or insurance. However, operators must be at least 16 years old and wear an approved bicycle or motorcycle helmet.

As e-bikes are not classified as motorized vehicles under the Highway Traffic Act, it is the recommendation of this report that e-bikes continue to be classified as non-motorized in the Frontenac K&P Trail Management Plan and in Bylaw No. 2022-0033: A By-Law to Regulate and Govern the Use of the Frontenac K&P Trail.

If an e-bike is modified to have power beyond 500 watts or if it’s pedals are removed, it will be considered a motorcycle under Bylaw No. 2022-0033 and only permitted on the Trail as such – currently, motorcycles are not permitted on the K&P Trail in any form.

Mobility Scooters

In Ontario, mobility scooters are classified as mobility aids rather than motor vehicles under the Highway Traffic Act. Designed specifically for individuals with limited mobility, these devices are typically larger than electric wheelchairs and are equipped with three or four wheels for stability. Mobility scooters are intended for those who can balance and steer using both hands. They are propelled by electric motors and have a maximum speed of approximately 15 kilometers per hour.

As mobility aids, mobility scooters do not require a driver’s license, registration, or insurance. Operators are considered pedestrians and must adhere to pedestrian rules, such as using sidewalks wherever available, crossing at crosswalks, following

pedestrian signals, and avoiding crossing on red lights. Only when sidewalks are unavailable may mobility scooters be operated on the road.

Additionally, Ontario's Assistive Devices Program (ADP) supports eligible individuals by funding up to 75% of the cost of mobility scooters, ensuring improved accessibility and independence for users. This distinct classification and supportive framework underscore the emphasis on mobility scooters as tools for accessibility rather than motorized transportation.

It is recommended that a definition of mobility scooter be added to Bylaw No. 2022-0033, and that they continue to be permitted on the K&P Trail as a pedestrian in accordance with the Highway Traffic Act.

For the committee's information, newer electric devices that are larger and more powerful have emerged on the market in recent years. These are sold by companies known for assistive devices and advertised as "mobility scooters," However they do not meet the commonly supported definition. They are built with more rugged construction and wheels, can be fully enclosed, and might reach speeds of 40-50 km/h.

When viewed from a regulatory perspective these new devices would more likely fit the definition of an electric all-terrain vehicle or what is now classed as a "Low Speed Vehicle."

E-Scooters

Electric kick scooters (e-scooters) are classified as motorized vehicles under Ontario's pilot program, with specific criteria and operational requirements. An e-scooter is a two-wheeled device equipped with a platform for standing, handlebars for steering, and an electric motor for propulsion. To comply with the pilot regulations, e-scooters must have a maximum speed of 24 kilometers per hour, weigh no more than 45 kilograms, and be equipped with a bell or horn, front and rear lights, and reflective materials for visibility.

Unlike bicycles or mobility scooters, e-scooters require adherence to stricter operational rules. Riders must be at least 16 years old and wear a helmet if under 18. E-scooters are prohibited on sidewalks and must operate on bicycle lanes or roadways with speed limits of 50 km/h or less, unless municipal bylaws permit otherwise. Unlike traditional motorized vehicles, e-scooters do not require a license, registration, or insurance, as their use is restricted to low-speed environments under specific municipal approval.

A provincial pilot program aims to assess the safety and viability of e-scooters as a sustainable, last-mile transportation option. As of the writing of this report, the Frontenac K&P Trail sees very few e-scooters in use, however as the technology evolves additional considerations may be required.

It is the recommendation of this report that a definition of electric kick scooter be added to Bylaw No. 2022-0033, and that their use on the Frontenac K&P Trail be monitored prior to implementation of any firm regulations.

Low Speed Vehicles

Low-Speed Vehicles (LSVs) are classified as motorized vehicles under Ontario's Highway Traffic Act because they are designed to operate on public roadways, with restrictions. LSVs are four-wheeled electric vehicles equipped with a motor and must meet stringent safety standards, including seat belts, mirrors, turn signals, headlights, brake lights, and a horn. They are capable of speeds between 32 and 40 kilometers per hour and are intended for use on roads with a posted speed limit of no more than 50 km/h. Unlike mobility scooters or e-bikes, LSVs are considered motor vehicles because they are designed for roadway use and must be registered, insured, and operated by a licensed driver. As part of Ontario's Low-Speed Vehicle Pilot Program, municipalities must approve their use on specific roads, further reinforcing their classification as motorized vehicles intended for transportation within restricted urban or community settings.

It is recommended that a definition of Low-Speed Vehicle (LSV) be added to Bylaw No. 2022-0033, and that Low Speed Vehicles not be permitted on the Frontenac K&P Trail, as their intended use are for roadways.

Summary

In recent years new forms of transportation and micromobility have emerged, helping individuals have access to more environments, some novel such as the K&P Trail. It will be important for the County to monitor trends in the evolution of these vehicles and devices. It will be difficult to remain up to date on each vehicle category and so the County will need to adapt regulations to meet other criteria – such as size, speed, power type, and user behaviour. For the time being, it is recommended that the County continue to monitor trail use and adapt Bylaw 2022-033 in accordance with the recommendations of this report.

Schedule 1 attached to this report, provides an overview each device and recommendations regarding their permittance on the trail.

Financial Implications

There are no financial implications associated with this report.

Organizations, Departments and Individuals Consulted and/or Affected

City of Kingston

Schedule 1

Type of Use	Definition	Characteristics	Regulatory Status	Recommendation
Power-Assisted Bicycles (E-Bikes)	A bicycle with an electric motor, handlebar, working pedals, two/three wheels, and braking systems.	• Functional pedals • Maximum assisted speed: 32 km/h • Max weight: 120 kg • Motor output: Less than 500 watts • Two independent brake systems	Classified as non-motorized under Ontario law; no license, insurance, or registration required.	Continue to classify as non-motorized; comply with Bylaw No. 2022-0033.
Mobility Scooters	A personal mobility device for people with limited mobility, powered by an electric motor.	• Max speed: 15 km/h • 3 or 4 wheels • Operated as a pedestrian device;	Classified as mobility aids under Ontario law; operators treated as pedestrians. No license, registration, or insurance required.	Add definition to Bylaw No. 2022-0033; continue to permit devices on K&P Trail as pedestrians.
Electric Kick Scooters (E-Scooters)	A stand-up scooter with an electric motor, handlebars, platform for standing, and required safety features.	• Max speed: 24 km/h • Weight: less than 45 kg • Required Safety features: lights, bell/horn, reflectors • Helmet required if under 18.	Classified as motorized under Ontario's pilot program; municipal approval needed for trail use.	Add definition to Bylaw No. 2022-0033 and monitor use on the K&P Trail before implementing firm regulations.
Low-Speed Vehicles (LSVs)	Four-wheeled electric vehicles designed for public roadways, meeting specific safety standards.	• Speed: 32-40 km/h • Safety features: seat belts, mirrors, turn signals, headlights, brake lights, horn	Classified as motorized vehicles under Ontario's pilot program; designed for road use. Registered and insured.	Add definition to Bylaw No. 2022-0033; not permitted on the K&P Trail as they are designed for roadway use.

Township of North Frontenac Quarterly Accessibility Report
January 2025

Initiative	Details	Completion Date
Accessible Door Install	Clarendon Miller Community Hall (Moved from 2024 due to supplier issues)	2025
Accessible Door Install	Barrie Community Hall	2025
Accessible Door/Ramp Retrofit	Plevna Library	2025