

# WOODSTOCK ACCESSIBILITY ADVISORY COMMITTEE AGENDA

Date: March 8, 2023  
Time: 4:00 pm  
Location: Committee Room A

---

	Pages
1. Additions to the Agenda	
2. Delegations	
3. Matters Arising from Minutes	
4. Minutes	
4.1 <a href="#">February 8, 2023 - WAAC meeting minutes</a>	3
<p><u>Recommendation:</u> That the minutes of the Woodstock Accessibility Advisory Committee meeting held on February 8, 2023 be adopted as printed.</p>	
5. Unfinished Business	
5.1 <a href="#">Addressing Accessibility Concerns</a>	7
<p>Individuals can have accessibility concerns addressed by going to the City of Woodstock website address - <a href="https://www.cityofwoodstock.ca/en/city-governance/accessibility.aspx">https://www.cityofwoodstock.ca/en/city-governance/accessibility.aspx</a> and emailing the Accessibility Coordinator.</p>	
5.2 <a href="#">WAAC purpose under Municipal Code 30 - Accessibility Advisory Committee</a>	8
<p>The Committee shall be responsible for presenting to City Council recommendations relating to the setting of objectives and policies to be followed in connection with accessibility matters within the City in the form of a written report which may be accompanied by a presentation.</p>	
6. Correspondence	
6.1 <a href="#">Transit Concerns</a>	14

The Committee review the information provided by the Transit Supervisor and the City Engineer regarding courtesy stops and the use of the bus kneel to assist passengers.

## 7. New Business

### 7.1 Snow Removal Concerns

The Committee review the discussion with Dan Locke, Director of Public Works, clarifying the City of Woodstock's snow removal procedures - A Taylor

#### 7.1.1 [Shoveling Issues](#) 17

Recent snowfall highlights the issue of businesses and homeowners not shoveling their sidewalks. - A Gowling

#### 7.1.2 [Snow Removal Schedule Changes](#) 19

Discussion regarding preparing a request to City Council on changes to snow removal and schedules. - K Leatherbarrow

### 7.2 [Handicapped Parking Placement](#) 28

The Committee review the comments provided by the City Engineer regarding handicapped parking placement and information provided in Municipal Code 499 - Parking - Accessible. - A Gowling

### 7.3 [CN Railway Walking Overpass](#) 39

Concern over the length of time it is taking for CN Railway to replace the walking overpass located off Perry Street. - J Harrington

### 7.4 [Chartered Shuttle Bus](#) 43

Would like to see changes to the chartered shuttle bus used for Family Day. - J Harrington

## 8. Adjournment

### Recommendation:

That the meeting adjourn at

## Woodstock Accessibility Advisory Committee Minutes

Date: February 8, 2023  
Time: 4:00 pm  
Location: Committee Room A

### Members in Attendance:

Melissa Doucette (left early), Allison Gowling, Jennifer Harrington (left early), Sue Pieters – Acting Chair, Avi Zalizky, Lee-Anne Root, Julie Skuse (left early), Alan Taylor – Chair, Councillor Kate Leatherbarrow

### Absent:

Scott Kelly, provided regrets

### Staff Member in Attendance:

Heather Buchanan, Clerks Services Coordinator

---

## 1. Additions to the Agenda

### 1.1 Shoveling Issues

The Committee has carried over discussion on Shoveling Issues to the March meeting of the Woodstock Accessibility Advisory Committee due to time constraints.

### 1.2 Snow Removal Schedule Changes

The Committee has carried over discussion regarding Snow Removal Schedule Changes to the March meeting of the Woodstock Accessibility Advisory Committee as one of the committee members bringing this item forward had to leave the meeting early.

## 2. Delegations

### 2.1 Parks Department Presentation

Chris Kern consulted the Committee regarding upcoming park and trail projects for the 2023 year.

### 2.2 Social media presence

Colleen Collins consulted the Woodstock Accessibility Advisory Committee regarding ways the Committee can increase its social media presence in the community.

### **3. Matters Arising from Minutes**

#### **3.1 Selection of Chair**

**Moved By** K Leatherbarrow

**Seconded By** L Root

That the committee appoint A Taylor as chair for the 2022-2026 term of Council.

**Carried**

#### **3.2 Decision regarding in-person or virtual meetings**

**Moved By** S Pieters

**Seconded By** A Gowling

That the committee return to in-person meetings and maintain the option to meet virtually in the event of inclement weather, and further that notice of a virtual meeting be communicated to the committee members within 24 hours of the meeting.

**Carried**

### **4. Minutes**

#### **4.1 January 11, 2023 - WAAC meeting minutes**

**Moved By** A Gowling

**Seconded By** S Pieters

That the minutes of the Woodstock Accessibility Advisory Committee meeting held on January 11, 2023 be adopted as printed.

**Carried**

### **5. Unfinished Business**

#### **5.1 Addressing Accessibility Concerns**

The Committee has carried over discussion regarding addressing accessibility concerns to the March meeting of the Woodstock Accessibility Advisory Committee due to time constraints.

## **5.2 WAAC purpose under Municipal Code 30 - Accessibility Advisory Committee**

The Committee has carried over review of their responsibilities under Municipal Code 30 to the March meeting of the Woodstock Accessibility Advisory Committee due to time constraints.

## **5.3 Snow Removal Concerns**

The Committee has carried over A Taylor's report on his discussion with the Director of Public Works regarding snow removal procedure used by the City to the March meeting of the Woodstock Accessibility Advisory Committee due to time constraints.

## **6. Correspondence**

### **6.1 Transit Concerns**

The Committee has carried over discussion on the information provided by the Transit Supervisor and the City Engineer regarding courtesy stops and the use of the bus kneel to assist passengers to the March meeting of the Woodstock Accessibility Advisory Committee as the member bringing this item forward left the meeting early.

## **7. New Business**

### **7.1 Selection of Acting Chair**

**Moved By** J Harrington

**Seconded By** K Leatherbarrow

That the Committee appoint Sue Pieters as acting chair for the 2022-2026 term of Council.

**Carried**

### **7.2 Handicapped Parking Placement**

A. Gowling questioned if the current placement of the handicapped parking space on west side of Reeve Street could be relocated closer to the entrance to City Hall. H Buchanan suggested any proposed relocation of a handicapped park space would need to be provided as a recommendation to City Council.

**Moved By** L Root

**Seconded By** K Leatherbarrow

That the Engineering Department provide clarification on how a handicapped parking location is determined and what is required to relocate a parking space, specifically to move the handicapped parking next to City Hall forward one space, in a report to be made available to the Committee prior to the joint SAAC and WAAC meeting in May.

**Carried**

### **7.3 Draft 2022 Annual Status Report**

The Committee reviewed and discussed the draft 2022 Annual Status Report on Accessibility.

**Moved By** A Gowling

**Seconded By** K Leatherbarrow

That the Woodstock Accessibility Advisory Committee approve the City of Woodstock's Annual Status Report and that the Committee refer the report to City Council.

**Carried**

## **8. Adjournment**


**Moved By** A Gowling

**Seconded By** K Leatherbarrow

That the meeting adjourn at 5:15 p.m.

**Carried**

City of Woodstock - Google Chrome  
cityofwoodstock.ca//Modules/email/emailattachment.aspx?CV2=wEiQaIVKI8DgR5N3EqkPzg...



Close this Window

Please enter your email address, subject and message, and click the "Send Email" button. If your request requires follow-up, please be sure to include your full name, day-time phone number and any relevant address information in the text of your email message.


Your email Address: \*

Your Name:

Subject:

Your Message: \* 2000 characters left.

Attachment (5 MB):  No file chosen

I'm not a robot   
reCAPTCHA  
Privacy - Terms

GOVERNMENT ELECTIONS TRAINING POSTAL INTERNET HEALTH

Business in Woodstock Inside City Hall

16/01/OBIAA-AODA-Handbook-For-BIAs.pdf

ts:

T: 519-539-2382 ext. 2501  
F: 519-539-7705

Email: [Email the Accessibility Coordinator](#)  
[Map this Location.](#)

# **Board - Committee**

## **Chapter 0030 - Accessibility Advisory Committee**

---

### **Chapter Index**

#### **Article 1 - Established**

- 30.1.1** Committee - purpose
- 30.1.2** Committee - composition - members - qualifications
- 30.1.3** Appointments - effective - upon resolution - expiry
- 30.1.3.1** Repealed: By-law 8320-07, February 1, 2007
- 30.1.3.2** Vacancy - term
- 30.1.4** Chair - chosen - first meeting
- 30.1.5** Chair - term - expiry
- 30.1.6** Quorum - minimum
- 30.1.7** Members - with disability

#### **Article 2 - Responsibility**

- 30.2.1** Presentation - to Council
- 30.2.2** Objectives - policy - development
- 30.2.3** Objectives - activities - consideration - as required
- 30.2.4** Policy matters - as required
- 30.2.5** Program - status - need - determination
- 30.2.6** Capital project - determination - as required
- 30.2.7** Fund - raising venture - as required
- 30.2.8** Members - to speak as Committee - directly to Council
- 30.2.9** Committee recommendations - to Council
- 30.2.10** Committee members - to respect decisions
- 30.2.11** Para transportation appeals
- 30.2.11.1** Committee decisions - final
- 30.2.11.2** Meeting - closed - confidential matters

#### **Article 3 - Staff - Responsibility**

- 30.3.1** Clerk - attendance - advisory capacity only
- 30.3.2** Secretary

#### **Article 4 - General Provisions**

- 30.4.1** Meetings - determined by Clerk - minimum



- 30.4.2** Meeting - notice - in advance - all members - Clerk
- 30.4.3** Meeting - interested group - organization
- 30.4.4** Meeting - open - exception
- 30.4.5** Annual accessibility plan
- 30.4.6** Education - community
- 30.4.7** Public awareness - understanding
- 30.4.8** Fund-raising venture - as required
- 30.4.9** Policy - procedure - established by Council - execution

## **Article 5 - Enactment**

### **30.5.1 Effective date**

## **Article 1 - Established**

### **30.1.1 Committee - purpose**

A special body to be known as the "Woodstock Accessibility Advisory Committee" herein after called the "Committee" is hereby established in accordance with the provisions of the *Ontarians with Disabilities Act, 2001* in that Woodstock City Council may receive direct citizen input into matters relating to accessibility. By-law 7987-04, April 1, 2004.

### **30.1.2 Committee - composition - members - qualifications**

The Committee shall be composed of:

- a. up to nine voting members who are either a resident, an owner of property or an employee within the City of Woodstock; the majority of which shall have a disability; and
- b. up to four non-voting student members who are students attending any high school or college located in the City.
- c. one member of City Council.

### **30.1.3 Appointments - effective - upon resolution - expiry**

All appointments to the Committee shall be for a four year period and become effective upon the passing of a resolution of Council which provides for such appointments, and shall expire on completion of the term appointed by Council or when a successor has been appointed. All appointments are at the discretion of Council. By-law 8251-06, September 21, 2006; By-law 8320-07, February 1, 2007.

#### **30.1.3.1 Repealed: By-law 8320-07, February 1, 2007**

#### **30.1.3.2 Vacancy - term**

Persons appointed to fill vacancies where a committee member has resigned or is removed, shall have the same term as the committee member who has resigned

or is removed. By-law 8251-06, September 21, 2006; By-law 8320-07, February 1, 2007.

**30.1.4 Chair - chosen - first meeting**

A Chair shall be chosen from among the members at the first meeting of the Committee following the Council's appointment at which at least a majority of members are present after November 30.

**30.1.5 Chair - term - expiry**

An appointment as Chair shall continue until November 30 in the following year, unless revoked by the Committee in the interim. By-law 7987-04, April 1, 2004.

**30.1.6 Quorum - minimum**

A quorum shall consist of a majority of the currently appointed voting members of the Committee either in person or, in special circumstances, by means via teleconference if deemed appropriate by the staff representative and the chair. Committee members attending meetings via teleconference shall constitute as being part of quorum. By-law 8320-07, February 1, 2007, By-law 9365-20, May 7, 2020.

**30.1.7 Members - with disability**

The City will reimburse Committee members the equivalent of a local round trip taxi fare for all lay members who are unable, due to the nature of their disability, to utilize a personal automobile to attend scheduled meetings within the City.

**Article 2 - Responsibility**

**30.2.1 Presentation - to Council**

The Committee shall be responsible for presenting to Council its recommendations relating to the matters set out in this Article in the form of a written report which may be accompanied by a presentation to Council.

**30.2.2 Objectives - policy - development**

The Committee shall make recommendations relating to the setting of objectives and policies to be followed in connection with accessibility matters within the City.

**30.2.3 Objectives - activities - consideration - as required**

The Committee shall make recommendations relating to those matters pertaining to the general objectives and policies as may from time to time be referred to it for consideration by Council.

**30.2.4 Policy matters - as required**

The Committee shall make recommendations relating to other related policy matters that may come to the attention of the Committee.

**30.2.5 Program - status - need - determination**

The Committee shall make recommendations relating to the status of accessibility programs and their relationship to community needs.

**30.2.6 Capital project - determination - as required**

The Committee may make recommendations relating to capital projects as may from time to time be deemed necessary.

**30.2.7 Fund - raising venture - as required**

The Committee shall obtain the authorization of Council prior to proceeding with fund raising ventures.

**30.2.8 Members - to speak as Committee - directly to Council**

The role of the Committee is to provide advice to Council on matters identified herein by-law and matters referred to it from time to time by Council. Individual members shall contribute to the recommendations of the Committee and are expected to respect any recommendations forwarded to Council by the Committee.

**30.2.9 Committee recommendations - to Council**

Committee recommendations are to be directed to Council and not to external agencies, boards, individuals, or other authorities unless authorized in writing by Council.

**30.2.10 Committee members - to respect decisions**

Individual members of the Committee have a responsibility to speak through the Committee and to respect the decisions of the Committee and Council. They shall not criticize the deliberations and decisions of the Committee or Council to any outside body or person.

**30.2.11 Para transportation appeals**

The Committee shall hear appeals from applicants denied the use of the City's para transportation services as required. By-law 9236-18, August 9, 2018.

**30.2.11.1 Committee decisions – final**

All decisions of the Committee regarding para transportation appeals are final and binding. By-law 9236-18, August 9, 2018.

**30.2.11.2 Meeting – closed – confidential matters**

The portion of the meeting in which para transportation appeals are considered and dealt with shall be closed to the public in accordance subsection 239 (2) of the Municipal Act, 2001, c. 25 as the subject matter being considered relates to personal matters about identifiable individuals. By-law 9236-18, August 9, 2018.

## **Article 3- Staff - Responsibility**

### **30.3.1 Clerk - attendance - advisory capacity only**

The Clerk or designate shall attend all meetings in an advisory capacity only.

### **30.3.2 Secretary**

The Clerk or designate shall serve as the secretary at Committee meetings to be responsible for the recording of the minutes of the Committee and preparing the reports as required to communicate the recommendations of the Committee to Council.

## **Article 4 - General Provisions**

### **30.4.1 Meetings - determined by Clerk - minimum**

The Committee shall meet at least once per month with the exception of the months of July, August and December.

### **30.4.2 Meeting - notice - in advance - all members - Clerk**

The Clerk or designate shall give notice of any such meeting to all members of the Committee and the Clerk at least twenty-four hours in advance of the meeting. The notice of the meeting shall include an agenda detailing the matters to be dealt with.

### **30.4.3 Meeting - interested group - organization**

The Committee shall meet from time to time, with groups, organizations and individuals interested or involved in accessibility matters, to determine their particular concerns in regards to the process or the policy.

### **30.4.4 Meeting - open - exception**

All meetings of the Committee shall be public except when the provisions of subsection 239 (2) of the *Municipal Act, 2001*, c. 25, apply to the matter or matters being discussed.

### **30.4.5 Annual accessibility plan**

The Committee shall assist with the preparation of the annual accessibility plan. The Committee may make comments to Council, if deemed desirable.

### **30.4.6 Education - community**

The Committee may make recommendations regarding the education of the community in the regards to accessibility issues.

### **30.4.7 Public awareness - understanding**

The Committee may make recommendations to increase the public awareness and understanding of accessibility issues.

**30.4.8 Fund-raising venture - as required**

The Committee shall obtain the authorization of Council prior to proceeding with fundraising ventures.

**30.4.9 Policy - procedure - established by Council - execution**

Upon establishment by Council of any change in policy as set out in this Chapter or any other Chapter or by-law, the Chief Administrative Officer, through the Clerk and such other members of the City administrative staff as may be prescribed or may be necessary, the Committee shall be responsible for the proper execution of those policies and procedures.

**Article 5 - Enactment**

**30.5.1 Effective date**

This Chapter becomes effective as of third and final passing of the enabling by-law. By-law 7987-04, April 1, 2004.

## RE: questions from the WAAC

Wed 1/18/2023 10:46 AM

Harold deHaan <[hdehaan@cityofwoodstock.ca](mailto:hdehaan@cityofwoodstock.ca)>

To: Heather Buchanan [hbuchanan@cityofwoodstock.ca](mailto:hbuchanan@cityofwoodstock.ca)

Cc: Jeffrey Springsted [jspringsted@cityofwoodstock.ca](mailto:jspringsted@cityofwoodstock.ca)

Heather,

Jeff is correct. We can't deal with issues if we don't hear about them. And general vague complaints don't help. We need details such as date and time and location.

Thanks,

Harold de Haan, P.Eng.

City Engineer

City of Woodstock

PO Box 1539

944 James St.

Woodstock, ON

N4S 0A7

Office: 519 539-2382 x3112

Fax: 519 421-3250

Email: [hdehaan@cityofwoodstock.ca](mailto:hdehaan@cityofwoodstock.ca)

Wed 1/18/2023 10:37 AM

Jeffrey Springsted [jspringsted@cityofwoodstock.ca](mailto:jspringsted@cityofwoodstock.ca)

To: Heather Buchanan <[hbuchanan@cityofwoodstock.ca](mailto:hbuchanan@cityofwoodstock.ca)>

Cc: Harold deHaan <[hdehaan@cityofwoodstock.ca](mailto:hdehaan@cityofwoodstock.ca)>

Morning Heather,

This is the first I'm hearing of this.

- Courtesy stops: All drivers are trained to provide this service. In the Transit Department, Employee Conduct - Rules & Regulations, under Part H, Paragraph 3.

*"The operator shall only stop at designated bus stops unless weather or other conditions of the bus stop, in the opinion of the operator, would result in a hazard for the passengers. Operators will choose a suitable location with safety in mind for both the passenger and the motoring public."*

- Kneel request: All drivers are trained to provide this service. In the Transit Department, Employee Conduct - Rules & Regulations, under Part H, Paragraph 12.

*“The operator must accommodate and be pleasant to all passengers.”*

If there are isolated incidents that the driver refuses to perform either of these duties, then I need a phone call and a formal complaint to deal with the performance of that employee.

Sincerely,  
Jeffrey Springsted  
Transit Supervisor  
City of Woodstock

**From:** Heather Buchanan <[hbuchanan@cityofwoodstock.ca](mailto:hbuchanan@cityofwoodstock.ca)>  
**Sent:** Wednesday, January 18, 2023 8:29 AM  
**To:** Jeffrey Springsted <[jspringsted@cityofwoodstock.ca](mailto:jspringsted@cityofwoodstock.ca)>  
**Subject:** questions from the WAAC

Hi Jeff

There were a couple transit concerns that came up at the January meeting of the Woodstock Accessibility Advisory Committee, which they have requested I forward onto you.

1. Courtesy stops – drivers are not making courtesy stops when snow conditions make stopping at a bus stop difficult for someone with a disability to navigate.
2. Kneel request – that drivers are not using the bus kneel when requested by passengers, citing it would make them late on route.

I'm not sure if the individual concerned with these issues has ever brought them to your attention but any comments or procedures that you can provide to assist will be forwarded onto the Committee.

Thanks,

*Heather Buchanan*  
Clerk Services Coordinator  
City of Woodstock

[hbuchanan@cityofwoodstock.ca](mailto:hbuchanan@cityofwoodstock.ca)  
519-539-2382 ext. 2504



# Street Snow Removal and Priority Areas

There are a number of factors including temperature, forecasts and precipitation that determine how and when plowing, salting or sanding takes place.

Road crews work hard to keep priority roads as clear as possible to ensure the safety of drivers and allow for emergency vehicles to respond quickly and safely. Snow clearing routes are designed to minimize duplication and maximize efficiency. Using Provincial guidelines set out in the [Municipal Act](#), roads are classified based on their intended use (for instance, traffic volumes and speed limits) and maintained accordingly.

Our goal is to clear snow and ice as quickly as possible and have one snowplow pass on all streets within 24 hours after a snow event. However, during heavy snow and ice storms, snow removal will take longer, and it may not be possible to reach residential areas until after the storm event has ended.

## Order of Priority

1. Major arterial roads and bus routes
2. Major collector roads and industrial areas
3. Local residential streets
4. Cul-de-sacs and dead-end streets

Depending on the severity of the snow event, it may take some time for our plows to get to your area and we ask you to be patient while our staff work hard to clear the streets.

During and after a snow event we receive numerous calls asking us to come out and clear the streets. Snow clearing routes have been designed to minimize duplication. Pulling a snowplow from its designated route to clear another is not cost efficient. Our staff work hard keeping the roads clear of snow and ice. please be kind to them.

## Sidewalk Snow and Ice Clearing

**The [Municipal Bylaw - Chapter 0513 Snow-Ice-Removal Sidewalk](#) states that every owner of a property within the municipal limits of the City of Woodstock (except for a property adjacent to the streets specified in Schedule 'A' unless used exclusively as an owner-occupied residence), shall within 24 hours of the cessation of a winter storm event or Significant Weather Event or within 24 hours of the cessation of a series of consecutive winter storm events, **remove and clean all snow and ice from sidewalks abutting the highway in front of, or alongside, or at the rear of such owner's property.****

It should be noted that by-law will not be enforcing the instances where the residents have obviously cleared their sidewalk before road plows later on push a substantial amount of snow back on the sidewalk that are curb-faced if an attempt to first clear the snow was made. Public Works will clear snow from these curb-faced sidewalks once all roads have been plowed.

Clearing snow and ice from sidewalks is everyone's responsibility as a property owner. Please be mindful of keeping your sidewalks clear especially for children, parents using strollers and those who have mobility restrictions.

## **Non-compliant**

By-law Enforcement Officers will follow up with residents who are noncompliant with a 24-HOUR NOTICE to clear the sidewalk from the date posted on the notice. If the sidewalk is still not cleared within the specified time frame, the city will have a contractor remove the snow and ice at the cost of the resident/owner of the property and the amount will be added to their tax bill.

## **Reporting a Problem**

If you wish to report a sidewalk that has not been cleared 24 hours after the end of a snowstorm event, you may call the Engineering Office at 519-539-2382 ext. 3104 or 3102. Please be sure to leave the following information for an investigation to be begin - Full name, address and phone number of the caller, and the address of where the sidewalk has not been cleared.

## **Snow Buddies**

If you are unable to clear your sidewalks yourself, the City does coordinate the Snow Buddies Program for seniors and persons with disabilities. The program matches up those needing support with individuals (both volunteers and individuals requesting pay) from the community.

Call the Southside Aquatic Centre for more information on this program and how to register at 519-421-7665 or speak with staff in person at 315 Finkle Street.

### [What number do I call if I have a concern?](#)

If it has been more than 48 hours after the snow event has stopped, and your street is not cleared, please contact us:

- **During Business Hours:** Call Public Works at 519-539-2382 ext. 3104 or 3102, Mondays to Fridays 8:30 a.m. to 4:30 p.m.
- **After Hours / Emergencies:** Call Police Services at 519-537-2323

Depending on the severity of the snow event, it may take some time for our plows to get to your area and we ask you to be patient while our staff work hard to clear the streets.

Our staff work hard keeping the roads clear of snow and ice. please be kind to them.

# Highway - Street

## Chapter 0513 Snow – Ice - Removal Sidewalks

---

### Chapter Index

#### Article 1 - Short Title

**513.1.1** Citation

#### Article 2 - Interpretation

**513.2.1** City – defined  
**513.2.2** Closed – defined  
**513.2.3** Consecutive Winter Storm Event – defined  
**513.2.4** Director of Public Works – defined  
**513.2.4.1** Driveway – defined  
**513.2.5** Enforcement Officer – defined  
**513.2.6** Engineer – defined  
**513.2.7** Ice – defined  
**513.2.8** Owner – defined  
**513.2.9** Person – defined  
**513.2.10** Property – defined  
**513.2.11** Roof - defined  
**513.2.12** Sidewalk – defined  
**513.2.13** Significant Weather Event – defined  
**513.2.14** Snow - defined  
**513.2.15** Street – defined  
**513.2.16** Winter Storm Event – defined

#### Article 3 – Snow-Ice-Removal

**513.3.1** Sidewalks – clearing – required – areas – within city limits and outside of Schedule 'A'  
**513.3.2** Downtown Sidewalks - clearing - required - areas - Schedule 'A'  
**513.3.3** Sidewalks - clearing – exemption  
**513.3.4** Sidewalks – clearing - removal  
**513.3.5** Deposit -from private property - to street -prohibited  
**513.3.6** Deposit -from public property - to street - prohibited  
**513.3.7** Accumulation - on roof - posing danger - removed  
**513.3.8** Removal -from roof - precautions – warnings  
**513.3.9** Sidewalk damage  
**513.3.10** Sidewalk – closed  
**513.3.11** Deposit – to driveway - prohibited

## **Article 4 – Enforcement**

- 513.4.1** Fine – for contravention
- 513.4.2** Separate offence – daily
- 513.4.3** Authorized Persons
- 513.4.4** Non-compliance - remedied by City - owner’s expense
- 513.4.5** Removal by City - expense - recovery - action - Treasurer

## **Article 5 – Repeal – Enactment**

- 513.5.1** By-law -previous
- 513.5.2** Effective date

## **Schedule**

Schedule 'A' – Sidewalk clearing – streets designated

Schedule 'B' – Closed Sidewalks

## **Article 1 – Short Title**

### **513.1.1 Citation**

This Chapter may be cited and known as the “Sidewalk Snow Removal By-law”.

## **Article 2 – Interpretation**

### **513.2.1 City - defined**

“City” means The Corporation of the City of Woodstock.

### **513.2.2 Closed – defined**

“closed” refers to any public sidewalk that is not maintained or expected to be maintained during the winter months.

### **513.2.3 Consecutive Winter Storm Events – defined**

“consecutive winter storm event” refers to any precipitation and/or accumulation of snow or ice from the beginning of the initial winter storm event, and any subsequent winter storm events occurring within a 24 hour period of the cessation of the previous winter storm event.

### **513.2.4 Director of Public Works – defined**

“Director of Public Works” means the Director of Public Works of the City as may be appointed from time to time or his/her duly authorized representative.

**513.2.4.1 Driveway – defined**

“driveway” means an area that is paved or surfaced with asphalt, paving stone, concrete or gravel, which is regularly used for the passage of vehicles in an area other than a street. By-law 9390-20, August 13, 2020.

**513.2.5 Enforcement Officer – defined**

“Enforcement Officer” means a Bylaw Enforcement Officer appointed by the Council of the City, or any other person appointed by the Council of the City for the enforcement of this Bylaw.

**513.2.6 Engineer - defined**

“Engineer” means the Engineer of the City as may be appointed from time to time or his/her duly authorized representative.

**513.2.7 Ice -defined**

"ice" means the solid form of water, produced by freezing.

**513.2.8 Owner – defined**

“owner” means the person(s) shown by the records in the Land Registry or Titles Office to be the owner in fee simple of the property either occupied or unoccupied.

**513.2.9 Person - defined**

“person” means an individual or group of individuals, unincorporated association, sole proprietorship, partnership or corporation including a firm.

**513.2.10 Property – defined**

“property” means land that may or may not have a building (occupied or unoccupied) on it.

**513.2.11 Roof – defined**

“roof” means the external upper covering of a building.

**513.2.12 Sidewalk - defined**

“sidewalk” means the part of the highway specifically set aside or commonly understood to be for pedestrian use, typically consisting of a paved surface but does not include crosswalks, medians, boulevards and shoulders or any part of the sidewalk where cleared snow has been deposited by operators of snow removal equipment vehicles or apparatus owned and operated by the Works Department of the City outside of the area in Schedule A.

**513.2.13 Significant Weather Event – defined**

“Significant Weather Event” means and shall be deemed to occur between the time period in which the City declares a Significant Weather Event to have commenced to the time a Significant Weather Event ends. The City may, at the discretion of the Director of Public Works’ Office, declare a Significant Weather Event when an alert or weather warning is declared by Environment Canada for

the City of Woodstock or County of Oxford area and said declaration shall take effect upon notice being placed on the City's web page. The Significant Weather Event shall end when the City declares it to be at an end, at the discretion of the Director of Public Works' Office taking into consideration the status of Environment Canada's alert or weather warning, and said declaration shall take effect upon notice being placed on the City's web page. In addition to publication on the City's web page, the City may, but is not obligated to, also utilize radio media or social media platforms to publicize the commencement or end of a Significant Weather Event.

**513.2.14 Snow – defined**

"snow" includes precipitation in the form of ice crystals, mainly of intricately branched, hexagonal form and often agglomerated into snowflakes, formed directly from the freezing of the water vapour in the air.

**513.2.15 Street - defined**

"street" means any public highway, street, part of a street, lane or alley or any other public place used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof, which is under the jurisdiction of the City or County.

**513.2.16 Winter Storm Event – defined**

"winter storm event" refers to any precipitation and/or accumulation of snow or ice.

**Article 3 - Snow – Ice – Removal**

**513.3.1 Sidewalks – clearing- required- areas- within city limits and outside of Schedule 'A'**

Every owner of a property within the municipal limits of the City of Woodstock (except for a property adjacent to the streets specified in Schedule 'A' unless **used exclusively as an owner-occupied residence**), shall within 24 hours of the cessation of a winter storm event or Significant Weather Event or within 24 hours of the cessation of a series of consecutive winter storm events, remove and clean all snow and ice from sidewalks abutting the highway in front of, or alongside, or at the rear of such owner's property.

**513.3.2 Downtown Sidewalks - clearing - required - areas - Schedule 'A'**

Every owner of a property that is adjacent to a street listed in Schedule 'A' shall remove, or cause to be removed, accumulations of snow and ice from the sidewalk(s) on the street(s) adjacent to their property between the hours of 10 a.m. and 6 p.m. everyday, except Sundays and statutory holidays.

**513.3.3 Sidewalks – clearing – exemption**

The provisions of Section 513.3.2 shall not apply to any property used exclusively as an owner-occupied residence.

**513.3.4 Sidewalks – clearing- removal**

If ice or hard-packed snow cannot be removed without damage to the sidewalk, the owner shall spread or cause to be spread a material or combination of material such as sand, salt or other suitable material on the sidewalk(s) to melt the snow and ice and make it safe for pedestrian travel.

**513.3.5 Deposit – from private property – to street – prohibited**

No person shall deposit, or cause to be deposited, any snow or ice from any private driveway or other private property owned by any person on or into any sidewalk or street in any area within the municipal limits of the City. (See Set Fine)

**513.3.6 Deposit – from public property – to street – prohibited**

No person shall deposit, or cause to be deposited, any snow or ice from any public property on or into the travelled portions of any sidewalk or street with the exception of the operators of snow removal equipment vehicles or apparatus owned and operated by the Works Department of the City and further excepting an owner, or the owner’s agent, to which Section 513.3.2 applies and who is acting in the course of complying with section 513.3.2. (See Set Fine)

**513.3.7 Accumulation – on roof – posing danger – removed**

Any occupant, any owner, and any person having charge, care or control of any house or other building within the City of Woodstock abutting on or situated within ten (10) feet of any public street, thoroughfare, sidewalk or pavement whenever snow or ice shall accumulate on the roof of any such house or other building to an extent which shall constitute a danger to persons passing, shall cause the same to be removed forthwith therefrom.

**513.3.8 Removal – from roof – precautions – warnings**

Every person removing the snow or ice from a roof pursuant to Section 513.3.7 shall take due care and precaution for the warning of persons passing or being on such street, thoroughfare, sidewalk or pavement.

**513.3.9 Sidewalk – damage**

No person shall remove snow or ice in a manner (such as, but not limited to, cutting or hammering) which would damage any sidewalk or curb resulting in creation of a void, surface distortion, crack or other imperfection.

**513.3.10 Sidewalk – closed**

The City may close a sidewalk(s) from November 1 to March 30 of each year by installing signage stating that it is closed. All public sidewalks as shown in Schedule ‘B’ not maintained, shall be deemed closed from November 1 to March

30 of each year. During this period, closed sidewalks may not be maintained and will not be open for use by the public and any unauthorized use shall be at the public's own risk.

**513.3.11 Deposit – to driveway - prohibited**

No person shall deposit, or cause to be deposited, any snow or ice on or into a driveway with the exception of the operators of snow removal equipment vehicles or apparatus owned and operated by the City of Woodstock. (See Set Fine) By-law 9390-20, August 13, 2020.

**Article 4 - Enforcement**

**513.4.1 Fine – for contravention**

Every person who contravenes any of the provisions of this Chapter is guilty of an offence and upon conviction is liable to a fine or penalty as provided in the *Provincial Offences Act*.

**513.4.2 Separate offence – daily**

Each day a violation of this Chapter continues shall constitute a separate and distinct offence under this Chapter.

**513.4.3 Authorized Persons**

Any Police Officer, Municipal Law Enforcement Officer or employee of the City designated by the City Engineer for the purpose of this Section is authorized to inform any person of the provision of this By-Law and to request compliance therewith.

**513.4.4 Non-compliance – remedied by City – owner's expense**

If any person who is required by Section 513.3.1 or 513.3.2 of this Chapter fails to complete the work in the manner and time as prescribed in section 513.3.1 and 513.3.2 as applicable, the Engineer may, without notice to such person, cause such snow or ice to be removed and cleared away at the expense of any such person.

**513.4.5 Removal by City – expense – recovery – action – Treasurer**

Such expense incurred pursuant to Section 513.4.4 may be recovered from any such person by action or by adding the costs to the tax roll and collecting it in the same manner as municipal taxes, with interest, as provided by Section 398 of the *Municipal Act, R.S.O. 2001*, and the taking of any such action or imposition of any such special assessment shall be the responsibility of the Treasurer of the City of Woodstock.



## **Article 5 – Repeal Enactment**

### **513.5.1 By-law previous**

All previous by-laws relating to this Chapter shall be repealed on the effective date of this Chapter.

### **513.5.2 Effective date**

This Chapter shall come into force and effect on the day of the passing of the enabling by-law. By-law 9342-19, December 12, 2019.

## Schedule 'A' - Sidewalk clearing – streets designated

### List of Streets

Dundas Street	from Vansittart Avenue	to Chapel Street
Vansittart Avenue	from Dundas Street	to Hunter Street
Light Street	from Dundas Street	to Hunter Street
Graham Street	from Dundas Street	to Hunter Street
Riddle Street	from Dundas Street	to Hunter Street
Wellington Street	from Peel Street	to Princess Street
Adelaide Street	from Riddle Street	to Victoria Street
Victoria Street	from Peel Street	to Adelaide Street
Brock Street	from Dundas Street	to Simcoe Street
Perry Street	from Dundas Street	to Simcoe Street
Finkle Street	from Dundas Street	to Simcoe Street
Market Square	from Reeve Street	to Finkle Street
Reeve Street	from Dundas Street	to Peel Street
Simcoe Street	from Brock Street	to Finkle Street
Peel Street	from Finkle Street	to Victoria Street
Hunter Street	from Vansittart Avenue	to Riddle Street

## Schedule 'B' – Closed Sidewalks

Harold deHaan [hdehaan@cityofwoodstock.ca](mailto:hdehaan@cityofwoodstock.ca)

To Heather Buchanan <[hbuchanan@cityofwoodstock.ca](mailto:hbuchanan@cityofwoodstock.ca)>; Doug Ellis <[dellis@cityofwoodstock.ca](mailto:dellis@cityofwoodstock.ca)>

Heather,

There is no criteria or guideline for required amount of accessible on-street parking spaces. There is for off-street parking. If we were to apply the off-street parking guideline to on-street, we would need 10 accessible parking spaces in the downtown area. There are 9 accessible parking spaces currently. There is no requirement to where they would be placed. To be fair and democratic, they should be space evenly throughout the area.

All the current accessible parking spaces are grand fathered in since they do not meet the current City of Woodstock policy for on-street accessible parking spaces. The current on-street standard for accessible parking spaces is that they be 3.66m wide and 5.385m long. While this length can be met, the City cannot create parking spaces this wide. Currently on-street parking spaces are approximately 2.0m wide. Anything wider results in a space that projects into the travelled portion of the road creating safety hazard and blocking traffic. For this reason, Staff have not created any new accessible parking spaces since before the standard was adopted. Staff have notified WAAC of this conflict a few times over the last few years asking the committee to make a recommendation to revise the standard for on-street accessible parking spaces.

I hope that this answers your question. Let me know if you have any other questions or comments. Thanks.

Harold de Haan, P.Eng.

City Engineer

City of Woodstock

PO Box 1539

944 James St.

Woodstock, ON N4S 0A7

Office: 519 539-2382 x 3112

Fax: 519 421-3250

Email: [hdehaan@cityofwoodstock.ca](mailto:hdehaan@cityofwoodstock.ca)

**From:** Heather Buchanan <[hbuchanan@cityofwoodstock.ca](mailto:hbuchanan@cityofwoodstock.ca)>

**Sent:** Friday, February 17, 2023 1:54 PM

**To:** Harold deHaan <[hdehaan@cityofwoodstock.ca](mailto:hdehaan@cityofwoodstock.ca)>; Doug Ellis <[dellis@cityofwoodstock.ca](mailto:dellis@cityofwoodstock.ca)>

**Subject:** Handicapped Parking Spaces

Hi Harold and Doug

The Woodstock Accessibility Advisory Committee at their February meeting has requested the following information be made available prior to the SAAC-WAAC meeting in May.

**Moved By** L Root

**Seconded By** K Leatherbarrow

That the Engineering Department provide clarification on how a handicapped parking location is determined and what is required to relocate a parking space, specifically to move the handicapped parking next to City Hall forward one space,

in a report to be made available to the Committee prior to the joint SAAC and WAAC meeting in May.

**Carried**

Thanks,

*Heather Buchanan*

**Clerk Services Coordinator**

**City of Woodstock**

**[hbuchanan@cityofwoodstock.ca](mailto:hbuchanan@cityofwoodstock.ca)**

**519-539-2382 ext. 2504**

# Highway - Street

## Chapter 499 - Parking – Accessible

---

### Chapter Index

#### Article 1 - Short Title

**499.1.1** Citation

#### Article 2 - Interpretation

**499.2.1** Designated parking space - defined

**499.2.2** Municipal or private property - defined

**499.2.3** Permit - defined

#### Article 3 - General Provisions

**499.3.1** Permit - displayed - exemption - parking regulations

**499.3.2** Permit - displayed - normal fees - paid

**499.3.3** Designated parking - maintenance required - all lots

#### Article 4 - Designated Parking Space(S)

**499.4.1** Indicated - Distinct - Requirements - Regulations

**499.4.2** Location - streets - highways - Schedule I

**499.4.3** Location - parking - municipal - private - Schedule II

**499.4.4** Minimum number of parking spaces

**499.4.5** Use - entitlement - benefit - limited

**499.4.6** Signage - municipal streets - Schedule I

**499.4.7** Signage - municipal - private lots - Schedule II

**499.4.8** Signage - installation

#### Article 5 - Inspection of Accessible Parking Permits

**499.5.1** Inspection - accessible parking permits

**499.5.2** Officer - may take possession of the permit

**499.5.3** Offence - accessible parking permit

## **Article 6 - Enforcement**

- 499.6.1** Fine - for contravention
- 499.6.2** Enforcement - issuance of notice
- 499.6.3** Owner - liable - for contravention - exception
- 499.6.4** Vehicle - in contravention - removed - owner expense

## **Article 7 - Repeal - Enactment**

- 499.7.1** By-law - previous
- 499.7.2** Effective date

## **Schedule**

- Schedule 'I' - Designated Accessible Parking Spaces - Streets
- Schedule 'II' - Designated Accessible Parking Spaces - Municipal and Private Lots
- Schedule 'III' - Designated Accessible Parking Spaces - Signage Requirements

WHEREAS it is deemed expedient to amend the City of Woodstock Municipal Code adopted by By-law Number 6790-90 by repealing and replacing Municipal Code Chapter 499 entitled "Parking-Disabled;"

AND WHEREAS the City of Woodstock deems it desirable to provide for a system of accessible parking within the municipality;

AND WHEREAS section 11 of the *Municipal Act, 2001*, S.O. 2001, c. 25, provides that a municipality may provide a system of parking;

AND WHEREAS section 427 of the *Municipal Act, 2001*, S.O. 2001 c.25, provides that every person who contravenes a by-law which provides a system of disabled (accessible) parking is guilty of an offence and on conviction is liable to a fine of not less than \$300;

AND WHEREAS Part III of the *Highway Traffic Act*, R.S.O. 1990, c. H.8 gives a police officer, police cadet, municipal law enforcement officer or an officer appointed for carrying out the provisions of this by-law, specific authorities to inspect and take possession of disabled (accessible) parking permits.

## **Article 1 - Short Title**

### **499.1.1 Citation**

This Chapter may be cited as the "Accessible Parking By-law."

## **Article 2 - Interpretation**

### **499.2.1 Designated parking space - defined**

"designated parking space" means a parking space designated under this Chapter for the exclusive use of a vehicle displaying a permit in accordance with the requirements of the *Highway Traffic Act* and the regulations made thereunder and this Chapter.

### **499.2.2 Municipal or private property - defined**

"municipal or private property" means any open area or portion of a structure, other than a street or highway, intended for the temporary parking of vehicles and on which there are designated parking spaces, whether their use involves the payment of a fee or otherwise.

### **499.2.3 Permit - defined**

"permit" means an accessible parking permit issued under the *Highway Traffic Act* or a permit, number plate or other marker or device issued by another jurisdiction and recognized under the Act.

## **Article 3 - General Provisions**

### **499.3.1 Permit - displayed - exemption - parking regulations**

Despite any other provisions of The Corporation of the City of Woodstock Traffic By-law 8021-04, as amended, any vehicle on which or in which a permit is displayed in accordance with the requirements of the *Highway Traffic Act*, the regulations made thereunder and this Chapter is exempt from the parking, standing or stopping traffic restrictions in force from time to time while transporting, delivering or picking-up a disabled person at a designated parking space.

### **499.3.2 Permit - displayed - normal fees - paid**

The driver or operator of a vehicle which displays a permit in accordance with the requirements of the *Highway Traffic Act* and the regulations made thereunder and this Chapter shall not be required to pay an amount in excess of the normal fee paid by other users of the same parking lots or other parking facilities to which the public has access.

### **499.3.3 Designated parking - maintenance required - all lots**

Every owner and operator of parking lots or other parking facilities to which the public has access, whether on payment of a fee or otherwise, shall not fail to maintain designated accessible parking spaces in accordance with this Chapter.



## **Article 4 - Designated Accessible Parking Space(S)**

### **499.4.1 Indicated - distinct - requirements - regulations**

A designated accessible parking space shall be distinctly indicated in accordance with the requirements of the *Highway Traffic Act* and the regulations made thereunder and this Chapter.

### **499.4.2 Location - streets - highways - Schedule I**

Designated accessible parking spaces on streets and highways are described in Schedule I.

### **499.4.3 Location - parking - municipal - private - Schedule II**

Designated accessible parking spaces on municipal or private property are described in Schedule II.

### **499.4.4 Minimum number of parking spaces**

The minimum number of designated accessible parking spaces which must be provided shall be calculated in accordance with the City of Woodstock Zoning By-law.

### **499.4.5 Use - entitlement - benefit - limited**

No person shall:

- a) park a vehicle in a designated parking space; or
- b) be entitled to the benefit of an exemption under this Chapter; unless a currently valid permit has been issued to that person, the organization for which that person is then operating the vehicle or to a passenger, being picked-up or transported in the vehicle and such permit is displayed on or in the vehicle in accordance with the requirement of the Highway Traffic Act, the regulations made thereunder and this Chapter.  
(See Set Fine)

### **499.4.6 Signage - municipal streets - Schedule I**

Each designated space described in Schedule I of this Chapter shall be distinctly indicated by erecting an accessible parking permit sign at either end of the space with directional arrows indicating the location of the space, or to the centre most portion of the space. Each sign shall meet the requirements set forth in Schedule III of this Chapter which are approved by the Province of Ontario pursuant to the Highway Traffic Act and the regulations made thereunder.

### **499.4.7 Signage - municipal - private lots - Schedule II**

Each designated space described in Schedule II of this Chapter shall be distinctly indicated by erecting an accessible parking permit sign at the centre most portion of the space. Each sign shall meet the requirements set forth in Schedule III of this Chapter which are approved by the Province of Ontario pursuant to the Highway Traffic Act and the regulations made thereunder.

#### **499.4.8 Signage - installation**

Every required accessible parking space sign shall be installed in accordance to with Sections 499.4.6 and Section 499.4.7 and shall be affixed to a permanent vertical post or wall. The sign as prescribed in Schedule III shall be installed to a level not less than one metre and not more than two metres above ground where the post or wall meets the ground.

### **Article 5 - Inspection of Accessible Parking Permits**

#### **499.5.1 Inspection - accessible parking permit**

Every person having possession of an accessible parking permit shall, upon the demand of a Police Officer, Police Cadet, Municipal Law Enforcement Officer or an officer appointed for carrying out the provisions of this Chapter, surrender the permit for reasonable inspection to ensure that the provisions of this Chapter are met.

#### **499.5.2 Officer - may take possession of the permit**

An officer or cadet to whom an accessible parking permit has been surrendered may retain it until disposition of the case if the officer or cadet has reasonable ground to believe that the permit:

- a) was not issued under the governing provincial ministry;
- b) was obtained under false pretences;
- c) has been defaced or altered;
- d) has expired or been cancelled; or
- e) is being or has been used in contravention of this Chapter.

#### **499.5.3 Offence - accessible parking permit**

No person shall:

- a) have in his/her possession an accessible parking permit that is fictitious, altered or fraudulently obtained; (See Set Fine)
- b) fail or refuse to surrender an accessible parking permit in accordance with Section 499.5.1; (See Set Fine)
- c) give, lend, sell or offer for sale an accessible parking permit or permit the use of it by another person otherwise than in accordance with this Chapter; (See Set Fine) or
- d) make, permit the making of, give, lend, sell or offer for sale a fictitious or altered accessible parking permit. (See Set Fine)

### **Article 6 - Enforcement**

#### **499.6.1 Fine - for contravention**

Every person who contravenes any of the provisions of this Chapter is guilty of an offence and upon conviction is liable to a fine as prescribed in the *Provincial Offences Act*.

#### **499.6.2 Enforcement - issuance of notice**

A Police Officer, Police Cadet, Municipal Law Enforcement Officer or an officer appointed for carrying out the provisions of this Chapter may issue:

- a) a Provincial Offences Notice where applicable fines have been ordered by the Province of Ontario under this Chapter to the owner or operator of the motor vehicle found in contravention by way of Part I of the *Provincial Offences Act*;
- b) a Parking Infraction Notice to the vehicle or person in control of the vehicle found in contravention by way of Part II of the *Provincial Offences Act*; or
- c) a Summons to the person in control of the vehicle found in contravention by way of Part III of the *Provincial Offences Act*.

#### **499.6.3 Owner - liable - for contravention - exception**

The owner of a vehicle may be charged with and convicted of an offence under this Chapter for which the driver of the vehicle is subject to be charged unless, at the time of the offence, the vehicle was in the possession of some person other than the owner without the owner's consent and on conviction the owner is liable to the penalties prescribed or provided for the offence.

#### **499.6.4 Vehicle - in contravention - removed - owner expense**

A Police Officer, Police Cadet, Municipal By-law Enforcement Officer or an officer appointed for carrying out the provisions of the *High-way Traffic Act*, upon discovery of any vehicle parked or left in contravention of this Chapter, may cause it to be moved or taken to and placed or stored in a suitable place and all costs and charges for removing, care and storage thereof, if any, are a lien upon the vehicle which may be enforced in the manner provided by Part III of the *Repair and Storage Liens Act*.

### **Article 7 REPEAL - ENACTMENT**

#### **499.7.1 By-law - previous**

All previous by-laws relating to disabled parking shall be repealed on the effective date of this Chapter.

#### **499.7.2 Effective date**

This Chapter shall become effective as of the third and final reading of the enabling by-law. By-law 8425-08, February 21, 2008.

## Schedule

### Schedule I – Designated Accessible Parking Spaces - Streets

Location	Number of Spaces
Aileen Drive at 65 Aileen Drive	1
Dundas Street at 388 Dundas Street	1
Dundas Street at 449 Dundas Street (Art Gallery)	1
Dundas Street at 485 Dundas Street	1
Dundas Street at 615 Dundas Street (Police Station)	1
Finkle Street at 452 Dundas Street	1
Graham Street at 16 Graham Street	1
Hunter Street at 445 Hunter Street (Library)	1
Market Street at 21 Market Street	1
Perry Street at 422 Dundas Street	1
Reeve Street at 9 Reeve Street	1
Reeve Street at 500 Dundas Street, located at the north side of Market Street and West side of Reeve Street	1
Sutherland Drive at 690 Sutherland Drive (Loyal Order of Moose Lodge)	2

By-law 8425-08, February 21, 2008; Schedule 'I'; By-law 8504-08, November 20, 2008; By-law 8620-10, July 15, 2010. By-law 8936-14, September 4, 2014, By-law 9011-15, October 15, 2015

### Schedule II - Designated Accessible Parking Spaces Municipal and Private Lots

Municipal Lots	Number of Spaces
Adelaide Street Lot	1
Brock Street Lot	3
Civic Centre Arena at 895 Nellis Street	2
Cole Walkway Lot	1
Community Complex at 381 Finkle Street	6
Engineering and Public Works at 944 James Street	1
Finkle Street Lot	1
Jack Dunn Memorial Ball Diamond at 347 Finkle Street	1
Graham Street Lot	1
Light Street Lot	1
Market Centre Lot	4
Canadian Mental Health Association at 522 Peel Street	1
Perry Street Lot	1
Southgate Centre at 191 Wellington Street South	9
Southside Aquatic Centre at 315 Finkle Street	2
Southside Park at 192 Old Wellington Street south	4
Young Street Lot	2

By-law 9260-18, December 13, 2018

<b>Private Lots</b>	<b>Number of Spaces</b>
439 Athlone Avenue	5
576 Brant Street (Royal Canadian Legion)	1
410 Buller Street (Board of Health)	1
423 Devonshire Avenue (The Village of Oxford Gardens)	4
1023 Devonshire Avenue	1
400-404 Dundas Street (TD Bank)	1
645 Dundas Street (Foodland / Zellers)	4
808 Dundas Street (YMCA)	3
943 Dundas Street (Rochdale Credit Union)	2
969 Dundas Street (Zehrs)	8
1717 Dundas Street (Toyota Motor Manufacturing)	8
558 Durham Crescent	6
560 Durham Crescent	4
562 Durham Crescent	6
564 Durham Crescent	4
159-163 Ferguson Drive (Oxford Condominium Corp. No. 28)	8
369 Finkle Street (Fanshawe College)	4
93 Graham Street (Social Services)	1
56-64 Hiawatha Road (Oxford Condominium Corp. No. 47)	5
415 Hunter Street (Court House)	2
959 James Street (Oxford County Naval Veterans	3
300 Juliana Drive (Oxford County, Woodingford Lodge)	3
310 Juliana Drive (Woodstock General Hospital)	28
247-259 Lansdowne Avenue and 1189-1193 Nellis Street	2
535 Mill Street (Travel Centres Canada)	10
851 Nellis Street (Woodstock Slots)	3
855 Nellis Street (Woodstock Agricultural Society)	2
875 Nellis Street (Oxford Auditorium)	2
467-523 Norwich Avenue (Calloway Real Estate	20
715-751 Parkinson Road (Trillium Place)	2
192-236 Springbank Avenue North (Springbank Plaza)	2
100 Victoria Street South (VIA Rail Canada Inc.)	2
21 Reeve Street (Administrative Building)	2

By-law 8425-08, February 21, 2008; Schedule 'II'; By-law 8438-08, March 20, 2008; By-law 8482-08, 4 September, 2008; By-law 8504-08, November 20, 2008; By-law 8558-09, 9 July 9, 2009; By-law 8620-10, July 15, 2010; By-law 8662-11, 17 February, 2011; By-law 8703-11, August 11, 2011; By-law 8735-12, 19 January 19, 2012; By-law 8781-12, 7 June 7, 2012.

By-law 8936-14, September 4, 2014; By-Law 8970-15, April 2, 2015, By-Law 9034-16 By-law 9241-18 – August 9, 2018; By-law 9442-21, March 18, 2021.

### Schedule III - Designated Accessible Parking Spaces Signage Requirements

Each sign shall be not less than 45 centimetres in height and not less than 30 centimetres in width and bear the markings and have the dimensions as described and illustrated in the following figure:



By-law 8425-08, February 21, 2008; Schedule III.

**FW: CN walking overpass**

**From:** David Creery <[dcreery@cityofwoodstock.ca](mailto:dcreery@cityofwoodstock.ca)>  
**Sent:** Friday, February 17, 2023 9:07 AM  
**To:** Kate Leatherbarrow <[kleatherbarrow@cityofwoodstock.ca](mailto:kleatherbarrow@cityofwoodstock.ca)>  
**Subject:** RE: CN walking overpass

Good Morning Kate,

CN advised us that they are planning to do the construction of a new pedestrian bridge this year although we have not been given any plans yet. They also indicate that this new bridge will be accessible.

In any rail crossing there is a primary and a secondary status which determines cost allocations for at grade or grade separated crossings. This status is premised on who was there first. In this case our crossing predates the rail, so the cost is CN's. This is the reason for our lack of involvement. CN needed to get this project in their budget before it could proceed.

I expect CN will be looking to give us the new bridge, so any future replacements are not their responsibility or in the least a crossing agreement that provides for shared responsibility. But this remains to be seen.

David

**From:** Kate Leatherbarrow <[kleatherbarrow@cityofwoodstock.ca](mailto:kleatherbarrow@cityofwoodstock.ca)>  
**Sent:** February 15, 2023 2:14 PM  
**To:** David Creery <[dcreery@cityofwoodstock.ca](mailto:dcreery@cityofwoodstock.ca)>  
**Subject:** Fwd: CN walking overpass

Hello David,

Could you provide me with an update to Jennifer's question?

Kate

Sent from my iPhone

Begin forwarded message:

**From:** Jennifer Harrington <[jharrington743@gmail.com](mailto:jharrington743@gmail.com)>  
**Date:** February 15, 2023 at 1:59:29 PM EST  
**To:** Kate Leatherbarrow <[kleatherbarrow@cityofwoodstock.ca](mailto:kleatherbarrow@cityofwoodstock.ca)>  
**Subject:** CN walking overpass

Hi Kate

Hope your day is going well and your hair looks great with all this wind today.

I was wondering if you could inquire on the CN overpass off Perry Street. And Main. This is a foot bridge but not accessible to those who use mobile devices like wheelchairs and walkers. I would like to see it reconstructed to accommodate everybody's needs. Can we do something soon.

Thank you for your time.

Jennifer Harrington and Tatum woof



**To: David Creery, Chief Administrative Officer**  
**From: Douglas Ellis, Deputy City Engineer**  
**Re: Finkle Street Pedestrian Bridge over Canadian National Railway**

---

**AIM**

To inform City Council on the status of the Finkle Street Pedestrian Bridge over the Canadian National Railway (CNR).

**BACKGROUND**

In 1905, the Grand Trunk Railway Company of Canada (now CNR) and the City of Woodstock entered into an agreement to remove Finkle Street crossing over the rail tracks. This work was done to allow the Rail company to double the tracks and provide more vertical clearance. To do this, the existing Finkle Street road-bridge was removed and replaced with a pedestrian bridge. In return, the now existing extension of Wellington Street was extended with a new bridge over the rail lines.

**COMMENT**

Although the Finkle Street pedestrian bridge is owned by CNR, city staff have historically completed general maintenance such as snow removal or minor board replacement on the bridge. In 2013, staff decided to include the bridge in the semi-annual bridge inspection program. At that time, serious deficiencies were noted in the bridge. CNR was notified of these deficiencies. During this time, a structural analysis was completed that determined that the load on the bridge should be restricted to avoid failure. To achieve this, in 2017, temporary railings were constructed on the bridge to limit the capacity of the bridge and keep the pedestrian traffic in the centre of the bridge.

In 2021, another bridge inspection was completed and found that further deterioration of the bridge supports had occurred making the bridge unsafe even with the restricted use measures in place. City staff immediately closed the bridge and notified CNR of the situation.

Since that time, city staff have been in numerous meetings with CNR to discuss how the situation will be addressed. CNR is currently working on plans for the replacement/repair of the pedestrian bridge and has committed to sending preliminary plans to city staff for review once completed. In meetings with CNR, CNR staff wondered about the possibility of cost sharing the replacement and taking ownership of the bridge once the work has been completed.

City staff has made no commitment to either of these two issues other than this would require council approval and could be presented once more details (design completed, cost estimate developed, draft agreement written) are known.

Currently, city staff is waiting for preliminary design to be submitted for review and comment. A time frame for the completion of the work has also not been identified at this time.

### **RECOMMENDATION**

That Council receive this report as information regarding the status of the Finkle Street Pedestrian Bridge.

*Authored by: Douglas Ellis, P.Eng., Deputy City Engineer*

*Authored by: Harold de Haan, P.Eng., City Engineer*

*Approved by: David Creery, P.Eng., MBA, Chief Administrative Officer*

## **FW: Family day bus shuttle**

**From:** Jeffrey Springsted <[jspringsted@cityofwoodstock.ca](mailto:jspringsted@cityofwoodstock.ca)>

**Sent:** Thursday, February 23, 2023 9:40 AM

**To:** Jennifer Harrington <[jharrington743@gmail.com](mailto:jharrington743@gmail.com)>

**Cc:** Kate Leatherbarrow <[kleatherbarrow@cityofwoodstock.ca](mailto:kleatherbarrow@cityofwoodstock.ca)>; Alan Taylor <[taylor@sentex.net](mailto:taylor@sentex.net)>

**Subject:** RE: Family day bus shuttle

Good morning Jennifer,

Nice to hear from you, been awhile.

After reading your email I agree with you that the shuttle was great! Many city departments have already expressed how wonderfully attended the event locations of Family Day were.

Woodstock Transit was asked by the Woodstock Art Gallery to supply an accessible bus and driver for their event and we were more than happy to provide that for them. The (45 minute cycle ) shuttle route was designed with nine pick-up and drop off points linking specific neighborhoods to Family Day activities at Museum Sq, Woodstock Art Gallery, Cowan Park, The Community Complex and Southside Aquatic Centre. There was no regular conventional transit and no terminal usage, like I said this service was a standalone charter request from WAG so I'm not sure I understand your question; " how did you get the people to the terminal as regular transit did not exist"?

We were never asked to provide a paratransit service for this event, likely because our 40-foot low floor bus provides equal accessibility. That said, it was not our mandate to advertise, that responsibility was on the Woodstock Art Gallery, and I believe did a pretty good job of that, in their inaugural year. I actually suggested we make a shuttle stop in front of Harvey Woods, since the route was travelling that direction.

I'm sorry to hear that you and your friends did not participate in what was being offered but I will certainly mention your concerns in a follow-up meeting I have scheduled with WAG next Monday.

Sincerely,

**Jeffrey Springsted**  
Transit Supervisor

City of Woodstock  
Engineering Building  
P.O. Box 1539  
944 James Street  
Woodstock, ON N4S 0A7  
(519)539-2382 x3130  
[jspringsted@cityofwoodstock.ca](mailto:jspringsted@cityofwoodstock.ca)

**From:** Jennifer Harrington <[jharrington743@gmail.com](mailto:jharrington743@gmail.com)>

**Sent:** Wednesday, February 22, 2023 2:50 PM

**To:** Kate Leatherbarrow <[kleatherbarrow@cityofwoodstock.ca](mailto:kleatherbarrow@cityofwoodstock.ca)>; Alan Taylor <[taylor@sentex.net](mailto:taylor@sentex.net)>;  
Jeffrey Springsted <[jspringsted@cityofwoodstock.ca](mailto:jspringsted@cityofwoodstock.ca)>

**Subject:** Family day bus shuttle

Hi Kate, Alan and Jeff

Hope you and your family are feeling better today and having fun. :)

I found out about the family day shuttle bus as the temporary bus stop was beside Harvey Woods where I live. I think the shuttle was great, but it had a huge flaw....no paratransit and how did you get the people to the terminal as regular transit did not exist? Flyers and informing the public through alternate media other than Facebook would have helped. I have friends that have disabilities and again left out of community events. boo.... more thought is needed.

I look forward to hearing from you soon. Thank you for your time.

Sincerely

Jennifer Harrington and Tatum woof