

**The Corporation of the City of Kawartha Lakes**  
**Agenda**  
**Kawartha Lakes Accessibility Advisory Committee Meeting**

**KLAAC2025-02**

**Friday, March 28, 2025**

**4:00 P.M.**

**Electronic Participation Meeting**

**Members:**

Deputy Mayor Charlie McDonald

Luke Brunner

Frederico (Arbee) Buenafe

Matthew Kuiken

Katelyn Lowes

Crystal Morrissey

Shane Orr

Elizabeth Peeters

**Note:** This will be an electronic participation meeting. If you wish to attend the Meeting via Zoom please contact Christine Briggs, IDEA Partner, at [cbriggs@kawarthalakes.ca](mailto:cbriggs@kawarthalakes.ca) to request a copy of the Zoom link for the Meeting.

**Accessible formats and communication supports are available upon request. The City of Kawartha Lakes is committed to accessibility for persons with disabilities. Please contact [AgendaItems@kawarthalakes.ca](mailto:AgendaItems@kawarthalakes.ca) if you have an accessible accommodation request.**

1. **Call to Order**
2. **Administrative Business**
- 2.1 Adoption of Agenda  
**The** Agenda for the Accessibility Advisory Committee Meeting of March 28, 2025 be approved, as circulated.
- 2.2 Disclosure of Pecuniary Interest
- 2.3 Adoption of Minutes from Previous Meeting 4 - 8  
**Accessibility Advisory Committee Meeting, February 10, 2025**  
**That** the minutes of the Accessibility Advisory Committee Meeting of February 10, 2025, be received and approved.
3. **New or Other Business**  
**That** the overview by Sarah O'Connell, Deputy Clerk, **regarding an update to the Terms of Reference for the Accessibility Advisory Committee**, be received.
- 3.1 KLAAC2025-02.3.1  
**Overview - Update to the Terms of Reference for the Accessibility Advisory Committee**  
Sarah O'Connell, Deputy Clerk
4. **Closed Session**
- 4.1 Adoption of Closed Session Agenda  
**That** the Closed Session Agenda for the Accessibility Advisory Committee Meeting of March 28, 2025 be approved, as circulated.
- 4.2 Disclosure of Pecuniary Interest in Closed Session Items

#### 4.3 Move Into Closed Session

**That** the Accessibility Advisory Committee convene into closed session at \_\_\_\_ p.m. pursuant to Section 239(2) of the Municipal Act, S.O. 2001 s.25, in order to consider matters identified in Section 8.3 of the Accessibility Advisory Committee Meeting Agenda of Friday, March, 28, 2025, namely Item 8.3.1.

##### 4.3.1 KLAAC2025-02.3.3.1

**Overview of Nominations for the 2025 Accessibility Awareness  
Recognition Award Program  
Municipal Act, 2001 s.239(2)(b) Personal Matters About Identifiable  
Individuals**  
Christine Briggs, IDEA Partner  
Elizabeth Peeters, Chair, Accessibility Advisory Committee

#### 5. **Matters from Closed**

#### 6. **Next Meeting**

#### 7. **Adjournment**

**The Corporation of the City of Kawartha Lakes**  
**Minutes**  
**Kawartha Lakes Accessibility Advisory Committee**  
**Meeting**

**Monday, February 10, 2025**  
**11:00 A.M.**  
**Electronic Participation Meeting**

**Members:**  
**Deputy Mayor Charlie McDonald**  
**Frederico (Arbee) Buenafe**  
**Shane Orr**  
**Matthew Kuiken**  
**Katelyn Lowes**  
**Crystal Morrissey**  
**Elizabeth Peeters**  
**Luke Brunner**

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## 1. Call to Order

Christine Briggs, IDEA Partner, called the meeting to order at 11:02 a.m. Deputy Mayor McDonald, Elizabeth Peeters, Katelyn Lowes, Luke Brunner, Shane Orr, Christine Briggs and Sarah Bovay were in attendance.

Frederico (Arbee) Buenafe, Matthew Kuiken and Crystal Morrissey were absent.

### 1.1 Appointment of Chair

Christine Briggs, IDEA Partner, assumed the role of chair and provided an overview of the role of Chair and Vice-Chair for the Kawartha Lakes Accessibility Advisory Committee.

C. Briggs called for nominations for the position of Chair.

Elizabeth Peeters was nominated as Chair for the Kawartha Lakes Accessibility Advisory Committee for 2025.

1. C. Briggs called for nominations for a second time.

2. C. Briggs called for nominations for a third and final time.

3. C. Briggs declared that nominations for the position of Chair closed.

Elizabeth Peeters was declared as Chair for the Kawartha Lakes Accessibility Advisory Committee for 2025.

### 1.2 Appointment of Vice Chair

C. Briggs called for nominations for the position of Vice-Chair. Katelyn Lowes was nominated as Vice-Chair for the Kawartha Lakes Accessibility Advisory Committee for 2025.

1. C. Briggs called for nominations for a second time.

2. C. Briggs called for nominations for a third and final time.

3. C. Briggs declared that nominations for the position of Vice-Chair closed.

Katelyn Lowes was declared as Vice-Chair for the Kawartha Lakes Accessibility Advisory Committee for 2025.

### 1.3 Member Introduction

E. Peeters assumed the role of chair. She welcomed new members Shane Orr and Luke Brenner.

## 2. Administrative Business

### 2.1 Adoption of Agenda

**Moved By** Deputy Mayor McDonald

**Seconded By** K. Lowes

**That** the agenda be adopted as circulated.

**Carried**

## 2.2 Declaration of Pecuniary Interest

There were no declarations of pecuniary interest disclosed.

## 2.3 Adoption of Minutes from Previous Meeting

**Moved By** Deputy Mayor McDonald

**Seconded By** K. Lowes

**That** the minutes of the Accessibility Advisory Committee meeting held on (Insert Meeting Date), be adopted as circulated.

**Carried**

## 3. Deputations/Presentations

No deputations/presentations.

## 4. Correspondence

No new correspondence.

## 5. News/Updates from Working Groups, Staff and Council

### 5.1 Accessibility Officer Update

C. Briggs called attention to the refresh of the Accessibility Master Plan, with help from the Accessibility Advisory Committee.

#### 5.1.1 Information and Communication Accessible Design Standards

C. Briggs shared that there has been a lack of a resources for staff and third party contractors regarding design standards. The Information and Communication Accessible Design Standards was recently approved by the Senior Management Team. This document can be found on the Kawartha Lakes website, and attached to procurement to ensure every piece of documentation produced and published by the city will be accessible.

#### 5.1.2 Customer Service Standards Project Update

C. Briggs informed members of standards being reviewed relating to customer service. The project team is working to align Accessibility for Ontario with Disabilities Act standards with customer service standards.

#### 5.1.3 Internet and Intranet Project Updates

C. Briggs shared that a new Kawartha Lakes website will be launched in 2025 and all documents available will be accessible. The employee website is also being revamped to ensure all staff documents are accessible as well.

## 5.2 Public Awareness (Public Education/Employment/Information&Communication)

E. Peeters provided new members with an overview of the purpose of subcommittees.

### 5.2.1 Subcommittee Appointments

E. Peeters appointed Elizabeth Peeters, Crystal Morrissey and Deputy Mayor McDonald to the Public Awareness subcommittee.

### 5.2.2 Accessibility Awards Update

E. Peeters shared a reminder that Accessibility Award nominations can be completed on the municipal website and encouraged members to nominate any business or people working to improve accessibility in the community by March 15. She encouraged committee members to spread the word as the public is welcome to make nominations as well. Going forward, a decal will be provided to recipients of an award to showcase their dedication to accessibility.

### 5.2.3 Communications Campaign

E. Peeters invited members of the committee to share the Invisible Disabilities video created to promote awareness.

## 5.3 Public Spaces (Parks, Built Environment and Transportation (Transit))

### 5.3.1 Subcommittee Appointments

E. Peeters appointed Katelyn Lowes, Frederico (Arbee) Buenafe, Shane Orr, Matthew Kuiken, Luke Brenner and Deputy Mayor McDonald to the Public Spaces subcommittee.

### 5.3.2 Public Spaces Updates

No new updates.

## 5.4 Councillor's Update

Deputy Mayor McDonald welcomed the new members to the Accessibility Advisory Committee and thanked the chair and co-chair. He encouraged committee members to promote the Million Dollar Makeover program.

C. Briggs informed the committee of the intake periods for applications, one in the fall and one in February.

**Moved By S. Orr**

**Seconded By L. Brunner**

**That** the reports provided under agenda items 5.1, 5.2, 5.3, and 5.4 be received by Kawartha Lakes Accessibility Advisory Committee for information purposes.

**Carried**

## **6. New or Other Business**

### **6.1 Committee Priorities 2025**

C. Briggs called on the committee to share any highlights from 2024 or 2025 priorities to share in an annual report to council.

In 2025 the committee would like to focus on a pre-consultaion guide, consisting of a list of best practices when developing applications with a direct link to legislation. Additionally, reviewing transit within the city to determine what is and is not working.

### **6.2 Meeting Schedule**

The committee is to meet once a quarter, schedule to be determined.

## **7. Next Meeting**

To be determined.

## **8. Adjournment**

**Moved By K. Lowes**

**Seconded By Deputy Mayor McDonald**

**That** the Accessibility Advisory Committee Meeting adjourn at 11:39 a.m.

**Carried**