



Rideau Lakes

ACCESSIBILITY ADVISORY COMMITTEE AGENDA

Tuesday, April 28, 2026, 4:30 p.m.

Municipal Office, Chantry

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| 1. CALL TO ORDER | |
| 2. ROLL CALL | |
| 3. ADOPTION OF AGENDA | |
| 4. DECLARATION OF PECUNIARY INTEREST & GENERAL NATURE THEREOF | |
| 5. DELEGATIONS: None | |
| 6. ADOPTION OF MINUTES: August 14, 2025 | 2 - 4 |
| 7. BUSINESS ARISING | |
| 7.1 Committee of the Whole Recommendation #150-2026 - Sidewalk Replacement Draft Design - Portland Attached report is as presented at April 13th CoW Meeting | 5 - 12 |
| 7.2 Committee of the Whole Recommendation #166-2026 - EASE Grant - Accessible Pathways - for Information Purposes | 13 - 14 |
| 8. NEW BUSINESS | |
| 8.1 Proposed New Playgrounds: Portland Gallagher Property and Ronald E. Holman Municipal Complex | 15 |
| 8.2 Rideau Lakes Website Upgrade: Mary Ellen Truelove, Clerk - Verbal | |
| 9. CORRESPONDENCE FOR ACTION/INFORMATION: None | |
| 10. NEXT MEETING | |
| 11. ADJOURNMENT | |



ACCESSIBILITY ADVISORY COMMITTEE

**August 14, 2025, 4:30 p.m.
Municipal Office, Chantry**

Members Present: Lorie Truemner, Melissa Willis, Councillor Paula Banks

Members Absent: Kimberly Brown, Tammy Day

Staff Present: Mary Ellen Truelove, Clerk

CALL TO ORDER

Lorie Truemner called the meeting to order at 4:34 p.m.

ROLL CALL

ADOPTION OF AGENDA

The Chair called for any additions or amendments to the agenda and none were heard.

Moved by Melissa Willis
Seconded by Lorie Truemner

Be it resolved that the agenda be approved and adopted as presented.

Carried

DECLARATION OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

The Chair asked if any member had a declaration of pecuniary interest and if so the general nature thereof and none were heard.

DELEGATIONS: None

ADOPTION OF MINUTES: May 12, 2025

Committee received the May 12, 2025 Minutes for review and adoption. The Chair asked for any errors or omissions and none were noted.

RECOMMENDATION 04-2025

Moved by Councillor Paula Banks
Seconded by Melissa Willis

Be it resolved, that the Accessibility Advisory Committee approves and adopts the Minutes of the Committee meeting held May 12, 2025.

Carried

BUSINESS ARISING

2025 Accessibility Summit/Event (UCLG) Update

Mary Ellen Truelove, Clerk reviewed the correspondence and poster provided by the United Counties of Leeds and Grenville Accessibility Advisory Committee for their Building Accessibility event taking place on October 3, 2025. The County is inviting a representative from the Rideau Lakes Committee to participate as a featured speaker and provide updates on the Rideau Lakes' Committee's activities.

Councillor Paula Banks and Lorie Truemner (if virtual component), agreed to attend to present.

The Clerk will pull together items over the past 3 years to bring forward.

Mary Ellen Truelove, Clerk: Verbal Update - AODA Desk Audit Completed

Mary Ellen Truelove, Clerk provided an update to the Committee regarding the recent compliance audit and desk audit that was completed in June as per the AODA. The Clerk noted that information on upgrades to parks, trails, sidewalks, new builds, sidewalks and policies dating back to 2016 and photographs were required to be submitted.

Accessible Parking Spaces within the Municipality

Mary Ellen Truelove, Clerk reminded members that while they are out within the community to review for current and potential accessible parking spaces located within the Municipality (both on roads and on municipal properties).

The Clerk noted that if the Committee had any other items relating to accessibility to be brought forward to please advise.

The following was discussed:

- accessible doors at facilities are not always activated
- thresholds of buildings when walking, feet get caught

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- placement of accessible buttons
- timing the accessible door stays open

The Clerk advised she will speak to the Manager of Facilities and Parks and ask questions on the above points.

Councillor Banks advised that it would be nice if Lower Beverley Lake Park could get an accessible play structure.

The Clerk advised that the Park Manager had sent an email advising that an accessible mat had been installed at the beach.

NEW BUSINESS

Mary Ellen Truelove, Clerk: Verbal Report on Ontario Enhancing Access to Spaces for Everyone (EASE) Grant

Mary Ellen Truelove, Clerk advised that staff informed the Municipal Services Committee of Council at their meeting of August 11th that they were applying for an Ontario Enhancing Access to Spaces for Everyone (EASE) Grant to upgrade a washroom at Kin Park to make it accessible. The funding awards up to \$60,000 and the application deadline was today. The EASE Grant funds projects that improve accessibility and support active lifestyles for people with disabilities and older adults.

The Accessibility Advisory Committee thanked staff for bringing this forward.

CORRESPONDENCE FOR ACTION/INFORMATION: None

NEXT MEETING

Next meeting will be held in November with the Clerk sending out potential dates for confirmation by Committee members.

ADJOURNMENT

Moved by Melissa Willis
Seconded by Councillor Paula Banks

Chair Truemner declared the meeting adjourned at 4:56 p.m.

Carried

Lorie Truemner, Chair

Mary Ellen Truelove, Secretary



**TOWNSHIP OF RIDEAU LAKES
Committee of the Whole**

RECOMMENDATION 150-2026
Title: Sidewalk Replacement Draft Design - Portland
Date: Monday, April 13, 2026

Moved by Councillor Hutchings
Seconded by Deputy Mayor Dunfield

Be it resolved that the Committee of the Whole (CoW) recommends to Council that it approves the proposed sidewalk replacement design for Main and Perth Streets in Portland, subject to review by the Accessibility Advisory Committee, as presented in MSC Report FAC-2026-09.

Carried

Report to Committee of the Whole
 Meeting Date: April 13, 2026
**Report Title: Sidewalk Replacement Design Draft
 Portland**

Department: Facilities & Parks
 Author's Name: Steve Holmes
 Position: Manager of Facilities and Parks
 File/Report # FAC-2026-09



RECOMMENDATION:

Be it resolved that the Committee of the Whole (CoW) recommends to Council that it approves the proposed sidewalk replacement design for Main and Perth Streets in Portland, subject to review by the Accessibility Advisory Committee, as presented in MSC Report FAC-2026-09.

STRATEGIC PLAN COMMENTS:

Sector 3 - Infrastructure - Strategic Initiative 1 - Create a Sidewalk Policy that aims to achieve efficiencies using only one sidewalk per side of the road versus two.

Sector 8 – Governance and Administration – Strategic Initiative 4 – Township Council will ensure openness and transparency in its operations.

BACKGROUND:

The project draft design is to remove the sidewalk along Main St. and Perth St. as shown in red including reinstating topsoil and sod.

The draft design also includes installation of new sidewalk along Perth St. within the Township Right of Way as shown in yellow.



RFP Sidewalk Replacement & Accessibility, April 13, 2026

DISCUSSION:

Staff are proposing to move the sidewalk to the opposite side of the street where there are no driveways. Currently on Perth Street, front porches and driveways obstruct the sidewalk and interfere with snow removal.

Staff are also proposing to remove sidewalks along Main Street where there is no snow removal in the winter as residents park along street as there are no driveways.

The elimination of the sidewalk on one side of the street fully supports and complies with the Townships Strategic Plan. The Perth Street sidewalk has been recommended for placement in 2023. Both sidewalks are identified in Sidewalk Canada 2025 Annual report and make up 10 of the 20 panels identified for replacement.

The draft design drawings, if approved, will allow Jewell Engineering to continue their drawings and be used in RFPs to obtain quotes from sidewalk contractors. The drawings will also be shared with the Accessibility Committee for review and comment. Affected residents along the street would also be notified as some trees/bushes in the ROW may need to be removed.

FINANCIAL IMPLICATIONS:

The 2026 total sidewalk budget is \$120,000. The Elgin accessible parking space was not part of the original sidewalk budget planning.

Jewell Engineering Consultant Fees \$4,150 for design drawings and \$2,000 for construction administration.

ATTACHMENTS:

- Jewell Portland Sidewalk Design Draft Drawings 1 and 2.

e-signed

Steve Holmes
Manager of Facilities & Parks

April 7, 2026

Date

e-signed

Shellee Fournier, CAO

April 8, 2026

Date









**TOWNSHIP OF RIDEAU LAKES
Committee of the Whole**

RECOMMENDATION 166-2026
Title: Leila Stafford, Recreation and Volunteer Coordinator:
 Recreation Update
Date: Monday, April 13, 2026

Moved by Councillor P. Banks
Seconded by Councillor Hutchings

Be it resolved that Committee of the Whole (CoW) recommends to Council that staff be authorized to submit an application to the Ontario Enhancing Access to Spaces for Everyone (EASE) Grant to purchase accessible measures to existing pathways throughout the municipality.

Carried

EASE GRANT INFORMATION:

Program Guidelines: Grant Guidelines can be located on the Ministry website here: <https://forms.mgcs.gov.on.ca/en/dataset/on00927>

Enhancing Access to Spaces for Everyone (EASE) Grant

Learn how we're helping protect and strengthen access to inclusive spaces for all Ontarians.

Overview

The EASE Grant funds projects that improve accessibility and support active lifestyles for people with disabilities and older adults. It supports these individuals to live more active, healthy, safe and socially connected lives within their communities.

The program offers up to \$60,000 in grants to fund small capital projects that focus on making outdoor spaces, buildings and housing more accessible for everyone.

Eligibility

The EASE Grant program is open to:

- municipalities
- incorporated not-for-profit organizations
- Indigenous communities

Eligible projects may receive up to \$60,000 for small capital projects including retrofits that will help older adults and people with disabilities participate in community life.

Examples include, but are not limited to:

- mobility mats at beaches
- charging stations for mobility devices along an accessible trail
- adding lights, benches, ramps to a public trail
- making entrances, exits, and sidewalks accessible
- automatic door openers
- elevators or lifts
- creating barrier-free paths of travel
- accessible washrooms
- accessible pool access
- ramps
- accessible seating in public spaces

We will prioritize projects that go above and beyond the [Accessibility for Ontarians with Disabilities Act, 2005 \(AODA\)](#) and/or the [Ontario Building Code](#).

AODA – How to make Public Spaces Accessible: Outdoor play spaces

By law, you must make outdoor play spaces accessible if you are:

- a designated public sector organization or a business or non-profit organization with 50 or more employees; and
- building new public outdoor play spaces and planning to maintain them; or
- making major changes to existing spaces and planning to maintain them.

You do not have to change existing outdoor play spaces to comply with the [AODA](#).

Public outdoor play spaces include:

- play equipment and structures (for example, slides, swings and splash pads)
- natural features (for example, logs, rocks, sand or water intended for play)

How to comply

To meet the requirement, you must:

1. consult with the public and local people with disabilities before you design and build public outdoor play spaces (municipalities must also consult with their accessibility advisory committees)
2. enhance the play area with features that will allow children and caregivers with a wide range of abilities to play
3. make the surface of the play space firm and stable so people using mobility devices can move around easily and prevent injuries
4. ensure there is enough space around the play features; children and caregivers with disabilities should be able to move easily into the play areas and around play equipment

For example: a municipality is planning to build a new outdoor play space in their community. First, they consult with their accessibility advisory committee and community members about what they will need in the play space.

Based on these suggestions, the town decides to include an area with a sandbox and other tactile play features. This means that children can use different senses to enjoy the play space.

Additionally, the town decides to include an area for caregivers with disabilities to sit and comfortably watch the children play.