

THE CORPORATION OF NORFOLK COUNTY
Accessibility Advisory Committee
REVISED AGENDA

July 27, 2022
1:00 p.m.
Committee Room A

| | Pages |
|--|-------|
| 1. Call to Order | |
| 2. Disclosure of Pecuniary Interest | |
| 3. Chair and Vice Chair Election | |
| 4. Approval of agenda/changes to the agenda | |
| 5. Approval of previous minutes | |
| 5.1. AAC Minutes of February 18, 2020 | 3 |
| *6. Procedural Orientation | 6 |
| 7. Deputations | |
| 7.1. Anthony Frisina - Waterford Trail Paving Project | 18 |
| 7.2. Kristine Carey - Waterford Trail Paving Project | 19 |
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| *7.9. Deanna Davidson - Waterford Trail Paving Project | 27 |
| 8. Communications | |
| 9. Staff Reports/Discussion Items | |
| *9.1. Accessible Parking – Alice Street, Waterford | 28 |

9.2. Waterford Heritage Trail Paving Project

36

10. New Business

10.1. 2022 Meeting Dates

11. Other Business

12. Adjournment



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Norfolk County Accessibility Advisory Committee Minutes

The Corporation of Norfolk County

February 18, 2020

10:30 am

Norview Lodge, Gathering Room

Present: Deborah Pike (Chair), David Theriault (Vice-Chair), Elizabeth Gordon, Teresa Henrich, Elizabeth Kozak, Vicky Walker,

Absent with Regrets: Susan Small, Sandra Steven, Beverly Davidson, Chantel Fournier

Also Present: Marie Steiner, Jeanette Stevens (Recorder)

Guests: Cassandra Shepherd (CNIB) David Horton (MS Society)

Copies to: Andy Grozelle, Marlene Watson, HR, Planning

1. Welcome: Deborah Pike (Chair)

2. Disclosure of Pecuniary Interest: None

3. Approval of Agenda/Changes to the Agenda

(David Theriault/Liz Gordon)

THAT the Agenda be approved as presented.

Carried.

4. Approval of Previous Meeting Minutes

(David Theriault/Elizabeth Kozak)

THAT the minutes of January 21, 2020 be approved as presented.

Carried.

5. Business Arising from Previous Meeting Minutes

Marie will email the committee members a Norfolk County email address that can be used to address concerns to the PW Department regarding potholes, sidewalks, etc.

Marie advised that Nikki is working on the service discounts for persons with disabilities and she will report back at a later date.

6. E-Scooters 5 Year project

David Horton (MS Society) was our guest speaker and read information regarding the many concerns that need to be addressed regarding the dangers of E Scooters.

There was a discussion on how the committee could provide Norfolk County Council with a report and to ask them to not permit E-Scooters.

7. Norfolk County Libraries

Update given to the committee on the Maker Rooms at the libraries and what services/supplies are available.

8. 2019 Accessibility Compliance Report

Information was shared in regards to changes in the Ontario Building Code, a summary will be sent to the committee after the meeting.

9. New Business:

No new business.

10. Other Business/ Round Table

Vicky is going to Cuba for a vacation.

11. Adjournment

(Vicky Walker/David Theriault)

THAT the meeting of Tuesday February 18, 2020 be adjourned at 11:30 a.m.

Carried.

12. Next Meeting

Tuesday, March 17, 2020 at 10:30 am
Norview Lodge, Gathering Room

Contact Information

Shelley Darlington, Director Corporate Support Services

Email: accessibility@norfolkcounty.ca



Accessibility Advisory Committee: Orientation

July, 2022

What are we going to cover?

Roles and Responsibilities

Purpose of the Board

Meeting Procedure

Roles and Responsibilities – Staff

Lauren Harrington

Corporate Services Generalist
AAC Committee Coordinator

Sam McFarlane

Manager, Accessibility and Special Projects
Staff Liaison for Committee

Roles and Responsibilities – Councillors

Cllr. Kim HUFFman
Ward 7

Roles and Responsibilities – Members

Individual Members of the Committee:

- Attend Meetings (Provide notification of absences to Meeting Clerk)
- Send suggested agenda items to the Chair and Meeting Clerk for possible inclusion on future agendas
- Be prepared for meetings by reviewing material provided by the Meeting Clerk
- Participate in discussions
- Carry out tasks assigned to them by the Committee
- Provide suggestions and share resources from community members
- Be kind, respectful, and act according to the Code of Conduct

Roles and Responsibilities – Chair and Vice Chair

The Chair and Vice Chair of the Committee:

- Manage the meeting and follow meeting procedures as outlined in the County's Procedural By-law
- Chair moderates discussion but does not participate in debate until the end of discussion.
- The Chair has the same voting rights as other members and votes like all other members
- Direct the discussion in a fair and efficient manner
- Keep the meeting on track and on schedule
- Meet with the Meeting Clerk and Staff Liaison prior to the meeting to plan the agenda
- Represent the Committee in official capacities such as speaking at Council

Purpose of the Committee

► The mandate of the Advisory Board is to:

- Act in an advisory capacity to Council with respect to issues relating to the fulfillment of the purpose of the Ontarians with Disabilities Act, Accessibility for Ontarians with Disabilities Act and its regulations.
- Advise Council on matters, issues and policies pertaining to accessibility for persons with disabilities as it relates to buildings, structures, premises, and outdoor spaces.
- Provide advice and guidance as it relates to policies, practices and procedures on providing goods and services to persons with disabilities in key areas: customer service, information and communications, built environment, employment and transportation.
- Advise Council regarding the preparation, implementation and effectiveness of accessibility plans.
- Provide guidance on identification, removal and prevention of barriers to persons with disabilities in the municipality.

Meeting Protocol

- **Democratic:** Majority have the right to decide matters
- **Minority rights:** Minority have the right to be heard
- **Declaration of Pecuniary Interest:** If members have a conflict of interest, they must inform the Meeting Clerk prior to the meeting and announce it at the start of the meeting
- **Rights:** Everyone has the right to efficient meeting and share equal rights and privileges
- **Clerk:** When in doubt, ask the Meeting Clerk!

Meeting Procedures

- **Quorum:** For the meeting to make quorum, 50%+1 of the voting members must be in attendance
- **Recommendations (Motions):** During the meeting voting members can make a motion which is a formal proposal to move the business of the Committee forward
- **Recommendations:** require a mover and a seconder
- **Recommendations:** All decisions made by the Committee are recommendations to Council. Council receives the minutes and the recommendations from the Committee as information and may direct staff to action the recommendation by Council resolution. If the recommendation is not actioned, Council has received the Committee's input as consideration in their decision-making process
- **Through the Chair:** When speaking to an agenda item, members should begin by saying "Through the Chair."

Meeting Procedures

- **Debate:** members shall debate motions put on the floor to discuss the merits of the question/motion and whether the proposed recommendation should or should not be made to Council
- Before a member may speak to a matter, they shall first be recognized by the Chair
- Members should not speak on any subject matter other than the subject in debate
- Members should not interrupt any other member when that member has the floor during debate, except to raise a point of order
- The debate concludes when the Chair calls the question and the vote is taken
- A member should not leave their seat or cause any noise or disturbance during the taking of a vote

Meeting Procedure

- “Deputation” - a person/group making a verbal presentation
- Deputations are provided 5 minutes for their topic, with the ability to extend an additional 5 minutes by majority vote of the committee.
- Deputations may only speak on the subject they have registered to speak to
- Deputations shall obey the rules of procedure
- Deputations are not permitted to address matters related to:
 - labour management or employee relations
 - The sole purpose of publicity or promotion
 - litigation or potential litigation
 - Requesting the reconsideration of a decision
 - Bidding or potential bidding on tenders
 - Requesting funding or waiving of fees

Meeting Procedures

- The Clerk is the governance office
- Meeting Clerks take minutes during the meeting
- Minutes are taken “Without Note or Comment” which means the minutes only reflect decisions made by the Committee not what members specifically said during the meeting
- Committee meetings follow the same procedures as Council, as outlined in the County’s Procedural By-law

| |
|--|
| First Name |
| Anthony |
| Last Name |
| Frisina |
| Meeting Type |
| Other |
| Agenda Item |
| Respecting paving of the Waterford Trail |
| Committee Name |
| Norfolk County Accessibility Advisory Committee |
| Meeting Date |
| 07/18/2022 |
| Purpose of Deputation |
| The purpose of this deputation is to support the paving of the Waterford Trail to support all persons. |
| Do you have material or presentation for distribution to Committee/Council? |
| Yes |
| Deputation Location |
| Virtual |
| Consent |
| <ul style="list-style-type: none"> I agree to the Notice of Collection Statement |

First Name

Kristine

Last Name

Carey

Meeting Type

Other

Agenda Item

Waterford Trail Paving Project

Committee Name

Accessibility Committee

Meeting Date

07/18/2022

Purpose of Deputation

I would like to seek the committee's support to find a compromise on this project so as not to lose the federal funding for this project and the negative impact on future funding initiatives undertaken by any other group in Norfolk County should this project fail.

Do you have material or presentation for distribution to Committee/Council?

No

Deputation Location

In-person

Consent

- I agree to the Notice of Collection Statement

First Name

Robert

Last Name

Murphy

Meeting Type

Other

Agenda Item

Waterford Trail Accessibility

Committee Name

Accessibility Committee

Meeting Date

07/18/2022

Purpose of Deputation

I would like to speak candidly about my experience living with a disability and how the addition of a 12km paved trail from Brantford to Waterford would positively impact my ability to use the trail as a manual wheelchair user.

Do you have material or presentation for distribution to Committee/Council?

No

Deputation Location

In-person

Consent

- I agree to the Notice of Collection Statement

First Name

Linda

Last Name

Hunt

Meeting Type

Other

Agenda Item

Waterford Trail Paving Project

Committee Name

Accessibility Advisory Committee

Meeting Date

07/18/2022

Purpose of Deputation

Citizen's With Disabilities - Ontario. Persons with Disabilities and Accessible Trails. Best Practices. AODA Design of Public Spaces Standard.

Do you have material or presentation for distribution to Committee/Council?

No

Deputation Location

Virtual

Consent

- I agree to the Notice of Collection Statement

First Name

Terry

Last Name

Hannam

Meeting Type

Other

Agenda Item

wht paving initiative

Committee Name

aoda advisory

Meeting Date

07/18/2022

Purpose of Deputation

to show this is a non compliant unlawful project that didn't follow mandated aoda consulting, nc accessibility guide, iasr, access canada,
also to show this is an ebike initiative, which are a known safety concern on shared trails with county bylaws against themable bodied ebikers vs disabled persons accessibility
also its building identified barriers

*please attach my files from council deputation on file

Do you have material or presentation for distribution to Committee/Council?

No

Deputation Location

In-person

Consent

- I agree to the Notice of Collection Statement

[Accessible Trails Surface Types](#)

[Pathways to Recreation](#)

[Petition: Save the Waterford Trail from asphalt](#)

[O. Reg 191/11: Integrated Accessibility Standards](#)

[Accessibility Design Guidelines](#)

[National Guidelines for Classifying Multi-Use Trails in Canada](#)

[Accessible Recreational Trails in Ontario](#)

| |
|---|
| First Name |
| Heidi |
| Last Name |
| Nabert |
| Meeting Type |
| Other |
| Agenda Item |
| Accessibility of Waterford Trail |
| Committee Name |
| Accessibility advisory committee |
| Meeting Date |
| 07/18/2022 |
| Purpose of Deputation |
| To discuss in greater detail the accessibility issues in an effort to find a compromised solution so the grant being offered is not lost. |
| Do you have material or presentation for distribution to Committee/Council? |
| No |
| Deputation Location |
| In-person |
| Consent |
| <ul style="list-style-type: none">I agree to the Notice of Collection Statement |

| |
|---|
| First Name |
| Frank |
| Last Name |
| Woodcock |
| Meeting Type |
| Other |
| Agenda Item |
| Accessibility Committee |
| Committee Name |
| Accessibility Committee |
| Meeting Date |
| 07/18/2022 |
| Purpose of Deputation |
| Accessibility of the Waterford Heritage Trail To provide background if necessary to the presenter's deputation |
| Do you have material or presentation for distribution to Committee/Council? |
| No |
| Deputation Location |
| Virtual |
| Consent |
| <ul style="list-style-type: none">I agree to the Notice of Collection Statement |

| |
|---|
| First Name |
| bob |
| Last Name |
| taylor |
| Meeting Type |
| Other |
| Agenda Item |
| Waterford Heritage Trail paving project |
| Committee Name |
| Waterford Heritage Trail |
| Meeting Date |
| 07/18/2022 |
| Purpose of Deputation |
| To represent and share on behalf of the disabled community of Waterford, being born with a disability and enjoy the use of the trails I would like to have a say. |
| Do you have material or presentation for distribution to Committee/Council? |
| No |
| Deputation Location |
| In-person |
| Consent |
| <ul style="list-style-type: none">I agree to the Notice of Collection Statement |

First Name

Deanna

Last Name

Davidson

Meeting Type

Other

Agenda Item

Waterford Heritage Trail Paving Project

Committee Name

Norfolk County Accessibility Advisory Committee

Meeting Date

07/18/2022

Purpose of Deputation

To provide feedback on the paving of the Waterford Heritage Trail and to provide the perspective of what true accessibility means for individuals and families who could use the trail.

Do you have material or presentation for distribution to Committee/Council?

No

Deputation Location

Virtual

Consent

- I agree to the Notice of Collection Statement



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Page 1 of 3

Accessibility Advisory Committee – July 27, 2022

Subject: Waterford Accessible Parking Space – Alice Street
Division: Office of the Chief Administrative Officer
Department: Clerks and By-Law
Purpose: For Decision

Recommendation(s):

THAT the Accessibility Advisory Committee support the request for an accessible parking space to be installed along Alice Street between Wellington Street and St James Street South and provides a recommendation to Council for the parking space to be installed either:

- On the east side of the ramp, being either the first or third stall west of St James Street (this only really serves Condos); or
 - Add space in front of brewery adjacent to ramp (this would serve commercial area)
-

Executive Summary:

Staff Report CAO 21-72 (Appendix 1) was presented to Council on September 14, 2021 to seek approval from Council to proceed with parking changes to address concerns along Alice Street in Waterford. These changes recommend an accessible parking space to be installed along this street.

Discussion:

Downtown Waterford is a mixture of business and residential uses combined with visitors accessing the Waterford Ponds and trail system. Parking in downtown Waterford is limited to on-street parking, private parking spaces and several County-owned public parking lots.

Visitor use of the Waterford Ponds and nearby trail system has significantly increased during the COVID-19 pandemic. Many available on-street and public parking lots are filled by these visitors during the week and specifically on weekends, limiting availability

to existing residential and business uses. There are further challenges with some multi residential units that lack dedicated parking spaces for their tenants and guests.

Concerns have been expressed from a local business in relation to parking along Alice Street which is adjacent to the Waterford Ponds. This street also includes a new multi-residential apartment building (Dominion Lofts) which does not have dedicated parking assigned as well as two businesses beside it on this same stretch including a brewery/restaurant and antique shop. There are currently no defined parking spots on the section of Alice Street between Wellington Street and St James Street South. The concerns also include:

- Improper parking leading to inability to maximize available spots along the street,
- Excessive vehicular parking times deterring customers from accessing businesses,
- Limited designated parking for seniors and persons with disabilities; and
- The attached multi-residential occupancy as there is no designated parking for those residents.

Staff Report CAO 21-72 provided options to address some of these issues and Council approved the painting of lines for parallel parking, implementing 2 hour parking restrictions along the street from 9 am to 4 pm; Wednesday – Sunday and installation of an accessible parking space.

Engineering and Operations staff have reviewed the area and are proposing that an Accessible parking space could be installed as follows:

- On the east side of the ramp, being either the first or third stall west of St James Street (this only really serves Condos); or
- Add space in front of brewery adjacent to ramp (this would serve commercial area)

Please refer to Appendix 2 (Map)

Recommendation

Staff are requesting the AAC provide comments related to the installation of an accessible parking space along Alice Street in Waterford as well as direction on the proposed location for this space.

Financial Services Comments:

The Approved 2022 Capital Budget includes an allocation in the amount of \$16,000 for costs associated with providing installation of accessible parking spots. To date, no additional accessible parking spots have been identified therefore there is sufficient funds to cover this request for the installation and provision of an accessible parking spot along Alice Street.

Consultation(s):

Consultation included the internal Parking Group consisting of Roads, Operations, Engineering, Clerks and By-law, Economic Development and Accessibility as well as the local Councillor.

Strategic Plan Linkage:

This report aligns with the 2019-2022 Council Strategic Priorities “Focus on Service” and “Build Solid Foundations”.

Attachment(s):

Appendix 1 – Staff Report CAO 21-72

Appendix 2 - Map

Submitted By:

Al Meneses, CAO

For more information, call:

519-426-5870 ext.

Prepared By:

Teresa Olsen, County Clerk

For more information, call:

519-426-5870 ext. 1228



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Council-In-Committee Meeting – September 14, 2021

Subject: Waterford Parking Matter – Alice Street
Report Number: CAO 21-72
Division: Office of the Chief Administrative Officer
Department: Clerks and By-Law
Purpose: For Decision

Executive Summary:

The purpose of Staff Report CAO 21-72 is to seek approval from Council to proceed with parking changes to address concerns along Alice Street in Waterford. These changes will include some minor line painting, adding an accessible parking space, a by-law amendment, signage installation and review of additional County-owned public parking lots usage in Waterford.

The report also identifies the need to explore long-term parking expansion in Waterford to address increased tourism usage of the Waterford ponds and upcoming expanded residential needs.

Discussion:

Background

Downtown Waterford is a mixture of business and residential uses combined with visitors accessing the Waterford Ponds and trail system. Parking in downtown Waterford is limited to on-street parking, private parking spaces and a couple County-owned public parking lots.

Visitors to the Waterford Ponds has significantly increased during the COVID-19 pandemic. Many available on-street and public parking lots are filled by these visitors during the week and specifically on weekends, limiting availability to existing residential and business uses. There are further challenges with some multi-complex residential units that lack dedicated parking spaces for their occupants.

Waterford is becoming a tourist area for Norfolk County due to the popularity of the Waterford Ponds and the natural environment it provides for recreational purposes. Future growth beyond the visitor increases experienced during the COVID-19 pandemic from further economic development and tourism exploration initiatives is also a consideration for longer term parking demands.

Challenges

The local Councillor and staff have received concerns from a local business in relation to parking along Alice Street . There are no defined parking spots on a section of Alice Street between Wellington Street and St James Street South where there is a combination of business and residential units. The concerns include:

- Improper parking leading to inability to maximize available spots along the street,
- Excessive vehicular parking times deterring customers from accessing businesses,
- Limited designated parking for seniors and persons with disabilities; and
- The upcoming attached multi-residential condominium occupancy as there is not any designated parking for those residents.

There is additional parking across the street adjacent to the park area, however this parking is often used by visitors to the ponds.

Options

Staff have met onsite to review this matter, believe the concerns are valid and have determined that there are some options to improve the current parking to address the issues with minimal costs.

This matter has been considered in consultation with Engineering, Roads, By-law Enforcement, the internal Parking Group and the local Councillor. Staff is recommending short-term actions and identifying long-term considerations to be reviewed.

Short-term Consideration for Council approval:

- Painting of lines for parallel parking spots along Alice Street N. from St. James Street S to Wellington Street on the South side
- Installation of an accessible parking spot along this section of street subject to Norfolk County Accessibility Design Guidelines and consultation with the public, persons with disabilities and the Accessibility Advisory Committee (AAC) as required by the Integrated Accessibility Standards Regulation (IASR)
- Implementing a 2 hour parking restriction from 9 am to 4 pm; Monday – Saturday excepting holidays
- Installation of applicable signage

Long-term considerations:

- Expansion of a parking lot into the park area adjacent to Alice Street to add additional parking for visitors and residents. Costs and need to complete a study depend on the scope of the proposed lot expansion.
- Review of additional parking available at County-owned areas around the Quilt Junction
- Completion of an Economic Development review to assess tourism benefits of expanding a parking lot.

- Public consultation with the downtown businesses and residents on parking and increased tourism impacts.

Data and analysis from a corporate-wide parking study would provide benefit in addressing parking needs in a holistic and consistent manner across the County's urban centres. Any long-term considerations for Waterford would benefit from such a study and undertaken in future years.

Recommendation

Staff recommend implementing the short-term considerations as noted earlier in the report during the fall of 2021. Long-term considerations can be further reviewed in 2022-2023.

Financial Services Comments:

The additional costs related to line painting for parallel parking spots along Alice Street N. from St. James Street S to Wellington Street and applicable sign installation will be provided within current Roads base operating budgets with no net levy impact.

In addition, the Approved 2021 Capital Budget includes an allocation in the amount of \$16,000 for costs associated with providing installation of accessible parking spots. To date, no additional accessible parking spots have been identified therefore there is sufficient funds to cover this request for the installation and provision of an accessible parking spot along Alice Street.

Interdepartmental Implications:

Roads will be responsible to complete the line painting and sign installation. Clerks and By-law will be responsible for by-law drafting and enforcement.

Consultation(s):

Consultation included the internal Parking Group consisting of Roads, Operations, Engineering, Clerks and By-law, Economic Development and Accessibility as well as the local Councillor.

Strategic Plan Linkage:

This report aligns with the 2019-2022 Council Strategic Priorities "Focus on Service" and "Build Solid Foundations".

Conclusion:

Finding ways to improve parking and access to business and residential communities is a positive step in building strong communities.

Providing more defined and accessible parking spaces, limiting parking during peak business periods may provide relief for some of the parking pressures within the downtown core of Waterford. It will also allow both residents and tourists extended use of the parking availability during off-peak hours. Staff would use funds within existing budget allocations to complete the required line painting and sign installations. A by-law amendment to the Parking by-law to implement the required parking restrictions will also be prepared.

Recommendation(s):

THAT Staff Report CAO 21-72 regarding Waterford Parking Matter – Alice Street be received as information;

AND THAT Council approve staff providing installation of an accessible parking spot, line painting for parallel parking spots along the South side of Alice Street from St. James Street S to Wellington Street and applicable sign installation;

AND FURTHER THAT a By-law amendment to By-law 2011-189 Norfolk County Parking Regulations be prepared to implement parking restrictions along Alice Street, Waterford from St. James Street S. to Wellington Street from 9:00 am to 4:00 pm Monday to Saturday, excepting holidays.

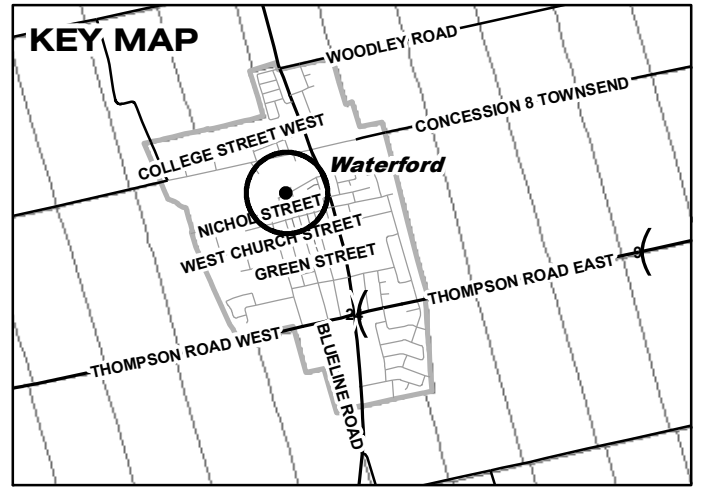
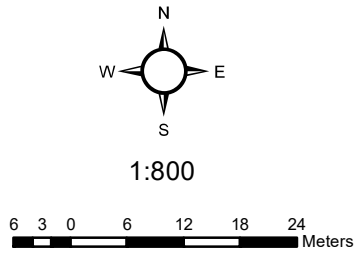
Attachment(s):

none

Submitted By:
Shelley Darlington, Acting CAO
For more information, call:
519-426-5870 ext. 1320

Prepared By:
Teresa Olsen, County Clerk
For more information, call:
519-426-5870 ext. 1228

MAP 1
Proposed Accessible Parking Spots
Urban Area of
WATERFORD





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Council-In-Committee Meeting – July 12, 2022

Subject: Waterford Heritage Trail Asphalt Project Update
Report Number: OPS-22-039
Division: Operations
Department: Parks
Purpose: For Decision

Recommendation(s):

THAT the Waterford Heritage Trail Asphalt Project Update staff report be received as information;

AND FURTHER THAT consultation with Norfolk County's Accessibility Advisory Committee, members of the public and persons with disabilities takes place prior to project tendering as per the Integrated Accessibility Standards Regulation (IASR);

AND FURTHER THAT if the consultations result in concerns to County staff on moving forward with the project, that a report be brought back to Council outlining the concerns for consideration;

AND THAT if after the consultations staff are in agreement to proceed, the Waterford Heritage Trail Asphalt Project proceed in the fall of 2022 without any funds being allocated to the project by Norfolk County as stated in Option 2 of the staff report;

AND FURTHER THAT the Waterford Heritage Trail Association work with a biologist to ensure areas used by turtles for nesting habitat from Concession 7 to 6 are not negatively impacted;

AND FURTHER THAT staff be directed to enter into a MOU agreement with the Waterford Heritage Trail Association to outline responsibilities for design specifications, tendering, project oversight and risk mitigation during the construction paving project plus reporting requirements;

AND FURTHER THAT staff work with the Waterford Heritage Trail Association to properly procure and administer the paving project.

Executive Summary:

The purpose of Report OPS-22-039 is to provide Council with updated information and details regarding funding for the Waterford Heritage Trail Association's proposed project to asphalt the Waterford Heritage Trail from Waterford to the Brant County border.

Discussion:

The following resolutions were passed by Council at the April 12, 2022, Council in Committee meeting;

THAT the Waterford Heritage Trail Asphalt Project staff report be received as information;

AND THAT Staff include a project in the 2023 Capital Budget for the Waterford Heritage Trail Asphalt Project in the amount of \$450,000 subject to the approval of the Council at that time;

AND THAT funding for the Waterford Heritage Trail Asphalt Project be provided from Donations (\$350,000), and a maximum contribution from the Tax Levy of \$100,000;

AND THAT the Waterford Heritage Trail Asphalt project only proceed in 2023 if the Waterford Heritage Trail Association fundraises the minimum of \$350,000 for the project by January 1, 2023;

AND THAT staff work with the Trail Project Group to undergo consultations related to habitat and wildlife impacts related to this project;

AND THAT staff work explore other grant opportunities to cover the Counties portion of funding;

AND THAT staff collaborate with the Trail Project Group for an ongoing fundraising campaign to cover ongoing operating expenses and contributions to a repair and replacement reserve.

As part of the fundraising, the Waterford Heritage Trail Association applied for a grant to secure funding for the project. In June the Waterford Heritage Trail Association was notified that they had been successful in their grant application and had secured the total amount of funds needed to complete the project. As a result, the Waterford Heritage Trail Association will no longer require any commitment of funds from Norfolk County for this project.

After the April Council meeting there were several questions and concerns from the public directed to staff and council members with several people opposed to the paving

of the trail. The first concern was with the County funding \$100,000 of the project. Residents felt the money could be better utilized for other County needs. With the trail group being successful in raising all the required funds this concern has been addressed.

A second concern was with the disruption to wildlife along the trail specifically nesting turtles. The trail group hired a Herpetologist to study the scope of the project and the possible impact on nesting turtles. The final report concluded that paving the sections of trail between the 6th and 7th Concessions would present unnecessary risk to the local turtle population. The report also states paving should be done in the fall to limit impact on wildlife. As a result, the trail group has agreed to look at alternatives for the trail in this area of the surrounding wetlands which addresses the wildlife concern.

Lastly, there was concern that the paving of the trail would have negative impacts on some individuals who use mobility devices. Asphalt paving can greatly improve levels of accessibility for some users while for other users the hard surface (when compared with crushed limestone) provides additional complications. Trail surfacing can create competing demands for people living with disabilities in that the same surfacing may not work for everyone. In line with the requirements as outlined in the Integrated Accessibility Standard Regulation (IASR), the project will be brought forward for consultation with the public, persons with disabilities and the Norfolk County Accessibility Advisory Committee in the very near future.

As a result of the group securing all the necessary funds staff feel the Council resolutions made in April are no longer valid and need to be reconsidered. Also, the grant application states the funds must be spent by March of 2023 meaning the trail paving needs to be completed in the fall of 2022.

Staff are recommending Council consider the following 2 options when reconsidering the trail paving project with the new information.

Option 1 is for Council to not approve the paving due to the opposition of some residents. Staff do not recommend this option as the trail group has followed the direction of Council resolutions from April and the main concerns have been addressed.

Option 2 is for Council to proceed with the paving in the fall of 2022. Staff are recommending this option as the trail group has addressed the concerns of the public.

A final aspect of this project which needs to be considered is the procurement and tendering process. As the lands are owned by Norfolk County and the grant application was submitted by the Waterford Heritage Trail Association an agreement will need to be drafted in order to ensure all public procurement laws and regulations are satisfied on the Norfolk County owned lands. The agreement will also need to include a requirement for the group to provide a summary of project costs for tangible capital asset tracking and accounting purposes. It needs to be noted a section of the trail to be paved is

owned by Infrastructure Ontario. The trail group has previously received approval to pave the provincial owned section.

Financial Services Comments:

The Approved 2022-2031 Capital Plan does not include a project for the Waterford Heritage Trail Asphalt project. If approved, the 2022 capital budget will be amended to include \$450,000 for the project, with funding provided through donations, as the association was able to secure sufficient funding to reduce the original levy commitment to zero.

Existing trail maintenance budgets are sufficient to support any additional operating costs; however, no substantial expenditures are anticipated for this section of the trail at this time. Additionally, existing staffing complements are sufficient to support the administration of the project, particularly the procurement and tendering process. However, it should be noted future costs will be incurred for major repairs and replacement of the asphalt surface.

Interdepartmental Implications:

Realty Services has reviewed the report and can confirm that the majority of the Waterford Heritage Trail from Waterford to the Brant County boarder is owned by Norfolk County, with two (2) sections being currently owned by the Province of Ontario (Infrastructure Ontario). The report states that approval have been obtained from the province for the paving of the provincially owned sections.

Risk Management has reviewed the report and can provide the following comments. By paving the trail there is likely to be an increase in the volume of traffic and use of the trail by the public. As such, this will increase the need for a trail maintenance plan that addresses surface maintenance, signage, and routine inspections to help prevent injury to trail users and mitigate risk against the County.

Purchasing has reviewed the report and recommends that a competitive bidding opportunity be developed and issued to the marketplace in accordance with CS-02 Purchasing Policy and CS-03 Purchasing Procedures.

Consultation(s):

OPS staff have been in consultation with staff from Finance, EIS, Risk Management, Realty, Accessibility and Procurement.

Strategic Plan Linkage:

This report aligns with the 2019-2022 Council Strategic Priority "Foster Vibrant, Creative Communities".

Explanation:

The Waterford Heritage Trail Association has been involved with various sections of trails in the Waterford area for years. A few of the groups noted prior accomplishments include the recent successful fundraising and installation of a new pedestrian bridge at the east gap of the Black Bridge and the redevelopment of the Shadow Lake area. These projects have created many positive spin offs such as the Waterford Farmers Market and activities such as paddle boarding, canoeing & kayaking.

Conclusion:

It is through the cooperation and hard work of our volunteers, associations, and service clubs, that Norfolk County is successful in managing its many trail systems. The Norfolk County Trails Master Plans states that “Norfolk County’s trail vision is an organized linear network of trails connecting our communities and the Trans Canada Trail. Norfolk County’s trail mission is to support the creation of a network of trails and that the County will work together with groups and organizations to provide a quality service for diverse users”.

Attachment(s):

N/A

Approval:

Approved By:
Bill Cridland
General Manager, Operations Division

Prepared By:
Todd Shoemaker
Director, Parks Operations



Information Memo

To: Accessibility Advisory Committee
Date: July 27, 2022
Division: Corporate Services
Department: Accessibility and Special Projects
Subject: Information Memo – Waterford Heritage Trail Paving Project – Consultation Requirements

Recommendation(s):

THAT the Information Memo regarding the Waterford Heritage Trail Paving Project be received as information;

AND FURTHER THAT the Accessibility Advisory Committee provide feedback to Norfolk County Council on the Waterford Heritage Trail relating to the consultation requirements under the Integrated Accessibility Standards Regulation (IASR), Design of Public Spaces Standard, Recreational Trails and Beach Access Routes

Background

At the July 12, 2022 Council-In-Committee meeting, as per the recommendations in the Council Report titled OPS 22-039 *Waterford Heritage Trail Asphalt Project Update*, County staff were directed to complete consultation with Norfolk County's Accessibility Advisory Committee, members of the public and persons with disabilities as per the Integrated Accessibility Standards Regulation (IASR). The report has been attached to the agenda for reference and background.

Discussion:

As per the requirements as laid out in S. 80.8 *consultation, recreational trails* of the IASR – designated public sector organizations are required to consult with the public, persons with disabilities as well as their municipal accessibility advisory committee on the design features as outlined in the legislation. This includes trail surfacing. This Information Memo has been drafted to fulfill legislative requirements of consulting the municipal accessibility advisory committee.

Attachment(s):

- Attachment A: OPS-22-039 Waterford Heritage Trail Asphalt Project

Conclusion:

Consultation is required under the Integrated Accessibility Standards Regulation for Recreational Trails and Beach Access Routes with the Norfolk County Accessibility Advisory Committee, the public and people living with disabilities.

Approval:

Approved By:
Shelley Darlington
General Manager, Corporate Services

Reviewed and Prepared By:
Sam McFarlane
Manager, Accessibility and Special Projects